



Yearly Status Report - 2018-2019

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. Mahadappa Gangaram 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 (E),
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		private			
Name of the IQAC co-ordinator/Director		Dr. Sumathi Gopal			
Phone no/Alternate Phone no.		02227705535			
Mobile no.		9892622912			
Registered Email		adv.sumathigopal@gmail.com			
Alternate Email		iqacsterlingcollege@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.sterlingcollege.edu.in/aqar/1annual%20quality%20assuramce%20report.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.sterlingcollege.edu.in/aqar/2.ACADAMIC%20CALENDER%202018-19.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		Date & Duration		Number of participants/ beneficiaries	

IQAC		
faculty development program	31-Aug-2018 16	18
Employ ability skill development	01-Aug-2018 36	100
educational visit SEBI	13-Jul-2018 5	50
Educational visit SILVSA	11-Aug-2018 12	90
Visit to BSE	04-Jan-2019 5	60
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8. Provide the list of Special Status conferred 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
No Data Entered/Not Applicable!!!				
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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)

1) Multiple internal test for the improvement academic audit 2) Study tour was initiated and organised by IQAC to BSE SEBI to get practical knowledge and working modes in these organisation 3) Students were encouraged trained for presenting research papers. 4) Students were encouraged provided internship for 40 days duration 5) screening test at entry level and remedial coaching for academically weak and KT Students in the subject of maths Accounts

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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	Achievements/Outcomes
plan of action uploaded in excel format	Achievements/outcomes uploaded in excel sheet
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	14-Aug-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

27-Oct-2018

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

23-Mar-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

? The college has hired cloud based software application from DIGIMKEY which is being used for online admission digital form of attendance , digital form of attendance reporting on line recording of marks of exam, preparation of consolidated attendance sheet, preparation of results and marksheet.. ? As a Green Initiative, college prospectus is in digital form uploaded in the college website. admission form is also in digital form displayed on the college website, paperless attendance in digital form ? TALLY is used by the college account section ? Faculty attendance is recorded by Biometric System and the

data stored in an MS Access Data Base.
 ? MIS is used for management of Salary details of Faculty ? Internet and LAN facility in the college campus. ? Bulk SMS to students for communication

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

Yes. 1. The academic calendar is prepared at the beginning of the academic session which captures the important dates like start and end of the session, internal examination, etc. 2. The faculty members are required to prepare a comprehensive course pack 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 mapped with the course outcomes. 4. The course level attainment levels and program outcome attainment levels are monitored annually for continuous improvement. 5. Feedback and monitoring on curriculum delivery is done through a wide-variety of mechanisms such as regular formal meetings teachers, learners & parents. 6. There is a defined mechanism to conduct remedial 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 inter-weaved 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 while taking students beyond the curriculum. The teacher's 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/entreprene urship	Skill Development
TallyGST	Certified Practical Accounts Tax	01/08/2018	40	Focus on memorability and also for entrepreneur ship to start own tax consultancy firm	curriculum included accounting taxation GST

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	68	0

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
Employability Skill Development Program	01/08/2018	100
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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	digital marketing	2
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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
Feed back from the students about teachers taken semester wise and is analysed by the principal of the college and base on that analyses the concern teacher was give additional inputs/instructions for making changes in his or her teaching to reach to the maximum number of students to make them more comfortable in learning process. Feedback received from teachers about the students was analysed by the principal and the session were conducted for the students for group counselling by the principal and outside counselor.

