

Guru Nanak Khalsa College of Arts, Science & Commerce
Matunga, Mumbai - 400019

Annual Quality Assurance Report (AQAR) of the IQAC:
2016-17

Part – A

1. Details of the Institution:

1.1 Name of the Institution	Guru Nanak Khalsa College of Arts, Science & Commerce
1.2 Address Line 1	Nathalal Parekh Marg,
Address Line 2	King's Circle, Matunga (E)
City/Town	Mumbai
State	Maharashtra
Pin Code	400 019
Institution e-mail address	(i) gnkhalsa@yahoo.com (ii) info@gnkhalsa.edu.in
Contact Nos.	(i) (022) 24096635; (ii) (022) 24096234
Fax No.	(022) 24016815
Name of Head of the Institution:	Dr. Kiran Vishnu Mangaonkar
Tel. No. with STD Code:	(i) (022) 24096635; (ii) (022) 24096234
Mobile:	09833835824

Name of the IQAC Co-ordinator: **Dr Davinderpal Kaur Bhasin**

Mobile: **09892781626**

IQAC e-mail address: **gnkciqac@gmail.com**

1.3 NAAC Track ID **MHCOGN10991**

1.4 NAAC Executive Committee
No. & Date: **EC/52/RAR/25**
Dated 28th March 2010

1.5 Website address: **www.gnkhalsa.edu**

Web-link of the AQAR: <http://www.gnkhalsa.edu.in/pdf/aqar/aqar2016-17.doc>

1.6 Accreditation Details

No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	--	2004	February 2009
2	2 nd Cycle	A	3.22	2010	27 th March 2015
3	3 rd Cycle	A	3.54	2016	24 th May 2021

1.7 Date of Establishment of IQAC: **10/12/2008**

1.8 AQAR for the year: **2016-17**

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

Year	Submission Date	Mode
2015-16	21 st March 2017	Online

1.10 Institutional Status:

University	State	<input type="text" value="-"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>
Constituent College	No	<input checked="" type="checkbox"/>
Autonomous college of UGC	No	<input checked="" type="checkbox"/>
Regulatory Agency approved Institution	Yes	<input checked="" type="checkbox"/> *UGC
Type of Institution	Co-education	<input checked="" type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>
	UGC 12B	<input checked="" type="checkbox"/>
	UGC 2(f)	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>
Science	<input checked="" type="checkbox"/>
Commerce	<input checked="" type="checkbox"/>

1.12 Name of the Affiliating University:

University of Mumbai

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

UGC-CPE	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>
DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>
Any other	<input type="checkbox"/>

2. IQAC Composition and Activities:

2.1	No. of Teachers	<input type="checkbox"/>
2.2	No. of Administrative/Technical staff	<input type="checkbox"/>
2.3	No. of students	<input type="checkbox"/>
2.4	No. of Management representatives	<input type="checkbox"/>
2.5	No. of Alumni	<input type="checkbox"/>
2.6	No. of any other stakeholder and Community representatives	<input type="checkbox"/>
2.7	No. of Employers/ Industrialists	<input type="checkbox"/>
2.8	No. of other External Experts	<input type="checkbox"/>
2.9	Total No. of members	<input type="checkbox"/>
2.10	No. of IQAC meetings held	<input type="checkbox"/>

2.11 No. of meetings with various stakeholders:

Total No.	72
Faculty	15
Non-Teaching Staff	05
Students	20
Alumni	05
Others (PTM)	23

2.12 Has IQAC received any funding from UGC during the year? No
If yes, mention the amount NA.

2.13 Seminars and Conferences (only quality related)

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

Total Nos. : 08

International: 01 National: 01 State 01 Institution Level - 05

(ii) Themes

- Enhancing literary skills
- Enhancing Digital Skills for Quality Research
- Understanding Urban Indian Culture through Novels
- Hands on training for Teachers and Students on high end instruments in NFB
- Autonomy
- Inculcating Values (Sikh Seminars and workshops)

2.14 Significant Activities and contributions made by IQAC

- Feedback of teachers from students
- Feedback of HOD and Principal from teachers
- Solar Energy Utilization
- Implementation of the Grant utilization for DST-FIST and DBT STAR funds
- CPE sanctioned Rs 1.5 crores
- Promoting Faculty Development Program
- Brainstorming sessions on autonomy
- National conference
- Sahitya Sammelan
- Student Support Mechanism - Bridge Courses and Remedial Lectures
- Augmentation of student strength by addition of new divisions
- Additional skill development courses
- University Rankers
- Intensified campus surveillance
- Achievements in various segments: cultural /sports/theatre
- Placements and Internships for students

