

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

**Annual Quality Assurance Report (AQAR) of the IQAC
2013-14**

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	Matunga (East), King's Circle
	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:

Tel. No. with STD Code:

Mobile:

Name of IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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:

2013-14

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

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	<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 checked="" type="checkbox"/>
DST-FIST	<input checked="" type="checkbox"/>
Any other	<input type="checkbox"/> SIRO

**** Proposal being prepared**

2. IQAC Composition and Activities:

2.1	No. of Teachers	14
2.2	No. of Administrative/Technical staff	03
2.3	No. of students	01
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	11
2.11	No. of meetings with various stakeholders:	
	Total No.	59
	Faculty	5
	Non-Teaching Staff	2
	Students	3
	Alumni	3
	Others (PTM)	2 per department

2.12 Has IQAC received any funding from UGC during the year?

Yes 3 lacs

2.13 Seminars and Conferences (only quality related)

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

Institution Level 2

(ii) Themes

Quality Initiatives – Achieving Leadership Excellence for Senior teachers
Quality Initiatives – Achieving Excellence for other teaching staff

2.14 Significant Activities and contributions made by IQAC

External Academic Audit conducted on 25th - 26th February 2014

- Prof. V.S. Prasad: Chairman, Former Director, NAAC
- Prof. B.P. Sabale: Member, Former Vice Chancellor, YCMOU
- Dr. S.T. Gadade: Member, Principal, CKT, College Panvel

Feedback from teachers (TAQ), students (SSI) (ANNEXURE -I)

2.15 Plan of Action by IQAC/Outcome:

- Academic calendar with teaching days, examination and vacations is printed in the prospectus.
- Departments are encouraged to prepare timetable scheduling the curricular and co curricular activities.
- IQAC ensures through Deans that each department adheres to the calendar.

Plan of Action	Achievements
Highlight of the year - External Audit	The college maintains its academic standard as is evident in the report.
Application for DST-FIST	Awarded Rs.87 lacs for up-gradation.
Applied for DBT-STAR	Short-listed for grants
Research Proposal	Increase in the number of major and minor research projects.
Sports	Second Position in the University
NSS	Adjudged as the best NSS unit in the University and best Program Officer.

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

2.15 Whether the AQAR was placed in statutory body Yes

Management

Representation of Teaching and Administrative staff on the Local Managing Committee of the College.

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

Part – B

Criterion – I

Curricular Aspects

1.1 Details about Academic Programs

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	-	10	-
UG	21	-	07	-
PG Diploma	01	-	-	-
Advanced Diploma	01	-	-	-
Diploma	01	-	-	-
Certificate	04	01 – (BMM/BMS)	-	-
Others	01	-	-	-
Total	67	-		

Interdisciplinary				
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	40
Trimester	nil
Annual	nil

1.3 Feedback from stakeholders

Alumni & Parents Manual feedback during Meeting

Students Online questionnaire once a year
(TAQ and SSI)

Mode of feedback : Online 20 Manual 18

Please refer to (ANNEXURE-I)

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

T.Y.B.A. , T.Y.B.Sc – (Sem V & VI) and M.A., M.Sc. Part – II (Sem-III & IV) – Changed from Annual to Credit Based System

1.5 Any new Department/Centre introduced during the year: Nil

Criterion – II

Teaching, Learning and Evaluation

2.1 No. of permanent faculty

Asst. Professors	Assoc. Professors	Professors	Others
64	21	-	9

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	
R	V	R	V	R	V	R	V	R	V
02	03	-	-	-	-	06	-	08	03

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

Guest: 77
Visiting: 109
Temporary: 22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International	National	State
Attended Seminars / Workshops	05	13	07
Presented papers	07	24	01
Resource Persons	01	07	09

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

- Use of ICT and web links in the classroom
- UG projects and publications

2.7 Total No. of actual teaching days during this academic year 180

2.8 Examination/ Evaluation Reforms initiated by the Institution

Double Valuation, Revaluation and Photocopy

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

Restructuring - 26	Revision - 06	Syllabus development - 06
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2.10 Average percentage of attendance of students 75

2.11 Course/Programme wise distribution of pass percentage:

Present system of examination is Credit Base Semester Grading System. Performance chart shown hereunder is of Semester VI i.e. the final semester.

