

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

**Annual Quality Assurance Report (AQAR) of the IQAC:
2014-15**

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	gnkhalsa@yahoo.com
Contact Nos.	(022) 24096635; (022) 24096234
Fax No.	(022) 24016815

Name of Head of the Institution:	Dr. Kiran Vishnu Mangaonkar
Tel. No. with STD Code:	(022) 24096635; (022) 24096234
Mobile:	09833835824
Name of the IQAC Co-ordinator:	Dr. Mrs. Vaijayanti V Ranade
Mobile:	09819935396
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/aqar2014-15.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

1.7 Date of Establishment of IQAC:

10/12/2008

1.8 AQAR for the year:

2014-15

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

Year	Submission Date	Mode
2010-11	28/07/2011	Offline
2011-12	28/03/2013	Online
2012-13	26/11/2013	Online
2013-14	07/11/2014	Online

1.10 Institutional Status:

University

State

Affiliated College

Yes

Constituent College

No

Autonomous college of UGC

No

Regulatory Agency approved Institution

Yes

*UGC

Type of Institution Co-education

Urban

Financial Status Grant-in-aid

UGC 12B

UGC 2(f)

Grant-in-aid + Self Financing

1.11 Type of Faculty/Programme

Arts

Science

Commerce

1.12 Name of the Affiliating University:

1.13 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

UGC-CPE

DST Star Scheme

DST-FIST

UGC-Innovative PG programmes

Any other

2. IQAC Composition and Activities:

2.1	No. of Teachers	14
2.2	No. of Administrative/Technical staff	03
2.3	No. of students	02
2.4	No. of Management representatives	02
2.5	No. of Alumni	02
2.6	No. of any other stakeholder and Community representatives	02
2.7	No. of Employers/ Industrialists	00
2.8	No. of other External Experts	02
2.9	Total No. of members	22
2.10	No. of IQAC meetings held	15
2.11	No. of meetings with various stakeholders:	
	Total No.	60
	Faculty	5
	Non-Teaching Staff	2
	Students	1
	Alumni	2
	Others (PTM)	2 per department

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State

Institution Level

(ii) Themes

'Understanding and Interpretation of Regulations regarding admissions to minority colleges.'

2.14 Significant Activities and contributions made by IQAC

- Feedback from teachers and students (SSI) (Annexure – 1)
- Solar Energy Proposal
- Streamlining the Grant utilization process of DST-FIST and DBT STAR
- Applied for CPE

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. *

- Research and social outreach programme.
- Utilisation of received grants.
- UG Research Project and presentation.

Plan of Action	Achievements
Highlight of the year	Research and Social Outreach program became the Best Practice.
Implementation for DST-FIST	Sanctioned Grant Rs.82 lacs and received Rs. 64 lacs. Utilization of received grant.
Applied for DBT-STAR & UGC-CPE	Awarded DBT-STAR (funds yet to be received – Rs. 80 lakhs)
Applied for UGC-CPE	Selected at University level and has been sent to UGC and is under consideration.
SIRO Recognition Certificate	Awarded Certificate
UG Research Projects and Presentations	UG Research Projects undertaken and Research Paper presented (Prize winning Paper by Commerce student at Intercollegiate Seminar)
Sports	Third Position at University
Social Outreach	Successful implementation of social outreach programmes conducted by John Kapoor Foundation and PUKAR

* 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

In consultation with Management and Principal, IQAC continuously monitors the functioning of college in all aspects.

Initiation of the third cycle of Accreditation and preparation of all essential requirements were put forth at the Managing Committee Meetings.

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	09	-	-	-
PG * P-19 ** R-08	27	PG ** R-01 (Physics)	10	-
UG	21	23 (Punjabi n Statistics)	08	-
PG Diploma	01	-	01(RFID)	-
Advanced Diploma	01	-	-	-
Diploma	01	-	01(IT)	-
Certificate	05	-	-	15
Others	01	-	-	11
Total	66	01		26

Interdisciplinary	10			
Innovative	02			

PG* By papers ** By research.

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG 23 and PG 18 = 41
Trimester	nil
Annual	09 (Ph. D)

1.3 Feedback from stakeholders (On all aspects)

Alumni and Parents

Manual Feedback during Meeting

Students*

Online questionnaire once a year (TAQ and SSI)

Mode of feedback:

Online

20

Manual

18

Co-operating schools (for PEI)

-

Please refer to Annexure - I**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. However the marking scheme has been revised from 60/40 to 75/25 along with the revision and development of the syllabi as per University rules.

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**

Total	Asst. Professors	Associate Professors	Professors	Others
86	60	26	--	--

2.2 No. of permanent faculty with Ph.D. 49**2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year**

	Asst. Professors		Associate Professors		Professors		Others		Total	
Aided	10	02	--	--	--	--	--	--	10	02
Unaided	05	03	--	--	--	--	--	--	05	03

2.4 No. of Guest and Visiting faculty and Temporary facultyGuest: nilVisiting: 77Temporary: 35**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	17	46	40
Presented papers	20	17	04
Resource Persons	01	14	40

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

- Enhancement in use of ICT and web-links in the classroom.
- Nodal Centre for Virtual Lab in collaboration with IIT-B.
- Encouragement to Undergraduate Research and publication.
- Experiential learning through social outreach programs

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 FY and SY students on request.
- Revaluation
- PIP and Remedial PIP

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 - 06	Revision - 14	Syllabus development - 05
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2.10 Average percentage of attendance of students