- International and national recognition for faculty
- Enhancement in infrastructure in terms of addition of laboratory and sports equipment, laptops, library books
- Voters Awareness and Registration Drive

2.15 Plan of Action by IQAC/Outcome

IQAC plans the line of action at the beginning of the year aiming at quality enhancement and the outcome achieved by the end of the year. *

- Social outreach programmes
- Utilisation of received grants
- UG Research Projects and presentations
- CPE grant utilization plans
- Organising Conferences and workshops.
- Working for minority students' support

Plan of Action	Achievements
Social Outreach Program	Continuation of Social Outreach Program as Best Practise
Utilisation of received grants Implementation for DST-FIST and DBT-STAR	New courses started and Enhancement of Laboratory facilities and hands on experience for students
UG Research	Youth Leaders as Change Makers Fellowship for UG research certified by TISS UG students are involved actively in research in various departments which is reflected in awards to students in Research Conventions
CPE	CPE sanctioned and plan of action chalked out
Organising Conferences and Workshops	UGC sponsored National Seminar-Marathi and State level Sahitya Sammelan-Marathi along with various other workshops
Working for minority students support	International conference on Sikhism - Sponsored by Government of Punjab Value addition through competitions on Sikh History and Culture, Celebration of Gurpurabs

* Academic Calendar of the year attached as (Annexure 2)

2.16 Whether the AQAR was placed in statutory body Yes

Management

Provide the details of the action taken

AQAR was discussed with the Principal, Management, and respective statutory bodies. The comments and suggestions were incorporated in the final draft.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of Program	Existing Programs	Programs added during the year	Self-financing programs	Value added / Career Oriented programs
PhD	08	Bioanalytical Sciences	-	-
PG * P-17 ** R-06	23	M.Sc Bio informatics by papers	13	-
UG	25	-	08	-
PG Diploma	01 (RFID-UGC)	-	-	01-RFID&PLC
Advanced Diploma	-	-	-	-
Diploma	01Phy-01 CS	01(CSc)	01(IT)	-
Certificate	15	5	19	Data Analysis – UGC/BMM/Chem/Phy
Others	12	-	12	-
Total	86	-	-	-

Interdisciplinary	15	2 BMM/Com Sc		
Innovative	06			

PG* By papers ** By research.

1.2 (i) Flexibility of the Curriculum: Choice Based Credit Grading System as prescribed by University is followed.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG 25 and PG 23 = 48
Trimester	Nil
Annual	08 (Ph. D)

1.3 Feedback from stakeholders (On all aspects)

Alumni and Parents

Manual Feedback during Meetings

Students*

Online and manual questionnaires

Mode of feedback:

Online

03

Manual

25

Co-operating schools (for PEI)

-

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

Semester wise Credit Based System continued for all Programmes/Departments
Syllabi Revision was done for many subjects keeping in tune with the changing trends

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty: 101

Total	Asst. Professors	Associate Professors	Professors	Others
101	72 *	29**	-	-

***Aided 43 and unaided 29**

**** Aided**

2.2 No. of permanent faculty with Ph.D. : - 54

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

	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
Aided	04	02	--	--	--	--	11	00	15	02
Unaided	-	-	--	--	--	--	--	--	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest: 34

Visiting: 65

Temporary: 11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	05	10	10
Presented papers	13	13	04
Resource Persons	01	03	01 (34 local)

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

- Teaching through Smart Boards and MOODLE
- Nodal Centre for Virtual Lab in collaboration with IIT-B
- Green Initiatives: Environment friendly laboratory practices, activities, solar energy uses, e-waste management, compost pits
- Experiential learning through social outreach programs and activities like blood donation camps, gender sensitization seminars, consumer awareness

2.7 Total No. of actual teaching days during this academic year. 180**2.8 Examination/ Evaluation Reforms initiated by the Institution: (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and Online Multiple Choice Questions).**

- Photocopy of answer books for external and internal examination for FY and SY students available on request.
- Revaluation
- General knowledge and current affairs MCQs (Online practise)

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

Restructuring – 07	Revision – 06	Syllabus development - 04
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2.10 Average percentage of attendance of students: 65%**2.11 Course/Program wise distribution of pass percentage:**

