Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**NCRD'S STERLING COLLEGE OF ARTS, COMMERCE AND SCIENCE**
Name of the head of the Institution	**Dr. M.G Gonda**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02227705535**
Mobile no.	**9960471347**
Registered Email	**senior_commerce@yahoo.co.in**
Alternate Email	**maha_gonda@yahoo.co.in**
Address	**plot No 93, sector 19, Nerul**
City/Town	**Nerul (E), Navi Mumbai**
State/UT	**Maharashtra**
Pincode	**400706**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr.. Sumathi Gopal**
Phone no/Alternate Phone no.	**02227705535**
Mobile no.	**9892622912**
Registered Email	**senior_commerce@yahoo.co.in**
Alternate Email	**adv.sumathigopal@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sterlingcollegeofcommerce.com/files/pdf/naac-iqac/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://sterlingcollegeofcommerce.com/files/pdf/naac-iqac/academic%20calender%202019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.89**	**2015**	**14-Sep-2015**	**13-Sep-2020**

6. Date of Establishment of IQAC	**30-Jun-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Skill Development Activity	06-Aug-2019 6	15
personality Development for Employability	09-Feb-2020 50	100
Preparation for MBA Entrance Exam	10-Feb-2020 2	20
Advance Excel & Tally	24-Aug-2019 41	68
Screening Test	19-Jul-2019 1	180
Bridge Course	29-Jul-2019 6	40
Elocution Competition	20-Aug-2019 1	10
Additional Caching	19-Sep-2019 20	25
National Conference	02-Mar-2020 1	30
Intercollegiate Short Film Festival	14-Sep-2019 1	100
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NCRD's Sterling College of Arts,Science & Commerce	Minor Research Project	University Of Mumbai	2020 300	70000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Certificate courses to improve employability skills of learners

Given support to learners to organize intercollegiate events

Learners (few) of PG program given opportunity to conduct remedial coaching to UG course

Motivated and trained learners to participate in conference

Learners and few teachers motivated to participate in intercollegiate research competition

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Screening test for FY classes for mapping academic standard	180 learners out of 250 attended screening test
Conduction of remedial coaching for academically weak learners	conducted remedial coaching for the learners who scored less than 50% marks in screening test (40 learners joined class)
Planned three internal test in first term (university guidelines one test)	Conducted three tests, many learners responded for only one test, university guidelines says one test is mandatory
Decided internal test mandatory for B. Com program (no internal test by university)	Many learners attended but approach was casual because marks of internal test were not considered for final result
Give opportunity to learners to organize events by them	Learners organized two events under the guidance of teachers, YSFF & FORZA, intercollegiate events
Additional coaching for failures in certain courses (Mathematics)	Conducted additional coaching by the learners of PG program for UG class
Motivate learners & teachers for research work	Participated in intercollegiate research competition, Avishkar 2020 (5 learners & 3 teachers) 15 learners and 8 teachers in conference
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Development Committee	08-Aug-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	21-Jan-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institute has hired cloud based software application from DIGIMKEY which is being used for online admission, digital form of attendance , paperless attendance, digital form of monthly attendance report, on line recording of marks by the teachers, preparation of consolidated attendance sheet, preparation of final results (institute level) and preparation of grade cards. As a Green Initiative, the institute started digital form of prospectus which is uploaded in the institute website. Admission form is also in digital form displayed on the institute website, TALLY software is used by the institute in account section, Faculty attendance is recorded by Biometric System and the data stored is in an MS Access Data Base. MIS is used for management of Salary details of all staff, Internet and LAN facility in the campus. Bulk SMS system is used for communicating with the learners and parents. What's app is used for staff and for learners for sending notices

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. The academic calendar is prepared by IQAC at the beginning of each academic year which captures the important dates like start and end of the academic sessions, internal examination, etc. 2. The faculty members are required to prepare a comprehensive course pack (teaching plan) consisting of lecture plan, tutorial if any. 3. The students are continuously assessed and evaluated through assignments, tutorial sheets, classroom performance and internal assessment exams. The tests and assignments are planned and implemented and it is observed that the students are able to perform in their tests and assignments 4. The course level attainment and program outcome attainment are monitored annually for continuous improvement through internal assessment and term end exams 5. Feedback and monitoring on curriculum delivery is done through a wide-variety of mechanisms such as regular formal and informal meetings of teachers, learners & parents. 6. There is a defined mechanism to conduct remedial for slow learners and enrichment programs. While remedial classes are typically conducted after the regular college hours, enrichment programs, for instance value-added courses, special projects, guidance and mentoring etc. are interweaved throughout the semester for students. 7. The institution constantly strives to upgrade the infrastructure and procure resources for effective delivery of the curriculum. 8. Besides, teachers provide a host of additional resources like moot court for Business Law course, asking the students to demonstrate through role play and skit on social issues like anti-drug for the courses like foundation course, while taking students beyond the curriculum. The teachers plan and design 10 to 20 percent of additional content beyond the curriculum for each subject so as to expose students to latest needs of the employment mark

