The Annual Quality Assurance Report (AQAR) of the IQAC
(1ˢᵗJune 2017 – 31ˢᵗMay 2018)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2017 to June 30, 2018)*

Part – A

AQAR for the year

2017-2018

1.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 sngcollege86@yahoo.co.in

Contact Nos.

> 022-25263131/32/33

Name of the Head of the Institution:

> Dr. Ravindran Karathadi

Tel. No. with STD Code:

> 022-25263131

Mobile:

> 8779099905

Name of the IQAC Co-ordinator:

> Mr. Srichand Parsram Hinduja

Mobile:

> 9890139507

IQAC e-mail address:

> aqar@sngcollege.in

1.3 **NAAC Track ID** (*For ex. MHCOGN 18879*)

> MHCOGN 13313

> **OR**

1.4 **NAAC Executive Committee No. &Date:**

> EC/61/RAR/29 dated 15-9-2012

  (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:

> http://www.sngcollege.in

Web-link of the AQAR:

> http://sngcollege.in/AQAR/Annual Quality Assurance Report 16-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	71%	2004	05 Years
2	2nd Cycle	B	2.73	2012	05 Years

1.7 Date of Establishment of IQAC: 09/11/2004   DD/MM/YYYY

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

   i. AQAR__ 2012-13 submitted to NAAC on 14/03/2014(DD/MM/YYYY)

   ii. AQAR__ 2013-14 submitted to NAAC on 30/03/2015__(DD/MM/YYYY)

   iii. AQAR__ 2014-15 submitted to NAAC on 22/12/2015_(DD/MM/YYYY)

   iv. AQAR 2015-16 submitted to NAAC on 17/11/2016 (DD/MM/YYYY)

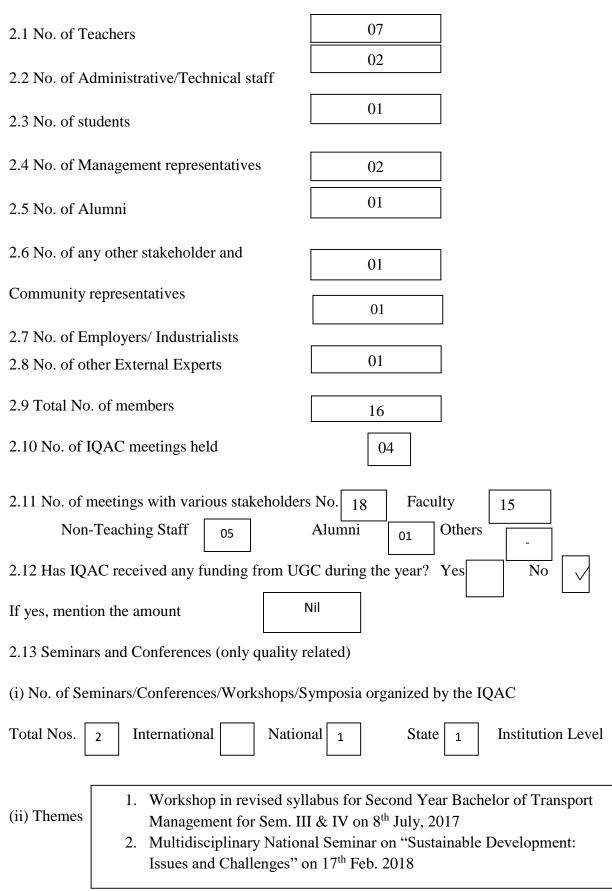   v. AQAR 2016-17 submitted to NAAC on 24/12/2018 (DD/MM/YYYY)

1.9 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 ☑

  (eg. 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 ☐

1.10 Type of Faculty/Programme

Arts ☐   Science ☐ Commerce ☑   Law ☐ PEI (PhysEdu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐   Management ☐

Others(Specify) [   ]

1.11 Name of the Affiliating University *(for the Colleges)* | University of Mumbai |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR, etc.

Autonomy by State/Central Govt. / University | -- |

University with Potential for Excellence | -- | UGC-CPE | -- |

DST Star Scheme | -- | UGC-CE | -- |

UGC-Special Assistance Programme | -- | DST-FIST | -- |

UGC-Innovative PG programmes | -- | Any other *(Specify)* | -- |

UGC-COP Programmes | -- |

2. IQAC Composition and Activities

2.1 No. of Teachers

07

02

2.2 No. of Administrative/Technical staff

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and

01

Community representatives

01

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders No. | 18 | Faculty | 15 |
Non-Teaching Staff | 05 | Alumni | 01 | Others | - |

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

If yes, mention the amount | Nil |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 2 | International | | National | 1 | State | 1 | Institution Level | -- |

(ii) Themes

1. Workshop in revised syllabus for Second Year Bachelor of Transport Management for Sem. III & IV on 8th July, 2017
2. Multidisciplinary National Seminar on "Sustainable Development: Issues and Challenges" on 17th Feb. 2018

2.14 Significant Activities and contributions made by IQAC

- National University Students' Skill Development (NUSSD) Programme in association with Tata Institute of Social Sciences, Mumbai. Total 971 students got benefited from it by 618 students joining for Foundation Course, 225 students in Domain I (Banking & Finance) and 128 students in Domain II (Banking & Finance).

- "Swach Bharat Abhiyan" moment in association with Mumbai University

- Drug Free Campus moment in association with Mumbai Narcotics Department.