	Tot app	0	A	B	C	D	E	F	Total pass	Pass %
T.Y.B.A	150	6	30	44	13	4	0	53	97	64.67
T.Y. B.M.M.	43	-	1	7	17	14	2	2	41	95.35
T.Y.B.SC.	331	54	151	60	11	4	0	51	280	84.59
T.Y.B.SC. (I.T.)	62	11	14	6	7	4		20	42	67.74
T.Y.B.SC. 5 Yr. Integrated Bioanalytical Sciences	10	1	2	4	2	1	0	0	10	100.00
T.Y.B.COM	194	1	33	61	55	19	0	24	169	87.11
T.Y.B.A.F.	63	5	29	11	10	2	0	6	57	90.48
T.Y.B.B.I.	51	0	15	14	12	2	0	8	43	84.31
T.Y.B.F.M.	35	2	5	13	8	2	0	5	30	85.71
T.Y.B.M.S	57	0	15	16	6	9	0	11	46	80.70
M.A HINDI	13	2	7	2	0	0	0	2	11	84.62
M.COM.Adv Accountancy	50	4	18	12	7	0	0	1	41	82.00
M.COM. Busi.Mgt.	15	0	6	5	2	1	0	1	14	93.33
M.SC.	244	22	144	62	14	0	0	2	242	99.18
M.SC.(I.T.)	15	0	3	2	2	1	0	7	8	53.33
M.SC. Computer Science	12	1	4	3	0	0	0	4	8	66.67
M.SC. 5 Yr. Integrated Bioanalytical Sciences	23	5	17	0	0	1	0	0	23	100.00

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

- IQAC serves as observer towards the implementation of grants received from DST-FIST, DBT –STAR and UGC.
- Supervises various activities planned towards quality enhancement at different levels
- Organizes seminars/workshops/symposia in association with various departments
- Initiates and supports programmes aimed at gender sensitization, environmental awareness, and socially relevant issues for the overall development of students
- Ensures overall quality of teaching – learning process and administration via feedback mechanism from respective stake holders
- Academic improvement of students is monitored and achieved via remedial batches, elite batches, bridge courses, etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	08
UGC – Faculty Improvement Program	00
HRD programs	00
Orientation programs	07
Faculty exchange program	00
Staff training conducted by the university	02
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	03
Others	15

2.14 Details of Administrative and Technical staff

Category	Permanent Employees	Vacant Positions	Permanent positions filled during the Year	Positions filled temporarily
Administrative Staff	29	03	00	00
Technical Staff	72	10	04	06

Criterion – III

3. Research, Consultancy and Extension

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

- Encouragement to promote research culture amongst faculty and students via guidance through research committee.
- Streamlined process for submission of research proposals to various funding agencies via constitution of expert committees for screening proposals to maintain quality and prescribed format norms.
- Admission process for PhD as per UGC norms supervised by IQAC and research committee.
- In-house research methodology course work conducted for the students who have enrolled for Ph.D.
- Student research meet of Ph.D students.
- Students are motivated to participate in research conventions.
- Provision of Seed Capital for undergraduate research activities

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	02	-	-
Outlay in Rs. Lakhs	29.18	47.51	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	10	04	-
Outlay in Rs. Lakhs	2.12	19.90	3.65	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	50	04	01
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01	-	-

3.5 Details on Impact factor of publications:

Range	0-6.805	Average	2.34	h-index	-	Nos. in SCOPUS	-
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	UGC DST	-	9,80,000
Minor Projects	2016-17	UGC, Mumbai University	3,65,000	65,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	1,03,000,00	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	Projects on social issues- 19 students	John Kapoor Foundation	5,60,000	5,60,000
	-	Guru Nanak Khalsa College	23,000	23,000
Any other (UGC Sponsored National seminar By Marathi Department)	--	UGC	1,01,600	1,01,600
Total			10,49,600	17,29,600

3.7 No. of books published

i) With ISBN No.

23

Chapters in Edited Books

02

ii) Without ISBN No.

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3.8 No. of University Departments receiving funds from – Not Applicable

UGC-SAP

-

CAS

-

DST-FIST

-

DPE

-

DBT Scheme/funds

-

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy ; NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	01	-	-	-
Sponsoring agencies	Punjab Govt.	UGC	-	-	-

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

3.13 No. of collaborations- International: NIL; National: 10

3.14 No. of linkages created during this year: 25

3.15 Total budget for research for current year in lakhs:

From funding agency	<input type="text" value="20,29,600"/>
From Management of University/College	<input type="text" value="23.000"/>
Total	<input type="text" value="20,52,600"/>

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	nil
	Granted	nil
International	Applied	nil
	Granted	01
Commercialised	Applied	nil
	Granted	nil

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

Total	International	National	State	University	Dist	College
05	02	03	01	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides:
and students registered under them in current year:

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	200	State level	--
National level	-	International level	--

