

NAAC Reaccreditation Report



MAHATMA EDUCATION SOCIETY'S
PILLAI'S COLLEGE OF ART'S, COMMERCE & SCIENCE

Dr. K. M. Vasudevan Pillai's Campus, 10, Sector 16, New Panvel, Navi Mumbai 410206.
Tel.: 27456100 / 1700 / 6030. Fax: 27483208. www.mes.ac.in

VOLUME - I

INDEX

TOPIC		Page No
VISIONARY BEHIND OUR CAMPUS		1
INTRODUCTION OF PRINCIPAL		3
PILLAR OF PILLAI'S		5
Preparation of Self-Study Report		
PART-I: INSTITUTIONAL DATA		
A. Profile of the College		6
B. Criterion wise Inputs		
1	Criterion I: Curricular Aspects	10
2	Criterion II: Teaching-Learning and Evaluation	12
3	Criterion III: Research, Consultancy and Extension	16
4	Criterion IV: Infrastructure and Learning Resources	18
5	Criterion V: Student Support and Progression	22
6	Criterion VI: Governance and Leadership	27
7	Criterion VII: Innovative Practices	29
C. Profile of the Departments		
1.	Department of Economics	31
2.	Department of Accountancy	32
3.	Department of Commerce	33
4.	Department of English	34
5.	Department of Law	35
6.	Department of Information Technology	36
7.	Department of Biotechnology	37
8.	Department of Mathematics & Statistics	38

THE VISIONARY BEHIND OUR CAMPUS



FOUNDER CEO: **Dr. K. M. VASUDEVAN PILLAI**

It is said, “Education teaches us to leave the world a better place than when we found it”. One such person who embodies this purposefully and caringly is **Dr. Vasudevan Pillai**. His heart is in education, his roots are in education. He has taught for forty years and, by his mere example, he teaches us how education can be made available to all segments of society, how it can take on the role of responsible trusteeship, taking full accountability for a child’s future.

Dr. Pillai, in his own words, comes from a day and age when education was considered service. He entered the profession not just to teach but to educate, not just to grow minds but to develop generations. To him teaching is a noble profession and the only reward is the success of the child.

A quick look at his career will reveal that **Dr. Pillai** has a series of firsts to his credit. He belongs to a rare school of entrepreneurship that believes where there is a need, you need to respond promptly. So he ventured into starting institutions which did not receive any grant from the government and were purely unaided.

This same zeal saw **Dr. Pillai** open schools, degree colleges, teacher training institutes, and professional colleges like law, architecture, management, engineering and biotechnology. It saw him venture into areas where others would have feared to tread, and there he built an infrastructure, created employment opportunities, and worked relentlessly to upgrade the

socio-economic status of the region. A visit to the Pillai School at Khanda Colony or to the Pillai's Campus at Panvel will reveal how integral his contribution has been to the development of the region.

Today, the Pillai's Group comprises 48 institutions, staffed by over 2000 teachers. It teaches over 35,000 students annually, many who are in coveted positions. It has opened 3 Global Academies at Borivali, Panvel and Rasayani, which promises to redefine the scope and value of international education, in that it will introduce India to the concept of mentoring and provide a learning platform like never before. As part of a global initiative, **Dr. Pillai** and his team takes across a group of management students from the Pillai's College of Arts, Commerce & Science to the US every year. And soon he plans to bring down management students from the US, for a first-of-it's-kind study on Indian entrepreneurship. His book '**Edu Nation – the dream of an Indian Empowered**' is the manifestation of his vision for the empowerment of India through education.

Dr. K. M. Vasudevan Pillai was honoured for their contribution to the field of education by being invited to join the delegation accompanying **Dr. Manmohan Singh**, Honorable **Prime Minister of India** to **IBSA Summit** held in Rio-De-Janerio, Brazil on 13-14th April, 2010 and on 15th April, 2010 in Brazilia.

For **Dr. Pillai**, education remains a mission and the needs of the country have to be met. So with this objective in mind, we have three schools coming up, expansion plans at all his campuses, and a travel schedule that sees him travel to various countries, to bring the best of teaching methods and technologies to his institutes.

INTRODUCTION OF PRINCIPAL



Dr. DAPHNE PILLAI
PRINCIPAL, Jt. SECRETARY AND CAMPUS RECTOR

Not to rest on our laurels after the stupendous achievement of an ‘A’ Grade by **NAAC**, we are extremely pleased to submit this report of our college for reaccreditation. Our pursuit of excellence continues and we would proceed with added vigour to scale unprecedented heights in academics.