75%

2.11 Course/Program wise distribution of pass percentage: Results awaited

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

- Programmes of the Academic plans are executed through various committees.
- The plan includes co-curricular and extra-curricular activities aimed towards the overall development of the students.
- IQAC initiates and executes assessment of Teachers, HODs and Principal ensuring overall quality of teaching –learning process and administration.
- Maintaining the Academic Diary by faculty members.
- Performance Improvement Programme (PIP) and Remedial PIP for TY students.
- The IQAC coordinator monitors the effective implementation of Grants received from DST-FIST and UGC.
- Monitoring the preparation of RAR and AQAR for accreditation.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Program	00
HRD programs	00
Orientation programs	11
Faculty exchange program	00
Staff training conducted by the university	00
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	11
Others	02

2.14 Details of Administrative and Technical staff

Category	Permanent Employees	Vacant Positions	Permanent positions filled during the Year	Positions filled temporarily
Administrative Staff	48	03	00	55
Technical Staff	54	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- To encourage and promote research activities amongst faculty members and UG and PG students.
- To provide a forum to exchange and discuss ideas related to research
- Research Committee facilitate the submission of research proposals to the concerned funding agencies (University of Mumbai, UGC, DST, CSIR, ICAR, ICHR, ICSSR etc.)
- Collection of research papers published by faculty members in the form of Compendium to strengthen the research culture.
- Initiated a structured process for Ph.D. admissions.
- Research mentoring: To offer expertise for “research communication” for writing research paper, paper presentation etc. through interactive sessions.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	08	01	-
Outlay in Rs. Lakhs	-	80,61,600	14,00,000	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	04	24	09
Outlay in Rs. Lakhs	0.40 L	95,000	39,48,000	40.95 L

3.4 Details on research publications

	International	National	Others
Peer Review Journals	24	09	-
Non-Peer Review Journals	-	06	01
e-Journals	03	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-17	UGC	14 lakhs	-
Minor Projects	2014-16	UGC and Mumbai University	8.35 L	1.02 L
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (<i>other than compulsory by the University</i>)	3 months	College	0.25 L	0.25 L
Any other(Specify)	2 to 4 years	Asiatic Society of Mumbai	1.00 L	nil
Total	--	--	23.60 L	1.27 L

3.7 No. of books published

i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.18 No. of faculty from the Institution who are Ph. D. GuidesAnd students registered under them **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	<input type="text" value="355"/>	State level	<input type="text" value="116"/>
National level	<input type="text" value="126"/>	International level	<input type="text" value="--"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="02"/>	State level	<input type="text" value="104"/>
National level	<input type="text" value="08"/>	International level	<input type="text" value="--"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input 152="" 449="" 637="" 654"="" data-label="Section-Header" type="text" value="---</input></td> </tr> </tbody> </table> </div> <div data-bbox="/> 3.24 No. of Awards won in NCC:

University level	<input type="text" value="02"/>	State level	<input type="text" value="08"/>
National level	<input type="text" value="03"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="03"/>	College forum	<input type="text" value="03"/>	
NCC	<input type="text" value="01"/>	NSS	<input type="text" value="15"/>	Any other <input type="text" value="02"/>

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

- Gymkhana and college ground is made available to neighbourhood schools.
- Gunavati Kapoor Foundation Scholarships: 19 Students were allocated socially relevant projects during the mid-summer vacation and given training by experts and NGOs.
- Personality Development Programmes in collaboration with Don Bosco Centre.
- College premises is made available to Music Circle *Swaranjali*.
- Progressive Science Centre trains school students in science theory and practical.
- Students participated in "*Shapath Samaroh*" at Parsee Gymkhana on 23rd November, 2014 to galvanize the momentum for mass awareness against terrorism while upholding the values of Secularism and National Integration organised by the Mumbai unit of All India Anti-Terrorist Front.
- Entertainment and gifts to children at Army Salvation Orphanage, an initiative by TYBA (History) students for the social cause.
- Mr. Jaspal Singh from Microbiology Department (Admin staff) visited the earthquake affected region and assisted in relief work. Staff members contributed financially towards the cause.

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	-	-	-
Class rooms	42	-	-	-
Laboratories	30	-	-	-
Seminar Halls	1 + 1	-	-	-
Important equipments purchased ($\geq 1-0$ L) (14-15)	85	8	-	19,69,871
Value of the equipment purchased during the year (Rs. in Lakhs)	26.47	5,79,384	UGC, Gov. Body, Dept. Budget	32,26,384

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	10,202	7,70,095	290	32318	10492	8,02,413
Reference Books	65,470	73,64,905	569	3,99,015	66039	77,63,920
e-Books	6,000	5000	6000	5000	6,000	5000
Journals	52	34,198	62	62,950	62	62,950
e-Journals	97,000	5000	97000	5000	97000	5000
Digital Database	21	5000	21	5000	21	5000
CD & Video	993	**	66	**	1059	**
Others (specify)	British Council Library membership	16,000	British Council Library, American Library Membership	16000+ 2000	British Council Library American Library Membership	16000+ 2000

Note: *Library is the subscriber of UGC – INFONET’S Nlist Consortia which gives access to e-books, e-journals. Annual membership fee paid for year 2013-14 is Rs. 5000

** CD s are the part of purchased books and journals.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Others
Existing	275	09	250	01	12	3
Added	35	00	04	00	0	1
Total	310	09	214	01	12	4

Technology up gradation (Office/Accounts)

	Total Computers	Comp. Labs	Internet	Browsing Centres	Comp. Centres	Others/ Upgradation
Existing	19	-	-	-	-	RAM up gradation to 2 GB
Added	21	-				RAM 2 GB (10-2-2014) RAM 4 GB (25-4-2014) CAT 6 cable upgradation.
	12 Office, account and principal office.					