Program	Appeared	Grade						Pass %
		O	A	B	C	D	E	
B.A.	109	26	24	22	7	1	-	73
B.Sc	265	18	88	46	16	2	-	64
B.Sc IT	67	8	31	7	4	1	-	76
B.Com	220	-	31	57	53	17	-	72
M.A.	26	3	5	10	6	-	-	92
BMM	54	-	2	27	14	6	-	91
BMS	60	1	20	21	7	3	-	87
M.Com	62	1	33	17	6	1	-	94
B.Com *	152	-	71	50	15	3	-	91
M.Sc.	142	4	62	39	14	1	-	85

*- Self-financing

System of Grading:

O	A	B	C	D	E
70 & above	60 to 69.99	55 to 59.99	50 to 54.99	45 to 49.99	40 to 44.99

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

- As per the academic plan the responsibility for carrying out the programmes are assigned to committees formed for the purpose.
- These committees prepare their own plan and incorporate these as a part of the ongoing academic exercise.
- Departments prepare the academic plan and collectively, in consultation with other departments, plan the activity so that students get maximum benefit.
- These activities aim at strengthening the knowledge base of the students as well as give exposure to the real world scenario.
- Teachers Assessment Questionnaire, Assessment of HOD and Principal as well as Student Satisfaction Index is a useful aid in monitoring and evaluation.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Faculty benefitted
Refresher courses	12
UGC – Faculty Improvement Programme	07
HRD programmes	02
Orientation programmes	02
Faculty exchange programme	02
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	20
Others	11

2.14 Details of Administrative and Technical staff:

Category of staff	Permanent Employees	Vacant Positions	Permanent positions filled during the Year	Positions filled temporarily
Administrative	22	00	01	09
Technical	15	06	01	17

Criterion – III

Research, Consultancy and Extension

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

- Motivating teachers to submit minor and major research project through organised campaigns
- Supporting teachers to participate in Conference through financing and other means
- Encouraging teachers to undergo FDP to attain PhD
- Motivating to teachers to publish papers in journals and publish books.
- Supporting student research projects.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	05	3
Outlay in (Rs. Lacs)	6.25	13.76	74	158

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	1	--	02	01
Outlay in Rs. Lacs	0.2	--	0.45	0.95

3.4 Details on research publications

	International	National	Others
Peer Review Journals	24	05	04
Non-Peer Review Journals	05	05	00
e-Journals	05	00	01
Conference proceedings	10	10	00

3.5 Details on Impact factor of publications:

Range Average

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

Nature of the Project	Duration Year	Funding Agency	Total grant Sanctioned in Lacs	Received in Lacs
Major projects	2013-16	UGC+DST	74	2.4
Projects sponsored by the University/ College	2013-2014	University of Mumbai	0.45	0.3
Students research projects UG - 7	2013-14	Self funded	--	--
Total	--	--	74.5	2.7

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.

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any other

3.10 Revenue generated through consultancy

3.11 No. Conferences organized by the Institution.

Level	National	University	College
Number	01	01	05
Sponsoring agencies	Maharashtra Sahitya Academy	University of Mumbai	G.N. Khalsa College

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

3.13 No. of collaborations National Any other

3.14 No. of linkages created during this year: NA

3.15 Total budget for research for current year in lacs:

From funding agency

From Management of University/College

3.16 No. of patents received this year: NA

3.17 No. of research awards/ recognitions received by faculty and research

Fellows of the institute in the year.
 Aavishkar awarded to M.Sc. student

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

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 Project Fellows Any other

3.21 No. of students Participated in NSS events:

University National

3.22 No. of students participated in NCC events:

University State National

3.23 No. of Awards won in NSS: University

3.24 No. of Awards won in NCC: University

3.25 No. of Extension activities organized

University College NCC

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **Gunavati Kapoor Foundation Scholarships: 22 Students were allocated socially relevant projects during the mid summer vacation and given training from experts and NGOs.**
- **Progressive Science Centre trains school students in science theory and practical.**
- **College premises are made available to Music Circle *Swaranjali*.**
- **Sports Gymkhana and college ground is made available to neighbourhood schools.**
- **Don Bosco Centre collaboration for personality development of students**

Criterion – IV

Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing
Campus area	5.71 acres
Class rooms	42
Laboratories	30
Seminar Halls	1 + 1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	04
Value of the equipment purchased during the year : UGC, Governing Body, Dept. Budget	26.47 lacs