3.22 No. of students participated in NCC events:

University level	160	State level	-
National level	06	International level	01

3.23 No. of Awards won in NSS:

University level	--	State level	--
National level	--	International level	---

3.24 No. of Awards won in NCC:

University level	01	State level	02
National level	01	International level	--

3.25 No. of Extension activities organized

University forum	01	College forum	15		
NCC	07	NSS	25	Any other	01

3.26 Major Activities during the year in the sphere of extension activities and sports.

- Youth Leaders as change makers Fellowship in collaboration with Gunavati Kapoor Foundation and Pukar awarded to 19 Students
- Raksha Bandhan Day with Don Bosco Shelter
- Gurpurab celebrations participation by Wilson College students
- College premises is made available to Music Circle *Swaranjali*
- Sports ki Pathshala for street kids by Ashtrengung, NGO by alumni and sports department
- Sports department has played an active role in scrutinizing and selecting the players for Inter- Collegiate Tournaments and giving them training in sports and preparing them for inter collegiate tournaments
- Summer camp is organized with a purpose to identify hidden talent and encourage students to opt for sports
- Inter collegiate Ball Badminton(M&W) Tournament was conducted

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.71 acres	-	-	5.71 acres
Class rooms	42	-	-	42
Laboratories	30	-	-	30
Seminar Halls	2	-	-	2
Conference Room	1	-	-	1
Important equipments purchased ($\geq 1-0$ L)	218	26	FEES & STAR-DBT	244
Value of the equipment purchased during the year (Rs. in Lakhs)	106.44	382321(< 1 Lakh) + 264313(> 1 Lakh)= 646634	FEES & STAR-DBT	646634

4.2 Computerization of administration and library: Library services

	Existing		Newly added		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books	10747	8,32,617/-	273	49,985/-	11020	882602
Reference	66485	81,96,425/-	290	3,42,821/-	66775	8539246
e-Books	6000	5,000/-	-	-	6000	5000
Journals	62	64,202/-	-	-	-	62
e-Journals	97000	5,000/-	-	-	97000	5000
Digital Database	21	5,000/-	-	-	21	5000
CD & Video	1097	-	45	-	1142	-
Others (specify)	British Council Library membership, American Library Membership	16000+2000	British Council Library membership, American Library Membership	16000+2000	British Council Library membership, American Library Membership	16000+2000

Note: *Library is the subscriber of UGC – INFONET'S Nlist Consortia which gives access to e-books, e-journals. ** CDs are the part of purchased books and journals.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Others Laptops etc
Existing	321	10	315	01	41
Added	8	3	8	00	00
Total	329	13	323	01	41

Technology up gradation (Office/Accounts) paste

	Total Computers	Upgradation
Existing (upto	12	9
Added	18	-
Total	21	-

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

Sr. No	Program Title	Department	Total prog/session
1.	Orientation to New Classes To acquaint them with computerised Library System	Library	1
2.	Advanced Course in Ms Excel for admin staff	IT Department	1
3.	Ethical Hacking	IT Department	1
4.	Training on Microsoft word	Com.Sc. Dept	1
5	Online Mock Trading Session conducted for IAPM Subject for TYBCom Semester V & VI	Commerce	2
6	Lecture on: Safety measures for handling chemicals and glassware for non-teaching staff	GNIRD	1
7	Training in communicating Mathematics through 'Maple	Mathematics	1

4.6 Amount spent on maintenance in lakhs:

i) ICT	NIL
ii) Campus Infrastructure and facilities	62,48,785
III) Equipments:	7,60,106
iv) Others	Nil
Total	70,08,891

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation Program for students to provide information about the Sports, Library, Extension Units and Book Bank facility.
- Awareness drives regarding Government Freeships, Scholarship, Financial Support by the College Management, Departmental Support in terms of books, e-learning sources and other study material.
- Awareness regarding academic and personality enhancement programs
- Identifying the potential of the students and training them to participate in Intra & Inter-collegiate Curricular, Co-curricular and Extra-curricular activities
- Mentorship and guidance Programme
- Grievance cell, personal, career counselling and placement cell
- Feedback from different stakeholders
- Identifying funding agencies for college development in various niche areas.
- Students' Council.

5.2 Efforts made by the institution for tracking the progression:

IQAC works towards tracking the progression of the institution and the students.