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
1.	Android Internship Program	Computer Science & IT	1
2.	Mobile Testing		1
3.	Software Testing		1
4.	Cloud Computing		1
5.	Virtual lab	Bio informatics	1
6.	Training on Browsing subject sites	Library	1
	TOTAL		06

4.6 Amount spent on maintenance in lakhs:

i) ICT	28, 02,626
ii) Campus Infrastructure and facilities	26, 60,606
iii) Equipments	33, 53,422
iv) Others	12, 69,441
Total:	1, 00, 86,095

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Providing information about Diploma, Certificate and Bridge Courses conducted by various departments
- 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.
- Encouraging University rank holders with attractive Cash Prize
- Orientation Program for students
- 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
- Bringing out the Importance of NCC, NSS, Sports, Extension Work & Cultural activities
- Performance Improvement Program PIP and Remedial PIP for TY students in terms of regular Test Series
- Mentorship and guidance Programme
- Grievance cell, personal and career counselling
- Conducting TAQR to obtain students' feedback on the performance of teachers
- Placement Efforts by various Departments

5.2 Efforts made by the institution for tracking the progression

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

- Occasional meetings between Principal, Registrar and HODs
- Result Analysis and remedial action
- Presentation of Departmental Reports
- Regular Test Series for TY Students
- Parent-Teachers' Meet
- Feedback from Stake holders (Parents, Alumni etc.)
- Identifying funding agencies for college development in various niche areas.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
3410	462	27	3899

(b) No. of students outside the state

44

(c) No. of international students

-

No	%
1671	43

Men

No	%
2190	57

Women

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3242	242	51	202	00	3737	3365	260	3	271	00	3899

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 630 approximately

Sr.no	Department	Competitive Exam	
1	Maths	4	Preparation for IIT-JAM and entrance examination for M. Sc mathematics at different universities examination.
2	BOTANY	4	Continuous guidance for NET exam given by staff members to MSc students.
	Total	8	

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	05

5.6 Details of student counselling and career guidance

No. of students benefited - 1102 students

- PIP and remedial PIP for students
- Career guidance workshops, Exhibition,
- Industrial visits and guest lectures
- Need based personal counselling and mentor by teachers
- No. of Students benefited - 1510 students

5.7 Details of campus placement:

Department	Organizations Visited	On campus		Off Campus
		Participated	Placed	Placed
IT	Cape Gemini	16	10	
	Wipro		7	
	TCS		3	
	I Gate	17	2	
	Tech Mahindra		2	
	Infosys	31		
	Mindcraft	16		
	TCC		7	
Bioanalytical	Rubicon Research	20	6	
	Johnson & Johnson	20	-	
	Roha dye chem.			
	Topper.com			
	Ankur drugs			
Computer science	Infosys	7	2	
	TCC	7	1	
Botany	Aakash institute	6	5	
Philosophy				4
BMS/BMM	4	80	2	3
Commerce/ BAF/BI	TCS	100	48	
	JP Morgan	106	3	
	ICICI	100	27	
	Nathani Investment			10
TOTAL		562	127	13

5.8 Details of gender sensitization programs – 06 programs

Guest Lecture/Skit/ Poster Competition/	Speaker/ Agency/ Dept	Students Benefited
BMS/BMM dept. in assoc. with W D C - silent march- <i>Aab Khamosh Nahi</i> - Voice against sexual harassment on 9 th Aug. '14.	BMM/BMS/ WDC	200
Digital poster exhibition was organised by students of FY/SYBMM on 18 th Dec'14.	BMM/BMS	40
Class discussion on gender issues - SYBA	Faculty of Arts	35
Class discussion at TYBA level Abortion, Ecofeminism, Surrogacy	Faculty of Arts	08
Organized rally along with neighbouring college on World Human Right Day'	WDC	300
NGO 'Ladli -'Workshop -women empowerment & gender equality- Oct. '14	NSS YWCA	04

5.9 Students Activities

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

Sports

State/ University level

270

National level

11

International level

01

Cultural events

Total Participation in Cultural Events - 1042

Cultural:

State/ University level

15

National level

Ni

International level

Nil

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

Sports:

State/ University level National level International level

5.10 Scholarships and Financial Support

	Students	Amount
Financial support from institution	61	2,89,230
Financial support from government	91	30,16,071
Financial support from other sources	55	3,40,200
No. of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs :

State/ University level National level International level

Exhibition:

State/ University level National level International level

College level -

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students redressed:

- Exhausts have been set up in the Chemistry laboratory to address the problem of insufficient ventilation.
- The demand for replacement of fans and tube lights in the classrooms and library have been complied with.

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.**

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 information management is facilitated via Automated Library Administration and Management System like SLIM 21**

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 at the University level after every three/five years. 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.**
- **Syllabus revision workshops conducted in College.**

6.3.2 Teaching and Learning

- **Virtual Laboratory facility**
- **E-database in Library**
- **Increased use of ICT in classrooms by the teachers and the students**
- **Special coaching for slow and advanced learners catering to their separate needs**
- **Revision and practice examination in theory and practical, Performance Improvement Program (PIP) to enhance paper solving skills of students, Remedial PIP for unsuccessful students**
- **UG research projects to provide insight of research to young students**
- **Industrial visits are arranged for students to give first-hand experience of industrial needs, technologies and advancements**

6.3.3 Examination and Evaluation

- **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**
- **Centralised Assessment, Moderation (internal and external) and Revaluation of answer papers as per University norms.**