4.2 Computerization of administration and library

- 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.
- Standard Library management software SLIM21 with modules like acquisition, cataloguing, circulation, serials.
- Barcode, spine labels and book card.
- Reader's tickets are bar-coded enabling circulation by using SLIM 21.
- OPAC is available intranet, institutional member of British Council Library.
- Regular subscription of Nlist Programme using which students and faculty can access around 6000+ e-journals and 97000+

Library Services

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	10,001	7,50,000	201	20,095	10,202	7,70,095
Reference Books	64,618	67,17,024	852	6,47,881	65,470	73,64,905
e-Books	6,000					*
Journals	52	34,198			52	34,198
e-Journals	97,000					*
Digital Database	21					
CD & Video	949		44		993	**
BCL membership		16,000		--	--	16,000

* 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.

** CDs are the part of purchased books and journals

4.4 Technology up gradation (General)

	Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Others
Existing	264	09	210	01	00	70
Added	04	00	04	00	00	10
Total	268	09	214	01	00	80

Technology up gradation (Office/Accounts)

	Total Computers	Internet	Others
Existing	17	17	06
Added	02		
Total	19	17	06

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

Nine Programmes conducted by department of IT, Computer Science, Bioanalytical Sciences, Bioinformatics and Library.

4.6 Amount spent on maintenance in lacs:

i) ICT	10
ii) Campus Infrastructure and facilities	37
iii) Equipments	13
iv) Others	79
Total :	1 crore, 40 lacs

Criterion – V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services.

- Disseminating information regarding various UG, PG and PhD courses conducted by the College
- Providing information about Diploma, Certificate and Bridge Courses conducted by various departments
- Awareness drives regarding Government Freeship, 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 Quantum Cash Prize
- 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
- Benefit of 10 marks for participating in NCC, NSS, Sports and Extension Work
- Displaying information about guest lectures
- Remedial lectures for weak students
- Performance Improvement Program in terms of regular Test Series for TY students
- Mentorship programme
- Grievance redressal mechanism for students
- Suggestion boxes put up at appropriate locations within college premises
- Conducting TAQ 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

- Meetings between Principal, Registrar and HODs
- Result analysis and remedial action
- Annual Academic Audit
- Presentation of Departmental reports
- Regular test series for TY students
- Parent-Teachers' Meet
- Feedback from stake holders (Parents, Alumni etc.)

5.3 (a) Total Number of students

UG	PG	Ph. D.
3286	414	37

(b) No. of students outside the state

14

(c) No. of international students

Nil

	No.	%
Men	1583	42
Women	2154	58

2012-13					
General	SC	ST	OBC	PC	Total
3702	177	19	382	00	4280

2013-14					
General	SC	ST	OBC	PC	Total
3242	242	51	202	00	3737

Demand ratio 1:2 Dropout % Negligible

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

Guest Lectures/ Workshops, Certificate course, Book Exhibition were conducted. No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS State PSC Others

5.6 Details of student counselling and career guidance:

- Need based mentor group meetings are conducted
- Remedial coaching for academically weak students
- Formal and informal career guidance by the faculty
- Career Guidance talks, Workshops, Exhibition,
- Alumni Interface , Industrial training ,
- Innovative Career Patrika

No. of Students benefited -

5.7 Details of campus placement:

	On campus			Off Campus
Organizations Visited	Department	Students Participated	Students Placed	Students Placed
Aircel	BMS-BMM	80	04	30
ICICI Prudential	Commerce	30	53	--
WNS	Comp. Science	--	--	08
Synergy	IT	35	15	05
TCS	Bioinformatics	--	--	03
L&T	Nutraceuticals	--	--	12

5.8 Details of gender sensitization programs – 05 programs

Program	Speaker/Conducting Agency	Students Benefited
Skits	NSS Camps	100
Theme drama on 'Save a girl child'	Manthan – Commerce Fest	100
Lecture on Gender Inequalities in Society	Ms. Minal Mohadikar	50
Self Defence Programme for Girls	Martial Art Academy	100
Workshop on combating sexual, physical and emotional harassment	M.D. College, Parel	14

5.9 Students Activities

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

Sports

State/ University National International

Cultural events

Total Participation State / University

*Institutional and intercollegiate

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

State/ University National International

5.10 Scholarships and Financial Support

Support	Number of students	Amount
Financial support from institution	58	2,83,020
Financial support from government	112	9,69,285
Financial support from other sources	38	4,15,350
No. of students who received International/National recognition	Nil	Nil

5.11 Student organised / initiatives

Exhibition: University College

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Training for Competitive exams – Proposal sent to UGC for financial aid to set up a training centre.
- Shortage of Space and non-availability of Classrooms – College Management has taken the decision to build additional classrooms by adding one floor to the college building.

