

**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

Part – A

AQAR for the year:

2017-18

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:

Mrs. Alka Kelkar

Mobile:

+919322297327

IQAC e-mail address:

iqacvaze@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

13246

OR

1.4 NAAC Executive Committee No. & Date:

EC (SC)/26/A&A/1.4

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	1 st Cycle	5 star	--	1999	2003
2	2 nd Cycle	A	86.6	2005	2010
3	3 rd Cycle	A	3.17	2012	2017
4	4 th 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 2010-11 submitted to NAAC on 12-10-2011))

i. AQAR 2016-17, Submitted to NAAC on 28/10/2017

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)

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No Faculty

Non-Teaching Staff and 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 the process of online payment of fees
- Attendance by RFID (Continued)
- Skill development center (functional)
- Mobile app for PATS & infrastructure evaluation
- Online submission of pre admission form
- Orientation/Induction for entry level students

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, the feedback received from the auditors was shared with the staff
Performance appraisal of teachers by students through Mobile app	Completed, feedback shared with the staff
Rain water harvesting	Approved by BMC but under process
Software for the timetable	Completed, class wise time table displayed in each classroom

** 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

Management approved the AQAR Refer to 2.14

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	07	--	--	--
PG	07	--	04	--
UG	22	--	06	--
PG Diploma	01	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	12
Others	--	--	--	--
Total	37	--	10	12

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	22 (UG)+ 6(PG)+1(PG Diploma)= 29
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.

SY BA. BSc. B Com

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	49	15	24	03	01(PT)+6(SFC)

2.2 No. of permanent faculty with Ph.D.

32

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

--	69	30
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	06	02
Presented	15	19	05
Resource Persons	01	04	18

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	28	-	04	12	04	02	-	81.48%
BA English	21	-	09	10	-	02	-	91.31%
BA Hindi	-	-	-	-	-	-	-	-
-BA History	21	02	10	06	03	-	-	100%
BA Marathi	1	-	01	-	-	-	-	100%
BA Political	28	04	10	08	01	04	01	100%
BA Psychology	25	13	11	01	-	-	-	100%
BA Sociology	35	-	11	19	03	02	-	100%

Title of the Programme	Total no. of students appeared	Division						
		O	A	B	C	D	E	PASS%
BSc Botany	5	-	-	5	-	-	-	100%
BSc Chemistry	45	15	26	04	-	-	-	100%
BSc Maths	18	01	06	08	04	-	-	83.36%
BSc Physics	16	05	04	05	01	-	-	93.75%
BSc Zoology	29	7	18	04	-	-	-	100%
BSc IT	64	02	21	14	07	02	-	82.81%

Title of the Programme	Appeared	Grade O	Grade A	Grade B	Grade C	Grade D	Grade E	Grade F	Total
BCom	Overall 367	03	112	110	58	27	-	-	367

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

- IQAC, through Academic Calendar Committee, ensures that each department receives timetable for the entire semester.
- Faculties are required to maintain diaries of their academic and curricular and extracurricular activities.
- The declaration of completion of the syllabus is obtained from each faculty for every subject at the end of every semester.
- Annual Academic Audit by senior faculties of other colleges along with college IQAC Representative was conducted on 10th June 2017 and feedback was given to respective departments.

- **Performance Appraisals:-**

Performance Appraisal of Teachers by Students (PATS)

PATS is conducted yearly for regular courses and semester wise for self-financing courses. Minimum 30 per cent of the students are given the PATS forms for appraisal. Three categories of skills of teachers are appraised – one, attitude of teacher towards students; second, core subject-related, teaching and classroom skills and third, additional peripheral skills/ activities. Once data is collected, each teacher analyses the data as per the guidelines given to identify strengths and developmental areas. A copy of the summary of analysis is given to the principal who in turn holds meeting with each department to share the analysis. A copy of the summary of analysis is also submitted to the IQAC office for record.

- Various short-term skill-oriented and enrichment courses were undertaken by the G.D.Kelkar Skill Development Centre And Finishing School

List of Courses

S.N	Particular	Faculty
1.	German Course Level B1	Dr. Susmita Dey
2.	Soft Skill Development Course	Dr. Neeta Mehta
3.	Modi Lipi	Dr.Sonali Pednekar
4.	German Course Level A1	Dr. Susmita Dey
5.	Research Methodology	Dr. Preeti Nilesh
6.	Aakar:Soft Skill Development Skill	Ms. Nilakshi Roy
7.	Positive Psychology	Ms.Neeta Kulkarni
8.	Technical Skill Enhancement Course	Mr. Manoj Sangare
9.	English Enhancement Course	Dr. Dinesh Kumar
10.	Quantitative Techniques & Econometrics	Ms. Vaishali Dhammapathee.
11.	Maths Bridge Course	Mr. J.S.Sutar.
12.	Marathi Screenplay Writing Course	Mr. Arvind Jadhav

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	30
Others(Seminar & Conferences)	65

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	92	12	--	05(Regular) 04(SFC)
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

Research Promotion Committee takes initiative in training students for Aavishkar: The Research Competition.

