

**Matushri Kanbai Lalbai & Motibai Lohana Kanyashala & Balikagruh's
B.L. Amlani College of Commerce & Economics**

M.R. Nathwani College of Arts

NAAC Accredited with B Grade

6, N S Rd Number 3, Hatkesh Society, JVPD Scheme, Juhu, Mumbai, Maharashtra 400049

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the period 2016 - 2017

Submitted to



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

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B.L.Amlani College of Commerce & Economics
M.R.Nathwani College of Arts
The Annual Quality Assurance Report (AQAR) of the IQAC
2016-17
Part – A

1. Details of the Institution

1.1 Name of the Institution

B.L.Amlani College of Commerce &
Economics & M.R.Nathwani College of Arts

1.2 Address Line 1

N.S.Road No 6,JVPD Scheme,

Address Line 2

Vile Parle(West)

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400049

Institution e-mail address

info@anc.edu.in

Contact Nos.

022-61544001/05

Name of the Head of the Institution:

Prin. Dr. Jitendra Aherkar

Tel. No. with STD Code:

022-61544000

Mobile:

09223341254

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879): MHCOGN27336

1.4 Website address:

Web-link of the AQAR:

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.21	2017-18	2021-22

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

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

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)

NA

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 C 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)

· -----

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

Yes – Minority Status (Linguistic) by State Government

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	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	Total No. <input type="text" value="2"/> Faculty <input type="text" value="2"/>
	Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value="2"/> Others <input type="text" value="2"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input type="text"/>
If yes, mention the amount	<input type="text"/> <input type="text"/> <input type="text" value="√"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="2"/> International <input type="text" value="1"/> National <input type="text" value="1"/> State <input type="text"/> Institution Level <input type="text"/>

International: 'Empowerment of Women in new millennium'
National: 'Media Leading the way to society'

2.14 Significant Activities and contributions made by IQAC

- Faculty Development Program was arranged for teaching faculty member and non-teaching staff.
- Students were encouraged to organise one mega intercollegiate event ‘Elysium’.
- SSR and other reports were finalised and NAAC preparations including documentation and presentations were completed with a number of meetings.

2.15. Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • To organise international Conference on Empowerment of Women in new millennium’ 	<ul style="list-style-type: none"> • College in collaboration with the Department of Commerce of the University of Mumbai organized an international conference
<ul style="list-style-type: none"> • Organise workshops for the Faculty in subjects where there is a revision in the syllabus. 	<ul style="list-style-type: none"> • Faculty members participated in workshop organised by University of Mumbai and other affiliating colleges on Revision of Syllabus.
<ul style="list-style-type: none"> • The college applied for financial grants from western regional centre ICSSR 	<p>The college received financial aid of Rs. 35,000/- for the national conference on Media leading the way to society.</p>
<ul style="list-style-type: none"> • Hosting different intercollegiate festivals and at least one mega intercollegiate festival to be held for an entire week. 	<ul style="list-style-type: none"> • ‘Elysium’ an intercollegiate festival was grand success and almost 35 colleges participated in the event.

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 after necessary changes.

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	-	-	-	-
M.Phil.	-	-	-	-
PG	-	-	-	-
UG	6	-	6	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Total		-	6	-
Interdisciplinary (UG)	-	-	-	-
Innovative (UG)	-		-	

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

CBCS:

1. The University Of Mumbai follows Credit Based Grading System, which has been adopted by the College.
2. Since Choice Based Credit System is under consideration by the University of Mumbai, the College is yet to implement it.

Core /Elective options:

The College has opted for various elective options and professional courses to improve potential for employability.

The Core Elective Options adopted by the Institution are as follows:

Under Graduate Programs
B.Com - Export Marketing, Taxation
BMS - HRM, Marketing, Finance
BMM - Advertising, Journalism

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
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.