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Tally and GST	Nil	24/08/2019	25	Focus on employability	Skill development
Digital marketing	Nil	07/09/2019	15	Focus on employability	Skill Development
Financial literacy and investment planning	Nil	24/08/2019	8	Focus on employability	Skill Development
EL - E LEARNING	Nil	10/02/2020	25	Focus on employability	Skill Development
Self-Grooming	Nil	05/08/2019	7	Focus on employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	00	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	199	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Tally and GST	24/08/2019	77
Digital marketing	07/09/2019	20
Financial literacy and investment planning	24/08/2019	55
EL - E LEARNING	10/02/2020	30
Self-Grooming	05/08/2020	25
	[View File]	

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	Management	44
BCom	Accounting and Finance	79
MCom	Advance Accounting	51
BCom	Accounting and Finance	3
	[View File]	

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback from Students: Feedback from is taken usually at the end of each semester through a structured questionnaire. the students who were attending the academic session on regular basis were selected for the feedback session. the main objective of selecting regular students was, the students who attended the academic sessions on regular basis and those who have participated and involved in co-curricular activities only can give fair feedback. the questionnaire included questions on academic sessions, about teachers,as well as on cu-curricular and extra curricular activities conducted by the institution. the students to be involved in feedback session were assembled in

a lecture hall/computer lab and under the supervision of teachers the feed back was taken. Care is taken that the teacher who doesnot teach to the class is sent as a supervision for feed back session. the reason for deputing a teacher as supervisor was to help the students to interpret the meaning of questions in a write way and clear the doubts of students if any about the questionnaire After the feedback session, the filled in questionnaires were analysed by the principal and program coordinators, the important suggestions made by majority students are considered. The issues/problems raised by the students are discussed in the meeting of program coordinators to understand the reality, if required a information is obtained from other sources. the analysis report is discussed in the staff meeting. the students having any problem of any course or any teacher, the concerned teacher is called personally by the principal and suggestions made by the students are discussed with that teacher and counselings is done by the principal Other issues if any, like infrastructure and other facilities in the college campus are shared with the management for making available the possible facilities

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	advance Accounting	60	60	60
BCom	accounting & finance	120	238	126
BMS	management	60	334	71
BCom	general	240	314	239
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	934	111	18	Nill	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
18	12	11	9	2	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

After completion admissions of various classes of all programs, a class teacher (mentor) is assigned to each class. The class teacher is responsible to handle the issues of students of the respective class, do the counselings of students and if required send the student to program coordinator /principal. the students are informed by the principal through orientation sessions the mechanism of their mentoring through their respective class teachers. Even class teachers also inform in their classes about the way of resolving their issues. Some time class teachers, by personal observation try to understand the problems of students and try to help them to resolve the issue. Many a times students approach to the class teachers for their problems like attendance issue, fees issue, personal problems and the class teachers make effort to resolve it and do the counselling. In certain cases the class teachers call the parents to share the performance of student in the college Certain issues like long leave of students, fee issue, part time job etc. are forwarded by the class teachers to the program coordinators and the principal for final decision The class teachers and the senior teachers even help the students (girl) to resolve their personal issues out side the college The issues like defaulter for academic sessions are discussed with students council and the members of students council take responsibility of counselling the defaulters at lower classes

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1045	18	1:58

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	Nill	1	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	00	Nill	00
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00146	VI	12/10/2020	29/10/2020
BMS	2M00156	VI	12/10/2020	02/11/2020
BCom	2C00456	VI	09/10/2020	04/11/2020
MCom	2C00534	IV	15/10/2020	11/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution adheres to the academic calendar prepared by the affiliating university and also institutional academic calendar. The dates and time table of semester end examinations are declared by the university. The university has given guidelines to conduct one internal examination (test) per semester as a part of continuous internal evaluation of students. for two UG program and for

one PG program The institution through IQAC decided to conduct more than one internal examination each semester and consider the highest marks of any one of these internal examination for the purpose of semester end result. There is no provision of internal examination for B. Com (General) program, however, the institution made internal examination mandatory to this program also and conducted internal examination to improve academic performance of semester end examination. The students who miss their internal examination due to certain reason, approach the coordinator of examination committee and if the reason of absenteeism is valid are allowed for additional internal examination. Even some time if failures are more in internal exam of certain course, in such cases failures are given additional chance of internal exam to improve their result In addition to the internal examinations, few teachers conduct class tests based on completion of modules of the curriculum, few teachers give assignment to the students on certain topics to make them writing practice, for certain courses even presentation is conducted in the class., case study is also given. Though the marks of all these are not part of final result , these efforts are made in addition to the university guidelines to improve the performance of students