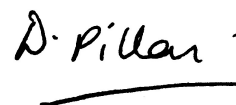
This reaccreditation report has been prepared as per the norms set by **NAAC** and gives an insight into our post accreditation efforts of scaling new heights and raising the bar further. The multi-faceted achievements of our students recorded in our report bears testimony to the effectiveness of our new endeavours.

The Mahatma Education Society grew from a single school into a multi-institution, multi-location group, delivering quality education at all levels. Today **M.E.S.** owns and manages over 48 institutions, from pre-primary to post-graduation. Pillai's College of Arts, Commerce and Science was established in 1998 by **Dr. K. M. Vasudevan Pillai**, whose vision was to provide quality education to students from diverse backgrounds, irrespective of region, religion, caste, economic strata and academic performance in earlier years. The college is located in New Panvel, surrounded by natural beauty and supported by state-of-the-art infrastructure, providing the right environment for learning.

Harnessing of youth power is critically important for India on its growth path to become a global power. We have done our mite in contributing to the pool of youth power by providing the right skill-sets and the environment to unleash their potential. We have made substantial investments to provide infrastructure matching global standards and extensive efforts have been made for international development of the Institution through various international workshops and training programmes.

On the academic front, our results show that we continue to maintain high standards of excellence. Our students have made us proud by ranking in the University of Mumbai Merit List. In the area of sports we have reached the **Sixth Rank** in University of Mumbai (2007-08) on the basis of points scored in various inter-collegiate tournaments conducted by University of Mumbai. Our college magazine '**Spectrum**' received the "**Prof. Chandgadkar Trophy**" for the "**Best College Magazine**" in the inter-collegiate magazine competition organized by Podar College, in the years 2006-07, 2007-08 and 2008-09. The highlight of Spectrum is that, it carries a social message and this aspect in particular has been appreciated. We have a Research Forum and a centralized Research Centre; '**Pillai's Research Institute**' for M.E.S., to encourage research related activities amongst staff and students.

Our aim is to transcend beyond the narrow confines of academic education and embrace the contemporary dimensions of educating in totality. We are confident that our institution will set new benchmarks of performance and surpass them in the years ahead.



Dr. Daphne Pillai
Principal

PILLAR OF PILLAI'S



VICE-PRINCIPAL: Mr. A. N. KUTTY

Prof. Mr. A. N. Kutty is the **Vice-Principal** of the College with varied experience in industry and academics; he is the architect behind the framing and implementation of long-term and short-term policies of the institute in consultation with his colleagues. He is an M.Com. L.L.B. and D.B.M. from Calcutta University. He was working as a corporate executive for 20 years subsequent to which his passion for education shifted him to education line. He joined our institution in the year 1998. His dynamic leadership and easy approachability have created optimum satisfaction of all stake holders. He takes particular interest in student academics, attendance and discipline and oversees the day to day functioning of the college.

His diligent and focused efforts have put us on the educational map of the country.

Part I: Institutional Data

A) Profile of the College

1. Name and address of the college:

Name	:	Mahatma Education Society's, Pillai's College of Arts, Commerce and Science		
Address	:	Dr. K. M. Vasudevan Pillai's Campus, Sector-16, New Panvel, Navi Mumbai		
City	:	New Panvel	District: Raigad	State: Maharashtra
Pin code	:	410206		
Website	:	www.pcacs.ac.in		

2. For communication -Office

Designation	Name	Area/ STD code	Tel. No.	Fax No.	E-mail
Principal	Dr. Daphne Pillai	022	27451700/103	27483208	vpillai@mes.ac.in
Vice Principal	Mr. A.N Kutty	022	27456100/131	27483208	sarala_narayan@yahoo.com
Steering Committee Coordinator	Ms. Aarti Sukheja	022	27456100	27483208	aartiveena@hotmail.com

For communication -Residence

Designation	Name	Area/ STD code	Tel. No.	Mobile No.
Principal	Dr. Daphne Pillai	022	25230491	9820123504
Vice Principal	Mr. A.N Kutty	022	25227017	9820394008
Steering Committee Coordinator	Ms. Aarti Sukheja	022	-	9930186306

3. Type of Institution:

a. By management

i. Affiliated College



ii. Constituent College



- b. By funding
- i. Government ☐
 - ii. Grant-in-aid ☒
 - iii. Self-financed ☒
 - iv. Any other ☐