- College Socio Economic Outreach program conducted various social activities. (Details given in Criterion III, 3.26)

- Initiated Campus Placement for Final year students, 63 students secured job offer letter in Manappuram Finance Ltd.

- Motivation in the form of duty leave, reimbursement of participation fee, appreciation, etc., resulted faculty members participating in National and International Conferences and publishing 23 research papers in UGC notified Research Journals and Seminar proceedings with ISSN and ISBN.

- Conducted a national level seminar on a multidisciplinary topic "Sustainable Development Issues and Challenges". The research papers presented in the seminar got published in UGC notified online ISBN journal.

- Conducted Career Development and Academic development seminars to create an awareness and to guide the students in various fields.

- Pre-placement training in the form of Mock online test and Mock interviews for the final year students.

- Conducted remedial coaching for weak learners with class assignments and distribution of study materials.

- Attendance of students are strictly monitored and informed to parents through SMS, WhatsApp, and PTA meetings also about their wards progress and performance. Displayed class-wise attendance report on the Notice Board on a monthly basis.

- Alumni Meet was conducted and many quality improvement suggestions were given by the alumni.

- Conducted 'Training of Trainers' by TISS for all in-house teachers taking skill development sessions of NUSSD as per the MOU with Tata Institute of Social Sciences.

- Faculty development programs conducted in-house, training teachers for better use of technology and quality research.

- Strengthened the library facility.

- Staff welfare schemes adding facilities like health insurance schemes, etc

- Arranged book exhibitions

- Inter collegiate art, cultural and sports festival, "**Oasis**" was organised. 1982 students from 77 colleges participated in 38 competition events. The competitions were arranged for students in various fields which involved art work, sports, literary and personal skill sets.

- MOU with Satyam Institute of Tax Accountant to provide Vocational Accounts & Taxation training program which is approved by MTSTS (Maharashtra Technical & Self Employment Training Society). And continued MOUs with TISS.

- The BMM students initiated and implemented a project called 'Further beautifying the College' by painting the selected walls of the College with their creativity with a message to all students to make the campus ambiance pleasant always.

- Maintained the clean and green College Campus with more tree plantation and nourishing it regularly.

- Sports Ground and synthetic turf are well maintained and used for intra and intercollegiate sports practices and competitions.

- Maintained Power substation for uninterrupted electric supply in the Campus.

- Introduced merit scholarships among students for outstanding achievements

- Management introduced Best Teacher award to motivate teaching staff

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
• Preparation of Academic Calendar.	Academic Calendar was prepared and implemented.
• Industry/Academic linkage with formal MOUs.	Entered MOU with Satyam Institute of Tax Accountant to provide Vocational Accounts & Taxation Training Program which is approved by Maharashtra Technical and Self Employment Training Society.
• Equipping the students with talent to participate in sports and cultural activities	Students were supported to participate in various intercollegiate sports and cultural competitions at inter-collegiate, University and State level. Total 113 students participated at University Level Intercollegiate sports tournaments and 44 students participated in State Level tournaments. 2 First positions and 1 Second position prizes have been secured at University level and 1 Second position at State Level tournaments.
• Campus Placement	Conducted Career counselling and Pre-placement training which helped 63 UG students to get job, where 52 students were offered Officer Grade post and 11 students were offered Assistant Grade post in Manappuram Finance Ltd.
• Reconstructions of some of the class rooms	Two classrooms on the first floor of the College building have been reconstructed making it spacious for accommodating more students
• Activities for awareness of cleanliness and hygiene	Activities of Cleanliness and Swach Bharat Abhiyan were conducted under the Banner of N.S.S. by involving maximum number of students even from non-NSS.

• Construction of new building	Proposal was approved by the Brihanmumbai Municipal Corporation and applied Charity Commissioner for taking bank loan for construction.
• Workshop on research and innovative practices in teaching	One-day workshop was conducted by inviting Principal Dr. Jitendra Aherkar on "How to write a research paper by following the ethics in research". Two days training session was also conducted for faculties for best use of MS-Excel in teaching and as a research tool.
• Activities of Sports, NSS., other extension activities.	Increased sports activities by training and making large number of students practicing regularly in many sports events by the qualified sports teacher. Organised intra-collegiate sports and cultural competitions named "Sanskriti" where maximum number of students participated with full zeal.
• Programs for computer and personality development of inhabitants of surrounding areas.	Special Training was provided for the students covering personality development, tally package and working knowledge of GST by Satyam Institute of Tax Accountant.
• Launching of Magazine volume of BMM Department.	Launched Magazine "Bharamastra" by BMM Department
• Best Teacher of the Year	One of the teacher got selected by the management and awarded 'Best Teacher of the year' certificate and cash prize of Rs. 10,000/- at the hands of the Chief Guest, Hon'ble Member of Parliament Dr. Kirit Somaiya at the Republic Day Celebration function on 26.01.2018.

• Students Scholarship for higher education.	Awarded certificates and scholarships of Rs. 25,000 each for higher education to four students on merit at the hands of the Chief Guest, Hon'ble Member of Parliament Dr. Kirit Somaiya at the Republic Day Celebration function on 26.01.2018.
• Maintenance of infrastructure.	Renewed AMCs for properly maintaining the infrastructure.
• National Students Skill development [NUSSD]	NUSSD Skill development programmes of Tata Institute of Social Sciences were extended to all students of the College. 618 students took admission for Foundation course, 225 students for Domain I and 128 students for Domain II in Banking and Finance
• Strengthening "Earn while Learn'' scheme	Strengthened the 'Earn While Learn' scheme. Under the scheme students earned Rs. 54,300/- during the year.