TYBMM: The syllabus of TYBMM, semester V and VI were revised w.e.f. June 2016.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	2	2	0	0	0

2.2 No. of permanent faculty with Ph.D.

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
	01	00	00	00	00	00	00	00	01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	8	1
Presented papers	7	6	01
Resource Persons	-	02	02

No. of Faculty	International level	National level	State level
Published papers	5	10	01

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

Apart from regular teaching methods following are adopted:

- E-attendance platform – Campusby
- Subject related videos were shown to students
- Field visit were undertaken by various departments

- Classroom Teaching: Use of ICT (Power Point Presentation, Videos, Movies, etc.), Written Assignments, Project Presentations, Case-Study Method, Management Games, Group Discussions, Debates etc.
- Co-Curricular activities: Intra and Inter College Programmes/Competitions, Arranging Exhibitions, Learning through Documentary, Art and Commercial Cinema, Debates, Group

Discussions, Peer Learning, Oral and Poster Presentations are some of the innovative teaching approaches/ methods adopted by the College.

- Students were encouraged to take up Industry-based Projects; National and Local Study Tours are organised and Research-based Projects are assigned to the final year students give them experiential learning to whet their interest in research.
- Guest lectures for the students were conducted by external resource persons to strengthen the teaching–learning process.
- Remedial coaching was provided to the slow learners and intensive coaching and mentoring was given to the advanced learners.
- College organized a grand intercollegiate festival *ELYSIUM* in 2016 which provided hands-on experience to students in event management, hospitality, public relations, media, marketing and obtaining funds for a mega college event.
- Industrial visits were arranged by both aided and unaided section. Local field visits were arranged to places like BSE, NSE, RBI, etc.

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

180

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

Academic Calendar: Tentative examination schedules are included in the annual Academic Calendar
 Prospectus: Information about the evaluation process and other rules & regulations with regard to examinations are elaborately contained in the College Prospectus.
 Notices & Circulars: Notices/Circulars/Ordinances pertaining to the pattern of examinations and the pattern of the question papers are displayed on Notice Boards and are explained by teachers in classrooms.

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

00	01	00
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		O Distinction %	A I %	B,C II %	D III%	E Pass %
B.Com V	?					
B.Com VI	?					
B.Com (A&F) V	?				-	-
B.Com (A&F) VI	?				-	-
BBI V	?				-	-
BBI VI	?	-				-
BMM V	?	-				
BMM VI	?	-				
BMS V					-	-
BMS VI					-	-

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

- Heads of Departments conduct periodic meetings and review the quality of teaching learning through the Log Book, Lesson Plans, and by reviewing the academic performance of students.
- Heads of Departments and some senior faculty at the request of the Principal observe lectures of newly recruited faculty.
- Student feedback about teachers in various criteria is collected, analysed and then discreetly communicated to the teachers to brace them for self-improvement. If it is felt necessary the Principal and the HoDs give inputs to teachers for enhancement of their teaching.
- A rigorous review of the functioning of various departments and committees of the College is done regularly as part of the quality enhancement endeavour. This includes meetings at the department level, IQAC-department meetings to review teaching-learning processes, meeting with the Principal and Vice-Principal to oversee and evaluate implementation of reforms and new practices.

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	-

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	06	0	0	0
Technical Staff	01			

Criterion – III

3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> ➤ Publication. Hands-on Training Sessions on data handling and analysis and derivation of preliminary results. ➤ Practice sessions with model exercises. ➤ Discussion on the underlying assumptions of statistical tools. ➤ Discussion on common errors in research. ➤ Discussion on data interpretation.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects ?

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

3.4 Details on research publications

	International	National	Others

Peer Review Journals	02	-	
Non-Peer Review Journals	8	7	
e-Journals	-	-	
Conference proceedings	00	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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

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

Sponsoring agencies	-	WRC	-	-	-
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3.11 No. of conferences

organized by the Institution

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 : 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	--
	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	Dist	College
	-	1	-	-	-	1

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

3.22 No. of students participated in NCC events:

National level	0	International level	
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University level	0	State level	0
National level	0	International level	

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	-	State level	0
National level	0	International level	-

3.25 No. of Extension activities organized

University forum	02	College forum	5	
NCC	00	NSS	0	Any other
				01

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

Following activities reflecting Institutional Social Responsibility and extension have been conducted during the year:

Department of Life-long Learning & Extension Activities (DLLE)

In the academic year, the students who had registered for DLLE were encouraged to undertake a project either on 'Status of Women in Society' or 'Population Education Club' to cultivate their research skills, as well as to generate social awareness in them.