- c. By Gender
- i. For Men ☐
 - ii. For Women ☐
 - iii. Co-education ☒

4. a. Is it a recognized minority institution? Yes ☒ No ☐

b. Minority status Linguistic
(A-1)*

5. a. Date of establishment of the college:

Date	Month	Year
17	October	1998

b. University to which the college is affiliated:
(A-2)*

Mumbai University

6. Date of UGC recognition:
(A-3)*

Under Section	Date, Month & Year (dd-mm-yyyy)
i. 2 (f)	21-12-2009
ii. 12 (B)	21-12-2009

7. Does the University Act provide for autonomy of Affiliated/ Constituent Colleges? YES NO

☐ ☒

If yes, has the college applied for autonomy? ☐ ☒

8. Campus area in acres/sq.mts:

2000 Sq. meters

9. Location of the college: (based on Govt. of India census):

Urban ☐

Semi-urban	<input type="checkbox"/>
Rural	<input checked="" type="checkbox"/>
Tribal	<input type="checkbox"/>
Hilly area	<input type="checkbox"/>

10. Details of programmes offered by the institution:

2009-2010

Sr. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	B. Com.	3 Years	H.S.C.	English	720	688
		B.Sc.C.S.				216	189
		B.Sc.I.T.				660	556
		B.M.S.				480	436
		B.Com. A/F				300	251
		B.Com. F/M				60	54
		B.Sc. Bio-Technology				210	145
ii)	Post-graduate	M.Com.	2 Years	Graduation	English	120	89
		M.Sc.I.T.				40	38
		M.Sc. Bio-Technology				50	48

11. List the departments: = 08

Science :	Department of Biotechnology Department of Information Technology
Commerce:	Department of Accountancy
	Department of Economics
	Department of Commerce
	Department of Mathematics and Statistics
	Department of Law
	Department of English

12. Unit Cost of Education Rs. 7974

*(Unit cost = total annual recurring expenditure (actual)
divided by total number of students enrolled)*

(a) Including the salary component = Rs. 3391

(b) Excluding the salary component = Rs. 4583

B) Criterion-wise Inputs

Criterion I: Curricular Aspects

1. Does the College have a stated:
Vision?

Yes	✓	No	
-----	---	----	--

Mission?

Yes	✓	No	
-----	---	----	--

Objectives?

Yes	✓	No	
-----	---	----	--

2. Does the college offer self-financed Programmes?

Yes ☒ No ☐

If yes, how many?

- a. Fee charged for Undergraduate And post Graduate

UG 7 + 3 PG		
Sr.No.	Programme (B.Sc., B.Com. etc.)	Fee charged in Rs.
1.	B.Com.	5,005
2.	Accounts & Finance	17,225
3.	Financial Markets	17,225
4.	B.M.S.	16,875
5.	B.Sc .I.T.	22,825
6.	B.Sc .C.S.	14,440
7.	B.Sc. Biotechnology	14,440
8.	M.Sc.I.T. Part I	27,535
	M.Sc.I.T. Part II	25,460
9.	M.Com. Part I	5,085
	M.Com. Part II	3,720
10.	M.Sc.Biotechnol ogy Part I	28,800
	M.Sc.Biotechnol ogy Part II	29,135
		1,000
As per prospectus		

- b. Certified course conducted by ISE

- c. Fees Charge for Add on course, YCMOU,
and IGNOU

3. Number of Programmes offered under

- a. Annual system

6

- b. Semester system

4

- c. Trimester system

-

4. Programmes with:

a. choice based credit system	Yes		No	✓	Number	-
b. Inter/multidisciplinary approach	Yes		No	✓	Number	-
c. Any other, specify	Yes		No	✓	Number	-

5. Are there Programmes where assessment of teachers by students is practiced?

Yes	✓	No		Number	1
-----	---	----	--	--------	---

6. Are there Programmes taught only by visiting faculty?

Yes		No	✓	Number	-
-----	--	----	---	--------	---

7. New programmes introduced during the last five years:

UG	Yes	✓	No		Number	1
PG	Yes	✓	No		Number	3
Others (specify)	Yes		No	✓	Number	

8. How long does it take for the institution to introduce a new programme within the existing system?

1 year						
--------	--	--	--	--	--	--

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	✓	No	
-----	---	----	--

10. Was there major syllabus revision during the last five years? If yes, indicate the number.

Yes	✓	No		Number	5
-----	---	----	--	--------	---

11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

Yes	✓	No		Number	5
-----	---	----	--	--------	---

12. Is there any mechanism to obtain feedback on curricular aspects from:

a. Academic Peers?	Yes		No	✓
b. Alumni?	Yes		No	✓
c. Students?	Yes	✓	No	
d. Employers?	Yes		No	✓
e. Any other?	Yes		No	✓

Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission to various courses?
 - a) Through an entrance test developed by the institution ☐
 - b) Common entrance test conducted by the University/Government ☐
 - c) Through interview ☐
 - d) Entrance test and interview ☐
 - e) Merit at the previous qualifying examination ☒
 - f) Any other (specify) ☐

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during.

2009-2010

Programmes (UG and PG)	Open category		SC/ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
B.Com. A/F	82.17	48.50	70.67	54.00	78.83	47.67
B.Sc. C.S.	74.67	43.00	61.00	45.17	74.83	41.00
B.Sc.Biot echnology	85.20	40.17	72.67	53.67	72.40	55.00
B.Sc.I.T.	83.17	44.67	69.33	44.33	73.33	42.17
B.M.S.	82.60	44.00	77.50	51.00	76.17	45.67
B.Com.	83.50	42.66	73.50	45.50	82.50	41.66
B.Com. F/M.	76.00	48.17	64.50	43.00	66.00	54.33
M.Sc .I.T.	70.90	47.75	64.32	50.62	71.61	60.25
M.Sc. Biotechno logy	74.12	46.12	61.12	49.12	76.50	46.12
M.Com.	84.00	40.57	60.85	45.42	76.85	42.42

3. Number of working days during the last academic year

231

4. Number of teaching days during the last academic year

180

5. Number of positions sanctioned and filled:

Sanctioned/ Filled

Teaching	89	89
Non-teaching	25	25
Technical	08	08

6.

a. Number of regular and permanent teachers (gender-wise):	Professors	M		F	1
	Readers	M		F	
	Sr. Grade lecturers	M	1	F	4
	Lecturers	M		F	
b. Number of temporary teachers (gender-wise):	Lecturers – Full- time	M	9	F	43
	Lecturers – Part-time	M	16	F	15
	Lecturers (Management appointees) - Full time	M	-	F	-
	Lecturers (Management appointees) – Part time	M	-	F	-
	Any other	M	-	F	-
	Total	M	26	F	63
	From the same State	40			
c. Number of teachers:	From other States	49			

* M – Male F – Female

7.	a.	Number of qualified/ permanent teachers and their percentage to the total number of faculty	Number	%
			6	6.74
	b.	Teacher: student ratio (89:2492)	1	: 28
	c.	Number of teachers with Ph.D. as the highest qualification and their percentage to the total faculty strength	17	19.10%
	d.	Number of teachers with M.Phil. as the highest qualification and their percentage to the total faculty strength	17	19.10%
	e.	Percentage of the teachers who have completed UGC, NET and SLET exams	9	10.11%

f. Percentage of the faculty who have served as resource persons in Workshop/ Seminars/ Conferences during the last five years

0

g. Number of faculty development programmes availed by teachers (last five years):

	1	2	3	4	5
UGC/ FIP programme	-	-	-	-	-
Refresher:	-	6	5	4	2
Orientation:	3	2	2	-	1
Any other (specify)	-	-	-	-	-

h. Number of faculty development programmes organized by the college during the last five years:

	1	2	3	4	5
• Seminars/ workshops/symposia on curricular development, teaching- learning, assessment, etc.	3	3	1	2	1
• Research management	3	3	3	1	2

8. Number and percentage of the courses where predominantly the lecture method is practiced

Number %	
12	100

9. Does the college have the tutor-ward system? Yes ☒ No ☐

If yes, how many students are under the care of a teacher?

a. Guardian teachers

2 students per teacher

b. Class Teacher

60 to 100 per teacher

10. Are remedial programmes offered?

Yes	✓	No		Number	6
-----	---	----	--	--------	---

11. Are bridge courses offered?

Yes	✓	No		Number	3
-----	---	----	--	--------	---

12. Are there Courses with ICT-enabled teaching-learning processes?

Yes	✓	No		Number	13
-----	---	----	--	--------	----

13. Is there a mechanism for?

a. Self appraisal of faculty? Yes ☒ No ☐

b. Student assessment of faculty performance? Yes ☒ No ☐

c. Expert /Peer assessment of faculty performance? Yes ☒ No ☐

14. Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week

Yes ☒ No ☐

12 Hrs

Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research?
(Guiding student research, managing research projects etc.)