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
BMS	Management	60	300	71
BCom	general	240	250	239

BCom	Accounting & Finance	120	130	126
MCom	Advance Accounting	60	65	60
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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
2018	811	97	18	0	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	Number of smart classrooms	E-resources and techniques used
18	3	5	3	0	0

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

1. Each teacher is assigned mentorship of one class and that teacher is expected to know and understand the problems and issues of students of that class only the mentor teacher guides, counsels and helps his or her mentees, if required recommends to the principal for counselling and help to the needy students. 2. Mentor teacher facilitates to organise and motivate mentees to attend, Workshops, sessions and interaction with experts from the industry exposes students to career paths, sets expectations and aligns them with the needs of the industry. 3. Placement and career counselling services are available to students through the Placement Cell/Committee and mentor teacher coordinate with the committee. 4. Group discussions and interviews are carried out at departmental and committee level to prepare students for the interviews and mentor teacher motivate to participate. 5. Employability skill Development program were conducted for the improvement in the confidence level of the students throughout the year and mentor teacher was coordinating with such activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
811	12	1 : 67

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	0	2	4

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

2018	Dr. Mahadappa Gangaram Gonda	Principal	University of Mumbai Elected as Member of Senate
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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	2C00141	I	07/12/2018	10/01/2019
BCom	2C00142	II	13/05/2019	31/05/2019
BCom	2C00143	III	20/11/2018	10/12/2018
BCom	2C00144	IV	03/05/2019	16/05/2019
BCom	2C00145	V	31/10/2018	30/01/2019
BCom	2C00146	VI	13/04/2019	25/05/2019
BMS	2M00151	I	07/12/2018	03/01/2019
BMS	2M00152	II	12/04/2019	16/05/2019
BMS	2M00153	III	03/11/2018	10/12/2018
BMS	2M00154	IV	04/05/2019	16/05/2019
BMS	2M00155	V	30/11/2018	18/03/2019
BMS	2M00156	VI	07/03/2019	19/06/2019
BCom	2C00451	I	07/12/2018	10/01/2019
BCom	2C00452	II	12/04/2019	16/05/2019
BCom	2C00453	III	03/11/2018	10/12/2018
BCom	2C00454	IV	04/05/2019	16/05/2019
BCom	2C00455	V	29/11/2018	26/03/2019
BCom	2C00456	VI	07/05/2019	18/06/2019
MCom	2C00531	I	07/01/2019	12/04/2019
MCom	2C00532	II	03/06/2019	01/08/2019
MCom	2C00533	III	10/01/2019	15/04/2019
MCom	2C00534	IV	30/05/2019	13/08/2019
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• Multiple tests were conducted evaluated. • Teachers Conducted three class tests in first term to enhance the writing skills score more and to develop confidence of answering appropriate answers during university exams. • The learners were assessed by the respective subject teachers additional inputs were given to the learners for improving writing skills. • The question paper pattern of test was as per the university format in which 10 marks for objective and 10 marks for descriptive. • on analysis of the result of the tests it was realised that majority students (more 50) attempted only objective and no descriptive due to which result was not as per expectation. college lost

more than 9 working days to conduct internal three tests • Hence the strategy of internal test was changed in second term in which only one test was conducted for 40 marks instead of 20 marks and converted to 20 marks • And more questions were asked on descriptive not on objective type. • Basic objective of change evaluation was to make the students write descriptive answers also. • However, all these changes were conveyed to the students well in advance through meeting and orientation

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

• Yes. yearly plan was prepared • At the commencement of the academic year the calendar was planned including exams other activities on a monthly basis. • Various committees of the teachers were formed to look after some of the important activities • The respective committee followed the academic calendar accordingly decided the activities dates, similarly preference was given to the exam committee to decide the dates of internal additional internal for students who could not appear the regular internal exams. • The dates format for question papers are adhered to the university guidelines • Results of F. Y S. Y. classes are declared within 30 days of examination date and result was displayed on the college website

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)

<http://www.sterlingcollege.edu.in/aqar/3.%20students%20performance%20&%20learning.pdf>

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
2M00156	BMS	MANAGEMENT	59	45	76.12
2C00146	BCom	GENERAL	67	40	59.7
2C00156	BCom	ACCOUNTING & FINANCE	95	64	67.37
2C00534	MCom	ADVANCE ACCOUNTING	35	29	82.85

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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)

<http://www.sterlingcollege.edu.in/aqar/4.Student%20Satisfaction%20Survey.pdf>

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	365	UNIVERSITY OF MUMBAI	0.25	0.1
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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
Intellectual Property Right in association with NCRDs Management Institute IQAC 3042019	IQAC	30/04/2019

