



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**ROYAL COLLEGE OF ARTS, SCIENCE AND
COMMERCE**

**SHRISHTI HSG COMPLEX, PENKAR PADA, MIRA ROAD(E), DIST. THANE
401107**

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

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Royal College of Arts, Science and Commerce, affiliated to University of Mumbai, was established in 1989, under the auspices of “Royal Higher Education Society of Bombay”, by the founder Prof. A. E. Lakdawala, envisaging a **holistic value based education, with a specific thrust on educating females from Muslim community, to churn out socially responsible, eco-conscious and disciplined youth with secular outlook empowered to participate in and contribute to economic and cultural progress of society**. The college has successfully promoted girls education through sustained initiatives which has translated into demographic ratio of **78% girl students**.

The College started with a student strength of **178 students with 3 programmes**, which has grown today to **1440 students and 13 programmes**. Having made appreciable strides in its span of 28 years underscoring sound theoretical, technical and life skills drawing on the emotional and spiritual intelligence of the youth that are keenly required in the current globalised society, the College was accredited by NAAC with “B++” in 2003, and reaccredited with “A” in the second cycle in 2011.

The College, located in a northern suburb of Mumbai, has **carved a niche** for itself among **all the stakeholders and in the vicinity for its conducive and safe academic environment with empowerment through value based education, discipline, consistent near cent per cent result from mostly first generation learners, secular outlook, adherence to principle of non commercialization of education, and varied extension activities**. A **distinctive feature** of the college is the **strong bond between teacher and the taught**, as evident from feedback and interactions. The **alumni credit the institute** for imbibing **graduate attributes** of Hard work, Punctuality, Time management, Leadership, Team spirit, Professionalism, Patience Honesty, Kindness, Positivity and Self confidence.

The accreditation and reaccreditation process and the observations made by the NAAC peer teams have spurred the institution into bettering itself relentlessly. To effectively prepare for the process of accreditation and assessment in the third cycle the IQAC organized a State level seminar on “**Revised Assessment and Accreditation Framework**”.

Vision

To be recognized as a minority institution par excellence with secular perspective imparting value based education to create socially responsible, eco-conscious, disciplined citizens empowered to participate and contribute to economic and cultural growth of the nation.

Mission

- To provide holistic academic programmes to nurture personal, professional and social growth of students
- To promote education for minority community with emphasis on girls’ education and extend the same to other communities

- To provide an inspiring teaching learning environment to realize intellectual potential and foster global competencies
- To inculcate ethical, moral and environmental values amongst students

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The College has a **well structured and well planned** curriculum delivery mechanism which caters to diverse student needs. Transaction methods used are a blend of technology driven innovative student centric, participative and experiential learning methods.

A distinctive feature of the college is the **strong bond between teacher and the taught**. The College has committed full time faculty with an average teaching experience of 13.8 years. The robust teaching learning process has translated into consistent near 100% result from largely first generation learners, well above the University average.

The College has a **robust and transparent evaluation mechanism** which offers **variety** for assessment of different learning skills. **Semi-moderation**, a college specific initiative makes the evaluation process more transparent and error free.

23 Add- on/certificate, 10 value added and 2 VET courses introduced in last five years strengthen professional skills and give lateral flexibility.

Effective feedback mechanism covering all stakeholders is in place and the process is partially digitized.

Enhancement in research includes establishment of Research Committee, publication of in-house research journal 'Sanshodhana', establishment of Entrepreneurship Cell and increase in average number of publications per year, post accreditation.

Six functional MoUs and association with 47 GOs and NGOs affords ample opportunity for students' sensitization and outreach programmes.

The College has **optimal infrastructure** for teaching learning, support facilities and **special infrastructural provisions for Divyangjan**. Continuous **enhancement and upgradation** of infrastructure and IT facilities is done.

Mentor and guardian teachers, on campus Counselor, transparent and speedy grievance redressal mechanism, motivational sessions, compulsory yoga, programmes for slow and advanced learners, placement and skill training services constitute a **strong student support system**.

Alumni actively contribute financial assistance, time and skills.

The College, founded and run by academicians, adheres to principle of **non commercialization of education** and offers a **safe apolitical learning environment** for students.

On campus presence of five trustees, supports, strengthens and expedites decision making. An **active IQAC** has been instrumental in introducing quality initiative and accelerating growth and expansion of the institute.

The inherent culture of the institution infuses a **strong value system**. Sustained environmental campaigns have metamorphosed our students into **Green warriors**.

Institutional Weakness

An essentially **homogenous student profile** has resulted in few students from other States or Countries. A large majority of these students being girl students from the minority community has **restricted the participation** in sports, cultural programmes, summer training and internship, outdoor activities and placements.

A good number of **students migrate to other institute** due to unavailability of Zoology, Mathematics and six unit Psychology subjects at third year level. In **absence of post graduate programmes in Science and Arts**, students are forced to leave in spite of willing to continue with the institute.

The College has mobilized **limited funds for research** and needs to explore other funding agencies. No major research project has been undertaken in last five years. The institution does not have any **functional MoU with industry for research**.

Students have won prizes in cultural and sports events at intercollegiate level but are yet to win **awards at the state/national level**. Teachers receiving national / international recognition and awards are appreciated however; introduction of incentives will further encourage them.

The financial support provided to teachers for attending conferences and workshop is limited due to non availability of non salary grant from government.

The College has to work on setting up alternate source of energy and rain water harvesting facility.

Institutional Opportunity

Three units programme offered by the college in the subject of Psychology can be upgraded to **six unit programme**.

Heterogeneity in class rooms with many students from vernacular medium offers an opportunity to **strengthen spoken English** and communication skills through add-on / certificate courses. The college being multi stream offers an opportunity to introduce more of interdisciplinary courses.

The College website provides access to e-resources, the usage of the same may be enhanced and availability of additional e-resources and tools may be explored.

E-content development facility usage needs to be optimized.

The college is in collaboration with **IAS Royale Academy** since past two years to provide coaching to students for competitive examination. The first batch of students consists of 9 students; the batch size can be increased

to benefit more students.

Institutional Challenge

The number of government scholarships received by students is low in spite of **dissemination of related information by the college office**. Students do not apply because of the lengthy, tedious procedure involved. **The counseling of students and follow up mechanism needs to be strengthened.**

Introducing the subjects of **Mathematics and Zoology at third year level and PG programme in Science** is financially unviable due to limited fee structure. **Generating resources** to run these programmes in absence of any grant is a **challenge**.

Retention of female students, especially of minority community, to complete their UG programme and academic progression is **difficult as many of these students have familial pressure**.

There is an increasing tendency of the students to prefer professional courses over conventional courses; **attracting these students to pursue traditional courses** is a challenge.

The institute has strong collaborations with institutes and NGOs at the local level and one at international level, however there is a **need to associate with more organizations nationally and internationally**.

In the face of **declining governmental grants**, it is necessary to **mobilize funds** from other sources for sustained growth and expansion.

Strengthening of activities of newly constituted Entrepreneurship Cell is challenging for an undergraduate Science and Humanities college due to **limited financial resources**.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College has a well structured system for the **effective implementation and delivery** of the curriculum. Post re-accreditation **two self financed undergraduate programmes** in Psychology and Accounts & Finance were introduced. A full time **post graduate programme** in Advance Accountancy has been introduced in evening session to cater to working students. **Two certificate courses affiliated to University of Mumbai** has also been introduced: Arabic to cater to the local community and German on popular demand. 23 Add- on /certificate, 10 value added and 2 VET courses underscoring skill development, personality development and employability, have been introduced and continued in the last five years.

Faculty members contribute to curriculum design at the University level; **six teachers are members of Board**

of studies-subcommittee for syllabus in their respective subjects. Faculty members also participate in panel discussions and workshops for curriculum design and delivery. Teachers regularly attend professional development programmes and workshops on revised syllabus. The College organizes workshops for the professional enhancement of faculty. Internship / summer training, field trips and ten value added courses, enhance the curriculum and **bridge the gap between the curriculum and the needs of the industry**. The curriculum is well structured to address **cross cutting issues** on gender, environment, human values and professional ethics. Departmental programmes, newsletters and co-curricular activities strengthen and compliment the academic culture and reiterate the overall growth of students.

Effective feedback mechanism covering all stakeholders has been improvised and made more objective. Post re-accreditation it was extended to include parents, alumni and computation of Student Satisfaction Index. The mechanism has been partially computerized.

Teaching-learning and Evaluation

Meticulous planning and completion of courses is ensured by teachers maintaining **customized logbook** that includes details of course plan, teaching methods and material, examination and assessment, remedial and advance learner programmes, mentorship, professional development programmes and research output.

Curriculum transaction is enhanced by innovative methods that include movie appreciation, screening of documentaries, scrap book preparation, mock court, psychological games, concept maps, profile writing and **technology driven methods** such as PPTs, videos, virtual lectures, use of software, social networking sites and Google group. **Student centric methods** such as experiential learning, flipped classroom, study tours and internship are adopted to enrich the teaching learning process.

Slow learners are cared for through remedial teaching, peer coupling, additional preliminary examination, extra practical sessions and tests. **Advanced learners** are offered a bouquet of opportunities such as research projects and presentations, special assignments to enhance Higher Order Thinking skills and coaching for competitive examinations. The **personal, emotional and academic wellbeing** of the students is cared for by a robust nurture system comprising of Mentor teachers, Guardian teachers and professional counselor.

The College has **qualified, well trained and committed faculty**. All **UG teachers** are full time with an average **teaching experience of 13.8 years**, 22% of them with Ph.D., 18% have either submitted synopsis or pursuing Ph.D. **16% of faculty has additional professional qualification** including PG Diploma in Management of Education, Capital market and Business Administration, certificate courses in ERP, Proteomics, Human resource management, GDC & CHM and B. Ed. **22% of teachers are recognized for PG teaching**. The College has one PG programme, M. Com in Advanced Accountancy.

The College has a **robust and transparent system** to ensure **continuous evaluation**, a blend of formal and informal methods which include PPT., Assignment, Debate, Cross word, Problem solving, Quiz, Seminars, Survey and Case study are used.

Broad objectives and outcome of graduate programmes are enshrined in Vision-Mission statement and conveyed to the students and parents during orientation programme. POs and PSOs are displayed on the college website and included in the prospectus and log book.

Research, Innovations and Extension

Post accreditation a **research committee** was constituted. Its efforts have led to **enhanced research outputs**, publication of in-house research journal ‘ **Sanshodhana**’ with ISBN number and setting up of **research center**.

Twelve research projects funded by UGC / University of Mumbai have been completed by teachers in last five years. National/ state level Seminars/ Conferences are organized annually. Three teachers have received Best presentation awards at International Conference/ Symposium and one at national level. One teacher is a fellow member of International Science Community Association. Two teachers have received K.S. Krishnan CUBE Teacher Fellow 2014 Award for promoting undergraduate research. Average number of **publications per year** by teachers has increased from **3.8 to 18.4** in moving from second cycle to third cycle of re-accreditation. Two teachers are recognized Ph.D. research guides in the field of Chemistry, Economics and Management.

The College has established an **Entrepreneurship Cell** to promote and support entrepreneurial skills among the students and the alumni with a corpus fund of rupees two lakhs. A fund of Rs. 50,000/- was sanctioned to our alumnus of 2014-15 T.Y.B.Com. batch. The cell also organizes presentations, competitions and exhibitions where in students present their start up ideas. A data bank of skilled students has been prepared and disseminated. 15 talks and workshops were organized on IPR and Industry-Academia innovative practices.

Extension activities for women empowerment, gender sensitization, health and environment awareness and educating underprivileged are undertaken. The sustained extension efforts of the College have borne tangible results and have received appreciation and recognition from society, GOs and NGOs. The College has **six functional MoUs** for extension and academic activities and is **associated with 47 GOs and NGOs** for students’ sensitization and outreach programmes.

Health awareness, education and environment related programmes are conducted in areas adopted by the College and NSS.

Blood donation drives, collection drives during Joy of Giving Week and financial aid to victims of national disaster are conducted. Rs. 95,600/- was collected and donated to All India Confederation for Women’s Empowerment through Education for relief of Kashmir flood victims in the year 2014-2015.

Infrastructure and Learning Resources

The College has a sprawling **campus of 10186 sq. meter** with **76% of open space** giving ample opportunity for outdoor activities. Over the years, an effective infrastructure has been built to provide a conducive teaching-learning environment.

92% of classrooms are ICT enabled, one of which is **smart class room**. All departmental computers are connected through LAN. Internet facility at 50 Mbps is available on campus. Student-computer ratio is 121:10. **Three multipurpose seminar halls** are equipped with audiovisual facility, one of which has Dolby sound system and **recording facility**. The laboratories are well equipped and ICT enabled with adequate safety provisions including Fire extinguisher and first aid box. Fume-hood, shower and eye wash are installed to meet emergencies in the Chemistry Laboratory. The College has a **research centre** equipped with Ultrasonic Interferometer, Flame photometer, UV-VIS Spectrophotometer, Phase Contrast Microscope, ICT facility.

Library which spreads over 5200 sq. ft. is **fully automated**, has open access and **free internet** facility. It has a collection of 16,000 + books and 60 periodicals/ Journals. The average footfall for the library is 19.19%. Library portal on the College web site provides access to library blog, 6000+ e journals and over 30 lakh e-books. The rare book collection comprises of important biographies and limited edition books. A **Knowledge museum** has been established as a repository of materials of historical, cultural, religious and scientific importance.

Administrative facilities include examination and result processing room, attendance record room exam. control and centralized assessment room offices of authorities administration and department. Student support and sports facilities include **Yog Sadhana Kendra**, Prayer Rooms, Canteen, Amphitheater, Bookstall, Reprography Centre, Cultural hall, Open air stage, four sports courts, Gymkhana , Girls' common room and parking space. **Special facilities for divyangjan** include washroom, ramp, lift, wheelchair, parking space, Braille software and sitting facility for dwarf students. The entire campus is under **CCTV surveillance**.

Average 20.62 % of the institutional budget is used on infrastructural enhancement and 18.91% is incurred on its maintenance. The college has AMC for major infrastructural facilities.

Student Support and Progression

The College has successfully implemented **mentorship, remedial teaching and advance learners programmes** post reaccreditation. Attendance and extracurricular participation of the students is taken care of by **Guardian teachers. On campus Counselor**, motivational lectures and compulsory yoga sessions under a professional instructor constitute a strong personal student support system. An effective grievance redressal mechanism comprising of statutory bodies, mentors and counselor is in place.

Student welfare programmes include **financial assistance** to needy students for academics and on-campus medical emergencies, annual health and thalassemia check up camps.

As per the recommendation of the NAAC peer team, an active **training and placement cell** has been formed providing skill training in collaboration with Royale IAS Academy, TATA consultancy, Prismatics, J.P Morgan, BSE , etc and employment opportunity through placement drives. In the academic year 2017-2018, **30% of students progressed to higher studies and 16.7% was employed**.

The inherent culture of the institution infuses a **strong value system** with emphasis on Integrity, Honesty, Perseverance, Discipline, Respect for all, Ethics and Service to Society and Nation. Various **days of national and international importance** are observed to create awareness among students.

The College has **two sports instructors and coaching facility** for basket ball, lawn tennis advance yoga and taekwondo. Organizational and leadership skills of students are honed through the organization of **myriad co and extracurricular activities** including the **College festival, Gyan Manthan**.

Students actively participate in competitions at intercollegiate level, **37 students** have won intercollegiate competitions in 2017-18. Our students have secured 3rd, 4th, 6th and 9th position at **Micro-olympiad**, a state level quiz competition participated by 77 colleges in last four years.

Alumni actively contribute financial assistance, time and skills as **resource persons** for workshops, talks, summer training, health camps and various nature activities.

Governance, Leadership and Management

Governance and management at the institution encapsulates **participative management** in tune with stated vision and mission of the College which percolates through organizational hierarchy. **The College Board of Trustees (CBT)** complemented by **College Development Committee (CDC)** is the primary executive body. **The Principal** provides strategic direction and monitors enhancement of curriculum, teacher quality, student achievements, administrative processes and revises policies and procedures through monthly meetings held with **Dean, Vice Principal and Head of Departments**.

Optimal utilization of infrastructural resources and facilities is ensured through staggered time table for students and non teaching staff, hiring out and sharing facilities, extension of library and laboratory facilities to alumni, sports and audiovisual facilities to municipal school students under Gyandaan project. **Camaruddin Poonawala Yogsadhana Kendra** established in 2005, caters to staff, students, senior citizens and neighbourhood.

Programmes for professional development of faculty include organization of workshops / national/state level seminars, active participation of faculty in conferences, research meets, and short term courses.

The management **credits part salary** from its resources on 1st of every month in case of delay in receiving government salary grant and **advance pre festival salary**. It organizes various **welfare and recreational programmes** for the teaching and non teaching staff.

The College has developed its **brand image** through safe learning environment, adherence to principle of non commercialization of education, value based education, discipline, excellent results, sustained social and environment campaigns.

Perspective planning is initiated at the meetings of IQAC, College Board of Trustees (CBT), College Development Committee (CDC) and Head of Departments. **The experience and expertise of retired Vice Principal and other staff members** is also called upon. The presence of Trustees in the IQAC and on campus facilitates quick assessment of feasibility and also expedites decision making and implementation. The future roadmap charted includes introduction of at least one UG and PG course per stream, strengthening of LMS, introduction of new add-on/ vocational courses, regular external academic and administrative auditing, application for DST projects and DBT star college scheme and intensifying efforts to excel in yoga at state level.

Institutional Values and Best Practices

The College is committed to a **strong value system** with emphasis on Ethics, Gender equality, Perseverance, Discipline and Respect for all. **Numerous outreach programmes** like visits and donations to homes for the less privileged sections of the society, observance of **Joy of Giving week** and activities conducted in collaboration with NGOs has developed a strong culture of giving back to society.

The **Gyan Daan** initiative affords an opportunity to make a difference in the lives of less privileged children by empowering through education. Gyan Daan programme is a 3-pronged initiative which includes **on and off-campus programmes** benefitting over 100 students from municipal schools every year and **Vigyaan Gyan programme** which takes science to the children. **Extension of the Institute's academic and sports facilities** to the students from adopted municipal schools, alumni and the neighbourhood has addressed an important need of the local community.