- Regular meetings between Principal, Registrar and HODs
- Parent-Teachers' Meet
- Result Analysis and remedial action
- Presentation of the progress of the Departmental Reports
- Regular Test Series for TY Students
- Feedback from Stake holders (Parents, Alumni)
- Academic Audit

5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
3867	671	22	4560

Men	
No	%
1990	43.64

Women	
No	%
2570	56.35

(b) No. of students outside the state

(c) No. of international students

Last Year (2015-16)						
General	SC	ST	OBC	Phy. Chall.	Others	Total
1873	262	3	271	0	1648	4057

(2016-17)						
General	SC	ST	OBC	Phy. Chall.	Others	Total
2115	245	9	309	0	1882	4560

Demand ratio 1:2 Dropout % Negligible

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

Guest Lectures/ Workshops, Certificate course, Book Exhibition

No. of students beneficiaries 745

Department	Activity	Brief	Date	No of students participated
LIBRARY	Book Exhibition	Display of new titles of the subject and competitive for students and teachers	19 th December to 20 th December 2016	100
	मराठी भाषा संवर्धन पंधरवडा (Marathi Bhasha Sanwardhan Pandharwada)	Introduction of Marathi Bhasha Sanwardhan	1 st to 15 th January 2017	60
	Display of book collection on Guru Gobind Singh ji	Theme Display	19 th December to 20 th December 2016	100
Hindi	Competitive examinations	Guiding the students informal way for B.Ed & Bank Exams MA & TYBA	January 2017	20

	Counselling & guidance	Career counselling & guidance in informal way TYBA students	March 2017	15
Marathi	Competitive examinations	Guidance Importance of Reading and Writing.	February 2017	35
Botany	NET exam preparation	Dr. Mahavir from SIES college guided MSc. And TY students for the NET exam preparation		25
	Counselling session by Ms. Binaifer	How to prepare for exams, destressing themselves	21 st June 2016	15
Maths & Stats	Department selected a group of students and prepared them for various competitive exam like IIT JAM, Madhaba Maths Competition.		Throughout the year	25
	Students were sent for Mini Mathematics Training and Talent Search (MTTS), a Mathematics training program in Ruia college.		Throughout the year	25
Computer Science	Guidance for MCA Entrance Exam and different aptitude test of Campus recruitment	Conducted by Dr. Mahendra Gupta Founder - MEETCS,	10 th June 2016 to 15 th Nov 2016.	25
Commerce-General	Seminars –Competitive Examination	For Final Year Students		200
	Career as Air Crew Member & Ground Staff	For Final Year Students		100
Total				745

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="01"/>

5.6 Details of student counselling and career guidance**No. of students benefited - 257 students**

- College has a professional counsellor whom the students can avail the services.
- Career guidance workshops, exhibition,
- Industrial visits and guest lectures
- Need based personal counselling and mentor by teachers

DEPT	Details of the program	Date	No of students participated
BOTANY	A visit to Blatter Herbarium wherein students interacted with curator to know about future prospects in field of taxonomy	11 th July, 2016	60
	TYBSc. Students attended a talk on placement information given by Health care professional Info Tech by Mr. Syed regarding Medical coding, Medical transcription, Pharmacovigilance etc.	7 th January 2017	18
BIOANAL SCIENCES	Mr. Syed from professional info tech addressed the students on career in clinical research	January 2017	24
IT	A training program of 120 hours was arranged to prepare TYBSc Students for aptitude test/GD/Interview	Nov to Feb	30
	An aptitude test was conducted by Seed Infotech	03 Jan, 2017	125
Total			257

5.7 Details of campus placement: Participated 468 Placed 117

DEPT	Organizations Visited	Date	On campus	
			Participated	placed
BMM& BMS	Just Dial	11 th January, 2017	30	04
	Endurance International gp	9 th March,2017	65	--
	Aufklaren event Management	11 th March,2017	30	--
	RBS	13 th January, 2017	45	11
BIO ANA SCIENCES	Macleods Pharma	13 th February 2017	24	02
	Lupin Ltd.	12 th April 2017	24	01
COMPUTER SCIENCE	GNIMS	15 th Jan 2017	10	01
	Concentrix!	18 th February 2017	39	20
FYIC	Lupin Pvt Ltd		21	03
NUTRACEUTICALS	Siddharth International Pvt ltd	30/10/2016	2	2
IT	L&T	13 th Jan 2017	18	21
Commerce	TCS	31/08/2016	110	32
	IKS Health	17/01/2017	50	20

5.8 Details of gender sensitization programs –

Guest Lecture/Skit/Poster Competition/	Speaker/ Agency/ Dept	Students Benefited
Play in Marathi – ‘Samtakade Waatchaal’	Stree Mukta Sanghatana	200
Guest Lecture on Role of women development cell in college	Dr Kranti Jezurkar	55
Screened a movie titles ‘Easy Girls’ on women equality and dignity	WDC	55
Pledge to ensure safety of women in the college campus by Staff and Students	WDC	60
Rally on Awareness about Women harassment	NGO MAVA	

5.9 Students Activities**5.9.1 No. of students participated in Sports, Games and other events:****Sports**

State/ University level

181

National level

21

International level

02

Cultural events**Total Participation in Cultural Events - 356****Cultural:**State/ University level **344** National level **12** International level **nil****5.9.2 No. of medals /awards won by students in Sports, Games and other events****Sports:**State/ University level **13** National level **12** International level **nil****Cultural : State/ University level 3 National level 1 International -nil****5.10 Scholarships and Financial Support**