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution with the help of IQAC and course coordinators, prepares academic calendar at the beginning of each academic year. And the institution adheres to both the calendars. The calendar of the institution contains month wise activities, curricular, extra-curricular and co-curricular, activities to be conducted during the year. The calendar also contains the month in which internal examinations will be conducted. How ever, the dates and exam time table is communicated to students well in advance for their reference. The dates of semester end examinations of semester I to semester IV are decided by the university and its time table is prepared by the institution and communicated to the students. After conduction of examinations of Ist to VIth semester, the institution assess the papers and result is declared with in stipulated period of one and half month Time table of Vth VIth semester examination is decided and declared by the university and the institution conducts the examination and result is declared by the university. Other activities included in the academic calendar are conducted by the respective committee of institution as per the calendar, some time due to certain unavoidable reasons, the activities are either postponed or preponed

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00456	BCom	Accounting & finance	77	77	100
2M00156	BMS	management	44	42	95.45
2C00146	BCom	accounting bg & finance	49	49	100

2C00534	MCom	Advance accounting	51	43	84.31

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	300	University of Mumbai	0.7	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	00	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	Nill	Nil

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	Nill	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	12	0

International	Management	1	7.36
International	Accounting Finance	2	0
International	Commerce	6	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Accounting Finance	2
Commerce	2
BMS	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
00	00	00	Nill	Nill	Nill	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0000	Nill	00	Nill	Nill	Nill	Nill

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	11	3	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness of Thelesemia	Lions Club, Nerul	2	30
Investor Awareness program	Consumer Guidance Society of India	4	35
Youth Short Film Festival	College Level	12	38

Mahatma Gandhi Jayanti Rally	University Level	4	45
Blood Donation	NAVI MUMBAI MUNCIPAL CORPORATION	15	30
Rakshabandhan celebration at old age home	Ashray Old Age Home	2	35
Road Safety Awareness	Traffic Police Dept.	4	33
Anti Addiction Street play	College Level	2	15
Street play on anti-plastic and poster making	College Level	2	32
Educational project	NGO	2	48

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	Nill	Nill

No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Road safety awarebess	RTO depart	session on road safety	3	33
Environment awareness	Institution	Anti plastic awareness	2	32
Gender issue	insitution	street play on Beti Bacho Beti Padhao	2	12
disaster management	university of Mumba	attended training session	Nill	26
Swachh Bharat Abhiyan	institution	spreading awarenedss	4	25
Anti addiction	institution	street play	3	15

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

00	00	Nill	Nill

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
00	00	Nill	Nill	Nill	Nill

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Eminent Mind Business Consulting LLP	12/08/2019	training in digital Marketing	27
E-Learn	10/02/2020	training for MBA centrance exam	30
SA Institute of practical accountanttant p	20/09/2019	certificate course in Tally GST	68

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	1.08

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Others	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Libreria	Partially	2.0.3715:28728	2017

4.2.2 – Library Services

Library	Existing	Newly Added	Total

Service Type						
Text Books	**9210**	**704208**	**480**	**89046**	**9690**	**793254**
Reference Books	**1210**	**190392**	**Nill**	**Nill**	**1210**	**190392**
e-Books	**6000**	**75600**	**Nill**	**Nill**	**6000**	**75600**
CD & Video	**60**	**6000**	**Nill**	**Nill**	**60**	**6000**
[View File](#)						

 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	**Nil**	**Nil**	**Nill**
No file uploaded.			