Attach the Academic Calendar of the year as Annexure

2.15 Whether the AQAR was placed in statutory body Yes ✓   No ☐

Management ✓   Syndicate ☐

Any other body (IQAC & CDC) ✓

Provide the details of the action taken

AQAR has been approved by the Management of the College and uploaded in the website.

Part – B

Criterion – I

1. 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	03	_	03	03
UG	10	_	09	10
PG Diploma	--	_	--	--
Advanced Diploma	--	_	--	--
Diploma	01	_	01	01
Certificate	03	_	03	03
Others	04 *(NUSSD)	_	--	02
Total	**21**	_	**16**	**19**

Interdisciplinary	--	--	--	--
Innovative	04	--	04	04

*NUSSD: - (National University Student Skill Development Programme) in association with Tata Institute of Social Sciences, Mumbai (Foundation programme & Domain programme) Discontinued two Domain I programmes :1) Digital Marketing & 2) Hospitality management on account of students' preference for Banking and Finance domain programme.

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option/**Open options

    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13(10 UG +3 P.G)
Trimester	------
Annual	06 [Certificate, Diploma & NUSSD Programme]

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.

> ☐ Curriculum Development is designed and implemented by the University
>
> ☐ Syllabus is revised regularly by the University as per Industry requirements.

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

                                              Yes ☐   No ☑

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent
faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Librarian)
21	17	02	01	01

2.2 No. of permanent faculty with Ph.D. | 04 |

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

Asst. Professors		Associate Professors		Professors		Others (Visiting)		Total	
R	V	R	V	R	V	R	V	R	V
17	--	--	--	--	--	27	--	44	--

2.4 No. of Guest and Visiting faculty and Temporary faculty | 06 | | 27 | | 15 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University Level
Attended Seminars/ Workshops	02	12	05	18
Presented papers	02	15	--	--
Resource Persons	--	--	--	02

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

- Allotting the research projects to the students under internal examination process.
- Use of College website and WhatsApp group for sharing the study notes.
- Field visit by the departments related to programs and courses.
- Organising Mock Online test for equipping the students with skills to appear for competitive examinations.
- Case study and group discussion methodology in teaching.
- Review of documentaries shown in the class rooms related to courses.
- Screening of movies and video clips.
- Demonstration of various software programs to B.Sc. I.T. students.
- Student to student contact through Core Committee of students.
- Assigning designations like Chief Marketing Officer, Chief Communicating Officer, etc, to every member of the Students' Core Committee to fix their responsibilities.
- Conducting Quiz competitions.
- Making teaching faculties available after regular teaching hours for problem solving.
- Conducting class wise paper presentation competitions for practice of public speaking.
- Conducting speeches by eminent personalities by inviting world renowned experts.

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

| 183 |

2.8 Examination/Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-choice Questions)

- First year and Second year examinations are conducted through common time table and common question paper delivered online by the University on the day of examination
- Masking of answer books.
- Blind checking by In-house senior faculties for newly appointed faculties.
- Moderation by subject experts from other colleges
- Photocopy of answer books made available on request
- Revaluation of answer books on application
- Started Centralised Assessment Programme (CAP) for onscreen marking scheme (OSM) of final year examination papers.

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

Restructuring	Revision	Syllabus development
02	13	02

2.10 Average percentage of attendance of students   65.37%

2.11 Course/Programme wise distribution of pass percentage:

Name of the Program	Total no. of students appeared	O Grade	A Grade	B Grade	C Grade	D Grade	E Grade	No. of Students Failed	Percentage of Pass
B.Com.	150	00	18	49	44	27	00	12	92.00%
B.M.S.	51	00	06	10	18	12	00	05	90.20%
B. Com. (B&I)	55	00	15	10	12	09	00	09	83.64%
B. Com. (A&F)	52	00	15	10	12	05	00	10	80.77%
B.M.M.	22	00	00	03	05	02	01	11	50.00%
B.Sc.IT	41	00	06	14	08	01	00	12	70.73%
B. Com. (F.M.)	36	02	02	03	08	11	01	09	75.00%
B. Com. (T.M.)	09	00	02	04	00	02	00	01	88.89%
B. Com. (E.M.)	09	00	00	03	04	02	00	00	100%
B. Com. (I.M.)	06	00	00	03	02	00	00	01	83.33%
M.Com. (Accountancy)	45	00	05	16	00	00		24	46.67%
M.Com. (Business Mgt.)	17	00	02	06	02	00		07	58.82%
M.Com. (Banking & Finance)	36	00	03	11	05	00		17	52.78%

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

IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes by the following measures:

- Periodical meetings with the faculties to evaluate the performance and to monitor the syllabus completion as per teaching plan.
- Preparation of Academic Calendar and schedule of various programs to be conducted in the academic year with the help of senior faculties and administrative staff.
- Collecting information from the program coordinators about the various departmental activities conducted during the year.
- Motivating the research activities, in-house ISBN publication, paper presentation at National/International seminars and conferences. Resulting13 teachers publishing 19 research papers during the year.
- Collecting feedback of stakeholders for further improvements.
- Motivating faculties to use innovative methods of teaching for the improvement of learning experience of students, thereby, every teacher was using ICT tools for their teaching.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others: IQAC (3 Programmes)	36