Criterion – VI

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.

6.3 Quality improvement strategies adopted by the institution:

6.3.1 Curriculum Development

- Teachers as members of Board of studies and syllabus revision committees for respective subjects
- 5 year integrated course in Bioanalytical Sciences: Initiative by the college in revision of the syllabus
- Short term and value added courses designed by faculty.
- Syllabus revision workshops conducted in College.

6.3.2 Teaching and Learning

Students:

- Mentorship of students to monitor performance and progression.
- Need based coaching for elite and weak students.
- Revision and practice examination in theory and practical.
- Innovative learning through curricular and co-curricular activities, UG research projects.
- Value addition through orientation programs, communication skill and personality development workshop.

Teachers:

- Parent teacher meetings.
- ICT enabled teaching.
- Faculty development program: Orientation and refresher courses; training programs workshops.

6.3.3 Examination and Evaluation

- CCMS Software has enabled smooth conduct of examination and declaration of results.
- Effective and smooth implementation of credit system.
- Assessment carried out in a dedicated manner through CAP.
- Moderation of answer papers as per University norms.

6.3.4 Research and Development

- **Research committee constituted to encourage teachers to take up research.**
- **Enhanced awareness of teachers and research scholars about funding agencies.**
- **Undergraduate research encouraged.**
- **Train students to participate in research conventions like “Avishkar” and publish papers.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Efforts by IQAC to obtain grants through DST- FIST, STAR, UGC –CPE and other agencies for up-gradation of facilities in college library, ICT and Instrumentation.**

6.3.6 Human Resource Management

- **Distribution of administrative responsibilities through Principal, additional Principal, Vice Principals, Heads of Departments, Committee convenors and Class In-charges.**
- **Administrative and accounts responsibilities shouldered by Registrar and head clerks.**
- **Inclusion of teaching and non-teaching staff representatives in LMC.**
- **Review and sustenance of Quality in all aspects of working of college by IQAC.**
- **Councils for staff (teaching and non teaching) and students.**

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

GNIRD has Collaboration with Agharkar Institute , TDM laboratories and Biogenomics ; Don Bosco Centre (for personality development) EnvisBe Solutions (for Certificate course in sensory evaluation)

6.3.9 Admission of Students

Through the prospectus and admission committee, IQAC ensures that appropriate planning and implementation of the admission process is carried out.

6.4 Welfare schemes

Teaching Staff	No
Non teaching Staff	Yes
Students	Yes

6.5 Total corpus fund generated Rs.1.54 crores

6.6 Whether annual financial audit has been done √ Yes

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

Audit Type	External	
	Yes/No	Agency
Academic	Yes	Invited Experts
Administrative	Yes	

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

Not Applicable

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- A basket ball court has been set up with the contribution of alumni.
- Monetary support given to the needy and deserving students towards their education.
- Scholarships sponsored by our alumni through the Gunvati Kapoor foundation.
- Guest lectures and career guidance by alumni.

6.12 Activities and support from the Parent – Teacher Association

Parents-Teachers meetings are held by all departments and their valuable feedback is taken. The parents are continuously apprised of their child's progress.

6.13 Development programmes for support staff

- The staff members are provided with free education in the college.
- Few staff members have completed their graduation and post-graduation by availing the facility extended to them.
- Computer training is given to all the staff members. The Registrar, OS and Class-III staff members routinely attend the workshop / seminar conducted by the government / university regarding change in the administrative and examination policy.

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

- Applications for use of piped natural gas and solar energy are under consideration.
- College has a well maintained playground and garden

Criterion – VII

Innovations and Best Practices

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

Gunavati Kapoor Foundation Scholarships: 22 Students were allocated socially relevant projects during the mid summer vacation and given training from experts and NGOs.

SSI - Student Satisfaction Index allows a platform for students to express their views freely on various aspects of working of college.