6.3.4 Research and Development

- Research grants from various funding agencies like UGC, DST, DST-FIST, DBT-STAR, DBT-ICT and University of Mumbai.
- DBT-ICT for collaborative research activities.
- 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.
- The admission procedure for Ph. D. students is streamlined and routed through the research committee.
- Newer and advanced equipments 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 are organized for teachers and students.
- Participation of UG and PG students in state level research festival “AVISHKAR” and reached to final rounds.
- Teachers from the college were involved in various capacities as mentors and judges in “AVISHKAR.”
- The C2 category Mumbai District Rounds of research convention “AVISHKAR -2014” for the students of Commerce, Law and Management was hosted by the College.
- 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.
- Added 321 titles and 500 copies of books.
- ICT method of teaching and learning is strengthened by addition of LCD projectors.
- Public speaking systems available in classrooms and UG laboratories.
- Advanced instruments/equipments are added through the research grants obtained by faculty members.
- Physical infrastructure is up-graded via renovations, continuously based on needs of various departments.

6.3.6 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 and Grievance Cell for Teachers and students.
- Mentoring scheme involves connecting the students to teachers for the overall development via continuous counselling.
- Distribution of administrative responsibilities through Principal, Additional Principal, Vice Principals, Heads of Departments, Committee convenors and Class In-charges.
- Faculty members are actively involved in administrative work, extra and co-curricular activities management.
- Administrative and accounts responsibilities shouldered by Registrar and head clerks.
- Inclusion of teaching and non-teaching staff representatives in LMC.

6.3.7 Faculty and Staff recruitment

- As per UGC and Mumbai University guidelines
- IQAC coordinator ensures career advancement of teachers

6.3.8 Industry Interaction / Collaboration

- Industrial visits are arranged for students to give them insight into industrial needs, technologies and advancements
- Training for students in various industries
- Guest lectures, work-shops and seminars by experts in industries
- Sponsorships for co-curricular and extra-curricular events by industry
- Campus placement drive with the participation of internationally reputed companies
- Department of Bioanalytical Sciences encouraged the preparation of ASU formulations by students in collaboration with an Ayurvedic Vaidya
- National Facility of Biopharmaceuticals execute the training programs in collaboration with industries
- Collaboration with ICT for PG Research Projects.
- Certification by DST as SIRO.

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 Govt. Schemes • Book bank scheme • Endowment prizes • Counsellor available on campus for personal & career counselling • Mentorship program • Performance Improvement Program (PIP), mentorship programs and test series for TY students to enhance academic performance. • Remedial PIP is conducted for slow learners.
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 from teaching and non-teaching staff to support their medical treatment expenses • Non-teaching staff council • Free education to children of non-teaching staff • One day salary to Retiring member
Teachers	<ul style="list-style-type: none"> • Staff Council

6.5 Total corpus fund generated

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	Auditors	Yes	IQAC
Administrative	YES (Accounts audit)		Yes (Accounts audit)	Auditors

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programs Yes No

For PG Programs Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

- Scholarships sponsored by our alumni through the Gunavati Kapoor foundation.
- Annual Alumni Meeting
- Guest Lectures by alumni
- Assisting placements
- Financial contributions made by the Alumni association for academic and infrastructural development Rs. 1,20,550

6.12 Activities and support from the Parent – Teacher Association

- The Parents meeting is conducted by all departments and parents are continuously apprised about the progress of their child and also about various carrier opportunities available
- Parent as stake holders give inputs for teaching learning process.

6.13 Development programmes for support staff

- Support staff is encouraged to continue higher education and their wards are given free education.
- Non-teaching staff members from the Chemistry department participated in a workshop for laboratory safety measures
- Administrative staff members attended workshop on e-administrative program
- Library staff attended a workshop on library management

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

- Composting pits for waste is generated through canteen and gardens.
- Green audit committee to manage e-waste generated in collaboration with *Stree Mukti Sanghatana* initiated.
- Well maintained garden: regular addition new plants
- Plantation drive by students
- Lectures organized spreading awareness about environmental pollution and control measures
- Recovery and recycling of certain Chemicals in chemistry laboratories and safe disposal of biology and chemistry laboratory wastes

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.

- Bioinformatics department initiated with IIT Bombay a Nodal Center for conducting virtual lab workshop which was funded by MHRD.
- Performance Improvement Programme (PIP) practiced at TY level along with Remedial PIP
- Initiated the process of conducting the Green Audit in collaboration with *Stree Mukti Sanghatana* - e-waste and solid waste management.

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

- The IQAC conducted regular internal monitoring of the progress at the department and college level.
- Implementation of the grants received from government funding agencies.
- Environment awareness and eco-friendly practices
- Foster social consciousness about the needs of community through Gunavati J Kapoor Foundation Scholarship Program in collaboration with 'PUKAR organization'
- Research culture among staff and students. Increase in research proposals submission, research guides, undergraduate research

7.3 Give two Best Practices of the institution Annexure 3

- Gunavati J Kapoor Foundation Scholarship Program to help financially weak students. Last year an external audit was conducted.
- Promoting Research Culture
- To augment research culture so that staff and students acquire and develop their research.

7.4 Contribution to environmental awareness / protection

Plantation: Green initiative undertaken by our NSS unit in tree plantation drive. Undergraduate and postgraduate projects by science departments such as vermicomposting, hydroponics, tissue culture of endangered medicinal plants are few such steps towards environment protection.

Conducted Green Audit in collaboration with *Stree Mukti Sanghatana* - e-waste and solid waste management

7.5 Whether environmental audit was conducted? Yes No

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

The College has applied for the CPE and selection at the University has been done and forwarded for consideration by the UGC.