	Students	Amount
Financial support from Institution	47	2,93,580
Financial support from Government	154	15,20,423
Financial support from other sources	19	5,60,000
Students received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives :**Fairs :****State/ University level :Nil National level: Nil International level : Nil****Exhibition:****State/ University level :Nil National level: Nil International level : Nil****College level -:****5.12 No. of social initiatives undertaken by the students: 10****5.13 Major grievances of students redressed**

- Stink in the Girls Washroom
- Mosquitoes in Room 215 and 214
- Lack of Ventilation in Room No. 11
- Water logging near Chemistry Laboratory

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Our Vision** – To instill the idea of “*Service to Humanity*” in young Khalsaites; maximize their civic and sensitivity quotient and uphold the Ambedkarian ideal by making education accessible to students of the lower socio-economic strata.
- **Our Mission** – To impart quality education to students; moulding their holistic development, igniting young minds to foster the spirit of humanism *in sync* with the Teachings of *Guru Nanak Devji*, helping them to imbibe the “*Essence of Wisdom*” and develop a secular outlook, becoming harbingers of a new social order. The Institution is powered by the drive of quality consciousness in its pursuit of excellence. In our bid to enhance the outreach of educational services, the College has single-mindedly focused on a multidisciplinary approach, keeping in mind the prerequisites of quality assurance.
- **Quality Policy:** To attain excellence in all our endeavour viz. Teaching, research and continuing education; adopt self-evaluation as a measure for continuous improvement; and ensure accountability.

6.2 Does the Institution have a Management Information System

- **Administration and Accounts:** CCMS Software from ITMS Company enables record keeping and processing of admission, student records and issuing of identity cards.
- **Examination:** CCMS Software from ITMS Company enables student registration for examination, classroom allocation, result processing for generating Grade Cards.
- Library is automated and uses software system like SLIM 21 for administration

6.3 Quality improvement strategies adopted by the institution for the following:

6.3.1 Curriculum Development

- The College follows the syllabus prescribed by the Board of Studies in the respective subjects. Faculty members are appointed in the capacity of members of Board of Studies and Syllabus Revisions Committees by University of Mumbai
- Teachers communicate their suggestions for modification of syllabus to the Chairperson / Member, Board of Studies, University of Mumbai
- Short term and value-added courses designed by faculty and run under various schemes like UGC, DBT-STAR and DST-FIST
- Syllabus revision workshops conducted in College
- Teachers also contribute as BOS members for other institutions.

6.3.2 Teaching and Learning

- Incorporation of smart boards and increased use of ICT in classrooms by the teachers
- UG research projects to provide experiential learning
- Industrial visits to give first-hand experience of industrial needs, technologies and advancements
- Seminars and workshops to augment class room teaching
- Screening historical movies and documentaries on environment awareness

6.3.3 Examination and Evaluation

- Well-equipped examination unit with Xerox machines and 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
- Prevention of Unfair means committee and flying squads for fair conduct of examination
- Assessment carried out through CAP
- Moderation of answer scripts as per University Norm.

6.3.4 Research and Development

- Research methodology course designed and run by the institution for Ph.D. students
- In house research scholars meet bi-annually
- Prizes won by students in various research presentations (Avishkar, Konark Sajjan Gupta Memorial Award)
- Inter Collegiate Poster Competition to encourage research culture in students
- Research grants from various funding agencies like UGC, DST, DST-FIST, DBT-STAR, and University of Mumbai
- 35 Research Guides in the institution facilitating research endeavours in college
- UG students are involved in research projects to nourish the research dimension in their intellect
- Newer and advanced equipment required for research are procured through various grants obtained by faculty members
- Faculty members published papers in reputed journals and presented their research work at various national and international seminars and conferences
- Guest lectures, workshops and seminars
- National facility of Biopharmaceuticals is dedicated to research and training in biological sciences and organizes variety of training programs for teachers and students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is digitalized with:
 - Automated Library Administration and Management System like SLIM 21
 - Library is a member of INFLIBENT N-LIST Consortia, in which our library can access about 6000 peer reviewed journals and over 97000 E-Books from reputed publishers and institutions
 - OPAC (Online Public Access Catalogue)
 - Electronic Resource Management Package for E-Journals
 - Institutional membership of British Council Library
 - Certificate Course in Japanese Language started along with Spanish, Chinese, and German
 - Conducted a workshop on “Enhancing Digital Skills for Quality Research”
- 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