4.3 – IT Infrastructure

 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	**58**	**40**	**58**	**1**	**40**	**5**	**12**	**50**	**0**
Added	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**58**	**40**	**58**	**1**	**40**	**5**	**12**	**50**	**0**

 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
nil	**Nill**

4.4 – Maintenance of Campus Infrastructure

 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	**1.08**	**5.32**	**4.44**

 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institute has well defined guidelines and procedure for repairing and maintenance. All the physical, academic and support facilities are augmented

and maintained through various college committees such as College Development Committee (CDC), IQAC, Library committee. Maintenance policy and procedure: The institute uses mechanism for maintenance of the physical and academic facilities as per following points: 1) The institute makes provision in budget for maintenance. 2) Requisition is collected by office through internal communication sheet. 3) Permission is sought from CDC. and Institute 4) The institute makes provision in budget for emergency requirements. 5) The institute invites quotations for the proposed work from different vendors. 6) Work order is issued after comparative analysis of different quotations. 7) Job completion report is prepared by technician and signed by concerned head. 8) Payment is processed through concerned authorities and forwarded by the Principal for final payment. Procedure for utilization of facility: 1) Computer Laboratory: • The college has appointed two technical persons for maintenance and up gradation and technical issues related to computers and electrical. • The institute website is maintained and update regularly . • Class wise computer laboratory schedules are followed as per the time table. • New requirements are processed by technical assistant from the department of computer science. • DGMK 2) Library: • Library staff takes care of the regular functions of library. • Library attendants take care of issue of books, collection, cleaning the stock room and reading hall regularly. • Students can use the central reading hall in campus from 9.00 am to 5.00 pm. • Students must procure a library card after admission which can be used for issuing two books every week. 3) Classrooms: • College timetable is designed by faculty In-charges keeping in mind the maximum utilization of classrooms and physical facilities. • Classrooms are allotted as per student strength. • Separate non-teaching staff is appointed for cleaning Classrooms ,college campus and housekeeping. 4) Sports complex: • Sports committee has the responsibility of the development and maintenance of sports facilities. • Gym equipment are maintained and repaired as and when required. All the available sports facilities are properly utilized for the promotion of sports in the institute.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Rajshri chhatrapti shahu Maharaj Shikshan shulkh Shisshyavruti	10	119370
Financial Support from Other Sources			
a) National	Government scholarship based on caste	25	323983
b)International	00	Nill	Nill
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

Digital Marketing	02/09/2019	27	Eminent Minds Consulting LLP
Tally -GST	29/09/2019	68	SA Institute-Practical Tax Accountant
E-learning	10/02/2020	30	E-learn institute
Financial Literacy Investment Program	25/07/2019	22	NJ Wealth
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	career guidance workshop and seminars	Nill	72	Nill	1
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Eminent Minds Business Consulting LLP	10	1	00	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	20	B.com/BMS/BAF	Commerce/Management Studies	As per Attachments	As per Attachments

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	7

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ELOCUTION COMPETITION	INTRA-COLLEGE	11
YOUTH SHORT FILM FESTIVAL	NTER-COLLEGIATE	40
SPORTS COMPETITION	INTER-COLLEGIATE	150
Cultural Competition	University	50

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	00	Nill	Nill	Nill	Nill	Nill

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

a) The motto of the institution is to provide Quality Education'.Sothe institution has been giving considerable representation for students involvement in the co-curricular and extracurricular activities of the institution. b) There are activities like FORZA, intercollegiate cultural competition, which are totally managed by the student's leaders under the guidance of a teacher. c) The activities on community development are planned and executed by the students under the supervision of a teacher. Students are also involved in resolving the academic issues like adding new optional subject, regarding certain concession in attendance due to personal problems. d) The institution forms a student's council each year for their involvement in administration of the institution. e) The common issues of the students are being discussed in the meeting of students council and justifiable suggestions of the students are considered while taking final decisions. Few selected students are involved in the admission work during admission period, they guide the candidates and their parents regarding admission process. f) Participation in Co-curricular and Extracurricular Activity:The institution has constituted certain committees such as NSS, Cultural Activities, Sports, skill development etc. These committees are headed by the teacher as coordinator, but student representatives are also involved in these committees. It's an opportunity for them to involve in planning and decision making on certain co-curricular and extracurricular activities. Certain responsibilities are assigned to these students during implementation of activities, the responsibilities like, giving instructions to the audience, discipline work, coordination work etc. The student who are involved in NSS activities are able to plan and execute the activities independently, like a tree plantation, skit play on Anti drug

Addiction lecture, Road safety workshop,social event. The students in skills development committee do the work of coordination in inviting the trainers from outside. The students in cultural committee, decide what cultural activities be organized, they plan, arranged the equipments, invite the trainers to train the students, conduct audition and organize the event under the guidance of concern teachers. The institution conductssome activities likeRoad Safety Awareness, E-waste management programme in association with NGOs UNITED WAY INDIAN DEVELOPMENT FOUNDATION (IDF)