Sustained environmental campaigns, awareness drives, nature trails and camps and natural resource conservation initiatives have **metamorphosed our students into Green warriors**. Anti-plastic, anti-thermocool, save energy and save water campaigns, reduce, reuse and recycle strategies for paper, e-waste and solid waste management initiatives have helped develop an eco-friendly campus and created eco conscious citizens for the future. The institute has partnered with GOs and NGOs for tree plantation, cleanliness drives and voter's registration. **Green Audit** has helped underscore the sustainability of the on-campus anthropogenic activities and suggest strategies to maximize impacts on the environment. The **persistent efforts of the College** in the field of social work and environment have **won immense appreciation** from NGOs and the beneficiaries.

Class-wise celebration of days of national, international and social importance has bolstered the curriculum in imparting human and national values. **Conscientiousness and good citizenry** are emphasized in daily campus activities like care for public property and minimize wastage through reduce-reuse and recycle. Geographical location of the college provides access to elite institutions and industries like BARC, RBI, TISS, Zandu, Sula wines and at the same time proximity to natural ecosystems like mangrove fields, National parks, marine environments which offer opportunity for both research and extension activities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ROYAL COLLEGE OF ARTS, SCIENCE AND COMMERCE
Address	Shrishti Hsg Complex, Penkar Pada, Mira Road(E), Dist. Thane
City	Thane
State	Maharashtra
Pin	401107
Website	https://www.royalcollegemiraroad.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Vikas V. Vaidya	022-28453232	9890730914	-	iqac@royalcollege miraroad.edu.in
IQAC / CIQA coordinator	Maleka Bootwala	022-28453344	9869798293	-	malekabootwala@r ediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes MinorityStatus.pdf
If Yes, Specify minority status	
Religious	MUSLIM
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	20-06-1989			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	20-05-1999	View Document		
12B of UGC	20-05-1999	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1551871483.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Shrishti Hsg Complex, Penkar Pada, Mira Road(E), Dist. Thane	Urban	2.517	10186

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BMS,Bms	36	HSC	English	192	183
UG	BSc,Computer Science	36	HSC	English	156	129
UG	BCom,Commerce	36	HSC	English	192	187
UG	BCom,Commerce	36	HSC	English	372	325
UG	BSc,Science	36	HSC	English	104	85
UG	BSc,Science	36	HSC	English	200	193
UG	BSc,Science	36	HSC	English	90	78
UG	BA,Arts	36	HSC	English	155	147
UG	BA,Arts	36	HSC	English	235	222
UG	BA,Arts	36	HSC	Hindi	100	93
UG	BA,Arts	36	HSC	English	90	68
UG	BA,Arts	36	HSC	English	270	254
PG	MCom,Commerce	24	BCOM	English	120	73

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				10				21			
Recruited	0	0	0	0	2	8	0	10	5	15	0	20
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				19			
Recruited	0	0	0	0	0	0	0	0	5	14	0	19
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				29
Recruited	13	15	0	28
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	7	11	0	18
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				33
Recruited	26	2	0	28
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	2	0	2	5	0	10
M.Phil.	0	0	0	1	0	0	1	1	0	3
PG	0	0	0	0	6	0	2	9	0	17

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	14	0	19

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	4	2	0	6

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	294	8	4	0	306
	Female	1046	12	3	0	1061
	Others	0	0	0	0	0
PG	Male	11	0	0	0	11
	Female	62	0	0	0	62
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	1	2	4	1
	Female	6	7	6	5
	Others	0	0	0	0
ST	Male	0	0	1	0
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	3	9	8	13
	Female	27	26	31	17
	Others	0	0	0	0
General	Male	314	292	258	309
	Female	1117	1040	968	787
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	1	1	1	0
	Others	0	0	0	0
Total		1469	1377	1277	1133

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 426

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	13	13	13	12

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1440	1469	1377	1277	1133

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
330	330	327	327	282

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
422	411	340	338	312

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	47	42	39	38

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	47	42	39	38

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 26

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
73.40	55.56	58.49	55.76	141.13

Number of computers

Response: 119

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Effective curriculum delivery is ensured through the following process:

Academic planning:

All departments prepare an academic and co-curricular activity schedule as per the calendar provided by the university. The timetable is prepared as per **workload statement** by the Head of Departments. **Teachers maintain a log book** detailing the teaching schedule for each semester explicating the method of teaching, reference materials, number of lectures for completing the topic (in tandem with the allotted weightage) and if unable to complete, the reason for the same and subsequent extra lectures are taken. It is endorsed by the departmental heads and the Principal every month to ensure adherence and timely completion of syllabus. **The minimum number of working days** as stipulated by the university is adhered to.

Copies of the curriculum, timetable & exam schedule are made available to the students through the **College website** and the departments. Monthly meetings of the Principal and HODs discuss the upcoming events and last date for completion of course work, based on which extra teaching hours can be scheduled, if required. Teachers **supplement classroom teaching** with power point presentations, seminars, group discussions, storytelling, skits, crosswords, quiz, videos and short films. Internet based activities and assignments are given to keep the students abreast of developments in their subjects.

Student's interaction Sessions:

Two day **Orientation Programme** is conducted for newly admitted students and their parents to familiarize them to learning environment support facilities, examination, attendance and institutional rules. This is followed by a '**Talent Hunt**' wherein students showcase their artistic and creative talents.

Mentorship programme supports the students in curricular, co-curricular, extra-curricular and personality development. A database of mentees with details of curricular and extracurricular achievements is created.

Remedial classes for slow learners and coaching **for advanced learners** help to reach out to every student.

Bridge courses are conducted to familiarize students with basic concepts in a course/subject.

Curriculum enrichment

Add on courses, certificate courses, research projects, summer training, field projects and industrial visits

enhance the learning environment.

Workshops, seminars and enrichment programs are conducted for the faculty. The faculty is encouraged to attend national & international seminars, workshops & conferences to enhance curriculum transaction.

Learning Management System: LMS is a platform to monitor attendance, mediate functioning of library, evaluation, result processing, feedback collection and analysis.

LCD projectors in most classrooms ensure effective delivery of curriculum content. Laboratories are structured & equipped with latest instruments & facilities to fulfill the curriculum requirement. The **library** provides books, journals, magazines, periodicals and references and internet for effective teaching-learning process. Departments maintain a **book bank** for easy access.

The **activity calendar** enumerates the activities conducted by different departmental clubs & committees. Students are encouraged to participate in **co curricular intra/intercollegiate and interdisciplinary competitions, fests and exhibitions** to enrich their knowledge.

Various **informal evaluation techniques** such as tests, presentations, quizzes, debates are used to assess effective delivery of the curriculum and enhancement of the capabilities of the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 40.38

1.2.1.1 How many new courses are introduced within the last five years

Response: 172

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 13

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 24.3

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
254	312	358	304	372

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Our academic programmes and extra as well as co-curricular activities encapsulate cross cutting issues of gender, environment & sustainability, human values & professional ethics:

GENDER

Equal opportunities are given to the genders in training programmes, sports and other activities. The College has a **Women Development Cell**. Ragging is strictly prohibited.

Foundation Course for the First Year students of all faculties includes **topics covering problems of women & LGBTs**. Students' understanding of gender equality and myriad problems faced by women is

enhanced through projects involving street plays, role play, mime, drama, poetry recitation, ghazals and poster presentations.

‘Gender participation’ is explained to Political Science students through group discussion, case studies, screening of films/documentaries and lectures by experts. **‘Sociology of Gender’** is iterated to Sociology students with case studies, seminars, screening of films and expert talks. The impact of testosterone in sports and role of Barr bodies in **gender determination** are addressed in Zoology.

ENVIRONMENT

The Foundation Course for Second Year student covers environmental studies. Core subjects embody **environment related topics** such as environmental chemistry, green chemistry, global warming, carbon footprint, soil, water and air microbiology, biodiversity and its conservation, ecology, importance of ecological consciousness, environmental and land issues in Maharashtra and environment & sustainable development. **Industrial/field visits educate students on environment friendly processes** like organic farming, vermiculture, effluent and water treatments and biogas generation. Departments, NSS and Nature Club organize awareness programmes such as cleanliness, save electricity drives, e waste collection campaign and tree plantation.

HUMAN VALUES & PROFESSIONAL ETHICS

Foundation Course incorporates study of **preamble of the Constitution**, its ideals and the rights and **duties of citizens** apart from addressing values like peace, tolerance & justice. Case studies & role plays on **unethical issues** and scams occurring frequently in corporate world are used to explain the topics. Brain storming, storytelling and discussion of cases are methods used in Sociology to explain topics such as **function and role of manager, leadership, planning and development**. Political Science course includes **right to information** that creates in students a sense of responsibility and activism. The students in the subject of Hindi are engaged in script writing and cross word assignments to help them understand the topic of **human values**.

Scientific attitude and ethics in research and plagiarism is dealt with in Zoology, whereas IPR is taught in Microbiology. Various soft skill courses groom the students with respect to professional ethics.

The course content for B.M.S includes topics such as **Ethics in Social Marketing, Evaluation & Ethics in Marketing Communication**. B.A students are exposed to **professional ethics** through topics such as Work ethics and work culture & Ethics and Laws in Advertising.

NSS & NCC play an important role in instilling the **values of character, discipline, patriotism and hard work** and in shaping students into dynamic socially responsible citizens.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 9

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 09

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 26.32

1.3.3.1 Number of students undertaking field projects or internships

Response: 379

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.03

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
27	12	13	9	9

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 87.68

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
561	593	590	581	475

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
660	659	653	654	564

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
330	330	327	327	282

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

Pupils with diverse learning needs at the entry level are identified on the basis of academic performance in Class XII and in written class tests.

An orientation program conducted for newly admitted students familiarizes them to learning environment and support facilities such as remedial and advanced learner programmes, mentorship, counseling, infrastructure and various clubs and associations for co and extra-curricular activities. The examination pattern is also explained to the students during the orientation programme as well as during introductory lectures by the faculty.

Subsequent semester onwards the following strategies are used to track slow and advanced learners

- Semester Grade Performance Index score
- Performance in preliminary examination
- Aptitude test
- Reciprocity during theory and practical lecture sessions
- Problem solving skills

Strategies adopted for slow learners/academically disadvantaged group**1. Remedial teaching**

One extra lecture per paper of each subject per week was introduced for all first year classes in the year

2013-2014. In the subsequent years the lectures were conducted as per the need to afford flexibility to the programme.

The remedial lecture sessions involve:

- Interaction with the learner to understand the basic problem obstructing learning process
- Providing study material
- Assignment to students
- Simple explanation of topics / subtopics requested by the students, if required on one to one basis
- Written or oral test to check the level of understanding

2. Bridge courses to fill gap in syllabi are conducted in the following subjects

- Comp. Sc. for S.Y.B.Sc. students
- Physics and Chemistry for F.Y.B.Sc. (practical). Second year students play a vital role in **peer mentoring** of first year students in bridge course practical sessions.
- Mathematical and Statistical Techniques for F.Y.B.Com.
- Business Statistics and Business Mathematics for F.Y.B.M.S.
- Orientation to Abnormality for T.Y.B.A. (Psychology)

3. Tutorials and class tests

4. Approach writing for practical based problems. Slow learners are adequately guided to improve the approaches

5. Additional preliminary examination held for Third year degree students who under perform in first preliminary examination

6. Coupling slow learners with average/ advance learners for performing practical

Strategies adopted for advanced learners

1. Research based / experimental project
Students from all departments undertake research based projects and present the outcome during Annual Research Meet. Over 80 students make oral and poster presentations every year during the meet.
2. Two additional library cards to advanced learners
3. Special assignments to enhance Higher Order Thinking Skills
4. Guidance and coaching for entrance examinations
5. Visits of meritorious students to premier institute
6. Encouragement of the students to enrol for on-line courses

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio**Response:** 28.8**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0.49**2.2.3.1 Number of differently abled students on rolls****Response:** 7

File Description	Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

The lecture method of teaching is supplemented by student centric methods supported by ICT tools which include:

Experiential learning methods

- **Research projects** which are undertaken by approximately 10% of the students involve experimental work, survey and case study. The projects help development of critical thinking, creativity, analytic and presentation skills. The outcome of these projects is presented at the Annual Research Meet.
- Students undertake **field projects, internship and summer training** at industries, government undertakings, private companies, institutes and hospitals.
- The students are allowed to explore realistic situations by using **role play method** to interact with each other through the medium of skits and street plays. The technique is particular used by the Faculty of Arts for teaching social concepts.
- **Educational / Industrial visits** are conducted to premiere institutions such as National Chemical Laboratory, Bhabha Atomic Research Centre, School of Science, Ecofarm, for science students. Commerce students visit organizations such as, RBI, Bombay Stock Exchange, stock exchange listed companies, broking houses, CA firms, investment consultants, Insurance companies, Banks and financial institutions and Income tax departments. The visits also aid primary data collection for project assignments. The Arts faculty arranges visits to places of historical, social, cultural and political significance like Vidhayak Sansad, NGOs, hospitals, special schools, centers for distressed, villages, performing art theatres and museums to afford students an opportunity to

experience and explore societal issues, human behavior and cultural heritage

- The **College magazine and Departmental Newsletters** afford hands on training to students in content development, designing, editing and publishing.

Participative learning

- Group discussions and debates on social and economic themes promote thinking, listening, communicating and defending skills.
- Designing subject related quiz, puzzles and games combine participative learning with an element of creativity and fun.
- Assignments and book review are given to help students to develop comprehension and writing skills.
- Flipped classroom method is used by the departments of Commerce & Chemistry.
- Students presentations as oral, poster and power point presentations are conducted by all departments for confidence building and development of communication skills.
- Myriad Co- and extra-curricular activities and the two day College festival 'Gyan Manthan' are conducted to nurture management and leadership skills among the students.

Problem solving

Students are encouraged to develop problem solving skill through assignments on numerical and descriptive problems related to the subject. For students of Mathematics, this approach is facilitated through the use of software like Geogebra and games involving mathematical calculations. Students are made to write approaches towards solving hypothetical problems in Microbiology during practical sessions. Reasoning and logical approach in solving problems is enhanced by holding competitions such as sci-fi movie interpretation and subject based treasure hunts.

File Description	Document
Any additional information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 94

2.3.2.1 Number of teachers using ICT

Response: 47

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 29.39

2.3.3.1 Number of mentors

Response: 49

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning**Response:**

The institute has nurtured a conducive teaching learning environment focused on 100% compliance with the syllabus through augmentation of traditional curriculum transaction methods with the following innovative techniques.

Sr. No.	Innovative teaching learning methods	% of inno
1	Participative learning methods Flipped classroom, Power Point Presentation by students , film/advertisement making, assignments, problem solving	
2	Research based methods Experimental projects, survey, case study The college organizes annual research meet wherein the students make oral and poster presentation based on research projects done by them	
3.	Other experiential methods Workshops, Demonstrations, Internship, Field Visits	
4.	Seminar	
5.	Play way methods Movies, documentaries, Role Play, Storytelling, Mock court, Mock stock exchange, Skits, Crosswords, Psychological games	
6.	Knowledge intensive methods Interactive teaching, group discussion, debate, Quiz, Puzzles	
7.	Cognitive learning methods Concept maps, Use of models, animations, videos, memory keys, worksheets	
8.	Creativity enhancement methods: :	

	Publishing subject related news letters, magazines, Profile writing	
9	Technology driven methods <ol style="list-style-type: none"> 1. Use of Internet, Google class room, Moodle, Google and WhatsApp groups , Software such as BLAST, Chemdraw, IR Tutor, Origin 6, Geogebra, Online Code Sessions, Code Views and Portable Documents, virtual lectures 2. PPT. by teachers 	
10	Keeping abreast with recent advances Guest lectures, reading Annual Report of companies, Display of News paper clips and magazine articles	

Some of the uniquely distinctive methods of curriculum delivery with a constructivist approach, followed at the institute are:

- Scrap book preparation: Students are guided to prepare scrap books on topics relevant to their level of understanding but beyond the scope of syllabus. Some of the topics covered include chemistry of ancient Egypt, chemistry of emotions, chemistry of Indus valley civilization, Chemistry of tears. Magical colours of nature. Commerce students prepare scrap books on the applications of concepts in marketing for brand building in the real world
- Sci-fi movie scene interpretation: Students explain principles of Physics behind the act shown
- MicroRangoli: MicroRangoli, a competition wherein microscopic observations are drawn into traditional rangoli pattern galvanizes students to practice staining diagrams with ingenuity and explicitly.
- Snakes and ladders: A mathematics problem solving contest conducted using the popular Snakes and Ladders game format.
- Psychological games: Students develop games based on theories in psychology and administer the same
- Nature walk: Teachers walk with students through the campus, beaches, forest area and land terrains to observe flora and fauna and understand ecological principles
- Housie: Housie is played using numbers related to articles and amendments of the Constitution, periodic table of elements

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 20.79

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	9	10	7	8

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 13.48

2.4.3.1 Total experience of full-time teachers

Response: 674

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 6.94

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	2

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 10.54

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	5	4	3

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Since the College is affiliated to University of Mumbai, the College follows the guidelines of the University which are as follows:

Semester pattern for UG, introduced by the University in 2012-2013 with 40 % weightage to internal assessment (60:40 pattern), continued for two years. The internal evaluation included a written test for 20 marks, an assignment for 10 marks, overall conduct for 5 marks and active participation for 5 marks.

In the year 2014-15, the University reduced marks for internal assessment to 25 (75:25 pattern) with elimination of assignment component. Internal assessment has been gradually phased out from conventional degree courses from 2015-16.

At present 75: 25 pattern is applied to B.M.S., B. A.F, BSc (Computer Science) and Foundation course for conventional degree courses.

Practical in applied component (Chemistry) includes project work for 20% of the marks in each semester.