From August 29-31, 2016, a PAN Card Drive was conducted as part of the Extension Activities. This activity benefited 51 students. On September 02, 2016 from 9:00 a.m. to 11:00 a.m., Dr. Kailas Kagade, Prof. Hemant Bhatti and Field Co-ordinator, Mr. Jitendra Aherkar conducted a Training Session and gave students general guidance about extension activities and the DLLE. They also explained various aspects of the Projects and discussed and finalized a questionnaire for a survey to study the subjects of the Projects.

On January 03, 2017 from 10:00 a.m. to 12:00 noon, a second round of training was conducted for students in the College Computer Lab. Dr. Kailas Kagade, Prof. Hemant Bhatti, Prof. Sanjay Ghodke and Prof. Jamshed Khan guided extension students about analyzing data with the help of SPSS and MS EXCEL software and the preparation of Project Reports. Out of the 96 registered

students, the Project Reports of 68 were submitted, evaluated and certified by the DLLE, University of Mumbai and they received the benefit of 10 grace marks under Ordinance 0.229 A of the University. On February 01, 2017, DLLE students of the College were awarded a Consolation Prize at the UDAAN Festival organized by SASMIRA Institute in the Street Play event.

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	35166 sq.mt.	-	College	35166 sq.mt.
Class rooms	18	-	-	18
Laboratories	-	-	-	-
Seminar Halls	02	-	-	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- **Administration:** The College uses the Vriddhi data management system which covers various aspects of administration. The admission process is also totally computerised using this software. Tally ERP 9 software is used for managing the account section. The examination result processing is contracted to a third party.
- **Library:** The College has an intranet facility within the campus.0 Hybrid Library is maintained with software to upload and upgrade the various e-resources (Books, Journals & Databases). Faculty, Staff and Students make use of the computer which has been provided in the library to browse for books. Also sufficient computers are available for data entry and transaction. Special printers are available for generation of Barcode labels as well as for general purpose use. Intranet and Internet facilities are available for the users. Wi-fi is available in college.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	362	45389	109	36256	471	81645
Reference Books	625	135356	200	75500	825	210856
e-Books						
Journals	35	35500			35	35500
e-Journals						
Digital Database						
CD & Video	20	2500			20	2500
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30 computers 4 laptops	01	4 mbps	0	0	1	02	0
Total	34	01	4 mbps	0	0	1	02	0

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

- The college has three computer laboratories with high speed broadband access. Students and Faculty can access Internet at all time.
- The college conducts in-house training programs for the non-teaching staff to learn technology to use in their day-to-day office work.
- College is a Wi-Fi enabled campus which helps management, Staff and students to extensive use the internet for their various purposes.
- Online feedback from students for faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT	291365
ii) Campus Infrastructure and facilities	27205
iii) Equipments	120200
iv) Others	4750

Total : 443520

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC obtains feedback from students on various support services available in the college and uses them for enhancement of these services. Feedback on such programs is made available to the management through IQAC for quality sustenance and improvement.
- The college has an effective system of remedial teaching for students in need of greater academic help. The respective heads of the departments duly supervise these.

5.2 Efforts made by the institution for tracking the progression

- Heads of Departments hold periodic meetings of their respective departments and discuss the progress of students in academics.
- Subsequently in the meeting of Heads of Departments with the Principal, the progress in academics is discussed and ways to enhance the performance of students are put forth.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (M.Phil)
850	0	0	0

(b) No. of students outside the state

26

(c) No. of international students

01

	No	%		No	%
Men			Women	850	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

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

- The faculty guides and encourages students for competitive examinations like CA, CAT after their graduation.
- The college library is well stocked with books and journals for competitive examination.
- Regular classes are available for students appearing for CFP examination.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career Counselling Cell

The College in association with Arihant Academy started a course in banking operations in the College premises. On February 20, 2017, a Workshop was organized for students of the S.Y.B.Com. and SYBAF classes wherein Mr. Santosh Shinde, a banking expert from Arihant Academy addressed students about the procedure for registration, the contents and duration of the course, career opportunities in the banking sector and guaranteed placement for students who complete the course in Axis Bank and HDFC Bank. 15 students successfully completed the course and were recruited by Axis Bank and ADFC Bank (a subsidiary of HDFC Bank).