Awareness program about Autonomy are conducted with the future plan to achieve to autonomy statuses.

8. Plans of institution for next year

- Moving towards autonomy
- To make college self - sustain in energy usage by installation of solar cells
- To enhance social outreach programs
- .To increase linkages and collaboration.
- To continue implementation of FIST and STAR scheme programs

Dr. (Mrs) V.V. Ranade



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 teaches 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- 1

Analysis of Feedback

Teacher Assessment Questionnaire

TAQ for teachers is filled online by the students. The analysed report is prepared by the Appraisal committee. Teachers are apprised of the same by the Principal who appreciates good performance and suggests improvements where necessary. Head of departments also discuss performance of teachers individually.

- Feedback from students is also taken in the form of SSI and analysis is done by the committee. Necessary improvements are discussed with the Principal and duly implemented.
- Parents Teachers Meeting is conducted by all departments where parents discuss about their wards' progress. It is a platform for parents to voice their concerns and also give suggestions.

Student Satisfaction Index Analysis (SSI)

SSI survey was conducted on randomly selected 200 students in the month January 2013. Of these, 194 completely filled survey forms were accepted and analyzed using SPSS software and Excel. There were 120 (62%) female and 74 (38%) male students in the study. The majority of Students were from T.Y (94%) and only 6% reported were from S.Y. Among participants, 37% students were from arts faculty, 34% from science, and only 29% students from commerce faculty. 73.23% of the participants had passed with first class in HSC and SSC.

The analysis was conducted based on the following factors:

- Impression about Administrative facilities offered by College

- Impression about Teaching, Learning and Assessment
- Impression about Library, Laboratory, ICT
- Impression about facilities for extracurricular activities
- Impression about other general issues
- Impression about College and its reputation

Most of the students participated in the study were impressed with Teaching, Learning and Assessment process of the college by giving a score of 71.43%. 17% gave the response 'Excellent', 40 % gave 'Very Good', 31% responded with 'Good' and only 12 % had the opinion of 'Satisfactory'.

The facilities offered in library, laboratory and through ICT received a score of 54.46% with 9% giving 'excellent', 35 % offering 'Very Good' and 41% responding with 'Good'. The administration received a score of 55.84% with 4% of the respondents with 'Excellent', 22% gave 'Very Good' and 30 % offered 'Good'. 36 % said 'Average' and only 8% said 'Poor'. The survey reveals that students have a good opinion about the reputation of the college (53%). 49 % responded with 'Excellent', 30 with 'Very Good' and 18% with 'Good'. On other points, Extra -curricular activities received a score of 46.6%, and general issues got a score of 60.39%.

Annexure 2

GURU NANAK KHALSA COLLEGE 

CALENDAR OF EVENTS : 2014- 15

9 th June - Sr. College Re-opening	
16 th June - Junior College Re-opening	
2 nd and 3 rd week of June 2014	Orientation and P.T.A. for T.Y. Classes
July	Tree Planting Drive to mark world Environment day
August 2 nd week	Orientation for F.Y. classes
15 th August	Independence day celebration
25 th August to 30 th August	Internal assessment F.Y & S.Y classes Jr. college
29 th August	National Sports day
5 th September 2014	Annual Prize distribution
14 th September	Hindi Day
25 th September to 16 October 2014	1 st semester and III rd semester Examination Sr. College
7 th October to 17 th October 2014	Terminal examination for F.Y & S.Y classes Jr. college
18th October to 9th November	Diwali vacation - Sr. College
20th October to 6th November	Diwali vacation - Jr. College
10 th November	World Science day
22 nd November	Gurupurab celebration
1 st December	Aids Day
15 th to 19 th December	Departmental co-curricular activities
20 th December	N.C.C. day
20 th to 22 nd December	Nazrana
25th December to 1 January 2015	Winter break
2 nd Jan to 13 th January 2015	2 nd Internal Assessment F.Y classes
	Preliminary Examination for S.Y classes Jr. College
5 th January	College Sports Day
25 th January	Alumni Meet
4 th Feb	World Cancer Day
23 rd February 2015 to 14 th March 2015	Semester II & Semester IV Exam Sr. College
8 th March	International Women's Day
16 th March to 10 th April 2015	Semester I and semester III Additional Examination
3 rd week of March	Annual Examination for F.Y classes Jr. College
13 th April 2015 to 7 th May 2015	Semester II and semester IV Additional Exam
23 rd March 2015	F. Y. and S.Y. Declaration of result Sr. College
15 th April 2015	F.Y classes Declaration of result Jr. College
1 st May 2015	Maharashtra Day Celebration
2nd May 2015	Summer Vacation

Office Timing for students :

9.30 am to 12.30 pm Senior College 2.00 pm to 4.00 pm Junior College

* Dates are subject to change.

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.

1. Title of the practice:

Promoting Research Culture

2. The Goal:

The main endeavor of this best practice was to enhance quality education and augment research culture so that staff and students acquire and develop their research skills and become proficient investigators in their area of expertise.

Under this, the following initiatives were taken:

- To enhance quality education through augmenting research culture.
- To create nationally recognized research centers with state of art facilities.
- To provide a forum to ideate, share, discuss and collaborate research ideas and thoughts.
- To encourage teachers to pursue PhD, to become research guides and hence to institutionalize research culture in the College.
- To facilitate submission of research proposals to different funding agencies
- To encourage dissemination of new findings and addition to existing knowledge base through publication of research papers and filing patents.
- To spread awareness of good practices in research through invited talks and interface with experts.