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	18	-	-	-
Technical Staff	05	-	-	-

Criterion – III

3.Research, Consultancy and Extension

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

- Active incubation cum research cell
- Conducting workshops/sessions to assist faculties to write research papers.
- Conducted one-day Multi-Disciplinary National Level Seminar on "Sustainable Development Issues and Challenges" on 17th February, 2018 and published 43 research papers presented in the Seminar in a UGC approved E-journal – 'International Journal of Research Cultural Society' with impact factor of 3.449.
- System of providing incentives to faculties for research by granting duty leaves and reimbursement of the participation fees to attend and present research papers in national and international level seminars, conferences and workshops, resulting 13 teachers presenting their research papers in international and national level seminars and conferences held in India as well as in foreign country.
- Dr. (Mrs.) Sumi Nijith, one of the faculty, was adjudged as best paper presenter and awarded a certificate and a cash prize of Rs. 10,000/- at National Level Seminar organised by Maharaja Arts College, Ernakulum, Kerala State on 26/08/2017. Her paper titled "Impact of Government Safety Net Programme on Consumption Expenditure of Rural Household- A study in Kerala".
- Research Cell of the College conducted a session for newly joined faculties on "How to write research papers in UGC approved journals" by Dr. Sumi Nijith on 9th December 2017.
- Conducted one-week training on "Use of basic excel in research" for the in-house faculties by Ms. Saraswathi Nadi, I.T. Coordinator, from 22nd November to 27th November 2017.
- Encouraging faculties to pursue for Ph.D. qualification, thereby, one faculty has registered as a Ph. D. student in one of the affiliated colleges of Mumbai University.

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	01	01	02	--
Outlay in Rs. Lakhs	0.50	0.50	1.00	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	03	--
Non-Peer Review Journals	--	--	--
e-Journals	--	10	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range 4-6   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 *(other than compulsory by the University)*	One year	College	0.75	0.75
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published) 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) `--`

3.10 Revenue generated through consultancy `Nil`

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons `18`

3.13 No. of collaborations International `--` National `--` Any other `03`

3.14 No. of linkages created during this year `01`

3.15 Total budget for research for current year in lakhs:

From funding agency `--`   From Management of University/College `5.00`

Total `5.00`

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

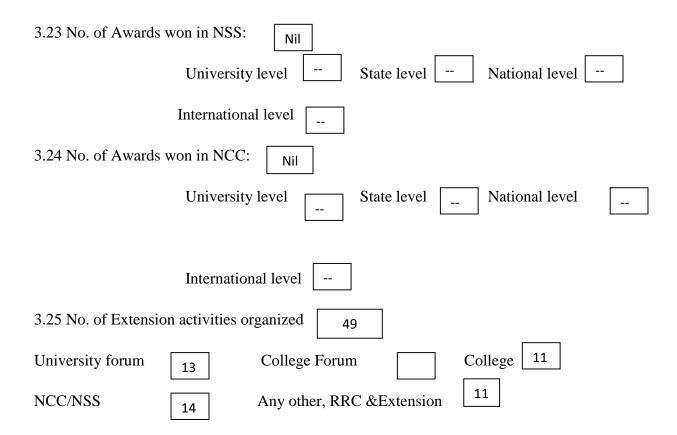| Total	International	National	State	University	Dist.	College
01	--	01	--	--	--	--

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

NIL		Nil

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

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

JRF   --   SRF   --   Project Fellows   --   Any other   --

3.21No. of students Participated in NSS events: 150

University level   105   State level   01   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: Nil

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

International level --

3.24 No. of Awards won in NCC: Nil

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

International level --

3.25 No. of Extension activities organized 49

University forum 13 College Forum College 11

NCC/NSS 14 Any other, RRC &Extension 11

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

- Conducted Tree plantation drive for better environment and for better air quality. Planted 80 saplings.
- Conducted Disaster Management Session to give training to student volunteers to equip themselves as well as to assist others during the time of any disaster. Total 61 student volunteers attended and benefited from the session.
- Organised two Blood donations drive on 19/08/17 and 27/02/18 and collected 122 bottles blood.
- Conducted Beach cleaning programme, College campus cleaning programme, Waste Compost sessions under Swatch Bharat Abyan. Total 153 students participated in these events.
- Organised a session on "How to crack UPSC/MPSC/Banking examinations" by an external expert, Prof. Kiran on 13/09/2017. Total --- student volunteers attended and benefited from the session.
- Organised Street play training session on 25/09/2017. Total 15 students participated in the training session.

- Conducted Women empowerment session: Safe driving training session to female students in association with Honda Motor Cycle and Scooter India Pvt Ltd on 17/01/2018. Total 97 girl students attended the session.

- Organised T.B, AIDS/HIV awareness session in association with MDAC, Mumbai.

- Organised Essay writing and poster making competitions on social issues topics.

- Girl students attended and won prize in Tatoo Making Competition at B.L. Amlani College, Vile Parle.

- Conducted full body check-up for staff along with blood donation drive.

- Conducted a survey on financial inclusion and financial literacy among 120 households in adopted village 'Done' during NSS Residential camp.