Counseling Cell

The Counseling Cell of the College offers the services of two qualified counselors – Ms. Asha Ambani and Ms. Nisha Chandrana to students, as well as their parents on personal, familial, career or any other issues that may require professional counseling. The Special Cell guided students with special needs i.e. physical or learning challenges and their parents with any difficulties that they may have had, especially with regard to the examination concessions due to them. It also recommended some as-yet-undiagnosed students to concerned authorities for assessment and possible diagnosis of any disabilities that required examination concessions.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	40	05	05

*Most of the students opt for further studies after their graduation and around 50 % of students join their family business.

5.8 Details of gender sensitization programmes

Gender Sensitization Program –

College has Women Development Cell, which organizes several activities to sensitize students on Gender related issues such as:

Poster Display

Digital Posters were prepared and displayed in the College premises to generate awareness among students about the Women Development Cell, sexual harassment and women empowerment. (June 10, 2016)

Essay Writing Competition

An Essay Writing Competition on women-related issues such as the following was organized for students by the Cell:

- Women in Advertising
- Social Status of Women in India
- Atrocities against Women and Legal Remedies
- Constitutional Equality: Myth or Reality?
- Challenges Faced by Women in the Organized Sector

The competition received an encouraging response of 51 entries. (July 14, 2016)

Guest Lecture on 'Cervical Cancer : Preventive Measures'

The Women Development Cell of the College in association with the International Lions Club invited Dr. Gayatri Kulkarni, a gynecologist of repute for a guest lecture on 'Cervical Cancer: Preventive Measures' in which she spoke about the common causes, preventive measures and medication for this gender specific cancer. Post the lecture, Dr. Gayatri Kulkarni along with her team interacted with female faculty members and 72 female students of the College who comprised the audience. (August 13, 2016)

Skit on 'The Status of Women in Society'

Student volunteers of the WDC enacted a skit to draw attention to the familial and societal persecution generally faced by women. The issues taken up in the skit included female foeticide; denial of higher education opportunities to women and forced marriage. (August 26, 2016)

Orientation Programme

An Orientation Programme for all students, both boys and girls was organized by the Cell. Prof. Sarita Mahadik, Convener of the Cell addressed the 100 strong audience about the constitution of the Cell and about the various activities that the Cell planned to conduct during the course of the academic year. The Chief Guest on the occasion was Miss Neeta Khajuria, Programme Manager, 'Ladli Youth Initiative'. She guided the students about women empowerment and spoke about the role of youth in empowering women. Vice Principal, Prof. Jayashree Shetty also addressed the students on various women related issues. (August 29, 2016)

Workshop on 'The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013

The primary objective of this Workshop was to create an awareness among participants about the provisions of the Act; to sensitize participants about the issue of sexual harassment and to create a safer working environment for working women in the organization. The Honourable Guest and Speaker at the Workshop was Dr. Sunita Khariwal, Principal, K. C. Law College, Mumbai. She enlightened the gathering about the objective of the Act; critically analyzed its provisions and spoke about the practical difficulties in its implementation. She also spoke about the various facets of sexual harassment and their legal aspects. The lecture was followed by a discussion. (February 28, 2017)

5.9 Students Activities

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

1

-

01

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 from institution (PTA and Students welfare scheme)	20	64800
Financial support from government		
Financial support from other sources (ANGC)	-	-
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: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : Ma Kanbai Vidhyadham aims at the holistic development of women, by providing learning opportunities to empower her with knowledge, skills and attitudes, to face personal and professional challenges with confidence, inculcating values of respect, commitment and concerns for the service of others, thereby enabling her to make a positive contribution to the society.

Mission : Our mission is to empower women by providing them with a conducive environment for acquiring professional skills, through an education that is life and career oriented value based and creative in the pursuit of excellence.