3. The Context:

The College has always had qualified faculty; many joined the institute with prior research qualifications. However, because of not having given enough attention, research had become a non-priority to many. Though, some have continued with their research interest or acquired research qualifications, it was mainly because of sheer commitment and personal interest. The recommendation of NAAC peer team and subsequent creation of GNIRD around ten years back could address this issue to a certain extent.

The College has rightly realized the potential and scope of augmenting research culture. The following measures have been taken:

- **By setting up National Facility of Bio-pharmaceuticals (NFB), the first of its kind in an affiliated College.**
- **By overhauling the mandate of the research committee to include greater thrust and focused attention.**
- **By offering proactive measures to increase the number of research centres, PhD guides, research projects and publications.**

4. The Practice:

The Institute has adopted a three-pronged strategy to design and implement the best practice.

- **Creation of NFB:**

One of its kind, NFB was created with a grant of Rs. 3.85 crores from the Department of Science and Technology, Government of India. It has tie-up with Bio-genomics Ltd. as their industry partner and TDM laboratories as partner in clinical research.

The premium facilities available in NFB are listed below:

- **Mammalian Cell Culture Lab: Mammalian cell bioreactor, CO₂ incubator, Inverted microscope, -80oC freezer, laminar air flow.**
- **Microbiology Lab: Bioreactor of 6 liter capacity, Cell disruptor, Centrifuge, Shaker, Laminar air flow.**
- **Molecular Biology Lab: Real Time-PCR, PCR, Flow cytometer, DNA sequencer, Gel doc system.**
- **Protein Characterization: Bioline FPLC, HPLC, UV-VIS spectrophotometer, Lyophilizer, -20°C Freezer, Biochemistry analyzer. MALDI-TOF, LC-MS/MS, Capillary electrophoresis.**
- **In the last three years NFB has reached to various colleges, institutes and industries to train teachers, students and industrial personnel through different tailor made courses. It regularly conducts different programs on:**
 - ✓ **Gene cloning and expression in prokaryotes**
 - ✓ **Molecular Biology, Protein Characterization, Mammalian tissue culture, Capillary electrophoresis and LC-MS-MS**

- ✓ **RT-PCR(Reverse transcription polymerase chain reaction)**
RT-PCR
- ✓ **Bioreactors based cell culture and upstream process for mammalian cell culture**
- ✓ **Capillary electrophoresis**
- ✓ **Protein characterization**
- ✓ **LC-MS/MS**
- ✓ **FPLC(Fast protein liquid chromatography)**
- ✓ **Flow Cytometer**
- ✓ **Toxicology and cytotoxicity in collaboration with Toxicology Society of India**
- ✓ **Knowledge management, Intellectual property rights and Patent Drafting**

NFB has been successful in taking technology to masses, as the facilities are made available to other Colleges and institutes. It organizes on-campus and off-campus training programs. Through the on-campus programs, around one thousand students and teachers have benefitted. The NFB has a custom made five days' workshop for the off-campus training programs.

- **Overhauling of Research Committee with renewed focus:**

The Institute has reformulated the scope and potential of the research committee to address the new challenges. The committee has representation of teachers from different faculties. The following are some of the steps taken by the committee and its outcomes:

- **Comprehensive research guidelines are in place streamlining process involved in the guiding of research students.**
- **Publication of a research compendium of published works of the faculty is being done.**
- **Encouraged the faculty to collaborate with agencies like Institute of Chemical Technology (ICT), Agharkar Institute, Haffkine Institute, Envirovigil, Biogenomics and Dept. of Computer Science, University of Mumbai, Tata Institute of Fundamental Research (TIFR), Indian**

Institute of Technology (IITB), Bhabha Atomic Research Centre (BARC) on a need basis.

- **Organized Research Scholar's Meet/ Presentations twice a year during October and April. This helped (i) to share preliminary findings and stimulate discussion within the research community. (ii) To obtain constructive comments on the contents of presentation/ research study.**
 - **Training Programs for the teachers to draft / prepare Research proposals / projects to be submitted to various funding agencies like UGC, DBT, DST, CSIR, ICAR, and ICSSR, ICHR & Sir Dorabji Tata trust scholarship.**
 - **A system is in place to review research proposals before sending them to funding agencies.**
 - **Dissemination of information on funding opportunities for which departmental members are eligible through presentation/ newsletters/ display in the College website.**
- **Proactive role of the Institution:**

The Institution has taken several proactive steps in improving facilities for research and motivates teachers to take up research activities.

- **Financial support is given to students for attending seminars, workshops, conferences and research based competitions.**
- **Financial assistance (seed money) is provided to undergraduate students to take up under- graduate projects mentored by teachers.**
- **Offers a custom made certificate course on statistical analysis with hands on training in SPSS to help researchers to deal with research data.**
- **Students are encouraged to participate in national/international level conferences/workshops/symposia and research paper presentation competitions, which have brought laurels to the College.**
- **Encouragement is given to faculty to visit premier institutes, meet experts, attend seminars and workshops and take up interdisciplinary projects.**

- Support is given to teachers to acquire PhD, become PhD guides and steps have been taken to increase the number of research centers and facilities.

The process of developing a research culture has been more streamlined with the help of the Research Committee and the IQAC. The Principal and Management have been instrumental in encouraging faculty to upgrade their scientific skills and knowledge through publications and presentations at seminars and conferences.

5. Evidence of Success:

The College has seen a marked improvement in every aspect of research since the previous accreditation.