- Conducted a survey among 63 women residents of nearby slums of Shivajinagar areas on the 'social status of women'.

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	19,552.98 Sq.mtr	-	Management	19,552.98 Sq.mtr
Class rooms	2,416.67 Sq. Mtr.	-		2,416.67 Sq. Mtr.
Laboratories	146.46 Sq.Mtr.	-		146.46 Sq.Mtr.
Seminar Halls	158.94 Sq. Mt.	-		158.94 Sq. Mt.
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	21	-	UGC Grant	21
Value of the equipment purchased during the year (Rs. in Lakhs)	54.60	4.93	Management	59.53
Others (Rs. In lakhs)	35.04	-		35.04

4.2 Computerization of administration and library

- **Administration**: Admission process, fee collection, examination, accounting, etc are computerised

- **Library**: Replaced the existing software by purchasing and installing a full pledged library software 'SOUL' for library functioning.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books (Original Cost)	10,813	7,94,918	1311	1,45,220	12,124	9,40,138
Reference Books (Original Cost)	4,650	21,89,265	412	65,614	5,062	22,54,879
e-Books (N-List)	83,000+	5,000	80,000+	5,750	80,000+	5,750
Journals & periodical	13	18,958	--	--	13	18,958
e-Journals	8,000+	--	8,000+	--	8,000+	---
Digital Database	--	--	---	--		---
CD & Video (Complimentary & Purchased)	123	3,696	---	--	123	3,696
Others(General Book-Bank)	2,103	2,12,830	---	--	2,103	2,12,830
SC /ST Book Bank	1,871	2,10,141	846	1,10,376	2,717	3,20,517
Library Software	01	90,000	01	47,200	01	47,200
Total: Physical Books	**19,437**	**34,07,154**	**2568**	**3,21,210**	**22,006**	**37,28,364**
E-Books	**83,000+**	**5,000**	**80,000+**	**5,750**	**80,000+**	**5750**
CD & Video	**123**	**3,696**	**--**	**--**	**123**	**3,696**
Physical Journals	**13**	**18,958**	**--**	**---**	**13**	**18,958**
E-Journals	**8,000+** **--**	**18,958**	**8,000+**	**__**	**8,000+**	**--**

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	134	99	All	05	--	09	09	12
Added	0	0	0	0	--	0	0	0
Total	134	99	All	05	--	09	09	12

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

- Wi-fy connectivity in the classrooms and in the campus for the students and staff
- Introduced New ERP system by replacing the existing system for the entire administrative and academic functioning of the College.
- Internet facility for staff and students via LAN
- Regular training to students based on their syllabus in the Computer Labs
- Computer Skill Development Training based on NUSSD Foundation and Domain Programs
- Training of Advanced Excel to teaching staff.
- Training of Advanced Excel to Non-teaching staff.
- Training to Class IV employees on basics of computers

4.6 Amount spent on maintenance in lakhs:

i) ICT   1.49

ii) Campus Infrastructure and facilities   12.40

iii) Equipments   --

iv) Others   0.48

Total: 9.97

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The prospectus of the College provides all the information regarding the activities to be conducted in the College along with all the benefits and schemes are available for the students.
- Regular Staff meeting to review the activities and to invite suggestions for the improvement of the students' welfare.
- Conducted Orientation program for all First Year students by giving power point presentation to make them aware about the learning infrastructure and ambiance in the College and faculties.
- Formation of Students' Council and Students' Core Committee to enhance their leadership quality and organizational and managerial skills. They are the vital link between the students' community and the authorities.
- Regular display and circulation of necessary circulars and notices about the students' welfare schemes.
- Conducted Gender Sensitization programs by W.D.C., N.S.S. and Extension Activities Cell of the College.
- Annual report of the College highlighting various student oriented programs are sent to the management for their inclusion in Annual report of the management.
- The College website www.sngccollege.in provides information about all facilities available in the College.
- At the time of admission 'Help Desk' is provided to parents and students for filling up online admission application form and for any other enquiry.
- Admission process is centralised at one place for the convenience of the students.
- All major activities of different departments are updated on the College website.
- Continued 'Earn-while-learn scheme'.

5.2 Efforts made by the institution for tracking the progression

- Regular analysis of academic results to evaluate and guide the progression of the students.
- Conducted various co-curricular activities such as mock aptitude test, mock interviews, placement programs, etc.
- College prospectus provides detailed information about various schemes available benefiting the students in the form of scholarships, freeships from Government, University and other agencies, facilities for SC/ST and economically backward students.
- College organises Alumni Meet every year and alumnae status is updated.
- Use database from College and other social networking media to track alumnae
- Mentoring system, class teachers are the mentors of their respective classes. Mentoring is done every day by the class teachers interacting with every student one to one and submit fortnightly report to the Management.

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
1,565	206	0	1,771

(b) No. of students from outside the State | 14 |

(c) No. of international students | - |

Men
No	%
912	51.50

Women
No	%
859	48.50

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1,458	259	03	32	0	1,752	1,455	267	06	43	03	1,771

Demand ratio (Application: Seats):3:1   Dropout % | Less than 1% |

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

- Continued with coaching for IAS aspirants on every Saturdays and Sundays.
- Conducted Mock test for Campus Placement Examination online
- Reference books and model exam papers are provided in the Library for preparing for competitive exams.
- Computers with internet facility are provided to the students to search for information to enable them to prepare for competitive exams.
- Conducted workshop by 'Brightways', a training organisation, to guide the interested students to appear for competitive examinations.