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

College is affiliated to the University of Mumbai so we have to follow curriculum given by the University. We contribute to Curriculum development in the following ways.

- Faculty Members takes active part in syllabus restricting and revision. Few faculty members are the members of academic bodies of University of Mumbai where they actively participates in curriculum development.
- Feedback obtained by Faculty members from students, Peers and Industry are passed on to the Dean Faculty of Commerce / concerned Board of Studies for review and further discussion.
- Faculty members also participates in the various workshops and meets for syllabus restructuring and revision.

6.3.2 Teaching and Learning

- Subject departments conduct meetings at regular intervals of time to formulate their teaching plans, question paper setting and assessment schedules.
- Each faculty is given Log Book which contains details about Teaching Plans, Syllabus completion etc. The same is approved by Heads of Departments and ratified by the Principal at regular intervals of time.
- A subject completion form is filled and submitted by faculty members at the end of the each semester.
- Students are informed about lecture timings and classrooms and a change in them, if any vide Notices.
- Students are encouraged to visit the Library for reference reading.
- Remedial teaching is provided for Slow Learners and special attention is paid to Advanced Learners.
- Students are allowed to access to the Computer Labs for study and research purposes.
- Teachers adopt a Lecture-cum-Discussion method.
- Presentations on subjects are made by students with the help of LCD/Projectors and internet.
- Critiques, Report Writing, Seminars, Quizzes, Debates, Group Discussions, Group Projects, Games and Simulations are used for collaborative learning.
- Students are motivated to use E-learning and Blended Learning through Open Learning initiatives.
- To inculcate critical thinking intra-class debate competitions, group discussions and presentations are arranged. Such activities help to develop logical thinking, communication skills and self-confidence in students.
- Students are given opportunities both to participate in, as well as organize inter-collegiate events.
- Students are encouraged to become members of, as well as to participate in activities organized by the DLLE, WDC. The activities organized by these committees facilitate the all-round development of students, particularly with regard to team building, resource mobilization and allocation, time management, practical accountancy etc.

6.3.3 Examination and Evaluation

- As an affiliate institution of the University of Mumbai, the college follows the examination system set out by the University.
- In the orientation program conducted for F.Y.B.Com. Students a special presentation is made by examination committee to explain CBGS to the students.
- The examination committee of the college prepares the schedule of all the examinations to be conducted during the year in the beginning of the academic session which enables the faculty and students to plan their teaching and learning schedules.

6.3.4 Research and Development

- Library and ICT facilities are made available to all students and faculty members.
- Talks by eminent personalities are arranged to foster a scientific temper and develop an aptitude for research culture among students Allocating Guides to under-graduate students for undertaking Research Projects.
- Organizing Research Workshops, Seminars and Conferences.
- Duty leave is sanctioned to support staff for undertaking research activities and also registration fees along with TA is provided to the staff participating in National and International Conferences / Seminars.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Special printers are available for generation of barcode labels as well as for general purpose use. Intranet and Internet facilities are available for the users. Wi-Fi is made available in the entire College
- E-Journals and E-Books were made available to the faculty and students.
- Our library has software India Stats and INFLIBNET.
- The library has also installed OHP Projector and User Scanner facility for students and teachers.
- Training for teachers for the efficient use of India Stats was conducted by the librarian.
- Tally ERP software is used for accounting purpose.

6.3.6 Human Resource Management

- Orientation and training programs are periodically organized for new recruits.
- In order to enhance capacities of the Faculty, “Faculty development programs” are arranged on regular intervals.
- Recreation programs are also organized for Faculty, non-teaching and supportive staff.

6.3.7 Faculty and Staff recruitment

- The college is affiliated to the University of Mumbai and enjoys minority status. The faculty is recruited through the duly constituted Selection Committee as per University norms. This comprises of the nominees of the Management, University and Director of Higher Education. The Vice-Chancellor nominates the Subject Experts.
- The vacant post(s) of the faculty is / are widely advertised and applications are invited. The Principal and the concerned Head of the Department carry out the scrutiny of the applications and candidates with higher merit are called for an interview before the Selection Committee. Proceedings of the Selection committee are sent to the University for the Vice-Chancellor's approval. After getting the approval of the Vice-Chancellor, faculty is appointed on probation for 1 year.