- There have been a substantial number of minor and major research proposals submitted and sanctioned during the last five years. The College has received research projects worth around two crores. in the last five years.

Year	Minor Research		Major Research Sanctioned	
	Number	Funding (in RS)	Number	Funding (in RS)
2010-2011	12	5,82,000	2	25,21,000
2011-2012	18	5,90,000	3	19,51,000
2012-2013	12	2,89,100	4	34, 65, 600
2013-2014	4	95,000	2	45, 00,000
2014-2015	24	39, 48, 000	1	14,00,000

The funds obtained by the teachers involved in major and minor research projects are utilized by them for the purchase of books and instruments and this adds value to the development of the College by enriching the library and infrastructure.

Number of research publications has seen a phenomenal increase in last five years.

Year	No of Research publications	% Increase, 2010-11 as base year
2010-2011	31	--
2011-2012	59	90%
2012-2013	83	168 %
2013-2014	90	190%
2014-2015	43	39%

- Number of research guides has increased to 35 and more research departments recognized.
- There have been some initiatives in patenting research findings. As of now, two patents have been filed during last five years.
- There has been a substantial increase in number of value added courses and the contribution of teachers in them.
- Representation of teachers and students in national and international conferences, workshops and symposiums has increased.
- The number of prizes won by researchers in research based competitions like 'Avishkar' has seen a marked improved.
- Promotion of research culture has helped the College to get recognition from different Government/academic bodies: Best College Award of University of Mumbai, Star College Award and FIST grant and recognition as SIRO by DST.
- Application for 'College with Potential for Excellence' has been sent and soon the College will apply for autonomy.

6. Problems encountered and resources required

Earlier research culture was isolated and therefore efforts were needed to streamline the research activities through coordinated programs and activities. There was lack of awareness on how to make a research proposal, avenues of funding and the procedure involved. Constant motivation had to be provided to encourage teachers to overcome inertia and indulge in research activities. Infrastructure available for research was inadequate and laboratory facilities needed to be augmented.

Finding funding was a major issue. The grants received through research projects were mainly used for augmenting facilities for research. Funding

received for the creation of NFB was a major help to bring in state of art facilities. At present around 1% of the total yearly budget of the College is earmarked for research.

7. Notes:

Through this best practice almost all permanent teachers of the College have got the opportunity to be involved in one or other research activity. By engaging in new ideas and interacting with experts (including Bhatnagar awardees and experts from premier institutes like IIT, TIFR, IISER, ISC, TISS, BARC and RBI), teachers got a better and different perspective, which could be translated into teaching learning. This has resulted in generating new and novel ideas, creating better student driven projects. Even undergraduate students have shown interest in research, though that is not part of the curriculum. On realizing the potential of this, the Institute motivates and support financially by offering seed money to UG students with teacher mentors. Because of all these efforts, many students, including UG students, won prizes in research-based competitions like 'Avishkar'. Overall, this practice had a positive impact in teaching learning.

Best Practice – 2

1. Title of the Practice: **Gunavati J Kapoor Foundation Fellowship Program**

2. The Goal

Gunavati J Kapoor Foundation started the scholarship program with Guru Nanak Khalsa College in 2010. Dr. John Kapoor, an alumnus of Khalsa College and the sole funder of Gunavati J Kapoor Foundation, has a vision for the students and particularly the economically backward students who should not be turned away from receiving education due to financial constraints. Therefore the goal of the organization is to provide financial assistance to the students in return of their services that they offer for some social cause. The most important principle of this practice is to make the students self-sufficient by means of earning a stipend, which they can utilize for their tuition fees and books. Keeping in view the 'vision and mission' of the College, objectives of the program are listed below:

- To sensitize students with social issues.
- To identify and nurture research skills.
- To create leaders for tomorrow through active participation.
- To achieve holistic development.

3. The Context

It was indeed a challenge to empower the students to face social realities with confidence and openness while interacting and coordinating with the affected people. It was also difficult to overcome the uncooperative attitude of people concerned, due to lack of confidence and trust.

The following feedback given by the participating students clearly indicates the nature of challenges that they encountered –

“Convincing all group members for the same approach; to manage timings during exams; uneven work distribution where some of us were loaded with more work – these were some of the challenges we had to cope up with”. - Gauri.

“I faced problems to work in a group where everyone had their individual opinions and issues and so coming up to one point was difficult for me”- Simran.

The main contextual feature is that the program has a two-way approach – on the one hand it aims at creating awareness in the society on issues like problem of illiteracy among slum children, the consciousness of the deadly disease cancer, the expanding environmental crisis, and other social concerns like dowry and disability. On the other hand, the program aims at creating analytical minds to approach these issues and come out with research findings through collaborative efforts.

4. The Practice:

Under the aegis of Gunavati J. Kapoor Foundation, the Fellowship Program initiated various practices for the benefit of students as well as the society.

2010: The students assisted children in reading programs in three areas of Sion to build up their reading skills. And, at the end of 6 weeks, children with the help of the students put on a skit of stories they read during the 6 weeks.

2011: With the help of the two NGO's located in Mumbai- 'Helping Hands' and 'Human Rights Law Network', students conducted Cancer Awareness Camps in various areas across Mumbai. Students placed under 'Helping Hands' were responsible for finding areas to hold the camps and were in charge of the full logistics of setting up these camps. Students placed under 'Human Rights Law Network' assisted their NGO in providing data on various issues that helped this organization in presenting the matter in the High Court. Some of the issues were environmental such as protecting mangroves in Mumbai and providing the organization with details of why they are valuable to Mumbai and thus should not be cut down. Water concern in various slums across Mumbai was another issue that the students provided data for.