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Members of Alumni Association(unregistered) participated and helped in organising cultural competitions and inter-collegiate youth short film festival conducted in the institution.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institution has been following the following two practices as part of decentralised and participative management: 1 An inter collegiate cultural event under the theme "FORZA" has been initiated by the students and implemented since last five years from 2015-16.This idea was initiated by the students and was discussed in a joint meeting of teachers, students the principal. After detailed discussion in this meeting it was decided to nominate one teacher is as event co-coordinator and a core team of student leaders was formed. The core team prepares a detailed proposal including of the event like number of activities to be organized, types of competitions be conducted, estimated total cost of the event and sources of resources for organizing the event. The proposal prepared by the core team is again discussed in a joint meeting of core team, event coordinator, IQAC members and the principal and the doubts were cleared and the proposal is finalized. This proposal with the recommendations of principal is forwarded to the parent body (NCRD) for final approval and for financial support. After getting approval from NCRD the event co-ordinator was authorised to organise the event. After final approval the core team is delegated authority to take actions like finalising the dates, fund raising, deciding guests. Judges etc. This event is handled by the students independently under the guidance of a teacher coordinator. Even the students council also takes part in decision making on the issues of student 2 The second practice is decentralised decision making and participative management by the staff. The institution has decentralized organization structure for planning and implementation of various activities. Four program coordinators are nominated for each program and they are given freedom to decide about all academic activities like subject allocation among the teachers, preparing time table, resolving the issues of students, making

suggestions to institutions on requirement of resources for academic improvement etc. Vice principal of the institution helps and guides to the program coordinators regarding academic activities of the students. The institution also makes various committees of teachers for conducting different activities, like exam committee, NSS committee, Skill development committee and so, there 14 different committees and students representatives also involved in some of these committees. Each committee is headed by a teacher coordinator and the committee has freedom to propose the activities for the students, get approved from the principal and execute them. The committees while proposing and planning the activities take into consideration the university guidelines and vision mission of the institution. There is monthly/term end meeting of all the staff to share their experiences based on the activities implemented during that term and make suggestions for improvement in the next term.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	1.collaboration with training agencies for skill development 2. collaboration for internship 3.collaboration for certificate courses
Human Resource Management	1 Various committees of teachers are constituted for conducting activities 2. Work is distributed among the staff 3.students are involved in planning and organising events 4. Staff is sanctioned duty leave for participation in educational events 5. Adjustment of Time table for teachers on leave
Library, ICT and Physical Infrastructure / Instrumentation	1.Library is partially automated with 'LibreriaSoftware' developed byVersion 2.0.3715:28728 2.Subscribe E-books,E-Journals 3.Educational CDs 4.Class rooms are provided with LCD Projectors, for ICT enabled teaching
Research and Development	1. promoted through RD committee 2. Provision in budget for research activities 3. Motivating teachers for Minor research projects 4. Financial assistance to teachers for participation in conference 5. Motivating and training students to participation in university level research convention 6. Organising research conference
Curriculum Development	1.Designed by affiliated university 2.Projects, assignments, 3.study tours industrial visits
Teaching and Learning	1.Many of the classrooms are well-equipped with the LCD projector and screens 2. Identifying Slow learners

	through screening test and failure list from earlier exams 3. conducting remedial and additional coaching 4. conducting multiple internal exams 5. organising orientation sessions for students with parents
Examination and Evaluation	1.conducting exams as oer university schedules 2. conducting multiple internal exams 3. Conducting PPT sessions 4. conducting course wise class test 5. Declaring results of FY and SY classes within stipulated time period
Admission of Students	1. Admission for SY and TY classes are at college level 2. Admission at entry level are centralised by university 3. Reservation policy of government are followed 4.Online admission through software

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	1. Admission to result declaration is through software 2. Student database is maintained through software 3.Approvals are taken for important issues through CDC 4. Vice principal is authorised to look after the routine administration 5. The institute reports to CAO of the Trust
Finance and Accounts	1.Accounts are integrated with Tally software 2. Digital banking is used for making payments
Student Admission and Support	1. Software is used for online admission 2.E- form is uploaded to college Website 3. E-prospectus is uploaded to college website 4. E-communication through software between students and staff
Examination	1. Software is used for online examination and result preparation 2. E-result is displayed on college website
Planning and Development	1. Academic plan is prepared with help of programme Co-coordinators and IQAC 2.Circulated among all the staff 3.University calendar is also considered

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support

2019	Faculties	National / International	as per attachment	24830

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on NAAC AQAR Guidelines	o	09/09/2019	09/09/2019	16	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Innovation, IPR Entrepreneurship	1	20/04/2020	26/04/2020	6
Research Methodology	1	04/05/2020	08/05/2020	5
A revised accreditation framework for affiliated college	1	14/04/2020	17/04/2020	4
5 days FDP on "Facets of Research IPR"	1	27/01/2019	31/01/2020	5

