



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GURU NANAK KHALSA COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS)
Name of the head of the Institution		Dr Kiran V Mangaonkar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02224096234
Mobile no.		9892781626
Registered Email		info@gnkhalsa.edu.in
Alternate Email		gnkhalsa@yahoo.com
Address		Nathalal Parekh Marg, King
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400019

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Dr Davinderpal Kaur Bhasin			
Phone no/Alternate Phone no.		02224096234			
Mobile no.		9892781626			
Registered Email		info@gnkhalsa.edu.in			
Alternate Email		iqac@gnkhalsa.edu.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://drive.google.com/file/d/1GZJ73DBYQwOkz2d17CX4bkCkNRVeoLDN/view?usp=sharing			
4. Whether Academic Calendar prepared during the year		No			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	A	3.54	2016	28-Mar-2015	28-Mar-2022
6. Date of Establishment of IQAC			10-Dec-2008		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
No Data Entered/Not Applicable!!!					
L::asset('/', 'public')/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'.\$instdata->upload_special_status)}}}					

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Applied for Autonomy • Conducted workshops to prepare for autonomy • Trained and Motivated Faculty Members to use ICT Tools in teaching, learning and evaluation. • Established CAS Cell • College registration drive for Voter's card • College to be member of Leo Club • Applied for RUSA grants under Component 8 • Solidarity Students' Exchange Programme with Nagaland • Set up National Language Lab and Sikh Heritage Museum under CPE • Organized workshop on Use of Quality Improvement Tools and Root Cause Analysis Techniques

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Development Committee</td> <td>03-Apr-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee	03-Apr-2021
Name of Statutory Body	Meeting Date				
College Development Committee	03-Apr-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2018				
Date of Submission	20-Dec-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	MIS for Office Administration: A customized cloud based MIS is in place for staff and students' data. Student's data from their entry point in college to their exit from college is registered. Currently operational modules are - Admission, Fees, Examination, seating arrangement Accounts Office - MIS modules operational in library are - Accession, Circulation, Bookbank, Stock taking, Withdrawal, Barcode, Report generation and OPAC search facility.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

- Institutional Academic Calendar act as a guideline and is prepared at the beginning of the year as per the schedule given by the University. • Departments prepare their Semester wise Activity Calendar • Weekly planning Diary is maintained by the faculty members at the Departmental Level for effective implementation of the curriculum and activities throughout the year.
- Regular Departmental Meetings are conducted to monitor the progress. • Meetings of the HODs with the Dean and Vice Principal to review progress periodically. • Records of various activities and daily student's attendance is documented. • Feedback is taken from students • Department Academic Audit • Mentor- Mentee meetings

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Script Writing Course (National Language Lab)	Nil	10/01/2019	15	Employability	Writing skill and Dialogue Writing skill
Data Analysis with hands on experience in SPSS (Mathematics)	Nil	05/02/2018	30	Employability	Analysis of data
Digital Marketing (Computer Science)	Nil	26/01/2019	30	Entrepreneurship	Understanding of complete cycle of manual testing,
Digital Marketing (Information Technology)	Nil	26/01/2019	30	Entrepreneurship	Social Media marketing
Software Testing (IT)	Nil	26/01/2019	30	Entrepreneurship	Expertise in Manual Automation testing
Bioanalytical Techniques	Nil	01/02/2019	16	Employability	Analytical skills
HACCP (Nutraceuticals)	Nil	26/10/2018	08	Employability	Internal Auditor
Goods and Service Tax (Commerce)	Nil	01/08/2018	15	Employability	Finance
Advanced Food Safety Management (Microbiology)	Nil	16/02/2019	15	Employability	Food Safety Management Skill
Certificate course on Digital Art	Nil	11/08/2018	30	Employability	Digital Skills
Patent Claim Drafting	Nil	30/03/2019	30	Employability	Patent Drafting Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Nill	11/06/2018
BA	Nill	11/06/2018
BSc	Nill	11/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	490	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The college, affiliated with the University of Mumbai adheres to the curriculum set at the university level by the academic council and subsequent Board of studies (BOS). Certain department staff members are also part of the university level BOS whose valuable feedback were taken to frame the questions for the curriculum feedback for students. Annually, feedback is collected for the current academic year from final year students of both undergraduate and postgraduate classes. Online Google forms related to curriculum with common questionnaires with respect to difficulty level of syllabus, applicability to</p>

