Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

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, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)* | 2016-17

1. Details of the Institution

1.1 Name of the Institution | KET'S V.G. VAZE COLLEGE OF ARTS, SCIENCE AND COMMERCE

1.2 Address Line 1 | MITHAGAR ROAD

Address Line 2 | MULUND EAST

City/Town | MUMBAI

State | MAHARASHTRA

Pin Code | 400 081

Institution e-mail address | vazecollege@gmail.com

Contact Nos. | +91 22 2163 1421/ 23

Name of the Head of the Institution: | Dr. B.B. Sharma

Tel. No. with STD Code:

022 2163 1004

Mobile:

+91 9820502142

Name of the IQAC Co-ordinator:

Ms. Neeta Kulkarni

Mobile:

+919820152720

IQAC e-mail address:

iqacvaze@gmail.com

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

13246

OR

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)

EC/58/RAR/105

1.5 Website address:

www.vazecollege.net

Web-link of the AQAR:

www.vazecollege.net/iqacreport1314.html

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	5 star	--	1999	2003
2	2nd Cycle	A	86.6	2005	2010

3	3rd Cycle	A	3.17	2012	2017
4	4th Cycle	A	3.45	2017	2022

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

06/10/2005

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 28/10/2016
    ii.   AQAR 21/09/ 2015
    iii.   AQAR 10/09/ 2014
    iv.   AQAR 23/08/ 2013
    v.   AQAR 17/03/ 2012

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 (Phys Edu) [--]

TEI (Edu) `--` Engineering `--` Health Science `--` Management `--`

Others (Specify) . Advanced Diploma in Perfumery & Cosmetic Management

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

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

Autonomy by State/Central Govt. / University NA

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	09
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01

2. 6 No. of any other stakeholder and

community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

--

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

04

--

--

2.11 No. of meetings with various stakeholders: No.   Faculty

Non-Teaching Staff Students | -- | Alumni | -- | Others | -- |

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

If yes, mention the amount | -- |

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes | --- |

2.14 Significant Activities and contributions made by IQAC

- Academic Audit by external Auditors

- Initiated process of online payment of fees

- Attendance by   RFID

- Skill development center stared

- Mobile app for PATS & infrastructure

- Online submission of pre admission form

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
Academic Audit	Completed
Performance appraisal of teachers by students through Mobile app	Completed
Rain water harvesting	Completed
Software for the timetable	Completed
Curriculum evaluation by alumni, students and experts	Completed

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 [√] [--] [--]

Provide the details of the action taken

- RFID for monitoring attendance
- Use of technology to prepare time table
- Green Audit by external committee

<p style="text-align:center"># Part – B</p>

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	08	---	--	---
PG	07	---	04	---
UG	20	---	06	---
PG Diploma	01		---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate				23
Others	---	---	---	---
Total	36	---	10	23

Interdisciplinary	---	---	---	--
Innovative	---	---	---	---

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

Pattern	Number of programmes
Semester	20
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.

> FYBA/BCOM/BSC – Skill enhancement courses introduced by Mumbai University

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

> Shri G D Kelkar Skill development centre established with the objective of imparting Short Term skill courses to students. 23 short term courses were conducted with certification at the end of each course.
> The German Language Course leads to Max Mueller certification. One course effective communication in English was conducted free of cost for 09 administrative staff.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	20	33	--	2

2.2 No. of permanent faculty with Ph.D.   26

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
--	15	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty   --   20   34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	06	02

Presented papers	06	31	--
Resource Persons	02	16	11

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

- Field visits and Industrial visits
- Use of social media

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

181

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

- CAP centre
- In house printing of question papers

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

10	06	04

2.10 Average percentage of attendance of students

75.02

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division						
		O	A	B	C	D	E	Pass %
BA Economics	21	2	7	3	1	-		61.9 %
BA English	22	2	3	7	4	3		86.37%
BA Hindi	02		01					50.00%
BA History	15	01	06	04	01	01	--	86.66%
BA Marathi	16	03	02	03	02	-		62.00%
BA Political Science	36	07	10	06	06	04	01	94.44%
BA Psychology	24	07	12	02	01	---	--	91.66%
BA Sociology		2	11	12	4	9	0	95.00%