2012: With the assistance of the NGO, 'Helping Hands', the students were placed at various departments in Tata Memorial Hospital to assist the patients for filling up forms, guiding and assisting them for tests and scans. Cancer awareness camps were also set up where the students took responsibility of the logistics.

2013: The students were placed under various organizations based in Mumbai, such as *Assema* Charitable Trust, Kotak Education Foundation, *Karunya*, *Sparsha* Charitable Trust, SHARE, Umang Charitable Trust. The students assisted the organizations in teaching basic Mathematics, Science, Hindi, Marathi and reading skills to underprivileged children.

2014: The Kapoor Foundation and Khalsa College reassessed the effectiveness of the program in detail and came out with a completely overhauled and

restructured program christened as 'Youth Leaders as Change makers Fellowship'. Under this, selected students would undergo thorough training in dealing with socially relevant projects. The NGO PUKAR has been brought in to train students to sensitize, orient and equip the students to take up socially relevant projects. The students would commit at least 250 hours for the program during holidays and vacation. The focus of the program would be

- To have an alternative pedagogy to understand social issues.
- To come out of one's comfort zone and confront the social realities.
- To learn through real life experience
- To apply analytical and research oriented approach to understand and offer solutions to pressing social issues.
- To offer a transformative process for the students who undertake the project

Overall development of the student would take place as skills like writing, computer, leadership, team building, motivation, project planning, analytical, public speaking, presentation and research of the students would be enhanced substantially.

Three research groups namely Shine Group, Sunshine Group and Young Star's Group were formed. Following were the topics chosen by the teams –

- Shine Group – Understanding problems of single parenting.
- Sunshine Group – Understanding gender discrimination in families.
- Young Stars' Group – Understanding hardships of LGBT community.

Each project team came out with a research finding in published works of around 150 pages. They were felicitated by the College and were honored in the graduation ceremony held in the University campus.

5. Evidence of Success

The projects undertaken each year were successfully completed under the supervision of the foundation members and college authorities in collaboration with the NGO's. The student participants showed enthusiasm and dedicated teamwork towards the completion of the projects assigned to them. There was remarkable transformation among the student participants in terms of their perspective towards social issues especially they were courageous enough to bring out the problems of the LGBT community. All

these exercises helped students in enhancing their leadership qualities. Appreciation letters given by the foundation in the form of certificates after successfully completing the projects, indicate the success of the project. NGOs are so appreciative of the collaboration with the Foundation and the enthusiastic cooperation of students that they expressed the wish to continue with the collaboration every year. For continuation of the project, feedback from students was taken by the College, which indicates a positive response.

Feedbacks from Students

“The more I live, the more I learn, the more I realize, the less I know.....when you know better you do better.....manage time, never give up”. -Radha.

“This project has helped children to read fluently and their vacation has also been utilized completely. Parents were also very satisfied with this program” – Arti Patil

“I felt great to render my service for the betterment of slum kids. Because of this project I got to know the problems faced by slum kids” -Swati Surve.

The devotion and determination, acceptability and appreciation at every step speak of the success that the students, dedicated to this foundation, achieved through this community commitment. Researchers came out with their research findings in the published works and the media acknowledged their contributions too.

6. Problems Encountered and Resources Required

- **To identify and motivate students to join such a program was the first challenge.**
- **Regarding student participants, the main problem faced was to motivate them to confront the situations and interact confidently with the target group. Constant encouragement was required to remove hesitation and instil confidence among them. Besides, convincing parents of some of the students was also a problem faced by the College and the organization. Scrutinizing students on criteria like awareness, sensitivity towards social issues and willingness to participate in offering solutions through constructive projects were also the problems faced by the College.**
- **After selection of the students for implementation of the program, various problems were encountered like lack of seriousness on part of slum children towards the literacy program, hesitation of people while talking about the social problems faced by them, lack of seriousness towards**

awareness campaigns conducted for them. Therefore students had to take lot of efforts to convince and encourage the target audience and bring about sensitivity among them.

- Continuity of this best practice was possible primarily due to financial support from Kapoor Foundation. Finding human resource for the execution of this program was a smooth task.

7. Notes:

- Feedback from the student participants confirms the key to success of the scholarship program.
- The learning experience shared by students is motivation for the Institution to continue with this best practice for the years to come.

“It was a great experience, first time I have done such kind of thing which helped me to gain confidence, conversation with people and also understand about what is happening in society” Mahesh L. Shahi placed at Human Rights Law Network.

“It was a new experience and it was fantastic, and also got to know information about cancer, where I learned how to organize a camp.” Jyoti S. Singh placed at Helping Hands.

“It felt great to work with cancer patients and I got to know about hospital management”. Pushkar Meshram placed at Tata Memorial Hospital.

“It was a great experience which would help me in my future, it helped me to gain self-confidence”. Namrata Shinde placed at Helping Hands.

“Thank you to Gunavati J Kapoor Foundation for giving me this opportunity to work at Sparsh Charitable Trust, it was a great accomplishment for me to be able to do social service”. Sanchita Pol.

“I am really thankful to Gunavati J Kapoor Foundation for giving us such a golden opportunity for exploring our knowledge and ideas with others and making us feel proud”. Pinky Singh placed at Kotak Education Foundation.

“I have started thinking about myself through which I recognized my qualities. Learnt that no individual is completely bad or good, everyone has flaws and we must accept it and carry on.” Neelkanti Jadhav.

“Many beautiful things were a part in the process of learning, superior was to dream something and do it practically, acknowledging self.” Rani Vayatill.