The major College specific reforms introduced are:

- **Credit Monitoring Committee** was constituted to facilitate and monitor the quality of internal assessment, especially the assignment component. Semester wise assessment plan in the format prescribed by the committee in accordance with the University guidelines were implemented after due approval. The prescribed format included details of mode of assessment, evaluation scheme, no. of students involved, date of announcement and date of submission of assignment.
- **Centralized Internal Exam Committee** conducts written tests for all classes as per academic calendar
- Varied assignment methods used are experimental **projects, case study, survey, PPt. presentations, seminars and viva voce** to assess diverse learning skills
- **Variety in written test** to judge the cognitive and analytical domains of the students
- **Shuffling of questions** in objective section to discourage malpractice
- Instruction to students to include **references/ bibliography/ acknowledgement** in assignments
- **Compulsory individual presentations** in case of group assignment
- Use of **Moodle** for conducting internal examination
- **Courses wherein internal assessment is not prescribed** by the University, the following strategies are frequently applied by teachers at an individual level without award of credits

Department	Internal assessment strategy	
Humanities	PPt, Assignment, Debate, Oral presentation	
Commerce	Cross words, problem solving	
Physics	Quiz, Projects, Seminar, Viva	
Chemistry	Tutorials, Written assignment, Viva, Report writing, Chem Housie, PPt, Quiz, Crossword	Book
Microbiology	Written assignments, Reports, Quiz, Viva, PPt, Diagrammatic representation, A writing, Cross word	
Mathematics	On line evaluation of survey based statistical data and PPt, Quiz	
Botany	Oral quiz, written test	
Zoology	Written test, oral quiz	

60: 40 pattern is followed for **M.Com** as prescribed by the University of Mumbai. 40 marks written test consists of objective questions (10 marks), short answers (10 marks) and problems/ brief answers (20 marks). The test is conducted mid-term as per the academic calendar. Compulsory project work based on any of the elective papers is undertaken individually by students in semester III and IV for 100 marks. The project is evaluated based on the report (60 marks) and viva voce (40 marks).

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**Response:**

The College adheres to the **guidelines laid down by University of Mumbai** with respect to frequency of internal assessment which is once per semester in present 75:25 pattern and twice per semester in 60:40

pattern.

- The **examination planner** is prepared along with the academic planner at the start of the academic year. The tentative dates are announced to the students by the teachers.
- To maintain **transparency**, the prescribed exam schedule, rules and regulations regarding exam process, methods of evaluation, declaration of results and other exam related information is conveyed to the students through the exam notice board and class announcements. The First Year students are **oriented through induction meetings** and the parents are also acquainted with the same during the annual parents' meet held in August.
- Periodic instructions related to examinations and evaluation received from the university is communicated through **display of circulars** on notice boards and class announcements.
- The examination time table which spans three days dedicated only for the centralized conduct of internal examination, is prepared by the **Internal Exam Committee**. The time table is displayed on the College notice board and announced by the teachers at least 15 days before the commencement of exam.
- The portion of the **syllabus** to be assessed during the internal test is **announced** by the teacher concerned and **minuted**.
- The question papers set by newly recruited teachers are scrutinized by the Head of department.
- The question papers are typed and duplicated by the paper setters themselves to maintain **confidentiality**. A special room with computer terminals and duplicating machine, paper shredder is assigned for the purpose. The room is under **CCTV surveillance**.
- A **centralized seating arrangement** is prepared by the Internal Exam Committee. The block size is maintained at an average of 28-30 students to ensure strict vigilance.
- Students can avail of the revaluation facility.

The College adheres to broad University guidelines and incorporates variety to make the process robust.

- In 75:25 system, the internal assessment consists of written test for 20 marks and 5 marks for **active participation** in routine class instructional deliveries and **overall conduct** as a responsible learner, mannerism and articulation and exhibition of leadership qualities in organizing related academic activities. The written test comprises of objective questions and concept based questions.
- The written test is replaced by **project work** in case of Foundation course. The assessment methods include **Ppt. seminar, poster presentation and skits** based on social themes such as dowry, misuse of mobiles, domestic violence and foeticide. These methods were also used for in 60: 40 pattern of examination which allowed greater flexibility.
- **Informal assignments** and test conducted as per the need include assignments, presentations, projects, quiz, crossword, aptitude test, open book tests, diagrammatic representations, book surfing and Pictionary.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and

efficient**Response:**

Following are the mechanisms to deal with examination related grievances;

Hall ticket:

Any discrepancy reported by the students is immediately resolved by the College administrative staff in consultation with the University examination department.

Time Table

In case of a clash between University examination and College ATKT examination, the time table is rescheduled. On some occasions an additional ATKT paper is set to allow the student facing the clash to appear separately. The College ensures that no student writes two examinations on the same day.

Question paper

In case of errors in question paper like misprint, incorrect question number, incomplete question, questions out of syllabus are brought to the notice of examination committee which informs the concerned paper setter / University Control Room and necessary action is taken. For College examination the Principal is informed about the rectification by the paper setter.

Revaluation

Students can apply, for revaluation and / or photo copy of the answer paper for all theory, practical and internal examinations. In case of university examination, the students apply to the University through the Principal. In case of college examinations, revaluation is time bound and outcome is notified within 23 – 45 (average 34) days, ensuring that the student does not lose a term. The statement of marks is revised after revaluation even if the change in marks is less than 5%. As per the University guidelines change in marks less than 10% of the total marks are not to be considered unless it changes the grade.

Address of Unfair means:

Any malpractice in examination hall is reported by the junior supervisor to the senior supervisor. A formal report of the case is prepared which includes a statement from the defaulting student and the junior supervisor and forwarded to the Unfair Means Enquiry committee. The committee gives a second opportunity to the student in presence of parent to present his /her case in front of the committee. Action is based on the hearing and the guidelines of the University and the same is communicated to the student and parent.

Moderation:

As per the University guideline, moderation is applicable for subjects wherein the number of students is more than / equal to 100. The moderators for the same are from other institutes. The College extends the policy of internal moderation to subjects having less than 100 students also.

Semi-moderation is a College specific initiative wherein the papers which are not moderated are randomly checked for recounting of marks, question wise entry of marks, correct exclusion of extra questions and un-assessed answers. Discrepancies if any are conveyed to the examiner and correction in marks is incorporated.

These processes are carried out to minimize student grievances

Infrastructural facility grievances in examination hall such as those related to fan, benches, exposure to sun, are resolved immediately.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- The College is affiliated to the University of Mumbai. The **University provides specific dates for the commencement and end of the term** for each semester along with the list of government holidays.
- **College Development Committee** specifies dates for commencement of examination, Sports day, Annual day, Founder's day and Annual National seminar. Fine detailing of the **Academic calendar** which includes dates for internal examination, co & extracurricular activities and College fest-Gyan Manthan is done after discussions held in Head of the Departments meeting held with the Principal.
- As per the University guidelines the internal assessment has three components in 60:40 pattern viz; a written test, a project or survey based report and active participation. The project has been omitted in 75:25 pattern.
- The **mid-semester written tests** are held in **August-September** for odd semesters and January-February for even semesters as per the dates finalized in the academic calendar.
- Schedule for **submission and evaluation of project work** is decided by the department. Active participation is monitored through the year by individual subject teachers.
- The semester wise consolidated mark sheet for internal examination is submitted by individual teachers to the custodian on the date specified by the chairperson of examination Committee, before commencement of external examination.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered

by the Institution are stated and displayed on website and communicated to teachers and students

Response:

POs, PSOs and COs are communicated to stake holders directly by stating the outcomes and also by guiding the students towards achievement of the outcome.

Dissemination of Programme Outcomes

- **Broad objectives** and outcome of graduate programmes are enshrined in **vision mission statement** of the College, which emphasizes social consciousness, employability and self actualization. The vision mission statement is displayed at all strategic locations in the College, prospectus, departmental minute books and institutional website.
- The **prospectus** specifies learning objectives of newly introduced programmes.
- **Orientation programme** organized for all first year students acquaints the potential learners to facilities, opportunities, and expected outcomes of graduate programme.
- The meeting held for parents of first year students, projects expected graduate programme outcomes to seek their cooperation in achieving the same.
- Motivation lectures organized for first year students focus on creating awareness about some of the projected outcomes such as social growth and employability through smart goal setting.

Programme specific & Course specific outcomes:

- A good number of **syllabi prescribed by the University state POs / COs or objectives of the programme or preamble** which deals both with the need for the course and expected outcome. These syllabi are available to all stake holders at the university website, college library and departments. In cases where outcomes or objectives are not specified in the syllabus, individual departments have stated the same.
- POs and PSOs have been uploaded on the **institutional website**.
- POs, PSOs and COs are entered by individual teachers in the **log book**- the yearly teaching planner.
- **Faculty members involved in syllabus framing** are themselves instrumental in formulating PSOs and Cos at the University level.
- All the departments ensure participation of concerned faculty members in **syllabus revision workshops** wherein content, objectives /outcome and resources for the revised syllabus are discussed.

Informal dissemination of POs, PSOs and COs

- Exposure to expectations and skills required by **perspective employers** during industrial visits, internship and summer training stimulates both the learner and the educator to informally appreciate the outcome demanded, irrespective of whether formally stated or not.
- Information furnished to learners on **career options** through career talks, files and workshops helps them appreciate and achieve the stated outcome.
- Thoughtfully planned **course specific activities** such as research based projects, hypothetical problem solving and internship helps students recognize and work towards achieving course outcomes.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Evaluation of attainment of POs, PSOs, and COs

- The College follows examination and evaluation pattern prescribed by the University of Mumbai. **Performance of the learners in semester end examination** is considered an important indicator of attainment of projected outcomes. Evaluation process involves a combination of techniques specified by Board of Studies and enhanced by the College based on PSOs and COs Viz.;

Evaluation Technique	Modalities	Skills tested
Written examination	<ul style="list-style-type: none"> Structured question paper set by the university Evaluation by the university for semester V and VI 	<ul style="list-style-type: none"> Subject knowledge Comprehension Analytical skill Numerical skill
Practical Examination	<ul style="list-style-type: none"> Structured question paper set by the university for 3rd year students and set by the college teachers for 1st and 2nd year students 	<ul style="list-style-type: none"> Experimental skills Problem solving Inductive thinking
Internal assessment	<ul style="list-style-type: none"> Project work Internship projects Client requirement based projects Research/ survey based projects Written tests Group activities PPT. 	<ul style="list-style-type: none"> Application of knowledge, development of scientific temper Knowledge , problem solving Team work, soft skills Presentation and communication skills

- Preliminary examination** is conducted for semester V & VI students. The result is analyzed and corrective measures which involve personalized coaching and counseling, are under taken to improve and enhance the output of underperforming students. A **second preliminary examination** is conducted to reassess such students.
- In addition to formal process of evaluation prescribed by the university, **multimodal techniques** are adopted by various departments for continuous evaluation. viz.; tutorials, class tests, debate, presentations, film review, written assignments, report writing, oral quiz and statistical data presentation.
- Success in intra-collegiate and intercollegiate competitions**
- Analysis of **feedback from stakeholders**
- Analysis of students progression to higher studies and employment

Level of attainment of POs, PSOs, and COs

- The College has maintained near 100% success record of students at third year university examination since inception. The **average pass percentage for last five years is 97%**. For M.Com programme as well. the average success rate for last five years is 97%.
- As per the analysis of exit questionnaire filled by students, **80.2% of learners rate the teaching process in the College to be excellent or very good**, 18.9% as good or fair and 0.7% as poor.
- As per **Student Satisfaction Index analysis, 90.8%, 79.3% and 63.9% of students** reported improvement in their academic score, communication skills and research skills respectively to be **good to excellent** during their tenure in the institute.
- **21.9%, 41.2% and 35.4% of parents** report the teaching process to be **excellent, very good and good** respectively.
- As per alumni feedback, they **credit the institute for imbuing graduates attributes** such as discipline, punctuality, honesty, respect, team spirit and professionalism
- In the academic year 2017-2018, **30% of students progressed to higher studies** and **16.7% was employed**, inspite of having majority of first generation college learners.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students**Response:** 97.87

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 413

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 422

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.6

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 11.55

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.3	1.4	9.6	0	0.25

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 4

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.32

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 14

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 216		
File Description	Document	
Supporting document from Funding Agency	View Document	
Funding agency website URL	View Document	

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has created an ecosystem for innovation and creation and transfer of knowledge through the activities of the Entrepreneurship cell and Research Committee.

The College has established an Entrepreneurship Cell comprising of 4 teachers from different faculties. The objective of this cell is to promote and support entrepreneurial skills among the students and the alumni. A corpus fund of rupees two lakhs had been generated from the revenue collected from various add-on courses and sale of e-waste. This fund will be utilized on the basis of 70:30 ratio between capital funding for entrepreneurship ventures of students and alumni and seed money for faculty research projects respectively. A fund of ₹ 50,000/- was sanctioned to our alumnus of 2014-15 T.Y.B.Com. batch.

The cell organizes presentations, competitions and exhibitions where in students present their start up ideas which have the potential to be converted into financially viable ventures. A number of workshops on Origami, Paper Bag making, Hair Styling, Make Up and Nail Art has been conducted to empower students with entrepreneurial skills. The cell has also conducted an exhibition to select a set of students with marketable skills. These exhibits were judged and a data bank of the best exhibits was prepared. The same has been forwarded to the teachers and other students to help the new entrepreneur find a ready market. Many such students have started their entrepreneurial venture from the College.

Talks are conducted by entrepreneurs to instill the spirit of entrepreneurship among students. RED talks (Royal Entrepreneurial Development Talks) on the lines of TED talks have also been organized where students presented innovative start up ideas. A number of talks have been delivered by the alumni on topics like “IPR”, “Introduction and scope of research” and “Career Guidance

The College has a research committee comprising of three staff members. The important activities of the research committee are;

- To facilitate funded research projects
- To scrutinize applications for seed money and make recommendations to the administration for the provision of the same
- Organization of annual research exhibition by students which witnesses on an average 24 oral and 13 poster presentations involving close to 100 students every year
- Publication of in-house research journal ‘ Sanshodhana’ which documents research work of

teachers

- Organization of 3 talks and workshops for staff and 6 for students on research methodology in the last years
- Set-up of research center and organization of seminars and conferences
- To facilitate participation of students in university level research project competition- Avishkar. Six projects were selected for the University final round in the last 5 years.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response: 2**

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 4

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response: 0.93**

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	3	7	11	4

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response: 1.2**

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	12	15	9	7

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The extension activities encompass programmes conducted in the College and **neighbourhood** for women empowerment, gender sensitization, health and environment awareness and educating the underprivileged. **These inculcate social responsibility** in students as through their targeted community interaction/out-reach programs, they create awareness in public.

All departments conduct extension activities in order to promote institution-neighborhood community network engaging students, accelerating their overall development and service orientation and making them responsible citizens.

The activities of various departments, clubs/societies, NSS and NCC help in **inculcating socio-ethical and civic values** and developing **organizational/leadership skills** in students. Through extension and outreach programmes like Swachh Bharat Abhiyan (Cleanliness drives at adopted area, anti-plastic drive in collaboration with Bhakti Vedanta Hospital, Cleanliness drive in the neighborhood), students demonstrate the importance of sanitation, get sensitized towards sustainable systems of waste collection/segregation and learn the importance of personal hygiene.

The **disaster management** project helps the volunteers develop the capacity and competence required to meet emergencies and natural disasters. They familiarize themselves with the problems and policies relating to road traffic injury. Every year, they help the local police in crowd control and maintaining order during Ganesh Visarjan.

Project **Gyaan Daan** carried out in **Municipal Schools** enables the students to identify the needs and problems of the learners in such schools.

In the sphere of **health and hygiene**, participation in activities like pulse polio vaccination drive, awareness campaign on prevention of Dengue, Malaria and Swine Flu in adopted area, blood donation camps, posters making on organ donation and palliative care training help the students gain insight into aspects of good health, balanced diet, significance of blood and organ donation.

Activities to create **environmental awareness** are conducted by departments and NISARG. Bird watching sessions are organized to teach the students basics and ethics of birding. Tree plantation drives are carried out at different locations in association with different organizations.

Students every year participate in marathon organized by NGOs that envisage offering assistance to children, women and patients.

Women Development Cell conducts activities that help the students understand and prepare for the problems faced by women. The Joy of Giving Week (Daan Utsav) aims at donating various items like stationery, groceries, grooming products etc to beneficiaries like students of Municipal school, Jeevan Jyot cancer relief centre, Ghadge Maharaj Mission, Dharamshala trust, Bhakti Vedanta Hospital ,etc. Students and teachers voluntarily donate in kind and cash respectively.

All the extension and outreach programmes develop in the students the ability to understand the community and its problems get an insight into concepts like gender equality, constitutional rights, social harmony and national integration.

File Description	Document
Any additional information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 35

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	6	7	7	3

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 134

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	26	23	26	17

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 7.53

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
216	183	46	81	06

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 259

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
65	66	65	34	29

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 14

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	2	1	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The College has a sprawling campus of 10,186 sq meter of which 2,594sq meter is used for building & infrastructure leaving **75% of open space for outdoor activities**. State of the art infrastructure has been built to provide an effective teaching-learning environment.

Academic Facilities :

Departments

Departments are equipped with computers in LAN, loaded with required software, printer, internet and ample storage for projects, models, charts and book bank.

- **23** spacious, well- ventilated, naturally/adequately lit classrooms equipped with dais, public address system and flannel board, of which one is smart classroom and **20** have provision for ICT facilities.

Laboratories

- 11 well designed and fully equipped laboratories as per curriculum requirement
- 5 of the laboratories are ICT enabled
- Fire extinguisher and first aid box in all laboratories
- Fume-hood, shower and eye wash in the Chemistry Laboratory

Research Centre

Dedicated research centre for staff equipped with required instruments /apparatus, computer with internet facility and printer.

Seminar Halls

2 Multipurpose halls and one Mun auditorium for extracurricular activities, guest lectures, workshop, faculty development programs etc

- 150 seater ICT enabled Seminar hall (106) with a spacious dais, podium and two green glass boards
- 140 seater air-conditioned Mun Auditorium with digital Dolby sound system, cordless microphones and podium with lapel
- 110 seater ICT enabled Multi purpose hall (4th floor) with a spacious dais , podium with LED screen, Sound system

Library

Library caters to the students, teachers, administrative staff, alumni and senior citizens.