6.3.6 Human Resource Management

- College has various committees ensuring the quality enhancement of Human Resource Management
- Distribution of administrative responsibilities through Principal, Vice Principals, Heads of Departments, Committee Convenors and Class In-charges.
- Administrative and Accounts responsibilities led by the Registrar and Office Superintendent
- Faculty members are actively involved in administrative work and management of extra and co-curricular activities
- Teaching and non-teaching staff representatives in LMC
- Active Teaching and Non-teaching Staff Councils and Students’ Council
- Mentoring of students in place

6.3.7 Faculty and Staff recruitment:

- As per UGC, State Government and University guidelines

6.3.8 Industry Interaction / Collaboration

- Collaboration with leading industrial academic and research institutions
- Linkages with various organisations
- Industrial visits and hands on training
- Guest lectures, workshops and seminars by experts
- Corporate sponsorships for co-curricular and extra-curricular activities
- Campus placement by leading companies
- National Facility of Biopharmaceuticals execute the training programs for industry personnel
- Collaborative projects with industry

6.3.9 Admission of Students

- Information disseminated through prospectus and website.
- Based on merit
- Help Desk and student counselling
- All the norms laid by university for admissions are strictly followed

6.4 Welfare schemes for:

Students	<ul style="list-style-type: none"> • Accident Insurance Policy • Freeships and scholarships extended through Government Schemes • Institutional scholarships • Endowment prizes • Personal and career counselling • Book bank scheme • Student's Grievance Cell and Anti-ragging Cell • First aid and doctor on call facility • Incentives to students participating in sports, cultural and academic • Placement services • Financial support in case of emergency
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Non-teaching Staff	<ul style="list-style-type: none"> • Accident Insurance Policy • PNB-Oriental Insurance Medi-claim Policy Cover for 70 non-teaching staff member with family • 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
Teachers	<ul style="list-style-type: none"> • Staff Council • Recognition of achievements and meritorious service • Grievance cell • Yoga sessions • Financial support for research and academic engagements

6.5 Total corpus fund generated

1,00,35,441/-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	No
Administrative	No		Yes (Accounts audit)	Management

6.8 Does the University/ Autonomous College declare results within 30 days? NA6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? NA6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? NA

6.11 Activities and support from the Alumni Association

- Scholarships
- Alumni Meet
- Guest Lectures
- Sponsorship
- Placements and Internships

6.12 Activities and support from the Parent – Teacher Association

- 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
- Felicitation program for meritorious TY students is organized to encourage the students and to inspire the students appearing for final year university examination
- Financial support and scholarships

6.13 Development programmes for support staff

- Support staff is encouraged to continue higher education
- Encouraged to participate in workshop on laboratory safety measures and professional enhancement programmes
- In-house training programme on IT skills

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

- Segregation of wet and dry waste
- Composting pits
- Well maintained garden
- Plantation drive by students
- Environmental awareness drives
- Recovery and recycling of chemical/biological wastes
- Regulated use of air-conditioning units and electricity
- Move towards paperless administration
- Celebration of green week, nature trail, poster competition and green marketing
- Harnessing solar energy

Criterion – VII

7. Innovations and Best Practices

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

- Developing GREEN consciousness administration and regulating use of air-conditioning units and electricity
- Augmented UG research projects under FIST and STAR DBT sponsorship
- Experiential learning - Multi sensory

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year 2016-17

- Social Outreach Program as part of the Best Practise
- Green Lab, paperless, celebration of green week,
- Recovery and recycling of certain chemicals in chemistry laboratories and safe disposal of biology and chemistry laboratory wastes,
- Regulated use of air-conditioning units on campus
- Enhancing laboratory facilities and hands on experience
- Online Mock Trading
- Stock Market Board Game
- Consumer Rights Awareness
- Blogging and dramatizing

7.3 Give two Best Practices of the institution Annexure 3

- Enhancing social sensitivity
- Promoting research culture

7.4 Contribution to environmental awareness / protection

- Tree plantation
- Lectures on environment and control measures
- Seminar on zero waste
- Green Ganesha workshop
- Screening of animated movie "Green Life"
- River protection Rally,
- Save water, No honking and stop using plastic awareness

7.5 Whether environmental audit was conducted? Yes

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

Strength: Cosmopolitan Environment

Weakness: Limited capacity for physical expansion

Opportunities: Global linkages

Threats: Stiff competition from the other academic institutes in the city

8. Plans of institution for next year

- Setting up of Music School
- Establishing Centre for Competitive Exams
- Activities enhancing Green consciousness
- Promotion of experiential learning
- To continue implementation of FIST and STAR scheme programs
- Implementation of CPE
- To make college self - sustained in energy usage by installation of solar cells
- To increase linkages and collaboration
- Increase research grants for UG and PG
- To enhance social outreach programs