6.3.8 Industry Interaction / Collaboration

Industrial Visits:

- To promote Industry Interaction and Collaboration the following industrial visits were organized during the year:
- An Industrial Visit for the course students was organized to Jim Corbett Park and Indian Medicine and Pharmaceuticals, Nainital (December 20 -28, 2016.)
- An Industrial Visit to Delhi, Amritsar, Dalhousie and Dharamshala was organized for students of the course. About 70 students accompanied by 05 staff members visited the Golden Temple, Nandi Hill, Vrindavan Garden and Verka Industry. (December 23, 2016 – January 02, 2017)
- An Industrial visit to Delhi, Dalhousie, Dharamshala and Amritsar was arranged for students of the course during which they visited the Punjab Milk Producers Federation & Co-operative Society in Amritsar and observed the processes of milk production and the manufacture of fresh milk products. (December 17 to 24, 2016)

Guest Lectures

The college organize a certificate program on Empowerment of Girls. The talk was delivered by Dr. Sharda.

Field Trip

Report on visit to Monetary Museum

- On 10th October 2016 , as BBI Coordinator I Prof. Supriya Goraksha organised one day visit to Bhartiya Mahila Bank for FYBBI students, Nariman Point Branch, and Mumbai. The object of this visit is to give BBI students practical experience of banking transactions, which immensely helps them in future.
- Bharatiya Mahila Bank Ltd is the first of its kind in the Banking Industry in India formed with a vision of economic empowerment for women. Incorporated under the Companies Act 1956 on 5 August 2013, the Bank received the certificate of commencement of Business on 22 August 2013 and t
- The Banking License from RBI on 25 September 2013. While the Bank focuses on the entire pyramid of Indian women, special attention is given to economically neglected, deprived, discriminated, rural and urban women to ensure inclusive and sustainable growth. The Bank with a team of professionals with rich experience and expertise has designed and developed new products and services to suit the needs of women of all segments including Self Help Groups, women entrepreneurs, salaried women and Corporate.
- The Bank also conducts programmes on financial literacy, skill development, training for women of all segments of the society so that women in turn generate more income, more jobs and growth opportunities and contribute significantly for the economic growth of the nation. Mrs. S.M Swathi is the Executive Director of the Bank. The Bank has been allocated with an initial capital of Rs. 1000 Crores. The Bank has received two awards – The Asian Banker Achievement Award 2015 for Technology Implementation in the category of Best Outsourcing Project (New Bank) and the Core Banking Initiative Award 2014 by Asian Banking and Finance, Singapore.
- On the Bank visit day, I along with total 55 BBI students experienced warm welcome and gracious hospitality of Bhartiya Mahila Bank. Their employees named Ms.ChandanaPathak and Mr. Pankaj showed students PowerPoint Presentation about Bhartiya Mahila Banks founding objectives, distinguished bank schemes like Komal Kali, Shringar scheme, Annapurna scheme etc. They also shared their practical experiences with our students. Bank's manager Mr.Goggoi also addressed students and gave valuable guidance to them. Mr.Goggoi explained how Bhartiya Mahila Bank working hart at grassroots level to achieve their motto of Empowerment of Women.

- At the end of session, they served snacks to our students and also open accounts of some students on Zero Account Balance. They also provide some students debit cards free of cost after opening of their accounts. We all are thankful to Bhartiya Mahila Bank for their kind hospitality and cooperation. The object behind this visit truly served as our students were highly motivated and filled with enormous spirit.