Staff colloquium was organized to share the research thoughts and findings among the colleagues.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	01	--
Outlay in Rs. Lakhs	--	2389000 (Granted) Also reflected under 3.6	3394000	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	02	02	--
Outlay in Rs.	--	--	60,000	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	09	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	02	--

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	2017-2019 (6 months extension received till Jan-19)	DBT	33,94,000	23,89,000
Minor Projects	2017-2018	University of Mumbai	60,000	--
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. 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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	--	--
Sponsoring agencies	--	BRNS(Board Of Research In Nuclear Science)	--	--	--

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

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 From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	03
	Granted	01
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	Dist	College
06	01	03	01	01	--	--

3.18 No. of faculty from the Institution
Who are Ph. D. Guides
and students registered under them in 17-18

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 State level
National level International level
Area Level College 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 State level
National level International level
Area 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 College forum
NCC NSS Any other

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

NSS activities (achievement)

1) Area level Awareness programme on solid waste management

a) Volunteers from Mulund-Vikroli area colleges attended awareness programme in the college (September 2017). They were also shown compost project of our college.

b) NSS volunteers conducted awareness programme in housing society of Mulund- East

2) Spectacle distribution to the needy in Bendshil Village.

3) Swatchata Abhiyan at Mulund Railway station.

4) Tree Plantation about 70 fruit trees in Sangoprita, Bendshil Village.

5) Bandhara (Check-dam) construction at Chikneyachi Wadi, Bendshil Village.

6) Remedial Education at Government Schools in Mulund East.

7) Gender-Sensitization programmes in collaboration with Akshara Foundation.

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	2.70acres	--	--	--
Class rooms	47	--	--	47
Laboratories	25	--	--	25
Seminar Halls	02	--	--	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	07	10	College	17
Value of the equipment purchased during the year (Rs. in Lakhs)	--	412905	College	412905
Others	--	--	--	--

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing upto 2016-17		Newly added in 2017-18		Total upto 2017-18	
	Number	Amount	Number	Amount	Number	Amount
Text Books	26,208	25,23,927.00	1985	2,81,518.00	28,157	28,05,445.00
Reference Books	39,027	81,22,440.75	555	3,05,297.50	39,582	84,27,738.25
Total Books	65,235	1,06,46,367.75	2504	5,86,815.50	67,739	1,12,33,183.25
E-Books (Through N-LIST)	3,000,000	-	31,35,000	-	31,35,000	-
Journals (and Magazines)	107	27,61,862.90	104	1,57,017.00	104	29,18,879.90
E-Journals (Through N-LIST)	6,000	36,475.00	6000	5,750.00	6000	42,225.00
Digital Database	-	-	-	-	-	-

CD & Video	170	34,923.00	-	-	-	-
Others - Newspapers	19	5,57,358.80	19	42,980.00	19	6,00,338.80
Others - Braille Books	24	3,702.00	-	-	24	3,702.00

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	223	3	190	18	29	26	32	12
Added (replaced)	12	0	30	0	0	0	03	0
Total	223	3	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.
- Library is equipped with computer and internet for the special needs of the students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

885708/-

ii) Campus Infrastructure and facilities

2497/-

iii) Equipments

294430/-

iv) Others

124468/-

Total :

2427103/-

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 and introduced in the induction program.
- The college encourages the students to participate in at least three of the student related activities.

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 record related to the student is available on entry of that number in the data system.
- Post UG/PG progression of the students is tracked with the help of individual departments and Alumni Association.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
2409	1547	29	--	3985

(b) No. of students outside the state

(Other than Maharashtra Board 2017-18)

19

(c) No. of international students

--

Men	No	%
	--	--

Women

No	%
--	--

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
2461	436	109	867	02	3875	2397	490	122	976	00	3985

Dropout %

--

Demand ratio:-

BT	5.057
IT	4.87
B&I	9.80
A&F	6.91
BMM	8.04
BMS	7.30
MSC-IT	16.66
MSC-BT	16.66
M.COM	21.12
PGDPCM	18.65
FYBA	62.99
FYBSC	27.45
FYBCOM	55.17

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

- UPSC/MPSC Coaching Center under the UGC XII Plan.

No. of students beneficiaries

84

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 Counseling Cell

The Counseling cell addresses academic, personal and interpersonal relationship issues of the students.