- Total area of library is 5313sqft, divided into Open access , Reading area , Internet section, administration area and Staff reading room
- Dell server loaded with SLIM 21 software
- Collection of 16002 books, 400+ CDs , 10 journals and 50 magazines
- 16 computers with internet connectivity
- Scanner, printer and reprographic facility
- Barcode reader
- INFLIBNET Database subscription
- Free Internet facility

Recording facility

Recording facilities like Headphone, Handy cam , Digital camera, mike & open shot software provided in sound proof Mun Auditorium for e- content development.

Computing and Other Equipments

IT facilities comprises of 3 laptops, 151 computers loaded with licensed application / customized software's , Quick Heal Antivirus. All systems are connected to 50Mbps broadband internet through 7 LAN connections. The campus is under the surveillance of 67 CCTV installed at strategic locations.

Additional Infrastructure facilities :

Administrative facilities	Other facilities
<p>Offices for:</p> <ul style="list-style-type: none"> • Founder • Principal • Vice principal • Dean • IQAC • Administration • DEPD Section • Result processing • Question paper typing <p>Special Rooms for:</p> <ul style="list-style-type: none"> • Centralized assessment • Attendance entry and record • Exam control room • OSM 	<ul style="list-style-type: none"> • 7 Staff rooms for teaching and 1 for non-teaching staff • Counselor's Room • Book stall • Reprography Centre • Prayer Room • Canteen • Medicinal & Botanical garden, Butterfly Garden • Two wheeler parking space

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:

The College has initiated major enhancements to strengthen sports facilities in accordance with the recommendations of the earlier NAAC Peer team. Outdoor game facilities on campus have been renovated and designed as per federation specifications and include:

- Basket ball (28m x15m)
- Throw ball & Volleyball (9 m x18 m)
- Play area for box cricket and badminton (6.1m x 13.4m)
- Self defense martial arts training for girls - Taekwondo (Cultural hall: 557.42 m²)
- Sports equipments like badminton rackets, shot-puts, javelin and discus

Indoor game facilities in Gymkhana are:

- Table Tennis (3 Tables)
- Carrom (6 boards)
- Chess (7 Boards)

The College has an established Yogsadhana Kendra having a full time dedicated yoga instructor catering to the students and staff. The facilities are also extended to the neighbourhood and senior citizens. The Centre has the following features:

- Capacity: 25
- 10hrs of compulsory yoga training for second year students
- Special sessions of yoga to address medical issues
- Our students have won prizes in Yoga competitions at University level

Sports events and training

- Two full time sports instructors
- Annual sports meet
- Interclass tournaments
- Intercollegiate basketball tournament for students
- Intercollegiate Carrom tournament for teachers
- Sports events for teaching and non teaching staff
- Coaching facility for Basketball and Lawn Tennis
- Participation in intercollegiate events like Carrom, Chess, Table Tennis, Badminton, basketball, Volley Ball, kabaddi, Kho-Kho, Yoga and throw ball

Facilities for cultural activities / Extra curricular Activities

- Open- air stage
- Amphitheater
- Cultural hall (700 capacity)
- Open-air terrace (500 Capacity)
- Ground floor corridors used for exhibitions, sales, event promotions
- Amoeba garden on ground floor used for felicitations, prize distribution, awareness
- Centralized Public address system
- Sound system, cordless/collar/karaoke mikes , digital camera and handy cam
- Astronomical telescope and binoculars

Miscellaneous facilities

- Bus services provided at nominal cost by the parent trust for visits
- NCC Room
- NSS Room
- Prayer Room
- Canteen
- Students' Council Room

File Description	Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc**Response:** 92.31**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 24

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**Response:** 22.5

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
12.5	8	10	10	65

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

ILMS software for automation: SLIM 21 Version 3.6.0

Nature of automation : fully automated

Year of automation : 2007, upgraded in April 2012

Status of Automation: Complete Cataloguing, Serial control and Circulation by software

Library software SLIM 21:

SLIM (System For Library Information Management) - 21 software is used in the library for day to day operations of library and its management. SLIM++ is a multiuser software purchased in 2007 & upgraded to SLIM - 21 in 2012. The software is maintained through AMC.

Features :

1. Easy search access to books, periodicals, managerial reports
2. WEBOPAC -Online facility to search & reissue of books from 7.30am – 6.00pm
3. Visitors Log module for user footfall

The software has following main modules:

1. Cataloging / Acquisition
2. Serial control

3. Statistics
4. Barcode generation
5. Report

Cataloguing/Acquisition: The software provides user friendly cataloguing and Acquisition process. Cataloguer has to enter Call no., Accession no., bill details, suppliers details, invoice details in the software. Keywords are given to each book entry so that books can be searched easily. Accession register, reports, can be generated from this module.

Circulation: For issue, return, reissue software has circulation module. There are two issue counter and one return counter. Student can also reissue the books through search nodes.

Utilities: Admin borrower module is used to know all the user transactions.

Serial control: The module is used -

- For making the record of periodical & Journal purchased
- To obtain information of the issue to be received from publisher, missing issues and details of journals/periodicals issued to the user
- To generate report of serial control as per year, Journal / Periodical name etc.

Statistics: This module provides following data:

- User transactions by week /time
- Transaction by borrower
- Top number of books /borrowers
- Accession register & Cataloguing report
- Circulation report, Daily Transaction report, overdue report.

Additional Equipments :

- 1.3 Barcode scanners
2. Printer to generate Bar code
3. Epson receipt printer
4. Epson colour printer
5. Photocopier (HP) with scanner

Electronic Resources / Packages for e-journals & e-books:

- N - List – Inlibnet
- Library Blog : Created in October 2015 has following information -
 - Access to WEBOPAC to search Library collection and reissue/claim of books online
 - Year wise Syllabus since 2011-12
 - Exam question papers
 - Library updates (Events/ services)
 - Subject wise reference books recommended by teachers
 - Link for Research Content & Research in Progress

- Shodhganaga : e-thesis
- Shodhgangotri – Synopsis
- Directory of Open Access Journals (DOAJ)
- Link for important websites such as
 - National Digital library of India
 - University of Mumbai
 - National Portal of India
 - UPSC
 - MPSC
 - Staff Selection Commission
- Link for Online Newspapers
 - The Hindu
 - The Times of India
 - The Hindustan Times
 - DNA
 - The New York Times

Internet bandwidth/speed: 50 MBPS Unlimited download

Internet Facility for students: 10 Nodes

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Rare Books

The rare book collection comprises of important biographies, limited edition books, autobiographies in addition to work deemed rare by virtue of age. The main highlights of rare book collection are as follows:

Wonders of the World: This unique travelogue measuring 16.5 x 23.4 inches provides a lively and colourful tour of the World's most desirable and enchanting destinations, including ancient sites whose mysteries have ceased to amaze those who visit them. Both natural and man-made wonders are included in this journey.

Atlas Collection: The Atlas collection includes editions of 1962 and 1982 with bold topography and use a combination of elevation tints and hill shading to achieve a three-dimensional effect without sacrificing the detail. The Atlas provide details of Maps made from sculptured models show in relief how our world would appear to an observer at point some hundred miles above the earth's surface.

Dictionaries: The library has varied collection of dictionaries including a 1947 edition of pocket dictionary.

Autobiographies and Biographies: The library has good collection of Autobiographies of people such as Arnold Bennett (1974), Bertrand Russell (1954), Albert Schweitzer (1954), E.K. Nayanar (1982) and biographies of Franz Kafka (1963) to name a few.

Books donated by Community philanthropist: Community philanthropist have donated old edition books such as Lands and Peoples (1959), A short history of the British Common Wealth (1934) and many more thereby contributing to the wealth of knowledge.

Veerangana stamp book: This beautifully designed book tells the stories of 36 women on whom India Post has released stamps. It contains 34 original stamps. This book is an attempt to remember the stellar contribution of women who fought valiantly for justice, standing up for their people.

Knowledge Museum

Knowledge museum was established in August 2016 to be a repository of materials of historical, cultural, religious and scientific importance to serve as a source of enrichment and enjoyment. A section of the museum traces the history of the college and includes a section on contemporary activities.

Different sections of the museum include

- History of the College
- Natural History Section
- Women section
- Pagdi Section
- Hobby section
- The Chemistry of Civilizations
- Antique artifacts
- Students Activity corner

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.2

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.13047	2.04007	2.22674	2.842277	1.7674

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 16.78

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 250

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

IT infrastructure comprising of 3 laptops, 2 data servers, 111 desktops, 38 thin clients, 29 projectors is updated as per curriculum need. All systems have internet connectivity and quick heal antivirus.

The IT facilities Upgradation details since 2012:

Library:

- SLIM ++ upgraded to SLIM 21 version 3.1.0 in 2012-13
- Dell server with license purchased to complete digitalization in August 2013
- Online resources- WEBOPAC, e-journals & e-books through INFLIBNET provided
- Installation of 11 CCTV Cameras , LED TV & 2 Thin clients in November 2014
- Library blog created in October 2015, 3 barcode scanners, 6 LED monitors & 8 thin clients purchased and internet section redesigned for 10 users
- 2016-17:Procured Receipt printer
- 2017-18:Purchased Colour printer & Visitor Log module

Projector installed in Class Rooms and Laboratories:

2013-14: Microbiology laboratory

2014-15: Class room no. 307

2015-16: Replaced Projector and screen of Multipurpose Seminar Hall 106 & Class room no. 205

2016-17 : Class room no. 311 & 208 , Black films applied on classroom windows

2017-18: Zoology laboratory

Upgradation of Computer Science Laboratories:

In May 2014 **Lab-108 redesigned** and new setup provided with

- LAN using Cat 6 cable
- 100/1000 Giga switches
- Projector
- 3 Core i5 (Thin client server), 1 Core i3 & 25 thin clients

2015-16: Sound system in Lab 109

2016-17: Lab 109 renovated to have new setup of 45 nodes with

addition of 2 Core i3 systems

2017-18: Structured cabling done in Lab 109 using Cat6 cable to

strengthen internet connectivity and added

- 48ports switch of 1GHz
- 12 Core i3 Dell systems
- 10 Raspberry Pi-module

IT Resources for Departments:

- Department desktops were duly upgraded to Core i3 connected through LAN, provided with laser printer, internet, pen drive
- Microphone walk and talk mike given to 8 faculty

Facilities for faculty:

- Research centre with desktop and laser printer
- Institutional email id
- Amplifiers in big classrooms
- Public address system in class rooms
- Recording facility at Mun Auditorium

Result processing /DEPD / DTP Section: For typing/downloading, duplicating and for result work a room is equipped with -

- One Core i5, 2 Core i3 and 2 Core 2 duo desktop, two thin clients with provision of incremental back up in LAN
- 3 laser printer
- Web camera
- Duplicator machine
- 2 Internet connections
- UPS (30 minutes back up)

Result software (2013-14):

- Multiuser customised software with Seating Arrangement Module
- AMC renewed annually
- All reports pertaining to Exams are generated using software

Attendance Software:

- Systems in LAN with AMS software
- Provision of Daily backup

Website:

2014: Static website was converted to CMS based site with new domain.

2017: Developed in word press, hosted on 4core Cloud server with SSL certificate, unlimited emails and space.

Administrative Office:

Individual desktop for Staff

Dell server 2008 with RAID (Redundant Array of Independent Disks) Mirroring Backup & 4 UPS

Software in use:

Tally ERP9, Tax Pro, Pay Roll, LC ,Customized software for admission, fees & student support.

The optimal use of IT resources is evident from digitization of the processes such as attendance, examination, online internal examination, result, administration, feedback, OSM, information dissemination.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 12.1

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS**20-35 MBPS****5-20 MBPS****Response:** >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 37.04**4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
17.86152	42.07216	26.42159	18.05762	10.67493

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Royal college, a dream project of Founder Principal A. E. Lakdawala started in 1989 with just 1st floor of building being ready. The Founder being on campus was fully involved in planning and supporting the execution of the project. Completing the building in 1995, additions such as open air canteen, amphitheatre, open air stage, yoga centre, auditoriums, ring well, Basketball court have steadily been added. The Founder and his team of trustees are hands-on in the upkeep of college infrastructure.

Available infrastructure and support facilities are upgraded/added, and maintained when required based on **inputs from the following stake holders** through feedback, maintenance books and suggestion boxes.

- IQAC
- Faculty
- Non teaching staff
- Students and alumni
- Parents

Need of facility addition and upgradation is discussed at different forums viz; College Board of Trustees (CBT), College Development Committee (CDC), IQAC, meetings of HODs with Principal. The expenditure to be incurred is estimated and sanctioned by the CBT and CDC. The implementation process is closely monitored. Major repair and maintenance is undertaken in vacation.

The **major facilities introduced** in college campus due to active **IQAC suggestions** in last 6 years are listed below:

- Installation of Projectors in class room
- Knowledge museum
- Human Orientation sign boards and Value addition boards
- Website with CMS
- CAP Centre and Custodian room
- Connectivity of class rooms and all departments through LAN
- Introduction of Open Access System in Library
- Medicinal and Butterfly Garden
- Research centre
- Rooms for IQAC, NSS, NCC

Utilization and Maintenance of IT Resources

- IT resources are used optimally for teaching-learning and administrative processes
- In house technician for regular maintenance
- Weekly report of working of computer system / projectors and all ICT facility are generated and accordingly action is taken
- College Website & Library blog is updated regularly
- Committee constituted to take care of attendance software (AMS) and back up
- AMC for result software, SLIM21 Library software, Pay Roll, Tax Pro and CCTV

Utilization and Maintenance of Library

- Library activities include organization of thematic and subject book exhibitions, orientation programmes for new students, book review competition and display and donation of weeded out books/ magazines.
- Fully automated through SLIM 21 software
- Library committee takes care of library requirements and recommend major infrastructural repair and maintenance.
- Pest control is done quarterly
- Registers are maintained for recommendation of books
- Annual stock verification

Utilization and Maintenance of Laboratories

- User manual maintained for laboratory equipment and SOPs displayed
- Maintenance of first-aid box, safety equipment and fire extinguisher
- Regular maintenance and calibration of laboratory equipments by laboratory staff and by professionals in case of specialized equipment
- Major repair work recommended by departments is discussed by Head of Department with Principal and Management
- For major works, at least 3 quotations are invited and forwarded to maintenance committee for finalization
- Annual stock verification is followed by internal audit

Sports :

- Annual maintenance of carrom boards and basketball stand
- In-house minor repair of equipments
- Maintenance of stock register for all sports
- Annual weeding out due to wear and tear of equipment

Classroom :

- Teachers, division representatives and students report infrastructural malfunctions through entry in the maintenance register kept in library
- The register is checked by in-house maintenance staff and work is done in consultation with registrar

Administrative Office:

- Ample storage space for safe record keeping
- Binding is done of GR and Result documents of every 5 years and admission forms are kept in lace folder for storage
- Annual weeding out of records
- Weekly manual backup of all computers
- Automatic RAID mirroring is configured in Dell server
- Standby backup provision in corei3 system

General maintenance

- Structural Audit of building once in 5 years
- Entire duct area has pigeon netting
- Annual water-proofing audit
- Regular checking of taps for leakage
- Sewage drainage cleaning is done by sweeper and underground septic tank cleaning by professional municipal persons
- Daily **dry and wet cleaning** of class rooms, seminar halls, laboratories, faculty rooms, office, library, corridors and wash rooms for which a daily cleaning chart maintained
- **Sanibins** in ladies washrooms are replaced regularly
- Regular fogging of the campus for mosquito control
- General housekeeping **is taken care of by an office staff assisted by a team housekeepers**

The following staff has been appointed for in-house maintenance

IT Technician takes care of IT infrastructure software and CCTV. He also assists in setting up the audio-visual facilities for College programmes and events.

Maintenance Technician takes care of electrical, plumbing, carpentry or any other related maintenance work of the campus. He assists in setting up of audio system for College events and programmes.

Gardener maintains campus gardens and composting pits under the guidance of Botany/Biology department. He also helps in maintenance of the College green island at the suburban railway station.

AMC

The college has annual contracts for maintenance of the below mentioned facilities

- Air conditioners
- Water Purifier
- Water cooler
- Elevator
- Pest control
- Paper shredder machine
- Biometric machine
- EPABX intercom system of campus

The following facilities are maintained by the respective service providers as per contract.

- Canteen
- Bookstall
- Reprography centre

Optimization of infrastructural usage:

- Staggered time table
- Library to senior citizens and alumni
- Sunday classes (German, Arabic, Taekwondo) -> Facility used on Sunday + available to neighbourhood
- Yoga facility
- Laboratory facility extended to staff pursuing Ph.D, alumni research and under privileged school students

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 0.56

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
15	7	3	8	5

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.85

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	37	30	33	46

File Description

Document

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3.Soft skill development
- 4.Remedial coaching
- 5.Language lab
- 6.Bridge courses
- 7.Yoga and meditation
- 8.Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 26.3

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
413	398	326	328	299

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 1.15**5.1.5.1 Number of students attending VET year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
20	21	20	19	0

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 10.05**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
57	68	37	13	17

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 29.38

5.2.2.1 Number of outgoing students progressing to higher education

Response: 124

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 18.14

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	7	1	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
46	18	12	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Students' Council, which is an umbrella body for all student activities, consists of Class Representatives (**CRs**), students of the Vigilance Body (**VB**), headed by the **General Secretary**. The CRs are selected on the basis of their grades and attendance during the preceding years and personal interview with Guardian teacher. The Council plans and organizes activities in consultation with the student fraternity under the guidance of teachers. The Council also **organizes 'Joy of Giving week' and assists in organization of academic events such as seminars, workshop and guest lectures**. Their role as '**via-media**' between students and teachers is crucial in ensuring better participation and success of the events.

The **Library Committee has 4 student representatives**. They meet twice a year and discuss improvements and enhancements in the Library. The students are well **represented on co-curricular clubs and societies** wherein they are involved in all aspects of planning and execution. The **College magazine** has a **student editorial team** that helps in compiling and editing the content. Similarly some

departments publish **newsletters** which are completely **designed, written, edited and published** by students.

The **Vigilance Body** comprises of student representatives on the discipline committee of the College. This body is vigilant about any outlier behavior, misdemeanors, hooliganism, ragging or any such disruptive behaviours. **The Vigilance body - active since inception of the college, has helped in building the ethos and vision of a disciplined College.**

The student representatives including **Gymkhana Secretary** assist the **Sports committee** in organizing interclass sports, games and annual sports meet. Their daily presence in the gymkhana ensures fair and easy access to facilities for students.