6.3.9 Admission of Students

Admission process was done as per the norms specified by the University.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Financial assistance by reimbursing fees and TA/DA for participating in various national & international conferences. • Loan facilities • Flexi-timings provided for medical reasons • Maternity leave • Advance to meet emergency expenditure • Fee subsidy is given to wards of the Faculty. • Health Centre under the supervision of a visiting doctor.
Non teaching	<ul style="list-style-type: none"> • Loan facilities • Uniforms for the supportive staff • Maternity leave • Financial aid to educate the children of supportive staff • Festival advance • Fee Concession is given to the wards of administrative and supportive staff • Health Centre under the supervision of a visiting doctor. • Health Insurance
Students	<ul style="list-style-type: none"> • Students are covered by Group Insurance Scheme. • Trained and professional counsellor is available in the college. • Career guidance provides training for students to enhance their employability. • Fee concession given to needy students. • Scholarships given to meritorious students. • Financial support for notebooks, stationary and conveyance to needy students. • Book Bank Scheme • Cash prizes are given to merit students for academic excellence, sports, cultural and other extra – curricular activities.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

Diwali and Christmas celebrations and dinner were organized by the Alumni Association of the College.
Two Alumni meet were organised.
Few influential alumni were invited to interact with our current students and share their experiences.

6.12 Activities and support from the Parent – Teacher Association

- The Parent-Teacher Association every year extends financial support to 30 students @ 1200 each for purchasing notebooks, stationery and conveyance.

6.13 Development programmes for support staff

- Arranges training program for support staff
- Providing financial support to participate in seminars and workshops
- The College arranges an annual outing for the staff.
- IT training to support staff.

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

- Nature Club of the college organised various activities such as awareness drive, field visits, etc. Orientation was also organised to suggest ways to protect the environment within and around the college campus.
- Waste paper and files were reused and recycled.
- Pest control is also done with herbal products periodically.

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.

<ul style="list-style-type: none">App based learning			
<u>Infrastructure</u>			
<ul style="list-style-type: none">Installation of Roti Maker in College Hostel			
<u>Student Support and progression</u>			
Sr.no.	Place of visit	Department	Date
1	India Vision – 2020	Banking & Economics	2 nd March 2017
2	Sanitary Health Education	Commerce & Management	22 nd February 2016
3	Empowerment of Girls	Accountancy	23 rd & 24 th January 2017
4	Holistic Learning Lecture Series in collaboration with Brahma Kumari	Mass Media	15 th December 2016

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

<u>NAAC Preparations</u> <ul style="list-style-type: none">The IQAC Cell has developed MIS (Management Information System) Google forms for Activity Reports; Result Analysis; Students' Profile; Teachers' Profile; Courses Offered and Research Details to collect information required to prepare the AQAR, SSR and other documents.Faculty feedback was collected from students in the odd Semesters i.e. Semester I, III & V.Committees for preparations of the NAAC Peer Team visit and documentation were formedPPP (Power Point Presentations) are being prepared by the different Departments.

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

- FDP Conducted for staff for using Campus By APP
- Motivated Students to Participate in Creative Learning and Beautifying the college

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

7.4 Contribution to environmental awareness / protection

The college organised nature trail to trungareshwar in the month of July. This nature trail gave opportunity to all students to explore in to nature by planting fruits tree in area.

7.5 Whether environmental audit was conducted? Yes No

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

STRENGTHS:

- Driven by a vision and mission for realization of objectives socially uplifting academically enriching and empowering girl students through value based holistic, learner-centered education.
- Conducive peaceful and safe campus environment with full of plantation.
- Wide range of extra curricular activities aimed at the all round personality development of students.
- Active participation of many teaching staff in different faculty improvement programmes to improve teaching and research skills.

WEAKNESS:

- Inadequate facility of research due to absence of P.G.level courses in most of the subjects.
- Inability to meet the students' higher education needs due to limited number of programmes.

OPPORTUNITIES:

- Well qualified staff, well equipped labs and library with good number of books to start new and more P.G.Courses.
- Sufficient land for future development.

CHALLENGES:

- Majority of the students belong to rural background, hence their grasping power is average and this result in slow academic growth.
- Lack of exposure towards technical knowledge because there are no industries in this area.
- Carrying out the modernization process of its infrastructure and services.

8. Plans of institution for next year

- To organise Faculty Development Programme on regular basis for teaching and non-teaching staff.
- To organise National and International Conference
- To submit proposals for minor research projects to the University of Mumbai.
- Encourage research in wider range of subject and conduct workshop on research.

