

# The Annual Quality Assurance Report (AQAR) of the IQAC (June 2013- 31st May 2014)

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

SREE NARAYANA GURU COLLEGE OF  
COMMERCE

1.2 Address Line 1

P.L. LOKHANDE MARG

Address Line 2

CHEMBUR [WEST]

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400089

Institution e-mail address

[sngccmumbai@gmail.com](mailto:sngccmumbai@gmail.com)  
sngcollege86@yahoo.co.in

Contact Nos.

022-25250926/022-25254018

Name of the Head of the Institution:

Dr. Ravindran Karathadi

Tel. No. with STD Code:

022-25254018

Mobile:

9773497630

Name of the IQAC Co-ordinator:

Mrs. Jayasree Venkitachalam

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2004	05
2	2 <sup>nd</sup> Cycle	B	2.73	2012	05
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2012-13 submitted to NAAC on 14/03/2014
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

- B.Sc. Information Technology (BSCIT).
- Bachelor in Mass Media (BMM).

### 1.12 Name of the Affiliating University (for the Colleges)

University of Mumbai

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

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Autonomy by State/Central Govt. / University

--

University with Potential for Excellence

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UGC-CPE

DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text" value="----"/>	Any other ( <i>Specify</i> )	<input type="text" value="----"/>
UGC-COP Programmes	<input type="text" value="----"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>		
2.3 No. of students	<input type="text" value="01"/>		
2.4 No. of Management representatives	<input type="text" value="02"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="15"/>		
2.10 No. of IQAC meetings held	<u>3</u>		
2.11 No. of meetings with various stakeholders:	No. <input type="text"/>	Faculty <input type="text" value="04"/>	
Non-Teaching Staff	<input type="text" value="1"/>	Alumni <input type="text" value="01"/>	Others <input type="text" value="04"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If yes, mention the amount	<input type="text" value="Rs. 3,00,000"/>		

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

2.14 Significant Activities and contributions made by IQAC

1. Career Guidance & Placement Cell Gets Strengthened
2. Increased Employment Potential by introducing additional inter-disciplinary program
3. Pre-Placement Training program
4. Encouraging Students to participate in Community Services through N.S.S & Women Development Cell (WDC).
5. Remedial Coaching Program for Weaker Students.
6. Maintenance of Statistics of student's attendance Month Wise for all classes and Defaulters list is displayed.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
	<ul style="list-style-type: none"> <li>• Campus placements for 32 students.</li> <li>• Remedial Coaching for FYBcom students.</li> <li>• Community Development Programmes got strengthened.</li> <li>• Augmented Research Cell.</li> <li>• Strengthened WDC.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Management of the College has approved AQAR.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	01	Nil	01	01
UG	06	Nil	05	06
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	01	Nil	01	01
Certificate	03	Nil	03	03
Others	--	01(NUSSD)*	--	01
<b>Total</b>	11	01	10	12
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

\*NUSSD :- ( National University Student Skill Development Programme) in association with Tata Institute of Social Sciences, Mumbai

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7 (6+1 P.G)
Trimester	-----
Annual	-----

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

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

<input type="checkbox"/> Curriculum Development is done by University <input type="checkbox"/> Syllabus is revised regularly by University as per Industry requirements.
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors Grade	Others (Librarian)
07	03	02	01	01

2.2 No. of permanent faculty with Ph.D.

01
----

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
Nil	01	Nil	Nil	Nil	01	Nil	Nil	Nil	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

12	12	15
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	07	
Presented papers	02	03	
Resource Persons	Nil	01	02

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

<ol style="list-style-type: none"> <li>Use of ICT In Teaching</li> <li>Remedial Coaching for weak students.</li> </ol>
--

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

178
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2.8 Examination/ Evaluation Reforms initiated by the

Bar Coding/Photocopy/Multiple Choice Questions/Moderation
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Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in Curriculum Restructuring/revision/syllabus development 