The **student representatives on extra-curricular associations** are responsible for planning, dissemination of information, organizing and preparing reports of various events. There are 10 student representatives in Fine Arts & Cultural Club (FACC) who organize cultural events including Founder's Day and Annual Day.

'**Gyan Manthan**', the two day annual academic cum cultural festival of the College is **organized and conducted** by students. Students are involved in ideation, scheduling, promotion and execution of the events. There were nearly 80 events conducted in 2017-18 along with food stalls that are very popular.

The **NSS and NCC units** have active student leaders who take lead in organizing and implementing community programmes and social schemes.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 28.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	28	29	28	27

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

ALUMNI CONTRIBUTION TO THE INSTITUTION

Royal Alumni Association was constituted with a view to maintain a **continuing relationship, facilitate mutual well-being, and garner support** for institutional growth. The institute connects with its alumni through social networking groups and the College website. The association conducts **Annual Alumni Meet** wherein the alumni members interact and provide valuable feedback. The registration process for the association has been initiated.

The alumni engage with their Alma Mater through the following activities:

Welfare:

- Dr. Chirag Shah, (Microbiology, 1996-97 batch) conducts the annual blood check up for staff and all First Year students since the year 2006-07 at subsidized rates. He has partnered with the College in conducting Diabetes, Cholesterol and blood check up camp in the neighbourhood.
- Jwala Nayak facilitated a **Cancer Awareness and Screening programme** for staff members in collaboration with Celcys Labs in 2015-16
- The Alumni Association conducted **Blood Donation drive** during the year 2017-18 in association with Sion Hospital
- Hrishikesh Badrike supported '**anti-thermocool**' campaign of the College and sponsored 100 'tulsi' saplings for plantation drive.

Academic Development Programmes:

- Alumni contribute to the enrichment of curriculum as resource persons for Career talks, Workshops and Add-on courses.
- They also conduct motivational lectures and are invited as judges for events.
- Dr. Chirag Shah has facilitated summer training for Microbiology students since 2005-06.

Nature trips, trails and camps & Hikes:

- Nature trips and trails, Reptile trails, Birding sessions and talks for the College students are conducted by our alumni Shardul Bajikar, Nikit Surve, Aman Salia, Soleha Shaikh, Alisha Hamid, Zahid Shaikh, Taslim Sayyed, Nidhi Bangera, Shubham Darekar, Monu Yadav, Tabrez Banegar,

Rachael Periera and Shabnam Shaikh since the year 2013-14. These alumni serve as group leaders for College Nature camps at National parks and Nature Reserves.

- Yunus Dange took a lead role in organizing hiking trips.

Offer of Professional Services:

- CA Sameer Valia (Sameer Valia & Co) conducts the internal audit of the College accounts every year
- Practicing advocates Saumya Poojary (L.L.M.) Poojari Legal Associates; Amreen Karimi (LLB, GDCA), Amreen & Co., Sana Khan (LLB), (Bombay High Court) and Mayur Sonawane (LLB), (Advocate Bombay High Court & NCLT) are members of the College Legal Cell which offers free legal advice to students.
- Annual alumni meet is arranged by one of our alumni Avni Gala (BCOM, 2003) who is a professional Event Manager (Parv Events).

File Description	Document
Any additional information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 9

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The institution established by **Royal Higher Education Society of Bombay** in 1989 envisioning the education of the **Muslim community students**, iterating the thread of **secularism** and **value based education**. The institute provides **holistic academic programmes** and an **inspiring learning environment** to all students specially **girls**.

Governance

The **Governing body** decides policies in tune with stated vision and mission of the College which percolates through the organizational hierarchy. The **Principal** as the Head of the institution leads the day to day functioning of the College and is assisted by the **Vice-Principal and the Head of Departments**. On campus presence of **College Board of Trustees (CBT)**, comprising of Founder Principal and five Trustees, strengthens, supports and guides the leadership and also provides impetus to decision making process. **College Development Committee (CDC)** as the apex regulatory body, takes policy decisions, suggestions for which are often provided by **IQAC**. The **Registrar** supervises the administrative affairs of the College, efficiently assisted by the non-teaching staff.

A **super committee** of teachers decides allocation of various committees to teachers. The **teachers-in-charge** of co- and extracurricular committees along with students decide the course of activities and execute the same. The teachers in charge of academic and statutory committees prepare standard operating procedures in accordance with statutory and university guidelines.

Perspective Planning:

The **IQAC** sets academic and administrative quality benchmarks, reviews and revises them periodically. It also focuses on introduction of new initiatives in consonance with vision the mission statement of the institute.

Programmes planning committee comprising of Principal and Head of Departments suggests, discusses and plans initiatives. It also reviews implementation and effectiveness of academic and non academic programmes.

Head of Departments and faculty members decide and plan department specific activities which include syllabus distribution and transaction, slow and advance learner programmes, add-on course, research activities, co-curricular and extension activities.

CBT plans and makes budgetary allocations for academic and infrastructural additions, expansion and maintenance.

CDC prepares an overall comprehensive development plan of the College regarding academic,

administrative and infrastructural growth.

Initiatives in accord with Vision Mission statement

Secular environment permeates all functional aspects

Value based education is emphasized through activities such as

- National pride and patriotism instilled through programmes on days of national importance
- Commemoration of days of International importance
- Gyaan Daan, education for the underprivileged school students facilitated by the management and driven by committed students
- Social and environment awareness drives
- Green audit of the campus

Holistic academic programmes

- Curriculum enrichment through add on and certificate courses
- Special programmes for slow and advanced learners
- Myriad of co-curricular and extracurricular activities
- Discipline is maintained through self regulatory bodies of students and teachers

Girls Education

Initiatives of the management towards promoting girls' education

- Safe environment
- Self defence training for girls
- Lady sports instructor
- Government Scholarship for girls

The College has become an institute of choice for girls' education locally. Currently 78% of our students are girls.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Case study

Effective decentralization and participative management is evident in all aspects of **functioning of co-curricular and extracurricular clubs and societies.**

Super committee: The committee comprising of three staff members is appointed by the Principal for tenure of three years. It **decides constitution of teacher members for all statutory, non statutory and college specific committees**, clubs and societies; ensuring just and relevant distribution of responsibilities. Constitution of the co-curricular clubs and societies is decided by the respective departments.

General guidelines for clubs and societies have been drawn up by **Principal in consultation with HODs and senior faculty.** The guidelines are revised periodically. Rotation of constituent faculty members of clubs and societies brings in innovation and enrichment.

Co-curricular Clubs and Societies:

Each **Department is empowered to form its own Committee** comprising of the Teachers and the student members from each class. At the beginning of each academic year the committee prepares month wise plan which is submitted to the **Students' Council.** The estimated budget as per guidelines of students' Council is forwarded to the College office. A team of students looks after the planning and execution of each event. Before the end of each semester the accounts are submitted to the office and the annual report to the Students' Council.

Extra-curricular & Sports Clubs and Societies:

Extra-curricular activities are conducted by the **Students' Council and its auxiliary bodies- FACC (Fine Arts and Cultural Club), the Hiking club, Nisarg (Nature Club) and Sports.** The Students' Council headed by the Chairperson and General Secretary plans and conducts major events such as National and International Days' Commemoration, Teachers' Day, Founder's Day and Annual Day. The auxiliary bodies plan and execute their events through their respective organizing committees. Annual sports meet and interclass tournaments including the intercollegiate events for teachers and students are conducted by the Sports club.

Gyan Manthan:

It is a two day **Annual Festival of the College** with over sixty events spanning co-curricular as well as extracurricular domains at both intercollegiate and intra-collegiate levels. Inter-collegiate carrom tournament for teachers and the annual food stall competition presenting self made food by students are also organized. Gyan manthan committee consisting of students and guided by Teachers, co-ordinates with the student in-charges of various clubs and societies and works towards planning and execution of all events including feedback and report preparation.

Outcome

- Decentralization has helped in development of organizational and soft skills
- It has promoted self actualization, team work and crisis management skills.
- Meeting deadlines and working within a time-frame.
- Equitable distribution of responsibilities has helped build decision making abilities and shouldering accountability among all concerned

Guidelines issued by umbrella bodies ensured uniformity in general functioning with respect to financial matters, programme arrangement and reporting.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

To keep pace with the imminent demand for digital and other technology driven services the IQAC suggested **enhancement and up-gradation of the existing ICT facilities** in the year 2012-13. The suggestions were discussed and decided upon in consultation with HODs and faculty. The College Board of Trustees adopted a strategic plan to implement the same in all spheres of college functioning.

Infrastructural enhancement

Academic Year	Library	Laboratory	Class rooms & seminar halls	Admin Office	Miscellaneous
2013-14	Implementation of SLIM21	Projector in Microbiology Laboratory		Admission Software	
	Installed Dell server T110			Digital bell controller installed	Customized multiuser software
2014-15	Installed additional 11 CCTV cameras, LED TV & 2 Thin clients	25 thin clients in LAN, Projector, 3 Core i5 & 1 core i3 desktops, CCTV in 108	Projector in 307	Tally Software-ERP 9	Software-seating arrangement
2015-16	3 barcode scanners, 6 LED monitors, 8 thin clients, -created library	Sound system in 109	Replaced Projectors in 106 & 205		LAN c and Laser for all de Upgradati result soft

	blog-Internet section redesigned, 4 nodes added				
2016-17	Receipt printer	Renovation of lab 109 to increase 10 nodes , added 2 Core i3 systems	New projectors in 311 & 208		
2017-18	Colour printer, SLIM 21 Visitor Log module	Lab 109 involved: *New setup of LAN network with Cat 6 cable * added 12 Core i3 Dell systems *10 Raspberry Pi module		PayU software for fees	
		Projector in Zoology Laboratory			

College Website:

- 2014: Static website converted to **CMS based site** with new domain as **.edu.in**
- 2017 : **website redesigned**, developed in word press and hosted on 4 core Cloud server with SSL certificate, unlimited space , bandwidth & Email id

Training

- With every new facility added, **training of respective user** was always a part of the strategic plan.
- Teachers **Workshops on use of Google doc, advanced excel and developing e-learning resources**
- **Orientation of First Year students** for use of slim software every year
- **Short courses for students** on Origin 6.0 software and workshops on use of ChemDraw and Microsoft equation 3.0

Outcome

- More effective Teaching learning
- Enhanced research work
- All internal exams in computer science conducted with MOODLE software
- Online renewal of library books
- Customized receipt generation
- Blog for syllabus and past question papers.
- customized examination and result software
- extensive use of Google forms for feedback
- Bio metric system for staff attendance

- Institutional mail ids to all teachers.
- e- newsletters by students
- Updated website and instant communication between the stakeholders
- Exam forms, hall ticket, exam time table, seating arrangement, report cards, result reports etc are generated through software

Maintenance

- All computer systems, projectors under AMC
- AMC for all customized software, SLIM 21, biometric system, automatic bell controller and college website.
- In-house technician for troubleshooting

In this technology driven era, digitization is envisaged to be a strategic ongoing process in our institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The **Founder** Principal Prof. A.E. Lakdawala established the parent trust Royal Society of Bombay and associate trust Royal Higher Education Society under which Royal College of Arts, Science & Commerce was established

The **College Board of Trustees** (CBT) is the primary executive body, endorsed with all academic financial and administrative responsibilities.

College Development Committee shares joint responsibility with the CBT to develop, monitor and review strategic plans of the institution. The meetings are held twice in a year.

IQAC recommends and monitors timely, efficient and progressive performance of academic, administrative and financial tasks.

The **Principal** functions in a democratic and participative leadership in three sections viz. Academic, Administrative and Library. He provides strategic direction and monitors enhancement of curriculum, teacher quality, student achievements, administrative processes and revises policies and procedures.

Vice Principal heads the academic section and assists the Principal in discharge of duties.

Head of the departments allocate the syllabus, plans the time table, oversee departmental activities in consultation with other faculty members of the department. In case of science departments they are responsible for preparing laboratory requirements, monitoring laboratory functioning, and they are members of purchase committee.

The Registrar takes care of the administrative office assisted by the **Superintendent** and **Head clerk**.

Librarian plans and supervises functioning of library with the help of Assistant Librarian and other library staff.

Statutory, non-statutory and Auxiliary Committees/bodies ensure smooth functioning of the College.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

To **monitor attendance** of students and **reduce number of attendance defaulters**, hence improve the presence of students in class, an attendance committee is in place since inception of the College (1989). The constitution and functions of the committee were decided in meeting of Head of the departments with the Principal in the inception year, thereafter amendments/ enhancements were continuously made as evident from the minutes of following meetings.

Sr. No.	Academic Year	Date of Meeting
1.	2000-2001	20/06/2000
2.	2001-2002	03/10/2001
3.	2002-2003	04/02/2003
4.	2003-2004	06/03/2004
5.		20/04/2004
6.	2005-2006	26/06/2006
7.		07/12/2006
8.	2006-2007	09/02/2007
		06/03/2007
		30/04/2007
9.	2007-2008	11/06/2007
		22/10/2007
		11/03/2008
10.	2008-2009	11/09/2008
		12/03/2009
		09/04/2009
11.	2009-2010	06/03/2010
12.	2010-2011	21/10/2010
13.	2011-2012	03/03/2012
14.	2012-2013	07/07/2012

		14/03/2013
15.	2013-2014	06/07/2013
		26/07/2013
		07/12/2013
16.	2014-2015	09/07/2014
17.	2015-2016	15/07/2015
18.	2017-2018	11/09/2017

The major resolutions passed to streamline and enhance the functioning of the committee are;

1. **Resolution** to computerize the attendance system in a meeting of HODs with the Principal on 09/04/2009

Implementation: A professional vendor was hired towards development of **customised software** and a pilot project was run. .

2. **Resolution** to use **Attendance Management System (AMS)** in a meeting of HODs with the Principal on 21/10/2010

Implementation: Four computers with **Attendance Management System(AMS)** were installed. Workshop was held to train the staff. Initially both manual and computerized records were maintained.

3. **Resolution** passed to discontinue manual attendance records as an initiative towards paperless office in the meeting of '**Simplification of Work**' committee, a sub-committee of IQAC with the Principal in 12/8/15

Implementation: All attendance entries and leave granting was done **using AMS system** including generation of reports.

4. **Resolution** passed to involve the administrative staff in the process of maintaining the attendance records and report generation in a meeting of HODs with the Vice-Principal on 15/07/2015.

Implementation: Committee for **Simplification of Work** addressed the issue.

The following meetings are conducted every semester for attendance management.

A) Orientation meetings for the following held in the academic year in 17-18

1. **Newly appointed teachers** with attendance committee
2. **Newly enrolled students** with Guardian teachers and Mentors held in July / August
3. **Parents** of newly enrolled students (Slide)

B) Attendance review:

1. **Mid semester meetings** of guardian teachers and mentors with parents of defaulting students to caution and counsel
2. **Semester end meeting** of Principal / Vice Principal with attendance committee for comprehensive analysis of attendance record

3.Semester end meeting of attendance committee with defaulting students and their parents

Implementation:

Monthly display of list of defaulting students, letter of intimation to parent/guardian for moderate defaulting, and in severe cases **personal meeting and counselling** of parent and student.

Semester end analysis of attendance record followed by review of leave notes and records of defaulting students.

A **hearing** given to defaulting students before final decision on term granting

Outcome

- Significantly **high regularity** in attendance in the year 17-18, 6 students maintained 100% attendance and were awarded.
- **Reduced paper work**
- **Improved efficiency**

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The College has **Staff and Students Welfare Committee** which undertakes organization of welfare programmes as per suggestions received from staff, management and IQAC. The programmes are funded by the management.

Welfare Schemes for Teaching Staff:

1. **Annual health checkup camp**
2. **Advance part payment of salary** to teaching staff on first of every month irrespective of delay in receiving salary grant from government
3. **Tie up** with Bhaktivedanta Hospital for **medical emergency**
4. **Special privilege leave** of three days on demise of immediate family member
5. **Talks/ workshop for Staff welfare**
6. **Cancer awareness and screening programme** was organized
7. **Mementos given to Teachers** every year on the occasion of Teachers' day
8. Special sessions of **Yoga** arranged
9. Parking space for two wheeler of Staff
10. **Gold coin** presented to staff on retirement as a token of appreciation of their service

Non-Teaching Staff:

1. **Annual health checkup camp**
2. **Pre-payment of salary** to non-teaching staff on eight of every month irrespective of delay in receiving salary grant.
3. **Tie up** with Bhaktivedanta Hospital **for medical emergency**
4. **Health awareness talks** by Professionals
5. **Counseling** facility available
6. **Special privilege leave** of three days on demise of immediate family member
7. **Privilege Leave encashment** benefit for unaided Non Teaching staff
8. **Flexible duty timings** of IT Technician to facilitate him attend professional course
9. **Picnic and get together** for office staff members on Occasion of Diwali
10. **Two buses provided** for non-teaching staff picnic
11. **Work appreciation** cash tokens to staff
12. **Cash prizes given**, as a token of appreciation and encouragement, to SSC/HSC passed children of non- teaching employees
13. **Revision of daily allowance** for outdoor duty of more than 12 hours in 2015-16
14. **Arrangement of Transport** i.e. car for official work at Joint Director's Office at Panvel
15. **Admission given** to wards of non-teaching staff who did not have the requisite cutoff marks.
16. **Payment of School / College Fees** of children of staff
17. **Financial assistance** provided for pilgrimage
18. **Loan for purchase** of home appliances

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 8.81

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	04	00	04	02

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 5.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	5	5	3

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 10.56

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	4	1	10

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Appraisal Process for Teaching Staff:

A) Self appraisal

i) Academic Performance Indicator:

Each Staff member fills up the performance based self appraisal form as per UGC regulations at the end of every academic year wherein the teacher quantitatively appraises his/ her own teaching-learning process, evaluation strategies, compliance of assigned duties, contribution to the institute and society and professional growth. This self appraisal form is then evaluated by the Head of the Department and scores marked by the Teacher are verified. The appraisal form is then submitted to the Principal who forwards it to the Scrutiny committee for CAS.

ii) Log book

The customized Log book is used to record details of course plan, teaching methods and material, examination and assessment, remedial and advance learner programmes and mentorship programmes, organization and participation in various extension, co-curricular and field based activities and contribution in management of institute through various committees by virtue of being a member of that committee. The Teacher also records up-gradation of qualification, participation in any professional development activities, publication/presentation of articles/papers, in conferences. They also record about the Research projects undertaken-ongoing and completed.