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
No Data Entered/Not Applicable !!!				
View File				

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
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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	1	5.5
International	Commerce Management	7	5.90
View File			

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
COMMERCE	5
View File	

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	Name of	Title of journal	Year of	Citation Index	Institutional	Number of
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Paper	Author		publication		affiliation as mentioned in the publication	citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

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
No Data Entered/Not Applicable !!!						
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	8	5	1	2
Presented papers	8	2	0	1
Resource persons	0	0	0	2
View File				

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
Street play	Marol police	2	10
Blood Donation camp	NMMC blood bank	2	40
Health check up camp health talk	LOCAL DOCTORS	2	40
Street play on antiaddiction	In association with Smita Patil Theatre	2	22
Raksha Bandhan celebration at old age home	In association with Ashray Nandanvan (old age home)	2	35
Tree plantation and observation of growth	DARAVE SLUM AREA	2	65
E Waste Project	collection in association with Indian Development Foundation (IDF)	2	50
Grand Maa Project	In association with Ashray Nandanvan	2	35
Cotton Bag Making	In Association with Waklan Village	5	50

	Panchayat		
Solar panel installation in primary school premises	In Association with Waklan Village Panchayat	5	50
Water conservation survey	In association with University of Mumbai	2	50
Swachh Bharat mission	In Association with Waklan Village Panchayat	5	50
View File			

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
No Data Entered/Not Applicable !!!			
View File			

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 activities	Number of students participated in such activities
Swachh Bharat mission	In Association with Waklan Village Panchayat.	Swachh Bharat mission	5	50
Water conservation survey	In association with University of Mumbai	Water conservation survey	2	50
Grand Maa Project	In association with Ashray Nandanvan	Senior Citizen Cheers	2	35
E Waste Project	collection in association with Indian Development Foundation (IDF)	Education out of Waste	2	50
Tree plantation and observation of growth	Planting samplings in adopted area	Go Green	2	25
Blood Donation camp	Collection of units of blood for the needy in association with NMMC blood bank	Save Life with Drop	2	40
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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
Faculty exchange	4	0	10
View File			

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
Internship with the Company	Corporate Internship	FlipKart at Rasayni, Navi mumbai	01/05/2019	04/06/2019	2
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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
Jeevamantra Learning (OPC) Pvt. Ltd (Learning Mantra)	01/01/2019	Employability Skill Development	100
Jeevamantra Learning (OPC) Pvt. Ltd (Learning Mantra)	31/08/2018	Faculty Development Program	18
MOU between Multiple Institution of IQAC	30/08/2018	Cooperation, Promotion Networking of IQAC	40
SA Institute of accounting Taxation ERP	28/06/2018	Certificate course in GST	70
View File			

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
105000	95000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing

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 partially)	Version	Year of automation
Libreria	Partially	0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8234	785560	976	145033	9210	930593
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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
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	55	35	55	1	1	5	0	20	0
Added	0	0	0	0	0	0	0	0	0
Total	55	35	55	1	1	5	0	20	0

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

20 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
No Data Entered/Not Applicable !!!	

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 incurred on maintenance of physical facilities
818970	836788	1659000	2036935

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)

Physical facilities: The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students those who are admitted in the college. The students seek admission to desired courses including a laboratory curriculum they are charged for the laboratory expenses at the time of the admission as suggested by the statutory body in addition to that additional expenses are allocated by the management. The infrastructural facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the nongovernmental organizations for conducting the exams like scholarships etc. if not in use for the said period. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the nonteaching staff and in major cases the college goes for the maintenance contract to local experts. The college garden is maintained by the gardener appointed by the institute. The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The central computer laboratory connected in LAN is open for the students as time permits them, the office computers which are also connected through the LAN is consisting of the office software making work easier and systematic are restricted their use only to the appointed office staff. Electrical and the Plumbing related maintenance is done with the help local skilled persons and the expenditure is done from budget gained by college from different sources. **Academic and Support Facilities** The academic support facilities like library, the sports and the other platforms supporting overall development of the students like NSS, Sports, Skill Development Cell etc. Accession to library is permitted at the cost of the deposits as caution money. Budgetary provision is made in the budget of the college for the library maintenance. The activities like fumigation and keeping library clean is done frequently by library staff. The sport department of the college is meritorious having trained full time sports teacher who guides, trains motivate students to participate in various level of competitions. There is a playground adjacent to the college building which is maintained by the management all the stakeholders are allowed to use the grounds. College supports the students preparing them for competitive exam and motivate them for research, debate, cultural competition etc.