Title of the Programme	Total no. of students appeared	Division						
		O	A	B	C	D	E	Pass %
BSc Botany	19	05	05	03	05			94.7%
BSc Chemistry	37	06	12	10	02	01		86.48%
BSc Maths	22	05	10	01	01	01	--	81.82%
BSc Physics	22	3 13.63%	3 13.63%	9 40.90%	4 18.18%	--	3 13.63	86.36%
BSc Zoology	15	09	06	--	--		--	100%
Bsc IT	53	03	23	07	08	01		79.25%

Title of program	Appeared	Grade O	Grade A	Grade B	Grade C	Grade D	Grade E	Grade F	Total
BCom	Overall 464	4	159	115	74	17	6	89	464

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

- Annual academic Audit by external experts and giving feedback to respective departments.
- Performance appraisals
- Planning various short term skill oriented and enrichment courses.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--

Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	01

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	96	08	02	--
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- Compilation of research papers presented by the faculty at various conferences.
- Launch of new research journal ' Vaze Vistas'
- Research scholars meet for Ph.D students
- Staff Colloquium for staff members

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	03	---	---
Outlay in Rs. Lakhs	---	8794000	---	---

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	03	---	---

Outlay in Rs. Lakhs	---	94000	---	---

3.4   Details on research publications

	International	National	Others
Peer Review Journals	---	---	--
Non-Peer Review Journals	7	18	02
e-Journals	---	---	---
Conference proceedings	---	---	---

3.5 Details on Impact factor of publications:

Range [--]   Average [--]   h-index [--]   Nos. in SCOPUS [--]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	207-2019	1) DBT- Field demonstration and cultivation of aromatic crops in manipura 2) DBT - Genetic Improvement of Stevia 3) DBT – Photo bio reactor for Bio fuel production	14 Lakhs 14 lakhs 3394000/-	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	2016-17	Mumbai University projects 1) Dr. Ajit Kengar – Botany 2) Dr. Paresh More – Chemistry 3) Dr. Suresh Shendge – Chemistry	34000/- 30000/- 30000/-	34000/- 30000/- 30000/-
Students research projects *(other than compulsory by the University)*	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	6288000 lakhs	94000/-

3.7 No. of books published   i) With ISBN No. [01]   Chapters in Edited Books [08]

            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   [Rs 2.33 Cr]

3.11 No. of conferences organized by the Institution

Level	International	National	State	Univ	College
Number		02			--
Sponsoring agencies		1) UGC 2) Picassa- Indian society of Cosmetic chemistry			--

3.12 No. of faculty served as experts, chairpersons or resource persons   [09]

3.13 No. of collaborations   International [--]   National [--]   Any other [--]

3.14 No. of linkages created during this year   [--]

3.15 Total budget for research for current year in lakhs:

From Funding agency   [Rs 25.63lacs]   From Management of University/College   [Rs 2.00lacs]

Total   [Rs 27.63lacs]

3.16 No. of patents received this year

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

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

of the institute in the year

Total	International	National	State	University	District	College
--	2	3	2	03	--	--

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

19+2

40

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

02

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

JRF 02   SRF --   Project Fellows --   Any other 02

3.21 No. of students Participated in NSS events:

University level 180   State level 22

National level 02   International level 09

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 --   State level 07

National level 01   International level --

3.24 No. of Awards won in NCC:

University level --   State level --

National level --   International level --

3.25 No. of Extension activities organized

University forum | 09 | College forum | 13

NCC | -- | NSS | -- | Any other | --

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

1) Tree Plantation

2) Blood Donation Camp

3) Toys Distribution in Slum Area.

4) Yoga Day Celebration

5) Pollution free Ganesh Festival

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	2.70	--	--	--

	acres			
Class rooms	42	05	--	47
Laboratories	10	15	--	25
Seminar Halls	02	--	--	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	05	02	UGC	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	6,43,250/-	UGC	6,43,250/-
Others	--	--	--	--

4.2 Computerization of administration and library

- Stage - 2 of Library computerization completed
- Administration is fully computerized

4.3 Library services:

	Existing (Upto 2015-16)		Newly added (in 2016-17)		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books	23,966	22,61,629.00	2,242	2,62,298.00	26,208	25,23,927.00
Reference Books	38,623	79,89,853.75	404	1,32,587.00	39,027	81,22,440.75
Total Books	**62,589**	**1,02,51,482.75**	**2,646**	**3,94,885.00**	**65,235**	**1,06,46,367.75**
e-Books (*Through N-LIST*)	1,35,000	-	30,00,000	-	30,00,000	-
Journals (*in Print*)	125	26,04,845.90	102	1,57,017.00	*107*	2,761,862.90
e-Journals (*Through N-LIST*)	6,000	30,725.00	6,000	5,750.00	6,000	36,475.00
Digital Database	-	-	-	-	-	-
CD & Video	170	34,923.00	-	-	-	-
Others - Newspapers	19	5,16,514.80	19	40,844.00	19	5,57,358.80
Others - Braille Books	24	3,702.00	-	-	24	3,702.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others