01.	----	-----
-----	------	-------

2.10 Average percentage of attendance of students 

65.81%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Com	22	Nil	4.54%	59.09%	Nil	63.63%
B.Com	121	0.83%	29.75%	45.45%	Nil	76.03%
B.SC IT	48	6.52%	41.30%	15.20%	Nil	63.02%
BAF	17	11.76%	11.76%	41.17%	Nil	64.69%
BMS	48	Nil	22.92%	41.67%	Nil	64.59%
BBI	50	Nil	12.00%	66.00%	Nil	78.00%
BMM	8	Nil	37.50%	62.50%	Nil	100%

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

- IQAC encourages faculties to use ICT method for teaching
- Regular feedback is taken from students and Parents.
- Faculties are encouraged to attend seminars/present papers at national and international level.
- Faculties are encouraged to engage in minor/major research projects.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	01
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--



Others	04
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#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	2	NIL	02
Technical Staff	4	1	NIL	NIL
Librarian	1	0	NIL	NIL

### Criterion – III

### 3. Research, Consultancy and Extension

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Annual Seminar and Conference at National level / State Level</li> <li>• Organising In-house Seminar for the faculty of the Institution to promote Research</li> </ul> |
|---|

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	-----	-----	-----	-----

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	-----	-----	-----	-----

#### 3.4 Details on research publications

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

#### 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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

04

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) ---

3.10 Revenue generated through consultancy

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3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	----	01	---	---	---
Sponsoring agencies	----	----	----	----	01

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

03

3.13 No. of collaborations

International ---

National ---

Any other 01 (TISS)

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	0.20	From Management of University/College	0.20
Total	0.40		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
---	----	----	----	----	----	----

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

--

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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	150	State level	---
National level	---	International level	---

3.22 No. of students participated in NCC events:

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

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 type="text" value="---"/>

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="---"/>	College forum	<input type="text" value="36"/>		
NCC	<input type="text" value="---"/>	NSS	<input type="text" value="19"/>	* Any other	<input type="text" value="12"/>

\*-Red Ribbon Club Activities

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

- National University Student Skill Development programme launched by the College in Nov, 2013 in Collaboration with Tata Institute of Social Science (TISS) Mumbai.
- Gender Training Camp organised by Women Development Cell (WDC).
- Cleanliness Campaign at adopted area of the College by the NSS Department.
- Pulse Polio training at BMC by NSS Department.
- Malaria Awareness Rally by NSS Department.
- Freedom by Fear Campaign by Akshara NGO and NSS Department.
- Gender Sensitization workshop by Mumbai Sarvodaya Mandal and NSS Department.
- Tree plantation drive.
- Energy Conservation Campaign
- Road Safety Campaign

## 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	5198 .18 sq.mtr	*28x15mts	Management	
Class rooms	12931.86 Sq.ft			
Laboratories	1576.50 Sq.ft			
Seminar Halls	1710.83 Sq.Ft			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		20	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 6,77,101	UGC	
Others		Rs.20,31276	Management	

\*In the existing campus area, Basket Ball Ground has been developed.

#### 4.2 Computerization of administration and library

- **Administration:** Admission process, fee collection, examination, accounting, etc are computerised
- **Library:** Accession Register, Issue and Return of books, etc are computerised

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books	6389	----	1073	1,18,013	7462	----
Reference Books	4498	----	81	19,826	4579	----
e-Books	Infonet	5000	----	----	Infonet	5000
Journals	11	----	----	27,431	11	----
e-Journals	Infonet	5,000	----	----	Infonet	----
Digital Database	-----	----	----	----	---	----
CD & Video	100	Compliment ary	----	----	100	5000

Others (specify)	-----	----	----	----	----	-----
General Book Bank	1506	1,47,082	475	51,556	1981	1,98,638
SC/ST Book Bank	780	83,385	215	24,156	995	1,07,541

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	111	95	All	05	-----	05	06	00
Added	08	00	All	00	-----	07	00	01
Total	119	95	All	05	-----	12	06	01

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

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#### 4.6 Amount spent on maintenance in lakhs:

i) ICT 0.88

ii) Campus Infrastructure and facilities -----

iv) Others 6.33

**Total:** 7.21

## Criterion – V

### 5. Student Support and Progression

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

- Regular Staff meeting to review the activities and to invite suggestions for improvement of the welfare of the students.
- Strengthen the role of Student Council.
- Encouraging Book Bank, Scholarship and Freeship to the Economically Weaker Students.