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	2	Nill	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1) Job security 2) Employer Contribution to PF 3)Staff Insurance 4) Gratuity 5) Medical leave	1) Job security 2) Employer Contribution to PF 3)Staff Insurance 4) Gratuity 5) Medical leave	1) Group insurance 2) Instalment facility 3) Travelling concession 4) Financial support for

| 6) special leave for research work 7) Maternity leave 8) Annual Increment | 6) special leave for research work 7) Maternity leave 8) Annual Increment 9) Freeship for children education | participation in inter-collegiate events 5) Book bank scheme for Reserved category students |

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

6.4.1 Internal external audit The institution has a statutory mechanism for both internal and statutory audit. The parent body (NCRD) has appointed an internal auditor for the purpose of continuous audit of all institutions run by the trust and statutory audit is done by a separate audit firm Internal Audit: There is a system of accounting in which continuous monitoring is done automatically. Petty cash expenses are spent at institution level and at the end of each month all vouchers of petty cash expenses are audited by the internal auditor of the trust at head office and after that only next month petty cash is released from the head office. Expenses beyond of Rs. 2000/ to be incurred by institution there is a procedure to get pre-sanctioned from the head office. All major expensed beyond Rs. 2000 , like payment are paid from the head office based on completion of procedure followed by the institution External Audit: Statutory auditor is appointed by the head office for statutory audit of books of accounts of all the institutions run and managed by the trust. Head office takes the responsibility of getting audited the books of accounts of the institution. However, the institution has to maintain books of accounts at institute level as per the norms prescribed by statutory body. Statutory auditor possess the qualification as per norms to be a statutory auditor

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Sterling institute of management studies	Yes	IQAC
Administrative	Yes	NCRD head offic	Yes	principal and vice principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.parents are invited for Orientation programme, 2.Annual Day and Prize Distribution Ceremony. 3.Regular Parents-Teachers meeting with defaulter students. 4. Graduation Day

6.5.3 – Development programmes for support staff (at least three)

> 1.Training for new ERP software APEX 2. WDC organised cultural events for support staff on Women s Day celebration 3. Attended Office administration programme organised by Gurukul college of commerce by O.S

6.5.4 – Post Accreditation initiative(s) (mention at least three)

> 1. The College has participated for NIRF Ranking. 2. ICT enabled Classrooms 3. Online Feedback System

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	empowering students to plan organize the events	Nill	23/08/2019	24/09/2019	40
2020	FORZA	Nill	02/01/2020	24/01/2020	250
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self grooming workshop	05/08/2019	14/08/2019	20	Nill
Sanitation & Hygiene workshop	13/09/2019	13/09/2019	100	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
As a part of Environmental consciousness, the institution has taken initiative to gradually replace the traditional electric bulbs to LED bulbs which are power saving.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Physical facilities	Yes	1

Ramp/Rails	Yes	1
Scribes for examination	Yes	1
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	8	14	18/08/2019	01	Safety Measures	Fire Safety	26
2020	2	2	20/01/2020	1	Blood Donation	Collection of Blood units	40
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
code of conduct for teachers	10/06/2019	code of conduct for teachers was mailed to the teachers at the beginning of the academic year and also discussed in the staff meeting
code of conduct for students	30/05/2019	code of conduct is published in annual prospectus under the heading college rules. the prospectus is displayed on the college website Also college discipline (code of conduct) conveyed to the students during orientation sessions conducted at the beginning of the year
code of conduct for office staff	13/05/2019	code of conduct for non teaching (office) staff is communicated through office notice and also conveyed during their meeting

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
orientation of	28/06/2019	28/06/2019	300

students SY TY classes			
counselling for failure students of SY TY classes	26/06/2019	27/06/2019	100
orientation for FY classes	11/07/2019	11/07/2019	310
Speech by Amrut Bung, NIRMAN	19/08/2019	19/08/2019	200
services to society through NSS	17/07/2019	10/03/2020	50
students initiated events	23/08/2019	24/01/2020	150

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1 Institution has taken initiative to replace traditional bulbs to LED lightst
2 Management of solid waste is done through organisation outsourced
3 E-waste management is done through an NGO
4 Campus is made eco-friendly by planting the trees ans with greenery
5 institution has taken initiative of use of ICT in administration (digitisation) to reduce paper work