Existing	190	02	190	16	27	26	32	12
Added	33	01	30	02	02	--	--	--
Total	223	03	220	18	29	26	32	12

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

> Departments have computers with internet facility for staff. Students are provided computer facility in separate multimedia room. In addition to this, Library is equipped with computer and internet for the special needs of the student.

4.6 Amount spent on maintenance in lakhs :

  i) ICT

    693270/-

  ii) Campus Infrastructure and facilities

    2647980/-

  iii) Equipments

    705965/-

  iv) Others

    1052850/-

Total :   5100069/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The activities of the college are spelt out in the prospectus. The College encourages the students to participate in at least three of the fifty two activities of the College

5.2 Efforts made by the institution for tracking the progression

> Each student has been allotted a control identity number at the time of admission and the records related to that student will be available on entry of that number in the data system. Complete automation of office planned and quotations sought for software to further augment this.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
2374	1501	--	--	3875

(b) No. of students outside the state

--

(c) No. of international students

--

Men

No	%
--	--

Women

No	%
--	--

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2417	495	113	857	25	3882	2461	436	109	867	02	3875

Demand ratio - 365 %   Dropout % - Nil

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

> College runs a Coaching Centre for training for competitive examinations under the UGC XII Plan guidelines. It also conducts a course for imparting training for NET/SET

No. of students beneficiaries

123

5.5 No. of students qualified in these examinations

NET `--`   SET/SLET `--`   GATE `--`   CAT `--`

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

5.6 Details of student counselling and career guidance

The counselor helped providing solution and enhancing overall functioning among students. The problems faced by the students ranged from personal to academic and were usually related to career, stress management and issues of concentration. A lecture on 'Myths and strategies in Counseling ', 'Emotional intelligence' and career Exhibition for Arts, Commerce, and Science students were conducted. Career counseling for students interested in pursuing specific courses was also conducted by a trained counsellor.

No. of students benefitted

30

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
05	346	61	---

5.8 Details of gender sensitization programmes

--

5.9 Students Activities

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

State/ University level `37`   National level `17`   International level `03`

No. of students participated in cultural events

`02`   `--`

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 | 22 | National level | 7 | International level | -- |

5.9.2   No. of medals /awards won by students in events

Cultural: State/ University level | 02 | National level | | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	317	5278059
Financial support from other sources	199	327680
Number of students who received International/ National recognitions	--	--

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 | 23 |

5.13 Major grievances of students (if any) redressed: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision** – To grow and consolidate as one of the foremost autonomous centers of excellence in learning that contribute s to sustainable and inclusive development of a knowledge society and economy.
>
> **Mission**- To improve society by educating the youth and enabling them to become highly qualified, mature men and women, able to meet the needs of all human activities.

6.2 Does the Institution has a management Information System

> Yes. Process of office automation to augmenting the existing systems has been initiated.

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

6.3.1 Curriculum Development

- Staff members attended workshops organised by other colleges regarding syllabus revision.
- Suggestions of the teachers for revision of syllabi have been communicated through the members of the Board of Studies and the Members of the Academic Council.

6.3.2 Teaching and Learning

- Use of ICT in classroom by teachers and students.
- Web casting of lectures leading to interaction of our college students with eminent personalities.
- Inauguration of G.D. Kelkar Skill Development Centre and Finishing School.
- Mentoring system
- Screening of films and relevant audio-visual material
- Industrial and Field Visits
- Guest lectures on gender sensibility, environment and inclusiveness.
- Coaching for UPSC / MPSC, NET / SET
- Study circle (BSc –Chemistry) for promoting group learning
- Workshops for UG & PG students in collaboration with Royal Society of Chemistry
- Visits of eminent scientists from IIT, TIFR and ICT

- Ph. D. Centres in 8 subjects – English, Economics, History, Chemistry, Botany, Zoology & Physics
- IQAC has been monitoring quality of teaching through evaluation of teachers by student (PATS)
- G. D. Kelkar and R. A. Kulkarni Memorial Lecture Series

6.3.3 Examination and Evaluation

- Orientation programme for FY students including self financing courses, and regular exam under new credit system.
- Preparation of exam calendar semester wise.
- Data preparation for the Academic Year of students as per seating arrangement and blocks.
- Generation of block supervisor report/ signature reports
- In-house processing of results (Generating check lists, incorporating corrections generating consolidated results, preparation of final results to generate individual grade sheets semesterwise for SEM-I to SEM-IV including self financing courses.