#### 5.2 Efforts made by the institution for tracking the progression

Interaction with Alumni.
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5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1225	108	--	--

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	686	51.46%		647	48.54%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
945	139	01	30	1	1116	1103	174	15	34	---	1326

\*07 Students belongs to N.T. in 2013-14 (1326+07) = 1333

Demand ratio

Dropout

--

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

- Books on competitive examinations are available in library
- Library reading facility is available for all the students

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

## 5.6 Details of student counselling and career guidance

Career Awareness Session on:

1. Career guidance and skill development training by experts arranged with the help of Tata Institute of Social Sciences
2. Career as Company Secretary ship by the Institute of Company Secretary of India.
3. Counseling session on Anger Management & Mental health by Mrs. Vanda Borges an International Counselor
4. Mock stock programme by Mr. Poorv Shah from BSE – Mumbai
5. Session on Group Discussion & Interview by TIME Group
6. Orientation for aptitude test by Educare Group
7. Employability test for final year students
8. Awareness drive towards Voter Identity Card
9. Debate on the Rights of youth in Democracy - Eve Empower Agency
10. Investor’s Awareness Programme by SEBI

No. of students benefitted

311

## 5.7 Details of campus placement

	<i>On campus</i>	<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	286	32	■ *

\* Majority of the Graduates got Placement but the data is not available.

## 5.8 Details of gender sensitization programmes

1. Gender Training Camp and Exploring Gender Concepts by NGO AKSHARA
2. Orientation Programme by NGO AKSHARA.
3. One Billion Rising by NGO AKSHARA.
4. Session on women safety by NGO AKSHARA.
5. Poster Competition “Stop Sexual harassment”.
6. Gender Sensitization workshop by Mumbai Sarvodaya Mandal.
7. Poster Exhibition on “Violence against Women”.
8. Movie Screening on “Soch Sahi Mard Wahi”.



## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount [Rs]
Financial support from institution	25	42,180
Financial support from government	169	20,53090
Financial support from other sources	08	1,09595
Number of students who received International/ National recognitions	0	0

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievances reported.

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- **Vision:** Empowerment through Higher Education to all strata of Society.
  
  - **Mission:** Quality Education to all irrespective of caste, creed, socio- economic status and uplift the poor and downtrodden.
- Enhancing the personality by fostering moral and ethical values and to produce dynamic and able minded youth.

6.2 Does the Institution has a management Information System: Yes

1. Administrative procedures including Finance.
2. Students Admission
3. Students records
4. Examination procedures
5. Others :
  - A. Maintenance of records in conventional forms for submission to University and Government whenever required.
  - B. Display Merit list of students admitted in College on the notice board.
  - C. Students’ details, Parents profile are also maintained in conventional files.

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

6.3.1 Curriculum Development

1. Introduction of new professional undergraduate programmes
2. Enhance competence building – College has tied up with TISS which is organizing NUSSD programme as part of Skill Development program.
3. University approved Certificate courses in Computer Application (Data Care Management), Tax Procedure and Practice, & Functional English.

### 6.3.2 Teaching and Learning

1. Bridge Course for new entrants at F.Y.B.Com level especially in English and Maths.
2. Study materials in simple English are prepared by faculty to enable students from vernacular medium.
3. ICT enabled teaching.
4. Remedial coaching for SC / ST / OBC/ Non-creamy Minority etc layer by UGC.
5. Project work (Skit/survey) as part of assignments.
6. Designing Syllabus for certificate courses by faculty.
7. Feedback mechanism.

### 6.3.3 Examination and Evaluation

1. Continuous internal assessments
2. Semester end exams and Internal Assessment.
3. Class tests.
4. Centralized Assessments Procedure.
5. Rechecking and Revaluation for students benefit.