Divinity classes are conducted along with other cultural activities to acquaint students with Sikh values.

NFB – National Facility for Biopharmaceuticals an initiative of DST grant is available to all students and faculty.

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

Increased number of major and minor research projects by inculcating this culture through Research Committee.

External audit was conducted as planned in the month of February 2014.

Assessment of teachers by students, assessment of HODS and Principal is carried out every academic year.

- 7.3 Give two Best Practices of the institution

- An Academic Audit is conducted every year - internal or external.
- UG research projects are encouraged.

7.4 Contribution to environmental awareness / protection

Department	Activity for environmental awareness
Chemistry	Lectures by Eminent Speakers on “ Environmental Issues” for S.Y B.Sc, T.Y.B.Sc & M.Sc Celebration of Chemistry Day under the aegis of Dr.C.V.Raman Chair, “ Environment “
Zoology	Zoology fest, theme environment events - Biorangoli, Photography, Quiz, Poster making
Microbiology	Students visit to Enviro vigil an NGO
Biotechnology	Workshop on ‘Water conservation and water audit’, arranged by Department for Education of Water (DEW) attended SYBSc at Kasturba Hospital, Byculla.
Economics	Projects presented in the class by students to familiarize them with the environmental issues and to spread awareness.
History	World Environment Day - Guest Lecture on ‘Eat –Think – Save Food by NGO SOSVA
Philosophy	Discussions on topics such as Deep Ecology, Eco-Feminism and Sustainable Development contributes to sensitising the students about the current environmental issues.

7.5 Whether environmental audit was conducted?**No**

7.6 SWOT Analysis

Strengths

The establishment of the College (in 1937) is motivated by vision of education as a service to humanity and to make it accessible to minority community and students of the lower socio-economic strata.

- The College is proactive in introducing new programmes, some of them under self-financing scheme, to meet the changing needs of the society and market.
- The faculty is well qualified (more than 60 percent are Ph.D. holders) and their commitment to work is demonstrated in their research projects, research publications, involvement in academic and co-circular activities and in UG student research.

Weakness

- Inadequate linkages with industry and other external agencies
- Limited student scholarships
- Limited use of technology in day to day administration

Opportunities

- Use of ICT for development of MIS and ICT use for effective College governance
- Involvement of NGOs and national and international agencies for design and development of socially relevant extension programmes, research projects and learning activities.
- Industry collaboration in research and development activities and skill programmes

Threats

- The competition from institutions with better resources and status.
- The competition from open and distance learning programmes.
- Rigid regulatory framework of university and other regulatory councils, resulting in lack of sufficient autonomy to College.

8. Plans of institution for next year

- To start a programme emphasizing communication skills and soft skills.
Implementation of programs offered in FIST and Star scheme.
- To enhance employability of students with Corporate Counselling.
- To initiate Self defence training to girl students and staff.
- Computer training to Administrative staff by Computer Science and IT department.
- Upgradation of infrastructure by adding classrooms.
- Improvement in shooting range for sports.
- Optimum utilization of infrastructure by use of classrooms in the evening.



Dr Vaijayanti Ranade
Coordinator, IQAC



Dr Kiran Mangaonkar
Principal & Chairperson, IQAC

ANNEXURE-I

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. (attached as an annexure) 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 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-II**ACADEMIC CALENDER:-2013-2014****SENIOR COLLEGE**

Sr.No.	Particulars	Duration	
		From	To
01	First Term (1 st ,3 rd & 5 th Semester)	10 th June 2013	19 th October 2013
02	Diwali Vacation (Jr. & Sr.)	20 th October 2013	10 th November 2013
03	Second Term (2 nd ,4 th & 6 th Semester)	11 th November 2013	24 th December 2013
		25 th December 2013 (Winter Break)(Jr. & Sr.)	1 st January,2014
		2 nd January 2014	30 th April 2014
04	Cultural Festival, Nazrana and Department Fest (Jr.& Sr.)	16 th December 2013	24 th December 2013

Examination Schedule for Senior College	
Examination	Commencing Date
(1 st ,3 rd & 5 th Semester)	3 rd Week of September,2013
(2 nd ,4 th & 6 th Semester)	Last Week of February,2014
Preliminary Examination (T.Y.Class)	January 2013

Additional Examination for all the semesters conducted within 40 days after the declaration of the results of each semester.