higher education, industrial relevance and inclusion of training programs for improving employability, the feedback aims to assess the curriculum comprehensively were shared with the students. At the college level feedback committee analyzes the feedback to identify curriculum gaps for potential departmental improvements. In instances where syllabus complexity poses challenges, departments are directed to mentor students and take corrective measures to enhance understanding. Encouraging holistic approach to student development, departments are urged to incorporate certificate and value based learning and short term training programs. This is used to address the gap between curriculum difficulty and student comprehension. Discussion at departmental meetings are relayed to the Principal for further consideration. Teachers, an important stakeholders for curriculum implementation, are also considered to provide the feedback as their critical analysis is instrumental in guiding college level improvements aligned with the university syllabus. Shortcomings are deliberated at the departmental level, corrective measures are implemented for curriculum enrichment. Emphasizing corrective actions at both departmental and college levels, a dynamic learning environment is promoted.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	4790	783	135	0	38

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

At the beginning of course orientation program is conducted to educate students about course, academic calendar, facilities and support available for academic enrichment. Students are also briefed about the intricacies and critical evaluation points of the course. Further, the student progression, in terms of higher studies and placement opportunities is also discussed. The Departments have a student mentor and teacher mentor system. There are teacher mentors for FY, SY and TY students. Monthly meetings between mentor - mentees help to

track the academic progress, attendance and personal problems of mentees. Regular meetings are conducted with mentees. Mentors coordinate with the parents regarding the progress of the students. Mentors communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5573	135	1:41

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
135	126	9	0	54

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Tanushree Goswami (GNIRD)	Assistant Professor	Selected to represent India as a part of the Indian Scientists Contingent at an International Symposium for HPTLC named "HPTLC Asia 2018" held at Bangkok, Thailand from 28th to 30th November 2018.
2018	Jasmeet Kaur	Assistant Professor	'Guru Nanak Sahebji Women Entrepreneur Award' Top 150 SME Women Entrepreneur, 2019.March 9th 2019 awarded by Sewak Jatha Dadar and Punjab Maharashtra Co-Operative Bank Ltd

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
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No Data Entered/Not Applicable !!!

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

College follows University examination pattern.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

College reopening, vacation and examination schedule is followed as per University guidelines.

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 in website of the institution (to provide the weblink)

<https://old.mu.ac.in/old-syllabus/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Patent Claim Drafting Workshop	Bioanalytical Sciences	23/03/2019
Adhunikata Aani Adhuniktavad: Bharatiya Sahityachya Sandarbhat	Marathi	01/03/2019
NutraZest	MSc Nutraceuticals	18/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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For Goodness Chocochips Maffins	Suhana Kulavoor, Shreya Parab, Shradha Dubey	Du Pont, Nutri Scholars Award	31/03/2019	Du Pont, Nutri Scholars Award
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Hindi	1
Chemistry	3
Microbiology	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Marathi	1
Chemistry	4
English	1
Hindi	2
History	4
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	28	6	28
Presented papers	3	16	4	4
Resource persons	3	2	1	7
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Research	01	Consultancy fee from Cerelabs Pvt Ltd	135
Students' Research Project	17	Gunvati J. Kapoor Charitable Foundation	365

Solidarity Students' Exchange Programme 2019 with Baptista College, Nagaland	09	Management, faculty, students of the college and parents	30
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3500000	3513908

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM 21	Fully	3.6.0.31681	2004

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	386	15	30	1	41	35	65	30	0
Added	53	0	20	0	5	5	10	20	0
Total	439	15	50	1	46	40	75	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nill	2239476	Nill	1274432