B) Appraisal by other stakeholders:

- i) Lecture observation by HOD of newly recruited staff
- ii) Teachers assessment questionnaire, Exit questionnaire by students
- iii) Informal performance based appraisal by authorities

Appraisal Process for Non-Teaching Staff:

A) The Laboratory Staff:

The institute has designed its own performance appraisal form for the laboratory staff to assess work efficiency, willingness to learn, interaction with teachers, students and co-workers, and their overall attitude towards work. Each of the laboratory staff is appraised by Head of the Department, senior teachers and the Laboratory Assistant.

B) Administrative office staff and library staff:

Appraisal through Exit questionnaire filled by outgoing students assesses the co operation and behavior with the students

C) Appraisal of multitask staff:

Informal observations by the senior staff and authorities

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal Audit:-

Internal audit is a continuous process where thorough check is carried out **weekly**. All vouchers & bills of Expenses and Income i.e. fees and other receipts are **checked by the Office Superintendant and then verified by the Registrar**. **Quarterly budget** is prepared and checked by the Registrar to monitor the expenditure under each head. Queries raised if any, are cleared across the table. **Internal auditor** from external source M/s Sameer Valia & Co. has been permanently appointed. The college carries out auditing biannually. The **Audited statement** and report of the Auditor is **shared with the Management**.

External Audit is conducted by two Government offices, viz;

The first audit is done by the **Joint Director's office, Panvel Region**. for every F.Y. and is a two step process. The objections raised by **Administrative officer (A.O)**, Panvel region, are settled across the table as per Government norms. Subsequently, the final audit is done by the **Senior Auditor, Joint Director's office, Panvel region**. Any objections missed by the A.O., are raised by him and settled across the table as per Government norms.

Second External audit is done for every **F.Y.** by **Auditor General**. Objections raised (Para) during the Audit are settled by sending written compliance and these objections are cleared only on obtaining clearance report from Auditor General's Office.e.g. During our last audit, Objection/Para raised was Deposit not claimed for more than five years should be treated as lapsed deposit and credited to **Students Welfare Fund**. This objection/Para was cleared by opening new student welfare a/c and all the unclaimed

deposits as per the above criteria stated were credited in the Student Welfare account.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0.01

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.01	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College is a grant-in-aid College having **5 self-financed programmes**. The major sources of revenue are:

1. **Fees** collected from students
2. Government **Salary Grant**
3. Funds from **UGC development plan**
4. **UGC Grant for seminar**
5. **UGC & University Grants for research projects**
6. Charges for various application forms and services from students
7. **Surplus from Add-on /certificate courses** added to the Corpus fund for research
8. **Membership fees** towards co-curricular and extracurricular associations
9. **Laboratory damage charges**
10. **Rental income** from letting out of canteen, bookstall and reprography facility basketball and Tennis court on contractual basis
11. Sundry income generated through sale of scrap, old newspapers, double sided used papers and

deregistered books

The **annual budget is discussed, approved and recommended by CDC** taking into consideration inputs from various stake holders including IQAC, CBT, Departments, library, clubs and societies, staff and students. All the financial transactions are subject to internal and external check and control.

In case of **major expenditures at least three quotations** are invited and the lowest quotation is generally accepted. While making provisions for departments, their priorities and requirements are considered. Sundry expenses are met through **petty cash provision**, internally audited at the end of every month.

Any **deficit in the budget is compensated by the parent trust**. The **Trust also makes budgetary allocations** for maintenance, infrastructural enhancements, developmental work, salary of unaided staff and additional staff, electricity and water bills, stationery expenses, housekeeping and miscellaneous expenses. **Advance salary to staff** is also arranged by the management every month and is reimbursed after salary grant from government is received.

Optimal utilization of infrastructural resources and facilities is ensured through:

- **Staggered time table** for students and work schedule for non teaching staff
- **Laboratory facility extended** to alumni for research
- **Library open to senior citizens, alumni and students (not formally admitted)** preparing for re-exam
- **ICT enabled laboratories** used for conducting lectures beyond practical hours
- **Academic and sports facilities are extended to students under Gyan Daan project**
- **Classes conducted on Sundays for university certificate courses** in languages, taekwondo art and training in competitive exams
- **Cultural hall, Open air stage, amphitheatre, auditoriums, canteen, sports courts, yoga centre and library** shared by sister institutes
- **Yoga facility** under trained instructor **extended to students, staff, senior citizens and neighbourhood**
- **Hiring out basket ball and tennis courts** after college hours
- **Extended playing hours under flood light for students and alumni**
- **Cultural hall** given without charge to Police department and NGOs for organizing social functions

Optimal utilization of human resources

- **Ex-Vice Principal** appointed as Dean
- **Expertise of retired staff sought for policy making**
- **Result processing** which was outsourced earlier is now done **by in-house faculty**
- **Green audit by in-house team** comprising students and staff
- **Job rotation of non teaching staff** ensures tapping of potentials and availability of trained staff
- Appointment of **multitasking support staff**

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The participative function of IQAC has resulted in the planning of strategies towards setting quality benchmarks in accordance with the vision, mission and objectives of the institution. There is flexibility and improvisation to meet diverse needs of the Students and Teachers.

1. Teacher Quality:

- With the objective of ensuring innovations in teaching-learning and encouraging the faculty to use ICT and e-resources, various **short-term workshops and programmes** were conducted by the Academic development committee.
- Accordingly facilities like **LCDs, and Computer systems** have been added and **upgraded**
- IQAC has initiated the **organization of National / State level workshops / seminars, faculty development programmes and mentorship training**
- **Research committee constituted** to give impetus to research through undertaking funded research projects, organization of lecture/workshops, paper presentations, and **publication of in house journal “Sanshodhana”** (ISBN 978-81-929897-0-9) comprising of abstracts of faculty research work.
- **Rotation of syllabus** among faculty
- **Participation in syllabus revision workshops**
- Grant of duty leave for research paper presentation, schedule adjusted for teachers pursuing PhD, seed money for research.
- Administration of **Teacher assessment questionnaire and analysis**
- **Logbook** designed to plan and record all academic engagements - curriculum transaction methodology, references used and recommended, remedial and advanced learner programmes conducted, seminars and workshop attended, research output, examination duties, member of committees at College and University level. The Logbook reviewed on a monthly basis by HOD and the Principal

Outcome:

- **Enhanced use of innovative teaching methods**
- **Structured mentorship programme in place**
- **Increased use of ICT in teaching learning process,**
- **Strengthened research activity**

2. Student Empowerment through Value Education:

Keeping in mind academic caliber and socio-economic background of students enrolling for the various courses, IQAC ensures that activities are organized for **holistic development** of students.

- **Organization of Annual research paper / poster presentation** programme
- Encouragement to **participate at inter-collegiate** competitions and **research conventions**
- Add- on and certificate courses
- **Motivational / guidance talks** by Professionals / Alumni
- Movies on social issues, science fiction, psychology screened
- Inculcate discipline, hard-work, punctuality, etc. attributes in students.
- To **instill dignity of labor** and sensitize the youth towards social problems students encouraged to join NSS /NCC and work with NGOs
- **Gyan Daan** to under privileged school students
- Activities and trips organized to create **environment awareness** and **preservation**
- **Disaster management course**

Outcome:

- **Students Satisfaction Index** gives feedback for the improvement of the system
- Students and Alumni as **Green warriors**
- **Successful Gyan Daan** programme
- Alumni has listed the following **attributes** imbibed during their tenure in the college: **confidence, discipline, hard-work, honesty punctuality, patience, perseverance, service to society, time management**, etc

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

IQAC has played a very important role in **reviewing and enhancement** of Teaching-Learning Process by suggesting change in policies, procedures and structures and ensuring implementation of the same.

- B.A. **Psychology** & B. Com. (**Accounting and finance**) introduced
- Decision was taken to replace the Term Planner with **logbook**. It serves as a planner and record keeper for teaching methods, mentorship, remedial lectures, University and college duties, seminars and conferences attended and leaves availed. It is a reference to Head of the Department and Principal for monitoring of curriculum delivery by teachers.
- **Academic improvement committee** constituted to facilitate organization of professional development programmes and State / National Level Seminars/ workshops for teachers and lectures/workshops/training programmes for students
- Gradual **strengthening of ICT** in teaching learning, leading to use of internet, Google classroom,

teaching software and social groups.

- Introduction of **student centric methods** such as flipped class room, field teaching on campus, research based projects and internship
- Induction of **programmes for slow and advanced learners**
- **TAQ** and **Exit Questionnaire** improvised and made **online**
- Training for competitive examination in civil and public services initiated
- Introduction of **Open access system**, Knowledge museum, repository of E books and students' projects and a Mobile/ laptop zone for academic purpose, in library
- Establishment of **multidisciplinary research centre**
- Publication of research journal "**Sanshodhana**"
- Introduction of certificate course in Conversational English and Arabic

Operational methodology of teaching learning:

Constitution of Simplification of Work Committee

Need for constant up-gradation and documentation increased constraint on the management and staff, hence a brain storming session with senior staff members was held in February 2012 to streamline and simplify operational procedures. The session was followed by constitution of **Simplification of Work Committee** in July 2013. The suggestions given by the committee relating to operational methodology in teaching learning process and action taken are as listed.

Suggestions	Action	
Availability of detailed Institutional Calendar at the start of academic year	Implemented	
Computerization of feedback Online from students to facilitate prompt analysis	Online administration of TAQ, Exit questionnaire audit and generation of analysis reports	
Class rooms and all departmental computers to be connected by LAN	Implemented	
Extension activities to be focused on education of underprivileged students	Gyandaan –a project to assist students from m adopted area, in learning	
Individual Time Table to be prepared by respective department.	Implemented	
Instead of lecture wise Session rounds, surprise rounds to be conducted	Not accepted	
Swapping lectures between teachers on the same day should not require filling of missed and extra lecture	Implemented	
Manual keeping of attendance record to be discontinued	Implemented	

Digitization of teaching learning and administrative process

- **Computerization** of examination and in-house result processing
- **Online internal examination**
- Workshops on use of **e-resources** and Learning management system for teachers

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**Response: 8****6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
7	8	7	7	11

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Incremental improvements made during the preceding five years / post accreditation

Academic Domain

- **Augmentation** of traditional curriculum transaction methods by the **innovative** techniques
- Curriculum transaction methods made more student centric with **increased use of ICT**
- Teachers on syllabus committee of the University
- Two undergraduate programmes viz; TYBA in Psychology and B.Com (Accounting and Finance) introduced
- M.Com. (Advance Accounting) introduced
- 23 add-on / certificate and 10 value added courses introduced and continued for skill and personality development.
- Set up butterfly and **medicinal garden** to meet most of the biological material requirement of the curriculum
- Term Planner replaced by **logbook** to facilitate recording and planning of syllabus execution, evaluation, curriculum enrichment and professional enhancement and duties.
- **Programmes** inducted for **slow and advanced** learners
- 18 **professional enhancement workshops** held towards enrichment of teacher quality
- **National and state level seminars** organized on contemporary issues
- 02 teachers acquired Ph. D and two are research guides
- **Credit monitoring committee** constituted to facilitate and monitor the quality of internal assessment introduced by the University
- **Online administration of internal assessment** introduced for B.Sc. (Computer Science)
- Average passed percentage at third year university level maintained at 97%
- **Research Committee** constituted to facilitate and encourage research culture among teachers and students
- Average number of **publications per year** by teachers has increased from **3.8 to 18.4** in moving from second cycle to third cycle of re-accreditation
- Published two issues of **In-house Research journal, 'Sanshodhana'** with ISBN number
- Annual exhibition of **research based projects** by students involving 8-9% students
- **International linkage for research** established with University of Valencia, Spain
- **Linkages established** with BSE, Minu laboratory to enable curriculum enrichment through visits and internship
- **MoU** with Bhakti Vedanta Hospital Foundation for faculty exchange, educational visits, training course and collaborative extension activities
- **Internet facility extended** to all departments, seminar halls and class rooms
- **Augmentation of library** by introduction of open access system, additional internet nodes, **SLIM software** for cataloging and transactions, library blog, Knowledge museum, additional library cards for meritorious students, literary circle, book review competition
- **Mentorship programme** and coaching for competitive examinations introduced
- **One Vocational Education and Training** course introduced and **one continued** for increasing employability
- **Training for competitive exams introduced** in collaboration with IAS Royale Academy
- **Placement and training Cell** established for grooming, career counseling and better

employment opportunities

- Holistic development through participation in myriad intra-collegiate / intercollegiate activities

Administrative Domain

- **Organized one day State Level Seminar** on “Revised Assessment and Accreditation Framework” in preparation for assessment in Third cycle.
- Successful implementation of **e-governance** in administration including installation of Biometric, softwares like PayU, TaxPro and Tally ERP 9
- **Technical training** to staff for use of newly installed softwares
- **Examination software enhanced** to include updated version of result software, seating arrangement, supervision chart, examination forms and hall ticket generation
- Attendance Maintenance System(AMS) streamlined for **e- record of attendance**
- **LAN connection** set up between departments and laboratories
- **Customized software** developed for preparing schedule of the **sports events** and calculation of **Laboratory Damage charges**
- **Up gradation of the College Website**
- External **academic audit** by the University
- **Percentage of ICT enabled classrooms increased to 92%** and 1 smart classroom
- **9 laser printers, 2 colour all-in-one printers and 2 scanners added** to support and augment the ICT facilities
- **Effective feedback mechanism** in place covering all stakeholders
- Feedback formats modified with a blend of subjective and objective items on **Likert/ Rating scale**
- Feedback administration and analysis **enhanced by ICT** has expedited the process
- **Student Satisfaction Index** calculated
- **Low rate of attrition of faculty** due to supportive strategies
- Establishment of a green island at the local suburban station towards **brand building and dissemination**
- **SOPs developed** for academic and administrative committees
- **Annual submission of AQAR** by IQAC
- **Constitution of academic improvement committee**, super committee, research committee Website and attendance software maintenance committee **for smooth academic and administrative functioning**
- **Customized forms designed** for maintenance of records
- **Internal Green Audit** conducted by staff and students
- Ban introduced on use of plastic bottles, cutlery cups and plates, before State ban

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 37

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	12	7	7	4

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security:

- The College is known for discipline and safe environment in the suburb of Mira-Bhayander and the University. The safety and security of staff and students is ensured through cooperation of institutional security personnel and the following committees:
- **Statutory bodies** including Compliant Cell, antiragging committee, Student Grievance redressal, Minority cell, SC/ST Cell are in place to ensure students' protection and safety. The campus is ragging free **no case of ragging** has been reported in the College since its inception.
- The **discipline committee** members conduct daily frequent rounds to monitor conduct of the students and ensure the following

Orderly behaviour

Decent dress code

No eve teasing

- **Vigilance Body comprising of students** plays an integral role in maintaining discipline in and around the campus. The **Vigilance Body** assists the discipline committee at all major events and ensures campus discipline all through the year.
- **External security** of the College is ensured by security personnel 24X7. Double security check is in place to screen all visitors.
- The entire campus is under surveillance through 68 **CCTV cameras** installed at strategic positions.
- **First aid kits and fire extinguishers** are placed in all laboratories, library and administrative office. Chemistry laboratory has a **safety shower and eyewash** for exigencies.
- Dedicated practical sessions are held to explain **laboratory safety measures** and important safety symbols. The safety instructions are included in practical journal and are displayed prominently in laboratories.
- **Disaster management** and first aid workshops are conducted.
- **No late schedule or very early schedule for UG students**, the College begins at 7:00 am and ends by 4.pm.
- The College emphasises empowerment and security of the girl students and introduced a basic course in **Taekwondo** in 2014-15.
- Workshops and competitions on Mehendi, cookery, makeup and hair styling and terrarium designing to **encourage entrepreneurship and financial independence** among girl students.

Outcome:

The discipline and safe environment of the College has led to the College becoming an institute of choice for girls' education locally. Currently 78% of our students are girls

1. **Counselling** is extended by mentors, guardian teachers, vice principal and professional counsellor to all students.
- A **professional counsellor** is available on campus for personal and group counselling. Special sessions on time management, stress management, career choices, interpersonal relationships and goal setting.
 - Every student is assigned a **mentor** in the first year who journeys with the student through his tenure in the college. The mentor conducts regular group and individual sessions for mentees and provides guidance on various aspects like academics, career planning and personal issues .
 - Every **class is placed under the guardianship** of a teacher who is responsible for attendance and also encourages class participation in co curricular and extracurricular activities.
 - **Legal Cell** comprising of Vice Principal, two senior faculty members and three alumni who are lawyers by profession, is established to provide legal advice to students

- **Parents are counselled** in special cases on matters related to their ward's choice of subjects, career and personal issues.
- The **WDC** of the college work towards women empowerment and contributes the personal, professional and social growth of girl students by designing activities keeping these objectives in mind. Apart from the various activities conducted by them, they also undertake in counselling the students (especially the girl students) on personal issues as and when required.
- The College plays a vital role in **motivating the students from Municipal schools** in neighbourhood through its GyanDaan programme to pursue their studies further by getting them enrolled in other schools, **counselling** their parents on importance of education, giving free books & stationary to students who would continue with their studies and also by providing additional coaching to these students by our student volunteers, for whom it is a earn while you learn scheme.
- Personal counselling extended by mentors, guardian teachers, vice principal and the counsellor has ensured **low dropout** and retain these students, ensuring they complete their graduation.
- **Five girl students under our Gyan Daan project** have been **counselled to continue** with their studies and are being provided with academic and financial support.

1. Common Room:

The College has a spacious girl's common room (GCR) and boy's gymkhana.