(Dr. (Mrs) Davinderpal Kaur Bhasin)

Signature of the Coordinator, IQAC



(Dr. Kiran Mangaonkar)

Signature of the Chairperson, IQAC

Annexure 1

FEEDBACK

The institution has a well-structured feedback mechanism to perceive performance and quality. It has a customized and computer based performance appraisal system to collect feedback on principal from teachers (PAPT), Head of the Department from the teaching staff of the concerned Department (PAHT) and an extensive feedback mechanism of the performance of the teachers by students (PATS). Under PATS, for each teacher, around 40-50 students are taken randomly from the classes where the teacher engages lectures and a pre-designed questionnaire is supplied to students. They give their feedback online, which are analyzed by specially designed indigenous software and the report is given to the teachers, with ranking in the College. Student satisfaction index (SSI) is also calculated to get a quantitative assessment from the student on the services provided by the Institution.

Annexure 2**Academic Calendar 2016-17**

6 th June 2016	College re-opening
	Orientation of FYBA and PTA for TY classes
	International Yoga Day
	Namdeo Birth Anniversary celebration
15 th August	Independence Day Celebration
	Internal Assessment for UG courses
	DLLE 1 st Orientation
	National Sports Day Celebration
	WDC activities
September	Hindi Divas Celebration
	Teachers' Day Celebration
	5 days Mid-term break
	Semester-I & III Examinations
October	Disaster Management Training Program
	College & University examinations
October to November	Diwali Vacation
November	Constitutional Day Awareness program
	Guru Nanak Jayanti Celebration
December	World AIDS day Awareness program.
	UGC National Seminar
	Annual Prize Distribution
	DLLE 2nd Orientation and Project Display
	NCC Day Celebration
	350 th Birth Anniversary of Sri Guru Gobind Singhji- International Seminar
	Departmental Co-Curricular activities
	College Cultural Program "NAZRANA"
25 th December to 1 st January 2017	Winter Break
January 2017	Internal Assessment for UG courses
	National Youth Day
	Alumni Meet
	Departmental Festivals
February	Degree Distribution function
19 th February	Shivaji Jayanti celebration
	Marathi Bhasha Din
8 th March	Women's Day celebration.
	World Water Day
March - April	Semester-III & IV examination + Result + admission
	Baisakhi celebrations – Kirtan
1 st May	Maharashtra Day celebration
2 nd May	Summer Vacation

Best Practice Annexure 3

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional objectives and/or contributed to the quality improvement of the core activities of the College.

Best Practices

1. Gunvati John Kapoor's 'Youth Leaders as Changemakers Fellowship' (YLCM):

The programme is a collaborative of Guru Nanak Khalsa College, Gunvati J. Kapoor Medical Charitable Trust and PUKAR and is in its third edition making it a best venture. Its focus is on community-based participatory research. 19 Students were identified and were expected to devote around 250 hours on a chosen socially relevant project. PUKAR was entrusted with providing necessary training program. The students were divided into two groups and named as PEACE and ADHYATAN. PEACE was to explore the safety of college-going girls travelling in Mumbai's local trains and ADHYATAN was to survey the awareness levels among college youth and staff about sexual harassment and redressal in higher educational institutions.

The groups worked with the chosen community using modern research skills and different data collection techniques. The results obtained were analyzed and the research report was documented as part of the study. On successful completion of the projects students were given certificate and a fellowship amounting Rs. 15000 and reimbursement of their expenses incurred during the period. The successful fellows presented their findings through interactive sessions/skits before a selected gathering at the college and other institutions. 19 students were benefited by this best practice.

This program was certified by TISS

2. Promoting research culture

10 University and UGC Major and Minor Project sanctioned in 2015-16 are in progress. 07 University and UGC Major and Minor Projects have been completed and submitted. 04 UGC and University Minor Project sanctioned in 2016-17 with funding of Rs 3,65,000 .

2 million pounds sanctioned for a collaborative project between India's Jain Foods, Khalsa College and Ozopure from UK under Newton Bhabha fund. Khalsa College share is 1.3 crores.

Research Publication and Participation

- **50 International Research Publication and 4 National Research publications is the achievement of the research culture that has been the Best Practice of the college.**
- **There are 31 Ph.D research guides**
- **Representation of teachers and students in national and international conferences, workshops and symposiums**
- **Promotion of research culture has helped the faculty and students achieve Best Paper Award and Best Poster presentation at different levels.**
- **College continues to receive recognition from different Government/academic bodies: FIST grant and recognition as SIRO by DST.**