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Purchase committee invites tenders and quotations. After scrutiny it is sanctioned by following the further approval process at Finance, CDC and Governing Body. AMC Contract - computers, Software, Equipment, Building, Electricity, Housekeeping Contract, Security Services, Garden Maintenance, Gymkhana Maintenance, Carpenter Services, Library - Regular Vacuuming
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarship to needy students	Nill	655148

Financial Support from Other Sources			
a) National	Prof. Kuldeep Singh Memorial Scholarships, Prof Waryam Singh Memorail Scholarship, Nihchal Israni Foundation Scholarship, Bhojraj Hassomal Charitable Trust Scholarship	41	472900
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Math Scholar's Forum	5	45	0	5
2018	Career counselling (Bioanaly)	0	39	0	23
2018	Career counselling (IT)	0	20	0	26
2018	Career counselling (CS)	0	13	0	13
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

<p>Student council members and representatives assist the college during academic and cultural activities such as IQAC Cultural Fest - Fine arts, Nazrana, Admission Magazine committee BOS Extra-curricular activities - NSS, NCC, DLLE, Sports</p>
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5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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5.4.2 – No. of enrolled Alumni:

250

5.4.3 – Alumni contribution during the year (in Rupees) :

300500

5.4.4 – Meetings/activities organized by Alumni Association :

Annual Reunion Day, Felicitation of Eminent Khalsaites, Life-Time Achievements for Retired Teachers, Swaranjali Musical Programmmes. Alumni interaction at Departmental level and their contribution in the various activities such as , Guest Lectures, Cultural activities, Guidance and support during Cultural Fest, NCC Day, NSS activities.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• Decisions are taken during different meetings between the Principal, Vic Principals and the Head of the Departments. • Information disseminated by conducting departmental meetings, staff meetings and meetings with the students. • Student representatives play a constructive role in various bodies such as Alumni Committee, Anti- Ragging Cell, Canteen, Gender Sensitization Cell, IQAC and Students Council. • The potential of the teachers is tapped by the Institutional head and according to their expertise different committees are formed and work is delegated to the staff. • Opportunities are given to various faculty members to contribute in the decision making and implementation process. • Participative Management is ensured through several statutory and non-statutory committees

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none">• Online admissions are done for all UG and PG programmes• Special committee is set up to process the admissions• Regular notices are put up on the display boards and on the website regarding admission dates and rules• Prospectus is distributed to students for seeking admission.• The faculty counsels students during admission regarding subject selection• Instalment facility for fee payment made available for needy students
Industry Interaction / Collaboration	<ul style="list-style-type: none">• Industrial visits are arranged for students to give them insight into industrial needs, technologies and advancements• Training for students at various industries• Guest lectures, work-shops and seminars by industry

experts • Sponsorships for co-curricular and extra-curricular events by industry • National Facility of Biopharmaceuticals execute the training programs in collaboration with industries • Collaboration with CIRCOT and Nathani Institute developed

Human Resource Management

• College has various committees ensuring the quality enhancement of Human Resource Management such as Women Development Cell, Staff Council, Anti Ragging Cell. • Mentoring scheme involves connecting the students to teachers for the overall development via continuous counselling. • Distribution of administrative responsibilities through Principal, Vice Principals, Heads of Departments, Committee convenors and Class In-charges. • Faculty members are actively involved in administrative work and management of extra and co-curricular activities • Administrative and accounts responsibilities shouldered by Registrar, Office Superintendent and Head Clerk • Inclusion of teaching and non-teaching staff representatives in CDC as per University rules • Councils for staff (teaching and non-teaching) and students