- The girl's common room and boys gymkhana has **indoor sports facilities** like carrom, table tennis and chess. The College has male and female sports instructors. Equipments for outdoor sports are also made available from the common room.
- **Help line numbers** are displayed both in the GCR and the gymkhana.
- The common room and gymkhana are provided with **locker facility** and both are designated **cell phone zones**.
- The girl's common room has a **coin operated sanitary pad dispensing machine** and an eco friendly **sanibin** for disposal of sanitary pads. **Rest chairs** have also been provided in GCR.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 109667

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 6.16

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1.214

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 19.708

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Solid Waste Management

Waste generated on the campus includes organic waste, garbage, canteen waste, paper, e-waste and laboratory waste. The **waste is segregated** as per the MBMC (Mira Bhayander Municipal Corporation) norms.

The garden and organic canteen **waste are composted**, into rich manure which is used on campus. In the year 2017-18, 75 kg of compost was generated.

Ecofriendly Sanibins have been installed in Girls washroom for sanitary pads to be hygienically disposed. This has helped in maintaining hygiene and preventing clogged drainage pipes.

Save Paper” campaign launched to **recycle and reuse paper**. **Books weeded out** from library are put on display, which are then taken by needy students free of cost. The remaining books are given to scrap dealer for recycling. A total of 246 books were given to students and 332 books **sent for recycling** since 2013-2014. Metal, glass and plastic **scrap** collected from laboratories, library office and college campus is collected and given to scrap dealer **for recycling**.

Hazardous Waste Management

Microbial cultures and culture media are autoclaved at 121°C to **kill microbial cultures before disposal**. The pipettes are collected in a separate trough containing disinfectant before it is autoclaved. **Hazardous chemicals** such as ethidium bromide are inactivated by treatment with potassium permanganate before discarding.

Chemistry Department waste reduction and management

Experimental schedules are planned such that, solid and liquid chemical waste are reduced or reused

The organic **compounds prepared by students are reused** in experiments like organic spotting and crystallization

- Compounds crystallized by students are used in Organic Spotting
- Used Solvents collected from students are distilled and reused
- Experiments are performed at the semi-micro scale to reduce usage of chemicals and organic solvents
- Compounds prepared by students are sometimes used as starting material for research

The **chemicals recovered and recycled** by the department are Ethyl acetate, Nitro benzene, m-dinitrobenzene, acetophenone, acetone, ethyl methyl ketone, ethyl benzoate, acetanilide, bromo acetanilide, nitro acetanilide, aspirin, salicylic acid, benzoic acid and 2-naphthol

Liquid waste management

The liquid waste from the college is connected to municipal sewage system. **Waste water analysis** has been conducted as minor research project and students' projects.

E-Waste Management

The College abides by the **reduce -reuse - recycle policy**. Hence the Institution conscientiously works towards generating **minimal e-waste**, for which the following strategies are adopted:

- **Regular maintenance** of electronic equipment and computers by the in-house technician and AMC, ensures longer life.
- Weeded out computers from the computer science laboratories due to upgradation are transferred to departments, library or the administration within the college campus
- Outdated and non functional Cathode Ray Oscilloscope, signal generators and other electronic equipment, **weeded out** from the Physics laboratory are **used for demonstration of internal parts of the equipment**.

Various initiatives taken by the college to collect e-waste and to spread awareness of e-waste management among students and society are as listed below:

2014-15:

Awareness Lecture on E-waste collection and disposal was held on 2nd December 2014.

E-Waste collection drive was organized in association with 'E-Incarnation', Parel, from 8th December to 13th December 2014. Total collection 26.5 Kg.

2015 -16:

Joint Extension Activity conducted by Zoology department and College Office in **association with EcoReco** for awareness and e-waste collection. EcoReco is a BSE listed company and it is approved by MPCB for collection, segregation and recycling of E-waste.

- Awareness lecture by Ms Ipsita Roy of EcoReco on 28th November, 2015 for representative students from all faculties
- Poster and Ppt presentations by representatives on December 2015 for their respective classes.
- Street plays were organized by Students Council at 17 different spots and 4 housing societies to create awareness on 25th and 26th January 2016.
- Inauguration and installation of three E-waste bins provided by EcoReco on 4th February, 2016
- Total E-waste collected was 43 Kg

2016-17

- Yearlong E-Waste collection drive on campus in continued collaboration with 'Eco-Reco'
- Collection drive in neighbouring residential societies from August – September 2015 and from 2nd January to 27th January 2016
- Total collection 102.7 Kg
- Street plays to create e-waste management awareness was organized by Students Council on 25th and 26th January 2017

2017-18

- E-Waste collection drive continued on campus which yielded 145.9 kg
- Collection drive in the neighbourhood in the month of January 2018 yielded 82 kg of E-waste
- Street plays to create e-waste management awareness were organized by Students Council on 25th and 26th January 2018.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

In view of the water shortages in areas around the College and the responsibility as an institution to alleviate the situation, the need for a yearlong audit process and rain water harvesting at our College was

felt. **Water audit** was undertaken to determine consumption and water loss and strategize water saving measure. The detailed audit report is uploaded.

Measures undertaken to control water consumption

- Reducing wastage through leakages
- An experiment to estimate the water that can be saved by using wash bottles instead of running water from taps during a Chemistry Practical was conducted in the Laboratory. The total amount of **water** that is **saved** per practical of 184 Degree College students was calculated to be **2920 litres**.
- Augmenting Municipal supplies with fresh water drawn from the Ringwell which is replenished by ground water, especially during monsoon.

The campus needs about 30,000 lit. of water for daily use including the garden and about 5000 lit for drinking. There are 5 pipe lines of water supply from BMC that can supply 35,000lit. per day . However less than 30,000 lit. is drawn from the Municipal supplies as about 5,000 lit. of water is drawn from the Ringwell. Ringwell water is used for washrooms, cleaning and watering plants around the campus. Municipality water is used only for drinking and laboratory usage. Ringwell is under Annual Maintenance Contract and the filters and carbon are changed regularly as per need. Additional Ringwell is already constructed in case if the usage increases it could be used up so that municipality water is saved.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students, staff using bicycles, public transport and pedestrian friendly roads

Metropolitan cities are not bicycle and pedestrian friendly, however since the College caters largely to local community a significant number of staff and students use **green transport**.

- Ample parking space by metro standards encourages students to use bicycles. 0.9% of the students use bicycle.
- 61.1% of staff and students use eco friendly means of transport like public transport (bus or train), share a rickshaw
- With well maintained roads near the college campus nearly 19.1% walk to college

Plastic-free campus

- The College banned the use of thermocol since 2014 and took the awareness drive to ten schools in the neighbourhood.
- The College banned the use of disposable plastic mineral water bottles, cups and plates and cutlery on the College campus in, even before the State ban on plastics.
- The college conducted anti plastic drive in collaboration with Bhakti Vedanta hospital in the neighbourhood.
- **Paper bag making workshop** is conducted by Nisarg, our Nature club to encourage the use of paper bags instead of plastic bags.
- **Jute Bags** were **distributed** to students, staff and guests
- Students assist rural women in Cloth bags making and distribution as a part of our MOU with Bhakti Vedanta Hospital foundation.

Paperless office

- **Save Paper campaign** launched to recycle and reuse paper.
- **Online internal examination** by computer science department as an initiative to reduce the use of paper
- Use of **attendance maintenance system** to minimize paper usage
- **Paperless newsletter and e magazine**

Green Practices

- **“Save Electricity”** campaign was initiated by the Physics department towards saving the electricity inside the college premises. Energy wastage is checked by a team of students which ensures that lights and fans not in use are switched off.
- Thin clients and eco friendly LED and CFL bulbs to **minimize electricity consumption**
- **E-waste Bin** installed at college campus in collaboration with Eco-Reco
- The Nature club drives the **pro-nature campaign** through myriad activities such as birding sessions, save tiger campaign, rally for rivers, nature trails and camps
- College has maintained a **green patch at the local railway station**.

Green landscaping with trees and plants

Our college has a verdant campus of about **2.5 acres** as an effort towards reducing pollution and carbon footprint. As per the green cover census there are **268 species of trees, herbs and climbers**. The campus has a butterfly garden and a medicinal plant section. Two full-time gardeners sponsored by the management are caretakers of the campus. The planning and monitoring of the green landscape is done by a teaching staff.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary

component during the last five years**Response: 2.52**

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
5.26156	1.13407	1.16089	0.61117	0.4419

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response: D. At least 2 of the above**

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 13

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	02	03	05

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 45

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	8	12	4	5

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 33

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	6	6	7

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The College **celebrates the national festivals** with its sister institutions with nationalistic fervor and enthusiasm. The spirit of freedom, nationalism and unity in diversity are exhibited through a spectrum of events that include patriotic poems, speeches, drills, songs and dance. Members of the Senior Citizens Association join the Institutional celebrations.

The **Independence Day** celebration is marked with hoisting of the Tri-colour, rendition of the National anthem, and taking the National pledge. The synchronous parade and salute by the NCC cadets, is followed by a kaleidoscopic display of cultural events. Tri-colour day celebrated on the eve of Independence Day, evokes a feeling of national belongingness and emphasizes the significance of the colours of the National flag.

Republic Day celebrations too are marked with patriotic pride and enthusiasm. Traditionally the flag is hoisted by the Final year Academic toppers, followed by Salami-Shastra and march-past by the NCC contingent. Theme based Prabhat Pheri and Street plays and colourful cultural programmes by the NSS and College students are also organized to mark the day. Bike stunts, formation of human pyramid, parade in

varied squad formations by the NCC cadets add fanfare and gaiety to the day's celebration.

Tribute is paid to Father of the nation, Mahatma Gandhi on the occasion of **Gandhi Jayanti** through screening of documentaries, bhajan sandhya, celebration of International Day of non-violence and peace and visit to Mani Bhawan which houses a Gandhi museum and library. Respectful observance of **Martyr's day** on the 30th of January is marked by a short public address by the Founder Principal emphasizing the significance of the day and contribution of Gandhiji to the nation, followed by 2 minutes silence.

Birth anniversary of President S. Radhakrishnan is celebrated as Teachers' Day with a cultural programme and the student-teacher competition.

An **exhibition 'Salam-Kalam'** was organized on 27/08/15 to celebrate the life and contribution of the Peoples' President- A.P.J Abdul Kalam. The 7 sections of the exhibition viz, Kalam a humane human being; Kalam- Teacher, mentor, guide non-compare, Missile-man; Pioneering Scientist, President Kalam; Prolific Author; Antim Yatra; Life Panorama, documented the life and contribution of the late President.

Birth anniversary of Swami Vivekanand is celebrated as **National Youth Day**- Yuva Divas through myriad activities by the NSS unit of the College.

Birth anniversary of the 'Upanyas Samrat' of India - **Munshi Premchand** is celebrated through a festival of his short plays.

National Science day is celebrated in honour of Dr. C.V. Raman with exhibitions and student visit to BARC.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

A healthy and transparent environment for quality education is ensured through **participation of all stake holders in decision making process**. The institution follows '**open door policy**'. Effective feedback mechanism is in place. The College prospectus and website list rules and regulations clearly.

Financial functions:

- No donation accepted against any admission seat.
- Fees amount displayed on notice boards and websites. Fees accepted through online mode or demand draft only
- Receipts issued to students for charges of any kind of application, including fines, transcripts, examination fees, duplicate I-cards.

- Laboratory/Library deposits refunded to students after completion of the program and unclaimed deposit transferred to Students' Welfare Account.
- Minimum three quotations are invited for purchase. The order is awarded to the best quotation as decided at the meeting of the purchase committee which comprises of the Principal, management representative and Head of the department.
- Income - expenditure statement is prepared along with bills/vouchers for all events.
- Details of arrear calculation are provided to all staff members.
- Departments /clubs and societies prepare an annual budget.
- Guidelines for honorarium for guest lectures and prize amount for all activities is fixed.
- Parent's permission form for students' visits /Excursion/ Nature trails includes the expense amount to be collected. Income /expenditure statement is submitted to the Accounts section.
- 'Joy of Giving' collection, seed money for research and entrepreneurship cell fund is disbursed by a committee of teachers.
- Monetary collections from students and by students for any event are not permitted.
 - Weekly checking of internal accounts by senior clerk and Registrar and internal audit.
 - External audit by Comptroller Auditor General followed by Joint Director's office.

Academic functions:

- Super committee of teachers decides members of various committees.
- Laboratory and library requirements and syllabus distribution are decided by the departments.
- Time table prepared by committee considering the constraints of all teachers.
- Academic activities planned in consultation with teachers and students.
- Regular feedback from faculty, nonteaching staff and students.
- Details of time frame for various procedures displayed.
- Examinations are conducted as per academic calendar.
- TAQ analysis and lecture observation of new teachers by senior teachers is shared with the concerned teachers.
- Logbooks maintained and endorsed.
- Papers that are not moderated are semi- moderated.

Administrative functions:

- Notices pertaining to admission process and corresponding Merit List displayed.
- Standard procedure followed for staff recruitment.
- Grievance redressal mechanism is in place.
- All circulars and notices are displayed.
- RTI officers' names are displayed prominently.
- The College regularly submits necessary information for AISHE.

Auxiliary functions:

- Students are adequately represented on various co-curricular and extracurricular bodies. Activities are conducted in co-ordination with students teachers and support staff.
- Maintenance, cleanliness and hygiene is taken care through equal and systematic distribution of work.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Title of the Practice - 'Gyandaan- transforming lives through education

2. Objectives of the Practice:

- To provide **remedial teaching** to children from Municipal Schools in order to enhance their learning outcomes and to empower them through quality education
- To inculcate **social and civic values** in these students to become responsible citizens
- To inculcate the spirit of **service to the marginalised sections** of society in the College students

1. The context:

- Education is the most important tool that can transform and empower society. The **Right to Education is a fundamental Right**, but the right to quality education is a privilege not many in our country can afford. The less privileged sections of our society are adversely affected by the lack of quality education due to high teacher-student ratio, lack of infrastructure and amenities at school, and paucity of opportunities due to their socio-economic background. **Gyandaan** is the College initiative to address this need and also to foster social responsibility among its students.
- Imparting value based education is enshrined in the Vision and Mission of the institution. The Gyan Daan initiative gives our students an opportunity to make a difference by **empowering less privileged children through education** that will accrue as tangible benefits to the society at large.

1. The Practice: The Gyan Daan programme is a **3-pronged initiative** run at different centres

- **On-campus Gyan Daan Initiative:** 30-40 students of the Urdu medium Municipal school, Kashi gaon are tutored 6 days a week for 2 hours every day from July to March on the College premises. Undergraduate students of the College impart special coaching in the subjects of English and Mathematics. The programme comprises approximately 170 hours of classroom teaching-learning supplemented with audio visuals and about 30 hours of sports activities that includes badminton, throw ball, kho- kho, etc. Regular sessions are also conducted to impart social and life skills and for extra-curricular activities and celebrations. Lessons are planned to accommodate various learning needs of the students. Tests are conducted to assess the special needs and learning outcomes. A visit to the college library introduces them to the world of words. To instil a spirit of curiosity and scientific temper visit to various laboratories of the college are conducted. The College Sports and Audio-Visual facilities are also extended to these school students.
- **Off- Campus Gyan Daan Initiative:** This initiative intends to take the Gyan Daan initiative to the Schools under the EGS (Education Guarantee Scheme) like Municipal schools that have a very

poor Student-Teacher ratio that impacts the teaching-learning adversely. To address this problem students of the college visit two schools in the adopted area after their college hours and supplement the teaching of English and Mathematics. subjects that will make them future ready. Extra sessions are also conducted for improving the social skills and their civic sense, thereby working towards their social and emotional development of these children.

- **Vigyaan Gyan:** The municipal schools in the nearby areas are till class VII and do not have science laboratory. To help these school students understand concepts in science and allow experiential. learning students of the College demonstrate and explain various experiments in science. These experiments are designed keeping in mind their syllabus and understanding level. This helps inculcate an interest in science among these students.

Evidence of success:

- The **academic performance of the municipal school** students mentored under Gyaan Daan significantly improved.
- **Five girl students** in 2017-18, who normally **would have become school dropouts, enrolled** for high school education due interest generated during GyanDaan sessions.
- The numbers of students coming to study under Gyan Daan along with **student volunteers have increased.**
- Gyan Daan project has helped the College students develop confidence, communication and organization skills.
- The mentor students inculcated the **value of social responsibility.**
- **Appreciation letters** recognizing the efforts of our student teachers from the partnering Municipal schools authorities.
- The mentee students showed an **all round development** including social skills.

1. Problems encountered and resources required:

- Keeping the school students motivated throughout the year for school and Gyan Daan.
- Given the social background of the students discipline becomes a problem at times.
- The school authorities are at times not very co-operative.
- The semester pattern of examination imposes time constraint on the College volunteers.

2. Title: Green warriors for a Green Environment

Objectives of the Practice

- To: **promote interest in and knowledge** about the 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**

The Context

Nature is more than a commodity for the benefit of humans. Direct interaction with nature helps appreciate 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.

Not only does nature provide the necessities of life, but also is beneficial to human health and well-being. **Engagement with nature sparks the imagination and unlocks creativity, eliminates biophobia and encourages the students to learn and undertake outdoor activities.** Interaction with nature transcends the classroom and learners see the interconnectedness of social, ecological, economic, cultural, and political issues. Nature activities foster sensitivity, appreciation, and respect for the environment. It empowers students to share their voice and make a difference at the community level.