No. of students benefitted:-90

Career Guidance and Placement Cell

Career Guidance and Placement Cell (CGPC) is a student-centered activity. The committee provides guidance and assistance to students to achieve their career goals. More specifically, this activity group has a three-fold objective:

- a) To provide information regarding higher education in India and abroad , competitive examinations like GATE,CAT,GRE,GMAT, TOEFL and to generate awareness job opportunities and self-employment
- b) To organize training programmes to improve employability skills of the students
- c) To carry out campus placement

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
12	499	41	--

5.8 Details of gender sensitization programmes

The goal of Women Development Cell (WDC) is to make girl students and teaching and non-teaching staff members aware of various issues related to women and provide the necessary information to overcome the same.

- Students of the degree and junior college were introduced to WDC during the orientation programme.
- International Women's Day was celebrated on 8th march 2017. Dr. Kranti Jejurkar, Former Chairperson, WDC, University of Mumbai was the Chief Guest. Dr. Jejurkar delivered a lecture on "Gender Discrimination at Workplace and Gender Sensitization".
- Teaching and non-teaching staff members were felicitated on International Women's Day.
- Organized a street play "Nari Shakti" by NSS Volunteers.

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
Financial support	Financial support from institution	--	--
	Financial support from government	211	2136642
	Financial support from other sources	-	-
	Number of students who received International/ National recognitions	--	--
Scholarships Support	Scholarship support from institution	--	--
	Scholarship support from government	216	4184544
	Scholarship support from other sources	--	399000
	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

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 centres 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. The Process of office automation to augment the existing system is an ongoing process and it is updated as per requirement.

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

6.3.1 Curriculum Development

- Staff members attended subject related workshops organised by other colleges and contributed as resource persons.
- 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

- Ph. D. Centres in following subjects – English, Economics, History, Chemistry, Botany, Zoology & Physics continue to functions
- IQAC has been monitoring quality of teaching through evaluation of teachers by student (PATS)

- Use of ICT in classroom by teachers and students
- Skill development courses were conducted by the 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 personalities

- Ph. D. Centres in following subjects – English, History, Chemistry, Botany, Zoology & Physics continue to function
- IQAC has been monitoring quality of teaching through evaluation of teachers by student (PATS)

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.
- Computer generated seating arrangement for the exams
- Computer Generated 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 semester wise grade sheets for SEM-I to SEM-IV.

6.3.4 Research and Development

- The recognition as a centre for Post Graduate programme in Physics by research continues
- 16 Ph.D. Guides.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- All auditoriums are fully functional
- Purchase of new scientific instruments
- E-Resources library for the visually challenged is functional
- Open Access system introduced for reference books, periodicals and journals - continues
- Mobile app for getting feedback on various aspects of the institution is in use
- Web site of college functional
- 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 expertise in different subjects.
- In house and external faculty conduct add-on short term courses under the banner of G. D. Kelkar Skill Development Centre and Finishing School

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 farmers
- 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 the professionals from leading companies and banks
- The Post Graduate diploma in Perfumery and Cosmetic Management invites close interaction with the industry partners. Many of the faculties for this course are drawn from the industry. The students are given 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

6.4 Welfare schemes for

Teaching	1
Non teaching	3
Students	33

6.5 Total corpus fund generated

Rs.88000/-

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 declare results within 30 days? NA

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 by 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.
- The endowment was established by 1993 alumni batch to help needy commerce students continues.

6.12 Activities and support from the Parent-Teacher Association

Meeting with parents are organized by each department. Suggestions of the teachers on academic performance of the students and attendance of the students are taken into consideration in such meetings.

6.13 Development programmes for support staff

- The training of administrative staff in office automation continues and is upgraded as per requirement.

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

- Solar lights installed in the campus and the shift from incandescent fluorescent lights to LED is operational..
- Water harvesting and collection of water from the coolants is done. Water thus collected is used for gardening.
- Green Audit conducted
- Energy conservation through electricity conservation. Solar power generated goes to the MSEB grid and college gets a credit in its electricity bill.
- Water conservation initiatives undertaken.
- Check dams have been constructed by the college NSS unit in the adopted villages.
- Efforts are undertaken for carbon neutrality
- Recycling of waste is a regular feature in the college.

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 are automated thereby saving time and ensuring accuracy.

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 12 new short term courses.
- 2) Attendance of FY Students using RFID system. Computer generated defaulter list – Parent-Teacher meeting

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) E-vision for visually challenged 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)

- Reimbursement of the fee of the wards of staff by the management
- Effective lab safety measures
- Financial support for students by teachers
- Credit society for the benefit of non-teaching staff
- Financial support for staff for medical emergency

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

- Designing and development of new skill development courses
- To conduct academic, activity and administrative audits
- To conduct lecture on Career Advancement Scheme and PBAS
- To conduct a national conference on Student Satisfaction Survey
- To start B.Voc Programme on Tourism and Hospitality
- To benchmark certain activities: Dimensions and Alumni Association

Name Alka Kelkar

Name Dr.B.B.Sharma

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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

Annexure II

Academic Calendar 2017-2018

Annexure III

Invitation Letter – Management Staff Get-together

Annexure IV

List of Courses