Library, ICT and Physical Infrastructure / Instrumentation

• Automated Library Administration and Management System like SLIM 21 • Library is a member of INFLIBENT N-LIST Consortia providing access to peer reviewed journals and E- Books from reputed publishers and institutions • OPAC (Online Public Access Catalogue) • Electronic Resource Management Package for E-Journals • Certificate Course in Japanese, Spanish, French, and German language continued • ICT method of teaching and learning is strengthened through smart boards • Public speaking systems available in classrooms and UG laboratories • Advanced instruments/equipments are added through grants from various agencies • Physical infrastructure is up-graded as per requirement- via renovations, continuously based on needs of various departments

Research and Development

• Research methodology course designed and run which is mandatory requisite for Ph.D. students • Prizes won by students in various research presentations • • Inter Collegiate competitions are organized giving an

opportunity to students to nourish and polish their research dimension • • Research grants from various funding agencies like UGC, DST, DST-FIST, DBT-STAR and University of Mumbai • More than 30 Research Guides (MSc PhD) in the institution facilitating research endeavors in college • UG students are involved in research projects to nurture their research facet • Survey based project for UG are undertaken in collaboration with J. Kapoor Foundation with PUKAR and certified by TISS • Additional equipment required for research are procured through various grants obtained by faculty members • Faculty members are encouraged to publish papers in reputed journals and present their research work at various national and international seminars and conferences • Invited lectures, workshops and seminars are organized for teachers and students • National facility of Biopharmaceuticals is devoted to research and training in biological sciences and organizes variety of training programs for teachers and students

Examination and Evaluation

• Masking of answer sheets is done to conceal the identity of students • Well-equipped examination unit with 24/7 CCTV surveillance and reprographic machines • CCMS Software has enabled smooth conduct of examination and declaration of results • Continuous evaluation through class tests, assignments and presentations • Performance Improvement Program (PIP) to enhance paper solving skills of students • Remedial PIP for unsuccessful students • Unfair means committee and flying squads for fair conduct of examination • Assessment carried out through CAP • Moderation of answer scripts as per University norms

Teaching and Learning

• To enhance learning experience the faculty adopts student centric methods such as experiential learning through study tours, field visits, • Participative learning is encouraged through student seminars, presentations, group discussions and problem solving methodologies through practical sessions, individual or group projects • Guest lectures by distinguished industry experts/academia organised for students. • Electronic

and digital tools such as audio-visual aids and e- resources are used to make classroom teaching and learning more effective and interesting. • Workshops in Innovative teaching, learning and evaluation, mentoring are organised for teachers LCD enabled classrooms and a Smart classrooms are made available

Curriculum Development

• Syllabus prescribed by the Mumbai University in the respective subjects is followed. • Faculty members are appointed in the capacity of members of Board of Studies and Syllabus Revisions Committees by University of Mumbai. • Teachers contribute to modification of syllabus in various capacities such as Chairperson / Member, Board of Studies, University of Mumbai. • Skill oriented courses are designed by faculty. Syllabus revision workshops are conducted in College

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • Every Semester, Heads of all the departments mail their departmental reports to IQAC • Online student's satisfaction survey is conducted and data is analysed and used in curriculum enhancement • Internal notices, exam supervision schedules are circulated through official email- id. • Central Training Programme activities are notified to staff members through official emailed
Administration	<ul style="list-style-type: none"> • College Administration has separate e-governance setup for Admission, Accounts and Examination. Admissions • Institutional email ids made available to all faculty members. • All official communication takes place through official email ids. • Examination duties, meeting notices, internal communications are all using official email ids. • Teachers enter marks in online modules and evaluation related messages are displayed in the system
Finance and Accounts	<ul style="list-style-type: none"> • CCMS Software from ITMS Company enables record keeping and processing of admission, student records and issuing of identity cards. • Admission process online through Google form • Government Students Scholarship/Free-ship process online
Student Admission and Support	<ul style="list-style-type: none"> • Customised In-house website designed • Online submission of

	admission form for all the Undergraduate Programmes • Merit list and cut off is displayed on website • Flexibility in payment of fees • Financial support to needy students
Examination	<ul style="list-style-type: none"> • Examination CCMS Software has enabled smooth conduct of examination and declaration of results • Results are processed, analysed and mark sheets are printed. • Examination dates, result dates notified to students on official website