The Practice

- Nisarg Meet, painting & exhibition on 'Birds of Mumbai', documentary film making, intercollegiate PPT presentation competition on 'Endangered Plants and Animals', biodiversity study and workshops **promote interest and knowledge about the environment**
- The wonders of nature experienced through bird watching sessions, nature trails, visits and camps
- **Tree plantation drives** sponsored by Government of Maharashtra, alumni and other agencies
- **Conservational attitude** towards nature promoted through E- waste collection drives, Best out of Waste competitions and Paper Bag making Workshops
- **Installation of bird nests in the College campus** to increase the declining number of sparrows and magpie robins in the area due to urbanisation has instilled curiosity and interest in students to understand the breeding and brooding habits of these birds.
- **Culture of conservation and green sustenance** promoted through green campaigns like save electricity, save water, save paper, e-waste management. anti-plastic and anti thermocol drives
- **Co-operating with the following groups having similar objectives**
 - Anti-plastic drive with Bhakti Vedanta Hospital and ISKCON during Rath Yatra
 - Rally for Rivers with Sadhguru Foundation
 - Sanctuary Asia Wild Life Award ceremony
 - India Bird Count as part of the Worldwide Great Backyard Bird Count
 - Mumbai Bird Race (Organised by Sunjoy Monga-Ornithologist)
- **Spreading awareness among school students**
 - Bird Watching sessions
 - Kids for Tigers- organized annual competitions
 - Anti-thermocol Drive- PPT presentation and poster display
- **Institutional Green Audit** undertaken by a team of students and teachers in association with NGO Greenline which involved audit of
 - Green cover
 - Birds and butterflies
 - Electricity
 - Paper

- Water
- Solid Waste Management-Composting and E-Waste

Evidence of Success

- Our activities have succeeded in producing many **green warriors**. These alumni regularly guide nature trails, birding sessions and bird race and are invited as resource persons to talk on nature and make presentations.
- **Increased societal awareness** and participation in our conservation activities
- **Green and clean campus** testifies to our commitment for nature. Botanical and medicinal gardens are well maintained and nomenclature has been tagged to every plant.
- Field visit to the campus garden is a regular activity for botany and nature club students.
- Most plant species required for botany practical are now available on campus
- Over the years the **green cover has increased** three fold and so is the biodiversity. Annual census shows around 30 to 35 bird species, and 24 species of butterflies.
- 102 kg of E-waste and 222.5 kg of torn scrap paper recycled through vendors and 39 reams of papers were reused for printing in the college during the year 2017-18
- **Carbon footprint** for the institute calculated to be used as a reference in future for assessing success of our green initiatives

Problems encountered and resources required

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

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Vision: The College prides itself as being recognized as a Minority educational institution par excellence having a **secular outlook**, and moulding students into **disciplined, conscientious citizens** of society.

Institutional Initiatives towards fostering:

- **Secular Outlook**
 - **Daily secular prayers** before each session
 - Camarudinbhai Poonawala **Yogsadhana Kendraa** is a full-fledged yoga centre with a dedicated instructor that also caters to the neighbourhood and senior citizens **since 2004**. Yoga is also taught as a **compulsory add-on course** to all second year UG students. An added outcome has been the accolades won at the University level.
 - **Universal values** on Display Boards culled from all faiths strengthen the multi-religious fabric of the institution
 - **No religious insignia** of minority community in public areas, nevertheless individuals are not restricted from display and or worship of religious symbols of their faiths in personal work area
 - **Cultural programmes** are a convergence of all faiths and regions adding a distinct flavor of Unity in diversity
 - **Pre-festival advance Salary** by the management for respective staff credited for one festival of each faith, manifests their commitment to fostering a secular spirit in the institution
- **Disciplined, conscientious citizens:** Discipline at all levels is a hallmark of the College and the College is known for its discipline in the University. The following mechanisms are in place to promote and monitor discipline:

Staff lead by example through the following self/peer monitored mechanisms:

Teacher session incharge is a **unique self monitoring disciplinary body** of teachers, monitoring all six lecture sessions for the following:

- Reporting of the teachers in class rooms on time
- In case of absence of a teacher, facilitation of lecture adjustment or evacuation of the students
- Submission of Daily session report to the Principal
- Sign in time **at least fifteen minutes prior to the commencement of practicals**, recorded in department register
- **Semi-moderation** is a College specific initiative for papers not coming under the purview of moderation are randomly checked for recounting and question wise entry of marks, correct exclusion of extra questions and un-assessed answers. Discrepancies if any are conveyed to the examiner for correction.
- Use of the following customized forms to streamline processes

Extra/Missed lecture form furnished by the concerned staff if an extra lecture is conducted or scheduled lecture missed

Weekly attendance report by attendance committee

Programme requirement form submitted to administrative staff for smooth and seamless event management

Sessions-Incharge form for recording session reports

Semi-moderation report form

Students are nurtured to acquire the graduate attribute of **all round discipline** through:

- Punctuality at the start of daily session monitored by **Vigilance Body (VB)**, a **unique peer monitored disciplinary body of students**. Volunteers for VB are selected through rigorous rounds of interviews. The VB members monitor discipline at all major events and ensure campus discipline.
- The institute has a robust mechanism comprising of **attendance committee** and **guardian teachers** to ensure maximum attendance. **Corrective action** for defaulters includes display of monthly defaulters, letter of intimation to parent/guardian, and in severe cases **personal meeting and counseling of parent and student**.. All stages are monitored by the attendance committee and actioned by the respective Guardian teacher.
- **Respectful behavior with staff** and fellow students is advocated
- No use of mobiles outside designated zones
- Decent dress code instilled and adhered to
- **Conscientiousness and good citizenry** is encouraged through :
 - Celebration of days of **national , international and social importance**
 - **‘Vote Do Abhiyaan’**
 - **Caring for public property** and abstaining from graffiti and defacement
 - Participation in community services
 - **Thermocol and Plastic free campus**
 - **Reduce-Reuse –Recycle** initiatives
 - **Green drives** like tree plantation, save electricity/ water / paper

Some **additional distinctive features** in consonance with vision –mission of the college are:

Guardian Teachers: Each class is placed under the care of a guardian teacher who monitors attendance and encourages and records participation of the students in co-curricular and extracurricular activities, sports, research, Day celebration and intercollegiate events

Special Days Celebration: Students’ Council assigns **days of national, international and social importance to each class**. The significance of the day is conveyed through varied activities like poster display, skit, presentation, stalls, exhibition and interaction with community

Value education: Values like honesty, punctuality, hard work; discipline, etc form an integral and inherent part of the ‘Royal Culture’. Daily conduct of the students is modeled on the **ten point value based programme**. These values are inherent to the functioning and rules of the institute, and fostered through, social outreach programmes, Special Day celebrations, motivational talks /movies, alumni memento, posters and slogans are displayed at strategic points in the campus.

Joy of Giving Week (Daan Utsav): The event observed every year since 2013-14 as a College activity, **involves all students**. Joy of Giving Tree set up in the foyer marks donations with fruits and leaves. Beneficiaries of the largesse are adopted Municipal Schools and NGOs.

Student- teacher relationship: A **distinctive feature** of the College is the **strong bond between teachers and the taught**, as evident from feedback and interactions. The strong interpersonal relationship is fostered through personal attention by subject teachers, mentors and guardian teachers. Participative organization of co and extracurricular activities, by students with active involvement of teachers affords an opportunity for building and nurturing this bond.

Thalassemia Blood Check-up: The Blood Check-up camp conducted annually in collaboration with THINK Foundation for all final year students helps students make informed decisions to prevent the spread of this genetic disorder.

Emergency Treatment: The Institution has a tie up with the neighbouring multispecialty BhaktiVedanta hospital for all on-campus exigencies . The procedural protocol in place ensures speedy attention and treatment, the cost of which is borne by the management.

Senior Citizens' Jayeshtha Nagrik Sanghathana, Royal College, a registered association of senior citizens' established in 2002, is an offshoot of the College-Neighbourhood networking. Celebration of World elders' day, National festivals and Sunday Club are some of the regular activities. The College also extends it yoga and Library facilities to them.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

Safe apolitical environment in the College has liberated the campus from partisanism and the disorder and disruption in academics that results from indulging in such activities.

Nine teachers have registered for and pursuing Ph.D. programme, five of whom have submitted synopsis. Two teachers have been awarded **K.S. Krishnan CUBE Teacher Fellow 2014 Award** by HBCSE-DST and one teacher has received **Fellowship of International Science Community Association** under Ministry of Corporate Affairs, Government of India.

The **Annual Research Exhibition for students** initiated post reaccreditation witnesses participation of 7 to 9% students. Based on the recommendation of the departments, projects are selected for poster or oral presentation which follows IMRaD format. Selected projects are forwarded for participation in Avishkar, State level Inter-University research project competition and Inter-college competitions.

The Institution **has a tie-up with adjoining multi-specialty hospital for all medical emergencies on campus**. Quick response is facilitated through set procedures which are in place. The expense is borne by the management.

The College has a sizeable segment of economically disadvantaged students who are provided with **earn while you learn opportunities**. The Time-table makes provision for students to work part-time. The efforts of the Entrepreneurship Cell have been instrumental in helping girl students restricted by social norms to set up domestic enterprises.

Legal cell was constituted with alumni lawyer students to provide free legal advice to students.

Mural paintings by teams of students have harmoniously incorporated social, cultural, scientific and environmental themes into the architectural elements of the college.

Hello Royal Directory is a portal for Academia providing information about different colleges affiliated to University of Mumbai and institutions like UGC, NAAC, N.C.E.R.T, and Government Education Departments. It is updated and released every alternate year and distributed to colleges, University and Government Education departments free of cost.

Senior Citizens' Jayeshtha Nagrik Sanghathana, Royal College, a registered association of senior citizens' established in 2002, is an offshoot of the College-Neighbourhood networking. Celebration of World elders' day, National festivals and Sunday Club are some of the regular activities. The College also extends it yoga and Library facilities to them.

Concluding Remarks :

The College was reaccredited in February 2011 with **A grade**. The distinguished Peer Team **noted excellent teaching learning environment, near 100% results at University level, well maintained infrastructure, myriad co-and extracurricular activities, strong value system, adequate student support mechanism and**

active involvement of the institute in social and environmental issues. The members emphasized the **need for introduction of new programmes, integration of ICT in teaching, more interactive college website, enhancement of library facility, sports and research.**

The Peer Team observations provided ground for perspective planning for next ten years. The College strived to sustain and enhance its accomplishments and transform its weakness into strength. **Three UG programmes and one PG programme** were introduced. The library was made **open access, fully automated and supplemented with e-resources.** The library portal on the College website provides **remote access to library blog, 30, 00,000+ e-books and e-journals.** The enhancements in sports included **refurbishing of sport courts, introduction of Taekwondo, compulsory yoga** for students and organization of intercollegiate competitions. Research output in terms of publications increased 6 times. Research initiatives included organization of students' Annual Research Exhibition, **publication of Sanshodhana-** our research journal and establishment of **Entrepreneur Cell** for promoting IPR activities and funding start-up ventures by students.

Pursuance to excellence and sense of accountability helped the institute make **significant strides in strengthening ICT,** curriculum and its transaction, infrastructure, student support facilities, research and extension activities. It continues to strive for introduction of more PG programmes, major research project funding, state/national level awards in sports and academics, fund mobilization and popularization of e-resources.

The enriching exercise of preparing SSR, which assailed our minds with a torrent of information, statistics, interpretations, ideas, awareness and realizations, provided both a deep insight and a rich foundation for the future. Revised format of SSR which was significantly different from the AQAR reports submitted by us made the task more challenging. It was but the team work accentuated by individual contributions and reinforced by brain storming sessions, discussions, and deliberations that made the compilation of SSR possible. The exercise has underscored new domains and challenges for institutional working philosophy.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>1</td><td>3</td><td>5</td><td>13</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>01</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Remark : The HEI needs to understand that once introduced the program must continue. There should be an authority for approving the certificate /diploma prog. In case of affiliated colleges it would be the university . Certificate/diploma programs cannot be introduced at the HEI level but require approval of the affiliating university. The HEI to attach University Academic council meeting minutes and approval. The HEI to provide self attested e-copy of the sanction. The duration of the certificate prog would be 03 to 06 months and 30-50 hrs of teaching. None of the courses claimed by the HEI have been offered anytime except the year of introduction. Hence these are not certificate courses.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	3	5	13	2017-18	2016-17	2015-16	2014-15	2013-14	01	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	3	5	13																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	0	0	0	0																	
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>4</td><td>0</td><td>1</td><td>0</td><td>3</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	4	0	1	0	3	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
4	0	1	0	3																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years</p>																				

Answer before DVV Verification : 181

Answer after DVV Verification: 172

Remark : As per the HEI data attached with 1.1, only Bachelor of Arts (FY) UAPSY 101 Fundamentals of Psychology Part I has been introduced in 2014. All other courses have been introduced in 1989/2011. However n analysis of initial data with SSR the values are 52, 67, 37 and 16 in AY 2017-18, 2016-17, 2015-16 and 2014-15 respectively.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years

Answer before DVV Verification : 10

Answer after DVV Verification: 09

1.3.3 Percentage of students undertaking field projects / internships

1.3.3.1. Number of students undertaking field projects or internships

Answer before DVV Verification : 1026

Answer after DVV Verification: 379

1.4.2 Feedback processes of the institution may be classified as follows:

Answer before DVV Verification : B. Feedback collected, analysed and action has been taken

Answer After DVV Verification: C. Feedback collected and analysed

2.1.2 Average Enrollment percentage

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1440	1469	1377	1277	1133

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
561	593	590	581	475

2.1.2.2. Number of sanctioned seats year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1704	1704	1644	1584	1488

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
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660	659	653	654	564
-----	-----	-----	-----	-----

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
720	735	689	639	567

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
330	330	327	327	282

Remark : Number of actual students admitted from the reserved categories year-wise cannot be more than the Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise. The number of actual students admitted from the reserved categories year-wise hence restricted to Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise .

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	4	3	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	0

Remark : The HEI has not provided supporting documents in its claim of the workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices. The HEI has not provided reports on the likely candidates of claim in the initial check.

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government

Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
463	420	329	246	152

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
216	183	46	81	06

Remark : The HEI has included extension activities through NSS also. These are NOT considered. HEI data as attached is cleaned.

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
65	67	67	36	29

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
65	66	65	34	29

Remark : Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years as per the HEI data attached with the Metric in response.

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	2	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	2	1	1

4.2.5 Availability of remote access to e-resources of the library

Answer before DVV Verification : Yes

Answer After DVV Verification: No

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 316

Answer after DVV Verification: 250

Remark : As per the HEI data attached with the Metric. The return counter users and online are not counted as they are common with the others.

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer before DVV Verification : Yes

Answer After DVV Verification: No

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
547	403	277	736	499

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
413	398	326	328	299

Remark : A student attending more than one activity in a to be counted as ONE. The HEI cannot claim that a student is benefited by guidance for competitive examinations and career counselling offered by the institution every year from year 1 to year 4 and as many times. The major benefit even if counselled for all the years of study would be once when the student appears in higher exam/placement.

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
20	33	45	35	19

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
20	21	20	19	0

5.2.1

Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
69	87	38	11	19

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
57	68	37	13	17

5.3.3

Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
43	43	47	45	45

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
29	28	29	28	27

5.4.2

Alumni contribution during the last five years(INR in Lakhs)

Answer before DVV Verification : ? 5 Lakhs

Answer After DVV Verification: ? 5 Lakhs

6.4.2

Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
18.79367	37.31574	23.70806	16.7573	56.71545

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.01	0	0	0	0

Remark : The HEI income statement attached to Metric 3.3 does not support the HEI claim. In none of the years receipt of such grants has been credited.

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: D. Any 1 of the above

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : A. 7 and more of the above

Answer After DVV Verification: D. At least 2 of the above

Remark : The photograph of the entrance is not that of the HEI college. It is of Zaveri College, ASMA college, Adenwala and Poonawala college. The HEI has not shown any attachments in the

rest room that are friendly to the Divyangjan. Only Stairs with rails eligible. Physical facilities considered as second facility.

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
13	11	12	6	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	02	03	05

Remark : University of Mumbai's Certificate Course in Arabic language and Add on Course in Soft Skills have no relevance to location. The HEI must accept that the first time an activity is an initiative ONLY the FIRST time it is introduced. There after it is a normal routine activity. Thus visit to BARC, SEBI, Bird watching or Nature trail is initiative in the first instance. Proposal to the Public Transport Authority (BEST and MBMC) to increase the frequency of buses plying to the College in 2013-14 and Promoting education for girl students of minority community in tune with the mission and vision of the college. is also considered in 2013-14. so is Nisarg (Nature) Club Initiatives: 1. Monsoon Nature Trail to Sanjay Gandhi National Park 2. Flamingo watch at Sewri 3. Nature Trek to Vasai Fort Bacterial Diversity in marshes of Mira road in 2014-15 Study of wetland and Mumbai bird race in 2015-16 Green Island Developed and maintained by the College at a local suburban Station in 16-17. Mira road station green patch is in 17-18. The HEI has not attached activity wise photographs but generic ones only.

2.Extended Profile Deviations

Extended Questions

ID	Extended Questions																				
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 527</p> <p>Answer after DVV Verification : 426</p>																				
2.1	<p>Number of students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1440</td><td>1469</td><td>1377</td><td>1277</td><td>1133</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1440</td><td>1469</td><td>1377</td><td>1277</td><td>1133</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	1440	1469	1377	1277	1133	2017-18	2016-17	2015-16	2014-15	2013-14	1440	1469	1377	1277	1133
2017-18	2016-17	2015-16	2014-15	2013-14																	
1440	1469	1377	1277	1133																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1440	1469	1377	1277	1133																	

2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>720</td><td>735</td><td>689</td><td>639</td><td>567</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>330</td><td>330</td><td>327</td><td>327</td><td>282</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	720	735	689	639	567	2017-18	2016-17	2015-16	2014-15	2013-14	330	330	327	327	282
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2017-18	2016-17	2015-16	2014-15	2013-14																	
330	330	327	327	282																	
2.3	<p>Number of outgoing / final year students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>413</td><td>398</td><td>326</td><td>331</td><td>304</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>422</td><td>411</td><td>340</td><td>338</td><td>312</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	413	398	326	331	304	2017-18	2016-17	2015-16	2014-15	2013-14	422	411	340	338	312
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2017-18	2016-17	2015-16	2014-15	2013-14																	
422	411	340	338	312																	
3.2	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>146.32</td><td>125.72</td><td>119.9</td><td>119.49</td><td>90.95</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>73.40</td><td>55.56</td><td>58.49</td><td>55.76</td><td>141.13</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	146.32	125.72	119.9	119.49	90.95	2017-18	2016-17	2015-16	2014-15	2013-14	73.40	55.56	58.49	55.76	141.13
2017-18	2016-17	2015-16	2014-15	2013-14																	
146.32	125.72	119.9	119.49	90.95																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
73.40	55.56	58.49	55.76	141.13																	
3.3	<p>Number of computers</p> <p>Answer before DVV Verification : 119</p> <p>Answer after DVV Verification : 119</p>																				