Name : Prof.Amar Salve

Name:Dr.Jitendra Aherkar

Coordinator, IQAC

Chairperson, IQAC

Academic Calendar of 2016-17

ANNEXURE –III-AQAR 2016-17

Analysis of Feedback

The College follows a systematic feedback system for obtaining feedback system for obtaining feedback on faculty members. The system is both reliable and transparent because anonymity enables students to give an honest feedback.

The feedback analysis is done by the IQAC convener. The IQAC convener hands over these reports to the respective Head of the Departments who then discuss the performance of each member in person separately. This discussions help teachers to understand both their strengths and weakness as well how to improve upon their performance in future. The Reports of performance of each course /class engaged by the teachers is given separately to the teachers for better introspection and analysis of their performance.

Short Analysis of feedback for the year 2016-17 is given as below

Total number of faculty member including visiting faculty is 12

Average score of 4 to 5 is Excellent

Average score of 3 to 4 is Very good (excluding 4)

Average score of 2 to 3 is Good

Average between 1 to 2 is Average

93 % teachers got an average of 3 or more

BEST PRACTICES NO.1: 2016-17

Title of the Practice: Empowering Girls From Under Privileged Class From Rural Areas Of Gujrat To Aspire For Higher Education.

Goal:

The college, with encouragement and support from dedicated and visionary management, empowers under privileged women of Kutchi, Halai and Ghoghari Lohana Caste or community from rural areas of Gujarat by providing them with higher education.

The Context:

It was observed that there were very few colleges in rural Gujarat (Rajkot, Probandar, Verawal) imparting higher education to under privileged women of Kutchi, Halai and Ghoghari Lohana Caste or community from rural areas of Gujarat. Due to financial and social constraints the women were deprived of higher education. Hence our college and management established this best practice to empower rural women.

The Practice:

- Applications are invited through advertisement in fifty community magazines
- Word of mouth publicity, personal contacts and references from the rural women aspiring for higher education.
- Panel interviews are conducted before the commencement of the academic year wherein the management and faculty members interact with parent-student.
- The aspiring students are counseled in the panel interview
- Depending on the financial and social condition of the student further hostel and college fee concession is given.
- The management provides subsidized hostel fees, subsidized or free education to needy girls from Gujarat and enrolls them in college for higher education.

Evidence of Success:

- In last five years more than 80% of girls got their graduation under this programme
- 60% of girls pursued post graduation/ professional programmes.

Problems Encountered and Resources Required:

- Coming from very conservative families it is a challenge to convince the parents and family member to educate and empower girl child. The management and faculty members counsel parents and provide the financial resources to enable them to educate the girl child.

BEST PRACTICES NO. II**Title: Knowing Yourself - reawakening the me that is within.****Goal:**

- To deepen and strengthen students' faith in themselves, their parents, their religion.
- To nudge students to discover themselves - their uniqueness, their worth, their potential.
- To help students discover a meaning to their lives, to cope up ups and downs.
- To help students to be devoted, dedicated children and citizens.
- To help students to inculcate values, principles and morals

The Context:

- To find an appropriate resource person, who could keep the participant attentive and make the talks interesting.
- To encourage girls to participate in the programme. Sometimes it is difficult to convince every student to participate because they feel that is not for them or they do not want to spend time on anything other than the syllabus.
- To get students to realize the seriousness of the activity. Participants may tend to think that this would be an opportunity to have fun at campus.
- A fine balance has to be maintained between seriousness with a sense of camaraderie, kinship and fun.

The Practice:

- It is projected as one of the national priority in which it is stated that value education should be given importance and that every individual should contribute to make the society better place to live.
- Resource persons are carefully selected so that the students internalize the idea that as young adults they must learn to do the right thing at the right time for the right person and for the right reason.

Evidence of Success:

- 70 to 74% students willingly and actively participate.
- Feedback from the students is very encouraging.
- Support and appreciation from the parents for the self-renewal programmes and retreats are overwhelming

Problems Encountered and Resources Required:

- Finance - students are charged a very nominal fee that is just sufficient to pay the resource person, accommodation, food and also to take care of their transportation to the retreat venue.
- Problems- to find a suitable venue and resource person every year.