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Filling of Departmental Annual Input and Documentation	Nil	17/12/2018	17/12/2018	18	Nil
2018	Workshop on New amendments in CAS and filling of CAS forms	Nil	07/07/2018	07/07/2018	54	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Training programs • Staff Council • Recognition of achievements and meritorious service • Grievance cell • Yoga sessions • Financial support for research and academic engagements 	<ul style="list-style-type: none"> • Group Insurance Policy • PNB-Oriental Insurance Medi-claim Policy Cover • Co-operative credit society • Non-teaching staff welfare fund • Financial help to non-teaching staff members to support their medical treatment expenses • Non-teaching staff council • Free education to children of non-teaching staff • Retirement Contribution 	<ul style="list-style-type: none"> • Accident Insurance Policy • Free-ships and scholarships extended through Government Schemes • Book bank scheme • Endowment prizes • Counsellor available on campus for personal and carrier counselling • Mentorship program • Various seminars offering guidance about health and hygiene • Seminars on investments and finance management • Institutional scholarships • Student's Grievance Cell and Anti-ragging Cell • First aid and doctor on call facility • Incentives to students participating in sports, cultural and Academic activities • Placement services • Financial support in case of emergency

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Auditor is appointed at the Parent Body to do internal audit on regular basis.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Gunvati J. Kapoor Charitable Foundation, Nihchal Israni Foundation, Seth Bhojraj Hassomal Charitable Trust	732475	Scholarship amount for Youth Leaders as Change Makers, Scholarship for unaided section, Scholarship for unaided section
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6.4.3 – Total corpus fund generated

14033397

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	IQAC
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- The Parents meeting is conducted by all departments and parents are continuously apprised of the progress of their child and also about various career opportunities available
- Financial support and scholarships

6.5.3 – Development programmes for support staff (at least three)

- Capacity building, Safety Measures Training programme, Health checkups, • Support staff is encouraged to continue higher education - Freeships are provided to them
- Workshops are conducted to enhance various skills on Microsoft excel, MS word, use of computer in routine analysis, • Trained in safe laboratory practices
- NSS - Blood Donation Drive and Thalassemia check up
- Vaccination of Hepatitis-B - NSS

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Autonomy related activities, Expansion of Skill development activities under CPE grants, Expanding Linkages, Syllabi revision, MIS for academic and administrative functioning, Wifi connectivity in ICT classrooms

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Discussion on article 377	02/08/2018	02/08/2018	8	13

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Environmental Conservation project Paper Bags (NSS) Along with the NGO, United Way, the volunteers conducted a workshop of Making Eco Friendly Ganapati Swaccha Bharat Pakhwara Volunteers cleaned the college premises, Don Bosco Shelter, King Circle station To create awareness about the importance of cleanliness, The NSS volunteers with help of BMC visited people from Bhimwadi and Wadala. Green Lab by Physics Department Tree Plantation Drives by NSS, NCC and Botany Department 'No Plastic Initiative' by Nature Club Bookmark activity with 'Plant me' (Seeds) 'Swachhata Pakhwada' by NCC

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	Nil
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nil
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students handbook-prospectus	28/05/2018	The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at the institution. Publicity is given to the document through the prospectus,

through fresher's orientation programme and through the college website for ensuring its adherence. Regular follow up is carried out and in case any student is deviating from its provisions are counselled by the head of the institution and the professional counselor at the institution. Students and parents/guardians are made aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure prevails. The handbook is amended at any time and those changes are communicated by the administration to the staff, students and parents/guardians. Publicity, Adherence and follow up, counselling