No. of students' beneficiaries | 128 |

5.5 No. of students qualified in these examinations

NET | 01 | SET/SLET | -- | GATE | -- | CAT | -- |

IAS/IPS etc | -- | State PSC | -- | UPSC | -- | Others | -- |

5.6 Details of student counselling and career guidance

- **Extended counselling assistance** to students dealing with psychological and academic concerns. These services are provided to enable students to study effectively and improve their skills. Also conducted two workshops for students on counselling and life skills.
- **The Career Guidance Cell (CGC)** provides comprehensive services in the area of training, options regarding higher studies, internships and full-time placements for both undergraduate and post-graduate students. The Alumnae shares their experience with the current students.
- **Certificate programmes** are conducted to enhance the efficacy of the students to gain competitive skills required in the job market.
- Organised a **Guidance Session** for the higher studies seeking students to make a best selection of programme for their higher studies.
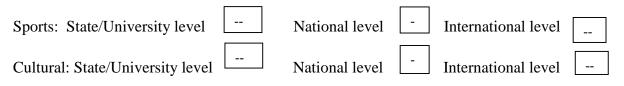
5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	219	63	Number not known, but no one reported as unemployed

5.8 Details of Gender Sensitization programmes

- Organised Essay Writing competition and poster making competition on Safety measures for women, health and hygiene and Save Food. Total 54 girls participated and 19 of them won the competition on 27.01.18
- Conducted survey on 'Social Status of Women' in the nearby slum areas of Shivajinagar on 15.02.2018. Total 30 students participated in the survey.
- Conducted training session on 'Safe Riding' in association with Honda Motorcycle & Scooter India Pvt. Ltd. Total 97 girl students participated and learned basic driving lessons.
- Street Play on 'Beti Bachao' was organised on 18.7.17 by 15 volunteers.
- Organised University level programme along with Akshara, an NGO, on women based friendship drive. Total 22 students participated in it.
- Organised an event to inform the students about the 'Mysafetipin App' for safety audit. Total 25 students participated.
- Organised workshop on Gender Equality and Violence against women in association with NGO, Akshara.
- Attended a University workshop by 15 of our students organised by RADAV college, Bhandup along with 'Akshara', an NGO, on "Perspective Building" on 23.9.17.
- Organised 'Yuvak Yuvti mela', an awareness session on Gender Equality in association with Akshara, an NGO on 11.01.2018. Total 18 students participated in it.
- Our 19 students participated in Night Marathon for Women Safety organised by Akshara, an NGO on 13.1.18
- Participated 11 of our students in 'Gender Rewrite Celebration of Youth Action' organised by the University on 17.02.18.

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 [--]

Note: 44 students participated in the State level intercollegiate and 113 students in University Level sports & games competitions.

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	05	1,02,000
Financial support from government	05	25,790
Financial support from other sources	71	6,74,680
Number 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 [--]

5.12 No. of social initiatives undertaken by the students [03]

5.13 Major grievances of students (if any) redressed:

                    No grievances were reported by the students

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

- Admission Process
- Staff and Students attendance maintenance
- Feedback of students
- Library Services
- Examination Process
- Common WhatsApp's Groups

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

6.3.1 Curriculum Development:

- Faculties involved in syllabus framing in the capacity of members of the Board of Studies at University of Mumbai and Autonomous College.
- Faculty Members have attended Syllabus revised workshops.
- Bridge Courses in Mathematics and Communication.

6.3.2 Teaching and Learning

❖ Mentoring of First, Second and Third Year Students by respective class teachers individually and in batches.

❖ Different teaching methodologies such as power point presentations, seminars, workshops, internships, industrial visits, etc. were adopted for better interactive and effective teaching and learning

❖ Conducted Extempore, Quiz, Debate, poster making competition etc. on various current and social issues.

❖ Teachers' participated in seminars, workshops, conferences to keep abreast of current development in various fields of interest.

❖ Conducted Remedial Coaching for weak students.

❖ Organised expert lectures by industry executives and experienced faculties from other colleges.

❖ ISBN Publications are made available for the faculties participating and presenting research papers in National Seminar, IQAC Seminar, Women Development Seminar, etc.

6.3.3 Examination and Evaluation

● Monthly Class Test

● Internal Assessment

● Research based Assignments

● Semester End Examination

● Medical examination (for the students who missed semester end exam due to medical reasons)

● Centralised assessment program for OSM for final year students.

● Provision of photocopy of Answer Books and Revaluation

● P.O.; P.S.O.; and C.O.

● Incremental Academic Growth

6.3.4 Research and Development

- ❖ The Management, the Principal and faculties are working towards establishing as base for promotion of research activities.
- ❖ UGC Network Centre is available for the faculty to work on research areas.
- ❖ Organised national and University level seminars by IQAC for giving platform to teaching fraternity and students for research paper presentation and publication.
- ❖ NSS volunteers under the guidance of NSS P.O. other faculties conducted survey on social status women.
- ❖ Commenced a project on 'Study on Financial Inclusion and Awareness about Financial Literacy in Done Village.