6.3.4 Research and Development

- The college was recognised on a centre for Post Graduate programme in Physics by research
- Department of Physics has applied for recognition as Ph.D centre
- 6new Ph.D. Guides in Physics, Botany, Chemistry, IT and Physics

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Construction of five new classrooms on the fourth floor
- New auditorium made fully functional
- Purchase of new scientific instruments
- Installation of MGL(PNG) gas pipeline completed
- E-Resources library inaugurated for the visually challenged
- Open Access system introduced for reference books, periodicals and journals .
- Mobile app for getting feedback on various aspects of the institution is being developed in house by IT students and teachers
- A more structure of dynamic website of the college has been designed
- College library website has been upgraded

6.3.6 Human Resource Management

- Faculty is actively involved in administrative, extra and co- curricular activities
- In addition to the regular teaching, faculty is engaged in UPSC, remedial coaching, conducting/ diploma courses using in house

6.3.7 Faculty and Staff recruitment

New need based appointments in teaching and administrative positions

6.3.8 Industry Interaction / Collaboration

- The College has been proactive in establishing links with industry and agriculture
- Industry based research
- In addition to in house faculty, professionals from industry engage lectures for self financing courses
- Industrial visits are regularly organised
- The Placement Cell of the College organises pre placement talks by leading companies and banks
- The Post Graduate diploma in Perfumery and Cosmetic Management invites close interaction with the industry partners Many of the faculty for the course are drawn from the industry. The students are made placement offers on successful completion of the course.

6.3.9 Admission of Students

- All admissions are based purely on merit and granted as per the University and Government guidelines
- Automation of admission procedure
- Introduction of online payment of fees.

Teaching	02
Non teaching	03

Students	20

6.4 Welfare schemes for

6.5 Total corpus fund generated

Rs.80000/-

6.6 Whether annual financial audit has been done   Yes √   No --

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Yes	Yes	Senior faculty and IQAC
Administrative	No	--	Yes	Senior faculty and IQAC

6.8 Does the University/ Autonomous College declares 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?

NA

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

- Alumni are involved in the college activities through engaging lectures on various topics. They contribute by arranging industrial visits and placements of students. Further, they provide financial assistance for the purchase of new instruments. They are also actively involved in training students in extracurricular programmes and various competitions
- Alumni of 1993 batch have established an endowment to help needy students

6.12 Activities and support from the Parent – Teacher Association

> Meeting with parents are organized department wise. Suggestions of the parents on academic performance of the students, attendance of the students are taken into consideration.

6.13 Development programmes for support staff

> - Administrative staff trained in the use of office automation
> - Clerks of accounts section trained in the new automated functional procedures

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

> - Solar lights installed in the campus – shift from incandescent fluorescent lights to LED
> - Water harvesting including collection of water from the coolants in the water tank and used for gardening.

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.

> Software for Time table Management avoids Lecture clashes & fewer changes made in adjustment of class time tables
>
> Mobile App developed for Teacher feedback & facilities feedback. Administration, scoring and analysis is automated thereby time saving and accurate.

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

> 1) Skill development centre introduced 23 new short term courses.
>
> 2) Attendance of FY Students using RFID system.Computer generated defaulter list – PT meeting conducted.

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

> 1) Establishment of Shri G D Kelkar Skill development centre to impart training in niche areas that enable students to prepare for employability or improve personality / acquire new skills.
>
> 2) Training course for administrative Staff in English Communication conducted free of cost.
>
> 3) E vision Vaze for visually challenged students
>
> 4) ISR for Phondaghat rural college students.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Green Audit undertaken
>
> Installation of Solar panel
>
> Production of compost using vermin culture .
>
> Bio diversity count of the campus carried out

7.5 Whether environmental audit was conducted?   Yes ✓   No --

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

Manual collection of fees was tedious and time consuming . MOU with ICICI bank for online collection of fees through easypay.

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

Designing &development of more skill development centre.

RFID for teachers and students

Application for Autonomy

Name:- Neeta Kulkarni   *Name:- Dr. B. B. Sharma*

_____   _____

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

_____***_____