Number of full timers in Biotechnology Department 13

Number	Percentage
5	38.46 %

2. Research collaborations:

a) National

If yes, how many?

Yes ☒ No ☐

2

b) International

If yes, how many?

Yes ☐ No ☒

3. Is the faculty involved in consultancy work?

If yes, consultancy earnings/
year (average of last two years may be
given)

Yes ☒ No ☐

Rs.2,50,000

Centralized

4. a. Do the teachers have ongoing/ completed research projects?

Yes ☒ No ☐

If yes, how many? On going

4

- b. Provide the following details about the ongoing research projects:

Major projects	Yes	✓	No		Number	2	Agency	DST	Amt.	55 Lakhs
Minor projects	Yes		No	✓	Number		Agency		Amt.	
College Projects	Yes	✓	No		Number	2	Amount	Centralized		
Industry sponsored	Yes		No	✓	Number		Industry		Amt.	
Any other (specify)				✓						
No. of student research projects	Yes		No	✓	Number		Amount sanctioned by the College			

5. Research publications:

International journals	Yes	✓	No		Number	2
National journals – referred papers	Yes	✓	No		Number	3
College journals	Yes	✓	No		Number	2
Books	Yes	✓	No		Number	4
Abstracts	Yes		No	✓	Number	
Any other (Poster presentation)	Yes	✓	No		Number	2

6. Has the faculty(for Academic year 2009-2010):

a) Participated in Conferences/Seminars? Yes ☒ No ☐ Number

28

b) Presented research papers in Conferences? Yes ☒ No ☐ Number

28

7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years)

2

8. Number of regular extension programmes organized by NSS and NCC (average of last two years)

NSS	NCC
13	-

9. Number of NCC Cadets/units

M	-	F	1	Units	Air wing

10. Number of NSS Volunteers/Units

M	41	F	49	Units	90

Criterion IV: Infrastructure and Learning Resources

1. (a) Campus area in acres

2000 Sq. meters

- (b) Built up area in Sq. Meters

5200 Sq. meters

(*1 sq.ft. = 0.093 sq.mt)

2. Working hours of the Library:

- a. On working days

9hrs

- b. On holidays

On request

- c. On Examination days

9hrs extended

3. Average number of faculty visiting the library/day (average for the last two years)

12

4. Average number of students visiting the library/day (average for the last two years)

450

2009-2010

5. Number of journals subscribed to the institution?

93

6. Does the library have the open access system?

Yes	✓	No	

2009-2010

7. Total collection (Number):

Titles	Volumes
2,747	14,126
1378	12,468
1,369	1,658
25	-

- a. Books

- b. Textbooks

- c. Reference books

- d. Magazines

- e. Current journals:

Indian journals

Foreign journal

2009-2010

75
18

f.	Peer- reviewed journals	0
g.	Back volumes of journals	47
h.	E-resources:	2009-2010
	CDs/ DVDs	514
	Databases	1
	Online Journals	213
	Audio- Visual resources	89
i.	Special collections (numbers):	
	Repository (World Bank, OECD, UNESCO etc.)	✓
	Interlibrary borrowing facility	✓
	Materials acquired under special schemes (UGC, DST etc.)	✓
	Materials for Competitive examinations including Employment news, Yojana etc.	✓
	Book Bank	✓
	Braille materials	✓
	Manuscripts	✓
	Any other (Maps)	✓

8 Number of books/journals / periodicals added during the last two years and their total cost

	2008-09		2009-2010	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books	1566	3,01,200	1475	2,21,446
Reference Books	300	2,35,408	294	1,99,121
Other books	153	33,780	61	16,747
Journals/Periodicals	87	2,02,547	93	2,45,243
Encyclopedia	24	32,395	7	6,995
<u>Any other(specify):</u>				
Newspapers	6	4,680	7	6,680
Multimedia CDs / DVDs	49	21,889	-	-
Delnet	1	12,500		