6.3.5 Library, ICT and physical infrastructure/instrumentation & Resource Management

Library and Reading Room: Carpet Area:	2,440 Sq.ft.
Number of Titles/Books	22,006
number of Secondary Sources	22,006
Number of dailies	16
Number of Magazines	13
Number of Journals	10
Institutional Membership	No
Number of Computers	5
Internet Connectivity	In all computers
Software Available	Yes (Soul 2.0 of inflibnet)
CDs	123
Other Photocopier Machine	1
Computer Labs and Electronic Labs: Number of Computers	99
Number of LCD Projectors	8

6.3.6 Human Resource Management

- Recruitment in accordance to UGC, University, State Government Rules and Management Guidelines.
- Updating of service books of the employees.
- The attendance tracking, leave matters, assistance in candidates' screening process, issuing Identity Cards, looking after EPF facility, are also some of the activities undertaken for better HRM.
- Financial Assistance for medical emergency, advance salary, health insurance.
- Ensuring quality food from canteen by Canteen Committee, conducting conferences, workshops by experts.
- Celebration of Teachers' Day.
- Felicitation of retiring permanent employees.
- Performance appraisal through API format.
- Publication of research proceedings.

6.3.7 Faculty and Staff recruitment

- UGC, State Government and University norms are strictly followed.
- Merit basis recruitment of faculty and administrative staff.
- Training for teaching and non-teaching staff.

6.3.8 Industry Interaction / Collaboration

- Collaboration with Satyam Institute of Tax Accountant for providing vocational training.
- Industrial Visits are conducted by all departments.
- Conducted seminars and expert lectures by inviting eminent personalities from Industry.
- Organised Inter-Collegiate competitive event festival OASIS 2017-18
- Arranged campus placement interviews by inviting well known industries

6.3.9 Admission of Students

> ● UGC, State Government and University norms are strictly followed.

6.4 Welfare schemes for

Teaching staff	● Advance Salary facility ● Duty leave and registration fees to attend seminars ● Contributory Provident Fund ● Paid Study Leaves ● Best Teachers Awards ● Health Insurance ● Flexible timing for medical reasons ● Leaves as per statutes. ● Credit Society facility
Non-teaching staff	● Admission and fee waiver for children of class IV employees. ● Contributory Provident Fund. ● Credit Society facility ● Provision of tea during working hours. ● Provision of uniforms to Class IV employees. ● Training to operate computers.
Students	● Students aid fund and welfare fund. ● Book-bank Schemes ● Merit Scholarships ● Fees Concession ● Payment of Fees in instalments ● Earn while Learn Schemes

6.5 Total corpus fund generated: Rs. 312 Lakhs

6.6 Whether annual financial audit has been done: Yes

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

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

6.8 Does the University/ Autonomous College declare results within 30 days? **Not applicable**

For UG Programmes   Yes   No

For PG Programmes   Yes   No

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

1. CAP for OSM
2. Common Question papers sent by University for first and second year examinations.

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

● Alumni continuous interaction with the present students.
● Placement support and Career Guidance by alumni.

6.12 Activities and support from the Parent – Teacher Association

- ● Organised PTA and taken feedback from parents. Suggestions are incorporated wherever possible.
- ● Suggestions from parents and teachers are well taken to improve the quality of education and skill development programme, like NUSSD.
- ● Feedback from parents for improving students' attendance, academic progression helped to improve the overall performance of the students.

6.13 Development programmes for support staff

- ● Training for MS Office Excel by in-house faculty.

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

- ● Solid waste management
- ● Encouraging paperless Communication
- ● Tree Plantation
- ● Disposal of e-waste
- ● Cleaning programme under Swach Bharat Abhiyan
- ● 'Mission Impossible' programme for clean campus.
- ● Ban on Plastic use.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- Newly appointed faculty members were guided by the Principal in the staff common meetings taken before the re-opening date and on the re-opening date of the College, which acted as a motivation to work with clarity and commitment.
- ICT is strengthened to improve the quality of teaching and all the departments are making use of it in their teaching**.**
- Conducted Multidisciplinary National Seminar on "Sustainable Development: Issues and Challenges".
- Conducted photography/drawing/article writing competition, Cleanliness Drive called "MISSION IMPOSSIBLE" beautifying the College Campus by BMM department.
- Organised Expert Guidance session on "Documentry" by Dr. Mrs. Anjali Monterio and Dr. Jayashankar, Dean and Chairperson of School of Media Studies, Tata Institute of Social Sciences, for B.M.M. students which motivated the students to participate in similar type of competitions.
- Organised a session on Emerging Trends in the Media Industry by Mrs. Elizebath Periara Pandit, Asst Director, and Chorography for B.M.M. students.
- Conducted a workshop on 3D max for BMM students.
- Released the College BMM Magazine 'Brahmastra 2018' by Mrs. Sanjukta Kapoor, Head, Media Marketing, Times Now.
- Organised a Cultural Fest called 'ARAMBH' by the BMM department.
- B.Com. (B&I) department organised a Paper Presentation (PPT) Competition for all students of the College.
- B.Sc. I.T. department organized a Motivational Lecture on "I.T. Carrier" by Mr. Ravindranath R. Kanojiya. Also Opportunities on Software Testing by Ms. Harshada Sawant.
- Organised an Expert Guidance session on "Advance Java" by Mrs. Jayalakshmi Srinivasan.
- Organised a Workshop on Hardware and Software and a Maths Quiz.
- B.Com. (F.M.) and (T.M.) Departments organised 'Vedanta', the learning fest.
- Class representatives were actively included in the decision making process.