<http://www.sterlingcollege.edu.in/aqar/5.Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical.pdf>

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
No Data Entered/Not Applicable !!!			
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 implementation	Number of students enrolled	Agencies involved
Employability Skill Development	01/10/2018	100	Jeevamantra Learning (OPC) Pvt.

			Ltd (Learning Mantra)
Remedial Coaching for Maths	01/07/2018	15	Faculty Initiated Scheme
Bridge Course for Accounts, maths Economics	16/08/2018	100	Teachers initiated scheme
Yoga week (International Yoga Celebration)	21/06/2018	25	Principal Initiated Scheme
View File			

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 passed in the comp. exam	Number of students placed
2018	CET MANAGEMENT	20	20	20	2
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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
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	0	0	Flipkart, HDB, Hexaware	4	4
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	20	B.COM, BMS B. Com (AF)	Commerce, Accountancy Management.	NCRDs Institute of Management,,	MMS
2019	20	B.COM, BMS, BAF	COMMERCE & MANAGEMENT	IDOL, MUMBAI UNIVERSITY	M.COM
2019	35	B.COM, BMS,	COMMERCE &	STERLING	M.COM

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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
Civil Services	0
Any Other	20

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

Activity	Level	Number of Participants
Youth Short Film Festival	INTER COLLEGIATE	50
FORZA 2018	INTER COLLEGIATE	100

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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
2018	GOLD	National	1	1	0	Neha Shankar Nikam

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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)

College creates a platform for the active participation of the students in the various academic administrative bodies including other activities. This empowers the students in gaining leadership qualities, rules, regulations and execution skills. Election for President, Secretary Class representatives were conducted by committee, student Council. The notice for the election was circulated in the class exhibited in the notice board for the perusal of the students. Subsequently nomination forms were received by the committee election schedule was displayed by the committee. Transparency was totally maintained fair election process was initiated completed by the committee. Swearing ceremony was organised oath was taken by the students representatives. The council organised farewell party for the outgoing (Graduate Post Graduate) students as a mark of love affection for their continuous relationship with the institution. The student members bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. Council consist of nominated members from all class ranging from first year to third year also PG students. The Student Council helps students to share ideas, interests, and concerns with teachers and principal. They often also help raise funds for wide activities, including social events, community projects, helping people in need and college reform. The funding for various activities of the internal college bodies is provided by the College Management.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

20

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

3500

5.4.4 – Meetings/activities organized by Alumni Association :

Part of organization of FORZA 2k19, intercollegiate event and sunburn cultural event, and industrial visit

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)