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Institutional Best Practices Best Practice No: 1 "Enhancing Learners Leadership Skills" Development of certain skills in leaners so that they will to take up some productive activity in the society is the basic of objective of higher education. Under this practice the institution has made efforts to develop leadership skills and decision making skills. 1. Objectives of the Practice ? To motivate the learners in bringing creative ideas for conducting certain events ? To develop skills on planning, organizing and controlling the events. ? To create an environment in which the learners can have optimum use of institutional resources ? To create branding of the institution through learners driven activities/fest ? To identify learner's leadership and management qualities ? To develop a sense of team work among learners 2. The Context Following are the challenging issues in designing and implementing the practice: ? Different groups of learners bring multiple proposals for the event. Selecting one out of them and convincing the other groups becomes a challenge. ? The institution has limited budget for such practice, implementing the practice with limited budget and fund generation through sponsorship for deficit budget has been challenging ? The learners in the organizing committee of the event expect academic leniency from institute ? Learners involved in organizing the events often find it difficult to manage effectively, both academic and co - curricular activities. ? Even though this practice aims at teaching the learners the importance of team work (group work culture), it is a challenge for the institution to create a culture of team work 3. The Practice For implementing this practice the institution constituted a committee of teachers to guide the learners and monitor the events during planning and organization. This committee is headed by a teacher coordinator to coordinate between learners, teachers and the institution. This committee receives the proposals from the learners, the proposal is discussed in a joint meeting of representatives of learners and the committee, changes are made, if needed and

final proposal is sent to the principal for approval. The is forwarded to the management by the principal with his recommendations for final approval and for financial support from the management. The representatives of learners (core group) who initiated the idea of event become core group and they select few more learners as support group, they make sub-committees of learners for taking specific responsibility and task is divided among sub-committees like, publicity, marketing, fund raising, finding guests, arranging resources etc. while selecting the learners in sub-committees, learners are selected based on their interest in willingness and task is given based on their interests Core committee decides the dates of event on consultation of teachers committee, decides lists of activities to be conducted during the event, prepares a detailed plan of conducting the event. And finally the event is conducted in which the colleges of Navi Mumbai take part since it is intercollegiate competition. On the days of event, all the staff is given certain responsibility of looking after certain activity like, singing, sports, elocution, etc. on the days of event, academic sessions are not conducted since many learners and the staff is busy in conduction of activities. The institution gives all possible support, resources for such activities. A joint meeting of core group, event committee and principal is held to evaluate the level of success of the event and suggestions are made for improvements in future 4. Evidence of Success: evidences of success are, many good ideas come from the learners if they are given freedom. They learned how to plan the event, learned to listen others, their decision making skills improved. The learners who were involved in core group became more mature and more responsible and they acted as mentors for the other learners who acted as volunteers during the event. Institution became known to others due to intercollegiate competitions, involvement of other people. This helped in enhancing the goodwill of the institution 5. Problems Encountered: Multiple proposals were received from different group of learners and it was difficult to select one proposal. There was dissatisfaction among the learners when their proposal was not selected and it was tough job to convince that group of learners whose proposal was not selected to get involved in the event selected. Bringing coordination among various groups of learners was another problem since those groups were having different interest. Generation of resources was another problem due to high budget of the event. BEST PRACTICE NO: 2 "PARTICIPATION IN SOCIETY CONNECTIVITY AND OUTREACH ACTIVITIES" 1. Objectives of the Practice ? To develop a sense of responsibility among learnedness and bringing connectivity with the stake holders ? To create an environment so that learners should find easy to mark their presence in the society on different issues ? To identify the situations where the certain information can be easily communicated to the Society and other stakeholders ? To create awareness on social and environmental issues among the learners. 2 The Context: The learners being part of the society, bring to the teachers certain issues of the society like addiction, gender discrimination, cleanliness, health issues etc and request the teachers, can we undertake any activity towards some of these issues?. The concerned teacher discusses with other teachers and with some of other learners and final discussion comes to the principal. Principal, based on teachers proposal, a committee of teachers is constituted for undertaking certain activity. 3 The Practice After accepting the proposal of undertaking some activity for the society, principal constituted a committee of teachers and representatives of learners to conduct some survey and identify the issue and what is possible for the institute to take up some activity. The learners after making formal/informal survey propose to the committee what specific activity can be conducted. The committee takes the final decision to plan and execute the activity. Accordingly, a notice is circulated among all the learners in classes and appeal is made to register their names for social activity projects based on their interest. The committee makes a team of learners as leaders who take the responsibility of coordinating among all the