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

- Signed MOU with Satyam Institute of Tax Accountant to provide Vocational Accounts & Taxation Training Program.
- Increased number of students participated in various intercollegiate sports and cultural competitions at inter-collegiate, University and State levels and won prizes.
- Conducted Career counselling and Pre-placement trainings for students.
- Reconstructed classrooms to accommodate more students.
- Conducted Swach Bharat Abhiyan cleanliness activities.
- Applied for required permission for construction of building.
- Conducted workshop on "How to write a research paper by following the ethics in research".
- Conducted training sessions for faculties for best use of MS-Excel.
- Conducted sports and cultural activities at intra and inter collegiate level.
- Conducted students training programmes for personality development, tally package and working knowledge of GST.
- Launched Magazine "Bharamastra" by BMM Department
- Best teacher award and students higher study scholarships were given.
- Renewed AMCs for properly maintaining the infrastructure.
- Extended NUSSD Skill development programmes to all students
- Strengthened the 'Earn While Learn' scheme.

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

1. Cleanliness Drive.
2. Scholarship to students for Higher Education and Bes Teacher Award

7.4 Contribution to environmental awareness / protection

1. Session on Waste compost.
2. Tree Plantation
3. No use of plastic campaign
4. Clean and hygienic climate in campus
5. Showing environmental awareness related documentary films to students
6. Involving the students in creating awareness about the environmental protection.
7. Conducting the workshops on protection of environment under NSS.

7.5 Whether environmental audit was conducted?　　Yes ☑　　No ☐

7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

Strengths:

1. Transparency, diversity and inclusiveness in the admission process
2. Majority students are from weaker sections and from minority communities and their parents specially girl students' parents find our college safer and therefore send their children for higher education at our institution. Otherwise majority of these girl students would have discontinued their education after HSC.
3. Good Infrastructure and spacious campus with provision for further expansion
4. Skill Development Program under NUSSD which runs parallel to the Degree program
5. Remarkable outcome of N.S.S, Active Extension Cells etc
6. Faculty Development is given importance (allowed to attend seminars/ workshops, paper presentations etc.)
7. Several Initiatives towards Environmental Conservation
8. Rich library with good number of reference books and journals
9. Well-developed sports facility with gymnasium and turf ground
10. A good number of UG and PG programs
11. Clean and green campus environment
12. Different committees for active functioning of the college
13. Remedial coaching for weak students
14. Book Bank scheme for eligible students

Weaknesses:

1. Absence of proper industry oriented syllabus
2. Quality of entry level students – majority of students admitted with poor percentage of marks
3. Most of the students are from vernacular medium
4. Lack of awareness about the programmes to the students and parents
5. Students from lowest economic strata –with limited exposure to technology, etc.

   Opportunity:
1. Increase in financial resources generation through collaborations and MOUs
2. Enhance necessary skills in students through Skill Development Program
3. Availability of Professional guidance from corporates (CSR activities)
4. To prepare our students for competitive examinations for Government jobs
5. Wide Scope for Research especially in the local areas which can bring improvement in the local inhabitants' life
6. Active Campus Placements
7. Spacious campus for creation of physical and learning infrastructure to add new programmes or to increase the intake of existing programmes as per the need
8. College is located in Mumbai Municipal Corporation 'M Ward East' the most underdeveloped area of Mumbai City giving scope for enhancement of social development

Challenges:

1. Bridging the syllabus gap as per requirements of industries
2. Changing requirement of job market
3. New colleges in the neighbouring area
4. More focus on technology and online procedures where our students may lack behind
5. Making students globally competent with special focus on communication and presentation skills
6. Reduced takers for innovative degree programmes due to lack of awareness

8. **Plans of institution for next year**

1. Starting online admission process
2. Training session for the teaching faculties regarding new software
3. Introduction of bio-matric attendance for students
4. Organising international seminar
5. Construction of additional floors in the existing building
6. Departmental inter-collegiate management fest
7. Finding new donors for giving financial assistance to meritorious eligible students
8. Industry linkage with formal MOUs
9. Industry internships for skill development programs
10. Introducing lectures on the teachings of Sree Narayana Guru's philosophy to all students
11. Strengthening and enriching the use of ICT by all faculties by using intelligent panel
12. Broadening program for preparing students for competitive examinations.
13. Motivating students to take part in various cultural and sports competitions at various levels.
14. Arranging more lectures on guiding faculties to undertake more minor and major research work.
15. Enhancing the activities of NSS
16. Creating awareness about innovative degree programmes
17. Inviting eminent speakers on various subjects to interact with the students.
18. Organising Faculty improvement programs by organising workshops and training sessions.
19. Strengthening 'Earn-While-Learn' scheme.
20. Introducing more activities and programmes for female students to motivate them and to bring them into the mainstream.
21. Continue to organise mega intercollegiate event 'OASIS'.
22. Continuing with the Mentoring System for students.

Name: Srichand Parasuram Hinduja   Name: Dr. Ravindran Karathadi

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

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
B & I	-	Banking & Insurance
A & F	-	Accounting & Finance
F.M.	-	Financial Management
T.M.	-	Transport Management
E.M.	-	Environmental Management
I.M.	-	Investment Management

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