Vision: Providing opportunities for quality value based educational facilities in commerce management education and promote holistic learning environment to all the strata of society The Governing Body of NCRD delegates all the academic, administrative and operational decisions to college development committee (CDC). College development committee authorises the principal of the Institute for operational autonomy in order to fulfil the vision and mission of the institute. At institute level various committees of teachers and representatives of the students are constituted to decide and implement various activities for the students. They are encouraged to develop leadership skills by being in charge of various academic, cocurricular, and extracurricular activities. They are given authority to conduct industrial tours and to have tie up with industry experts and appointed as coordinator and convener for organizing seminars/workshops/conferences/FDPs. These committees have operational autonomy under the guidance coordinators. Students are empowered to play an active role through their representatives to plan and execute cocurricular and extracurricular activities. This way the institute promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management on the facts, information and objectives. suggestions to improve the excellence in any aspect of the Institute. Two practices: Practice I: Disciplinary Action against certain circumstances: College has a practice of taking lecture wise attendance on regular basis, defaulters names are displayed on the notice, students with their parents are called for meeting to understand the reasons for absenteeism, opportunity is given to the students to improve their attendance and even after such opportunity there is no improvement such extreme cases are detained from appearing for semester end examination Practice II: Zero fee admissions Instalment facilities It is the practice of the college to give admission to the needy and deserving students with zero fee and students are allowed to pay fee as and when they arrange during the academic year. Also needy students on their request are given facility of paying course fee in installments Out Come: Meetings of all stakeholders are held periodically for discussing the issues and challenges, developmental aspect of the Institute. Thus, the institute encourages teachers, students, parents, corporate resource persons, employers, alumni, staff, class coordinators and class representatives to share their ideas, opinions, suggestions through parentteacher meet, alumni meet, class teachers' meetings, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of

the institute are reviewed and those which are in line with institute's Vision and Mission Statements will be considered for the decision making.

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

Partial

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
Curriculum Development	1. curriculum is Developed by Board of Studies of affiliating university 2. However, few teachers indirectly involve in academic improvement by making certain suggestion to the members of BOS 3. Introduced certificate course in GST with the help of outside agency by customising the syllabus as per the needs of our student 4. Signed MOU with Jeevamantra Learning (OPC) Pvt Ltd (Learning Mantra) for Employability Skill Development MOU with SA institute of Practical Tax ACCOUNTANT for GST Certified course.

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

E-governance area	Details
Administration	Online admission is adopted, digitalised completely, ecommunication use of tally

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 support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. M.G. Gonda	AICP Conference	ASSOCIATION OF INDIAN COLLEGE PRINCIPALS	5000
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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 for		31/08/2018	01/09/2018	18	0

Faculty on reaccr
itation plan
for NAAC

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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
FACULTY DEVELOPMENT	18	31/08/2018	01/09/2019	2

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	18	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF, Leave facility, medical leave, Group insurance	EPF, Leave facility, medical leave, earned leave, employee group insurance	Students' group insurance, Project Funding for select projects, Financial support to attend external events

6.4 – Financial Management and Resource Mobilization

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

College prepares budget towards efficient use of available funds for each academic year. The college has a well formulated financial policy which ensures effective and optimal utilization of finances for academic, administrative and development purposes. Budget is prepared every year well in advance after taking into consideration the requirements of every department coupled with the strategic objectives of the institution. The budget is reviewed by the management and approved after necessary changes. As and when required, the institute makes a provision for advance/additional funds. The management approves the annual expenditure, scrutinizes the balance sheet and provides feedback for further optimal use of financial resources. Financial audits are conducted by a certified auditor every financial year to verify the compliance with established financial processes

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
RECEIVED FROM INDIVIDUALS / PROPRIETORS	75000	INTERCOLLEGIATE CULTURAL COMPETITION

[View File](#)

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	Principals of Colleges	Yes	Principal
Administrative	No	NO	Yes	Principal

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

1 Orientation of students with parents at the beginning of the year at entry level to make them understand the college. 2 Parents meeting with the defaulter students are conducted in each semester to improve attendance and academic performance 3 And parents support for counselling the needy students after knowing the facts from parents

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

6.5.3 Development programmes for support staff (at least three) 1. Regular orientation programmes/ workshops are organized for the staff to upgrade their skills. 2. Awareness talk on health and hygiene expert doctors 3. Staffs are encouraged to study further to enhance their education. 4. Faculty development program

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

6.5.4 Post Accreditation initiative(s) (mention at least three) 1 Additional Division of two undergraduate courses 2 Starting Post Graduation Center (M. Com) 3 Digitalization admission/attendance 4 Quantitative and qualitative development

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
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
2018	Screening test at FY class to identify academically weak students	06/08/2019	15/08/2019	30/09/2019	120
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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
Workshops on Gender sensitization awareness	17/07/2018	17/07/2018	60	40