Staff Handbook - Code of Conduct for Staff published in University Compendium

11/06/2018

The purpose of the Staff Handbook is to acquaint the staff about the personnel policies and procedures, rules and regulations to be followed by staff, professional ethics, employee benefit plans, and facilities. Regular follow up is carried out to ensure its provisions are followed and teachers are guided to comply with it. It helps the staff to understand responsibilities and the opportunities available to them as a staff employee.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Swacch Bharat Abhiyan initiated by the government in 2018 motivated the students to participate in various cleanliness drives organized by the NSS and NCC units of the college. Tree plantation drive Departmental fest - Gloriosa is organized for better engagement of students in activities such as Reuse and recycling of plastic bottles for vertical gardening, E waste management. Green lab has been set up-where staff and students are advised to switch off lights and fan when not required There are oxygen rich trees planted in the college campus. Digital communication for paper less work- Most of the messages for department meetings and for students are communicated digitally.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title: Continual unfolding of value-based education system. 2. Objective: It has always been an evolving process for our institution to offer the young minds a value-oriented education system. We look forward to the fact that a passed-out student from our institution shall be a responsible, sensitized, technologically sound, mature and progressive individual. He /she shall be disseminating his/her knowledge or offering his/her services to the society selflessly. 3. Context: As the world enters the new era of outpouring of abundant information, provision of comfort, easier communication systems, limited physical activity and overuse and misuse of technology, it becomes our responsibility as teachers to show the students to lead the correct path, preserve their positive qualities and enhance their soft skills and technical skills to serve the society. 4. Practice: Programs such as Constitution Day, NCC Day, Kargil Divas, Independence Day and Republic Day celebrations help in molding the patriotic spirit. • Celebration of anniversaries of saints and eminent personalities such as Namdeo, Kabir, Chhatrapati Shivaji, Mahatma Phule, Babasaheb Ambedkar, help the students connect to their roots. • Food festivals help in developing the entrepreneurial skills along with an understanding of the importance of nutritional values of traditional cuisines. • Celebration of Haldikumkum and Mangala Gauri help in enhancing the cultural sensibilities amongst the students. • Activities of Nature Club and those conducted under Swacch Bharat Abhiyan focused on developing environmental consciousness. • Training on High End Instruments: High end instruments purchased under CPE grants helped in providing hands on training and developing global competencies. • National Language Lab helps in developing skills in script writing and content development. • Sikh Heritage Museum provides exposure in understanding the Sikh Heritage. • Theatre activities on social issues sensitizes the students towards the existing social problems and motivates them to work towards overcoming these issues. • Library, a knowledge dissemination center, has undergone noteworthy changes in line with the requirements of the present day. 5. Evidence of success: The success of such activities offered to students is evident from the versatile alumni of our institution who bring laurels to the institution. 6. Problems encountered, and resource required: Limitation of time to connect to students through such activities and offer more number and diverse activities becomes challenging due to current pattern of evaluation system. 7. Notes: These practices are ongoing and will remain viable in future as several of our own alumni are an integral part of our teaching faculty who ensure its continuity. Best Practice II 1.

Title: Practice of Principles of Sikhism. 2. Objective: To lay down a foundation of honesty, to practice equality, be truthful and imbibe the quality of dedication and hard work. 3. Context: The meaning of "Khalsa" is sovereign or free. It was on this day in 1699, when the tenth Guru of Sikhs, Guru Gobind Singh ji established the Khalsa panth. It was established in order to teach the followers that no ritual or superstition is above the Almighty and one should not fall for any superstition. In today's time, when there is emergence of Artificial Intelligence, as the world is getting connected closely, it should