learners registered for the project. The leaders identify exact activity like, health checkup, educational, addiction issue etc. and select the locality where the activity to be conducted, they make a plan, distribute the work among the learners and ask for the resources form the institution. The possible resources are provided by the institution, activity is conducted as per the schedule and report is given to the committee at end 4 Evidence of Success There are certain evidences of success of this activity. The learners started thinking about some of the issues of the society, their observation capacity improved to certain extent. They started discussing with the teachers about some of the social issues and feeling of their responsibility towards is created. They wanted to do something for the society but the problem of what can I do alone. Because of such activity, the learner got the plat form, group of learners is created, they received resources from the institution, guidance and support from the teachers they got and a feeling of self-responsibility towards the society is created among the learners who were involved in these activities. Due to some of these activities, learners created social relations among the people where the project was undertaken. The people realized and recognized the efforts made by the college students and extended their help during conduction of the activity. 5 Problems Encountered Certain problems were faced while deciding an implementing the activities. The learners bought large number of social issues and it difficult to choose specific activity to be implemented, selecting the area, contacting the people of that area for their help. Time constraint was the another problem, because, the location of the projects were away from the institution, and the learners had to some time miss their academic lectures for involving in the projects. There was also an experience of rivalry among the local people where the project was going. When we took support of some people for the activity, the opponent group was not cooperating. Some time getting consent form the parents of learners who were involved in these project was difficult. Teachers had to meet their parents and convince them, the learners are safe and teachers will take responsibility of their safety. The parents of female learners were not ready to allow their daughters to go to the rural areas and slum areas for social projects. Some of the parents were of the opinion, these activities may affect on the academic results of the learners. Another important problem was the continuity of the projects for longer period.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness BOOSTING SOUND MIND PRACTISES FOR THE BETTERMENT OF LEARNERS The institution had taken initiatives for developing mental equilibrium of leaners. The initiatives were teaching-learning, conducting brain storming activities like quiz competitions, Elocution competitions problem solving techniques etc. The responsibility in this regard was with the course teachers who are dealing the learners on day to day basis and program coordinators. This process helped to develop mental equilibrium among learners and the same will help to enjoy the life and achieve the goals set. The institution with an intention of cultivating positivity among learners, conducted certain mental and physical activities through learners initiated committees such as NSS, Skill Development, problem solving and Cultural. For organizing the above events, committees of learners were formed to make a detailed plan, distribution of tasks among the committee members, initiate the activity and make evaluation of the event after conduction. This helped the learners to think how to plan, , how to coordinate among the co-members, and so

on. The outcome of such activities was, the learners were found more understandable and more responsible as compared with the others. Brain storming sessions on the issues of learners were found more useful to both, the learners and the institution. The learners were asked in joint meeting with principal to suggest possible solutions how to minimize the issue of defaulter and what disciplinary action the institution can take against the learners in defaulters list. The institution was able to take proper decision based on their suggestion. When a disciplinary action as per the university rules against defaulters during subsequent year there was very less complains (resistance) from defaulters.. The events like inter collegiate Youth Short Film Festival (YSSF), cultural fest FORZA, were initiated, planned and conducted by the learners under the guidance of teacher. Decision making freedom was given to learns from planning to implantation of event. This helped the learners to boost their self confidence that they can handle the events. The events initiated by the learners were mainly self-funded, the organizing committee of learners has to estimate the cost of event, they have to raise funds, learner's leaders only spend the resources for the events. This helped them to understand how to eliminate irrelevant expenses during the event and if possible save some resources for the forthcoming events. Thus these practices helped to make financial management There were some other practices like allowing the deserving and interested learners of PG program to take few classes (lectures) for learners of UG programs in specific courses. This practice helped the learners of both UG and PG programs in boosting their self-confidence. The learners who were involved in National Service Scheme (NSS) have been doing certain projects like teaching to the children of slum areas, visiting old age homes, organizing health camps in adopted villages etc. These projects were proposed by the learners based on their observations and used their own skills during conducting the above activities which helped them to become more responsible

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

 Under future plans of action for the year 2020-21, 1) it is planned to apply to the university of Mumbai for permission for additional one division of BMS program. 2) introduce Marketing as specialisation course at second year of BMS program 3) Decided to send the proposal to management for hiring ERP for admissions to result work .4) Take initiatives for quality enhancement activities 5) decide the time schedule to apply to NAAC for second cycle of accreditation 6) start compiling the data of last five years for the purpose of preparing self study report 7) organise webinars on New National Education Policy 2020 8) arrange counselling sessions (online) for the students how to keep safe during covid-19 pandemic 9) Request the management for necessary ICT support for online teaching during pandemic