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
NSS Volunteers have been propagating quit plastic bags and promoting cloth bags/paper bags, participated in tree plantation drive organized by NMMC, Students assisted gram panchayat in installation of solar panels in a village, digitization of admission process by saving papers, eprospectus which saves at least more than 52,000 pages, emagazine

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1050
Provision for lift	Yes	900
Ramp/Rails	Yes	2

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	1	1	19/01/2019	100	E Waste Project	addressed how to dispose the ewaste	50

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Student Code of Conduct banner Teacher's Code of Conduct banner is displayed on the College Premises	11/06/2018	In case students disobey the code drawn by the college teachers bring to the notice of the principal wherever possible counselling is rendered either by the class teacher or the principal of the college

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Grandmaa Project	01/08/2018	31/03/2019	35
orientation of students with parents	09/06/2018	16/06/2018	400
Counseling of defaulter students	10/08/2018	22/02/2019	100

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

. Planting Trees to reduce the heat in the campus premises. 2. Compost pit is erected for disposal of garbage. The ashes are used as manures for trees. 3. Students are trained encouraged to use minimum AC conserve electricity. 4. We have a cleanliness brigade consisting of students who not only survey the college but also conduct campaigns outside college to reach out to neighbouring societies about the importance of solid waste management. 5. To sensitize student community on Environment Protection and Sustainability

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice: 1 1 Title of the Practice: Digitalization of Admissions Attendance: 2. Objectives of the Practice: The following are the were the basic objectives of digitalization: • Use of ICT in educational administration to develop of better Management of Information System (MIS) • To reduce duplication of administrative work Bring transparency in administration for the stake holders • Cost saving by saving in stationary like prospectus, attendance report, electricity, cart rage etc • Environmental consciousness through saving of papers and saving other related resources • Quick service, like quick preparation of attendance report and other reports for decision making 3. Context: • Observed in the past that, the college prospectus was very rarely used by the students and was useless once admissions are over, so there was wastage of (around 52500 pages) paper to print prospects, adopted digital form of prospectus • Complaints from the students and parents about the authenticity of manual attendance system • During admission period huge crowed for admissions and excessive administrative work due manual admission process • Data creation about students by manual work was time consuming and tedious 4. The Practice: • A cloud based service vendor 'DIGIMKEY' was identified and made MoU for digital services of admissions, attendance examinations (introduced from 201617) • Digital prospectus with admission form was displayed on the college website www.sterlingcollege.edu.in • The candidates seeking admission were to fill digital admission form from the website and submit the hard to the college office with request fee, and automatic receipt was generated and admission was complete and there was automatic data creation of students • An app was provided to the teachers and students for taking attendance of academic activities through mobile phone. The app can show the attendance status to students and parents on daily basis to those who have downloaded the app on their mobile phone • The student present in the lecture but by default absentee is marked by the teacher, such students contacted the concerned teacher and got corrected on the same day • Monthly attendance report was prepared based on digital attendance • the teachers sent the intimation if any to the students through the app • The data base created due to digital admission was used for preparing mark sheet of the students after the examinations are over • The teachers entered the marks of internal exam and term end exam of the students as per their convenience due to remote access feature • Soft copy of the final result of the students was displayed on the college website 5. Evidence of Success: Due to digitalization of admissions and attendance: • College could save at least more than 53000 pages (prospectus attendance stationary) of paper on yearly basis • Complains from students and parents regarding their

attendance record reduced considerably • Easy for preparation of attendance reports and teachers could enter the marks of exam through their computers • Easy transfer of admission data and classification of students data • Correction in attendance on the same • Work load of administration during admission period reduced • Access to connect the students easily

Problem encountered: • Since it was the first experiment for the vendor company there were many technical problems like wrong recording of attendance , server issue etc in the beginning few months • Updation of details was based on availability of internet connectivity • The attendance app was not working on certain type of mobile phones like iphone • It took time to the teachers to become familiar with the app • It was being misused by few students in the beginning due to common login common pass ward • Marking of attendance of extra lecture and remedial lecture was not possible in the beginning, it was resolved in due course