### 6.3.4 Research and Development

1. Faculty presenting research papers / participating in conferences / seminars at National / International levels.
2. Faculty members have authored text books.
3. College Research Cell conducts in-house seminars for teachers.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Area in Sq.ft – 2440
2. Number of titles /books – 10887
3. Number of Secondary source – 10887
4. Number of dailies – 15
5. Number of magazines – 11
6. Number of Journals – 11
7. Institutional Membership – No
8. Number of Computers – 05
9. Interconnectivity – Yes
10. Software available – In-house developed software available
11. CDs' – 100
12. ICT no. Of computer – old lab – 36 New lab – 59 Total – 95
13. Number of Laptops – 2
14. Number of LCD projector – 3

### 6.3.6 Human Resource Management

- Training
- Regular Meetings
- Counselling sessions
- In-house Grievance Mechanism

### 6.3.7 Faculty and Staff recruitment

1. Merit based recruitment of Faculty and administrative staff.
2. College follows norms of selection procedures prescribed by the University and Government.
3. For unaided programmes, College appoints a panel of experts to recruit the faculty members.

### 6.3.8 Industry Interaction / Collaboration

1. College organises Industrial Visits/ field Trips to enable the students to gain practical knowledge of Industries.
2. Expert lectures in the classrooms are arranged where experts from Industries / Corporate are invited to give valuable insights about actual corporate practices
3. Guest faculties are called at times from Corporate .

### 6.3.9 Admission of Students

1. First year U.G. Admission is based on Merit List prepared by University online admission procedure
2. Second and Third Year U.G. admissions are given first to all In-house eligible students and if seats available eligible outside students are admitted.
3. P.G. admissions are based on Merit list.
4. College follows the norms stipulated by University.

6.4 Welfare schemes for

Teaching	Staff Picnic
Non teaching	1. Staff Picnic 2. Uniforms are provided for Class IV Employees 3. Loans provided to Non-teaching staff
Students	1. To encourage meritorious and financially weak students, financial assistance is provided from Students' Aid Fund and also from individual sponsors 2. Book Bank Schemes for General/ Reserved category Students 3. Earn while Learn Scheme is introduced.

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) have been done?

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

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Credit based semester system.</li> <li>2. Continuous evaluation system</li> <li>3. Grading system</li> <li>4. Introduction of Additional Exam for each semester</li> <li>5. Internal Assessment</li> </ol> |
|--|

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

NA

6.11 Activities and support from the Alumni Association

1. Alumni Meet is organized every year.

6.12 Activities and support from the Parent – Teacher Association

1. PTA meeting are conducted – An Orientation programme was organized for Parents to make them familiar with the new Credit based Semester system and the other facilities provided by the College.  
2. Parents are individually called if their ward face specific issue / problems

6.13 Development programmes for support staff

- ICT Training is given to the Non-Teaching Staff.
- Sent for training/workshops related to non-teaching staff.

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

1. Tree plantation drive in the campus
2. Saplings were planted in the campus in Association with BPCL.
3. Use of paper cups instead of plastic in the canteen.

## 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.

- In-house seminars for teachers – as part of faculty improvement initiative,
- Regular Meetings held by Principal.

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

Monthly staff meetings and term end meetings are conducted to review the plan of action / the activities held

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Students Council played an active role in organizing extra circular activities.
2. Oasis, inter- collegiate fest was organized by the Council. BMM student designed the brochure of the fest for the first time and it was well appreciated.
3. BMM students designed the Cover page for College magazine.

7.4 Contribution to environmental awareness / protection

NSS carried out the following activities:-

1. Tree plantation in the campus and in the adopted area
2. HIV – AIDS Awareness
3. Malaria Awareness
4. Pulse Polio Drive
5. Road safety campaign
6. Energy conservation campaign
7. Anti-addiction campaign
8. No plastic campaign

7.5 Whether environmental audit was conducted? Yes  No

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

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## 8. Plans of institution for next year

1. Four New Programmes at Undergraduate level
2. Remedial coaching in Math's and Accountancy
3. Frequent PTA meetings
4. Research cell
5. Internal Seminar twice in a year
6. Mentoring system at T.Y level
7. Summer internships for students
8. Encourage more sports activities
9. Organize workshop to enhance skills
10. Entrepreneurship programmes
11. Produce skilled employable Human Resources
12. Procure more learning resources at library
13. Teaching staff to undertake minor research
14. Institutional membership
15. More welfare schemes for students
16. Enhancement of software available
17. Special importance to staff , faculty and student welfare

Name \_\_\_\_\_

Name \_\_\_\_\_

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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