be for a good cause, for healthy exchanges! It is hard to believe that superstition, enmity, cruelty, terrorism still prevails and can really turn out to be deadly for the masses round the globe. It hence becomes our duty to inculcate among students, the quality of honesty, to treat everyone as equal and practice humanity. 4. Practice: Every month Sangrand and the Gurburab were celebrated in the Gurudwara to inculcate Sikh values in the students. Screening of religious movie Ardaas , celebration of Khalsa Turban Day, workshop on Turban tying for the new comers were the highlights of the year! There was celebration of First Prakash Purab of Sri Guru Granth Sahib ji in the college Gurudwara, Recitation of Ninth Mahala Shlokas of Guru Teg Bahadur Sahib ji by students staff on this occasion. After Ardass, Kara Prashad and langar offering has always been a practice. On the occasion of Prakash Purab of Guru Nanak Dev ji, students of Anhad naad performed Gurbani kirtan using traditional musical instruments, followed by Guru ka langar and Chabeel. As a part of 550th celebration of Gurburab of Guru Nanak Dev ji, the college organized various inter-collegiate competitions- Gurbani Kanth, Kirtan, Kavita, Quiz, Poster, Gatka, Turban tying and so on. Invited talk on Fundamentals of Sikhism. Baisakhi celebration in the College Gurudwara adds cultural and human value to the programme. 5. Evidence of success: Every year, a huge and active participation of Sikh as well as non-sikh students for these programs itself speaks about the success of this activity! 6. Problems encountered and resource required: At times, crowd management during langar may become little problematic. But student volunteers only bring in their friendly task force to very effectively tackle the problem. 7. Notes: Selflessness and integrity are the core values automatically imbibed during these activities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Encouragement is given to UG/PG students to take up Action Based Research Oriented Projects through our Research and Consultancy Centers - NFB and GNIRD as well as at the class level. Sports being the forte of the institution, it provides for state of art infrastructure and training to budding sportsmen which has helped in producing international level sportspersons. Students' Cultural Exchange programme initiated with a College at Nagaland has been a unique experience. 8 Girl students visited our institution for 10 days and vice-a-versa which widened the horizon of the students with regard to the culture and values. Curricular and co-curricular activities such as workshops, seminars, industry visits etc. help in reducing the industry- academia gap. To enhance their personality and have holistic development the students are provided opportunity to join the extra-curricular activities such as NCC, NSS, Sports, Theatre and DLLE which mark an impact on their lives! Students are provided training in Theatrical activities which has resulted in many students entering the world of cinema and theatre thus bringing name and fame to the institution. Our library has a collection of over 90,000 books in Senior College section and 7000 books in the Junior College section. Ours is the only college in Maharashtra which has a fine collection of books on Sikh history and religion. There is a separate section for periodicals comprising 2000 bound periodicals plus journals in various subjects. Furthermore, the availability of technical, scientific, literary and popular journals and periodicals, newspapers, and reference books like dictionaries, encyclopedias etc. to students and teachers are noteworthy. It also gives additional book issue facility to meritorious students. The library has following Sections: • Lending

of books and non-book materials are computerized, students have been issued books on their smart ID Cards using Barcodes. • Library Web Online Public Access Catalogue is available 24/7 to users at <http://114.143.60.116/w27>. • Foreign Language Cell: Imparting Foreign Language Courses in French, German, Spanish, Chinese, Japanese • Research Assistance is given to research students and faculties through training to access Online Resources, Online Reference Management tools, assistance to teachers in knowing research matrix and Impact Factor of journals. • Information and guidance of open access e-resources through Library Page of College Website. E-Resources include National Digital Library of India, e-PG Pathshala, NISCAIR Journals Online Repository, CEC (Centre for Educational Communication) and also guidance on open access e-resources in respective subject or area or language is given to the students and faculties. • Periodic display of books by theme and subject and annual book exhibition and sale is regular practice of the library.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

Plan of action for the AY 2019-20 To design the curriculum for all courses under Autonomy and have Orientation for Students and Staff To design Skill development and Value based Certificate Courses, upgrade science laboratories, conduct workshops, seminars and FDPs under RUSA Grants To strengthen research activities under the Research Committee To upgrade the classrooms to ICT enabled classes To enhance research, internships and organize training programmes on anti-plagiarism software To increase linkages and collaborations To conduct training sessions for administrative staff and safety workshops for laboratory staff To introduce skill development courses for developing relevant skill sets in accordance to the contemporary needs To introduce blended learning To initiate centenary celebrations under 'Shatabdi Shrinkhla'