Resources required: • Expert admin person who can control the use of software • A teacher with IT knowledge for preparing reports was a problem for few months • Internet facility issues • Additional cost to be paid to the service provider

Best practice 2: 1. The title: " Students Initiated Activities" 2. Objectives of the practice: • To promote leadership qualities among the interested students • To enriching the talents among the students, like anchoring, event organizing etc • To create a platform in the college for the students to plan execute the activities at intercollegiate level • To give some autonomy to the students to make decisions in group and work in group (team activity) • To identify the students and their talent to represent the college for intercollegiate events • To make the students to understand and learn by doing and practically involving in the events and projects 3 The context: • There was a proposal from few students on their own to organize certain events at intercollegiate level • The students observed that few old and big colleges used to organize activities, like a mega event of intercollegiate cultural activity due to which many students got opportunity use their skills, perform and excel in certain area of their interest • The students having certain skills wanted a platform in the college for them to have some intercollegiate events like other colleges • College also thought it should provide opportunity and facilities to the students to experience and learn by doing certain activities 4 The Practice: • After receiving an oral proposal from the students during the year 201516 a teacher was nominated to coordinate with the students and a core committee was formed of 6 students and one teacher • A detailed written proposal about the event, funding, nature of activities etc was received from the core committee and a joint meeting of core committee with principal was held and proposal was finalized • Final proposal was got approved from the management and decided to provide all necessary infrastructural facilities and other support will be given and the event should be self funding • The intercollegiate event was named as by the students themselves as FORZA and the event is being organized each year in the month of January under the supervision of teacher coordinator and other teachers 5 Evidence of success: • The event FORZA has become quite popular among the students in the college and involvement students has been increasing • The program has become self funding and students only collect sponsorship for the event • The students who worked a core committee members and organizing committee members found have become more responsive and mature • Few students who initiated this program have become entrepreneurs after completion of their graduation and many of the core members have become responsive citizens • Branding of the college is being done due to such events • College management started sanctioning some financial grants as an incentive to the students 6. Problems encountered Resources Required: Problems encountered: • The basic problem encountered during the first year 201516 was many students were out of the class saying we are working for the event • Funding was an issue, since it was self financed, sufficient fund was not generated through sponsorship • Loss of two working days on the days of events Resources Required: • Financial

resources are required since it is difficult to get sponsorship

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

<http://www.sterlingcollege.edu.in/aqar/6.%20best-practises.pdf>

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

1. Developing students knowledge, skills and qualities relevant to chosen career paths and to those paths which may open up in the future, enabling each to succeed in a rapidly changing workplace and in becoming entrepreneurs. 2. Nurturing a reflective awareness of ethical dimensions, and responsibilities to others, in work and everyday life. 3. Cultivate skills for working in teams and groups, and leading where appropriate. 4. Cultivating students abilities to communicate effectively their knowledge, understanding and skills. 5. Best infrastructure by way of airconditioned class rooms, spacious auditorium. 6. A very safe environment for girl students and women employees. Not a single student of ragging in the last 22 years of its existence.

Provide the weblink of the institution

<http://www.sterlingcollege.edu.in>

8.Future Plans of Actions for Next Academic Year

- College has planned to introduce more number of activities to enhance employability skills among the students. The activities would include certificate course in tally, GST, digital marketing, hotel/hospitality management etc.
- it is planned to increase in intake of admissions of BMS program from present 60 seats to 120 seats from the academic year 202021 due to increase in demand from the students and parents for this program
- Planned to apply to the university of Mumbai to start a research centre in the subject of commerce from next year to motivate the teachers of this college and the teachers of nearby colleges for involving in research activities
- Additional efforts are being planned to increase the academic results and reduce the drop out rate at each stage of undergraduate program
- Proposed to establish incubation centre for promoting creation of innovative ideas and to promote entrepreneurship