9.	Mention the:	
	a. Total carpet area of the Central Library (in sq. ft)	4788.sq.ft
	b. Number of departmental libraries	4
	c. Average carpet area of the departmental libraries	100 sq.ft
	d. Seating capacity of the Central Library (Reading room)	300
10.	Status of Automation of the Library:	
	not initiated	<input type="checkbox"/>
	fully automated	<input type="checkbox"/>
	partially automated	<input checked="" type="checkbox"/>
11.	Percentage of library budget in relation to the total budget	15%
12.	Services/facilities available in the library:	
	Circulation	<input checked="" type="checkbox"/>
	Clipping	<input checked="" type="checkbox"/>
	Bibliographic compilation	<input checked="" type="checkbox"/>
	Reference	<input checked="" type="checkbox"/>
	Reprography	<input checked="" type="checkbox"/>
	Computer and Printing	<input checked="" type="checkbox"/>
	Internet	<input checked="" type="checkbox"/>
	Inter-library loan	<input checked="" type="checkbox"/>
	Power back up	<input checked="" type="checkbox"/>
	Information display and notification	<input checked="" type="checkbox"/>
	User orientation /information literacy	<input checked="" type="checkbox"/>
	Any other (specify)	Referral OPAC
13.	Average number of books issued/returned per day	250/220
14.	Ratio of library books to the number of students enrolled	10:2
15.	Computer Facilities:	
	Number of computers in the college	310
	Number of Departments with computer facilities	8
	Central computer facility (Number of terminals)	7

Budget allocated for purchase of computers during the last academic year

Centralized

Amount spent on maintenance and upgrading of computer facilities during the last academic year

Centralized

Internet Facility, Connectivity

Broadband

Number of nodes/ computers with Internet facility

✓

16. Is there a Workshop/Instrumentation Centre?

No ✓

17. Is there a Health Centre?

Yes	✓	Available from the year	2004-05
-----	---	-------------------------	---------

18. Is there Residential accommodation for:

Faculty?

Yes	✓	No	
-----	---	----	--

Non-teaching staff?

Yes	✓	No	
-----	---	----	--

19. Are there student Hostels?

Yes	✓	No	
-----	---	----	--

If yes, number of students residing in hostels

24			
----	--	--	--

Male

Yes	✓	No		No	09
-----	---	----	--	----	----

Female

Yes	✓	No		No	15
-----	---	----	--	----	----

20. Is there a provision for:

a) Sports fields

Yes	✓	No	
-----	---	----	--

b) Gymnasium

Yes	✓	No	
-----	---	----	--

c) Women's' rest rooms

Yes	✓	No	
-----	---	----	--

d) Transport

Yes	✓	No	
-----	---	----	--

e) Canteen/Cafeteria

Yes	✓	No	
-----	---	----	--

f) Students centre

Yes	✓	No	
-----	---	----	--

g) Vehicle parking facility

Yes	✓	No	
-----	---	----	--

Criterion V: Student Support and Progression

1. a Student strength

2008-2009

Student Enrolment	UG (Granted)			PG(Self Funded)			Self-Funded(UG)		
	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college	208	125	333	49	80	129	873	867	1740

is located									
Number of students from other States	19	08	27	1	3	4	53	34	87
Number of NRI students	-	-	-	-	-	-	-	-	-
Number of foreign students	-	-	-	-	-	-	-	-	-

* **M – Male, F- Female, T-Total**

2009-2010

Student Enrolment	UG (Granted)			PG(Self Funded)			Self-Funded(UG)		
	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	171	187	358	56	119	175	1007	935	1942
Number of students from other States	01	-	01	-	01	01	09	05	14
Number of NRI students	-	-	-	-	-	-	-	-	-
Number of foreign students	-	-	-	-	-	-	-	-	-

b.	Dropout rate in UG	2008-09			2009-10		
		Total Number	2008-09	% 2008-09	Total Number	2009-10	% 2009-10
	B.Com. A/F.	195	2	1.02	252	1	0.39
	B.M.S.	365	5	1.36	441	7	1.58
	B.Com.	827	21	2.53	709	22	3.10
	B.Sc.I.T.	521	25	4.79	597	46	7.70
	B.Sc.C.S.	226	15	6.63	207	18	8.69
	B.Sc.Biotechnology	148	10	6.75	162	17	10.49
	B.Com. F/M.	-	-	-	61	7	11.47

Note:-Wherever drop rate is above 3% it is because the student is being selected for other courses such as MBBS, Engineering etc to which course they had applied earlier.

2. Financial support for students: (2009-2010)

Endowments:

Freeships:

Freeship based on Income

Freeship based on Sports

Number	Amount
-	-
05	32,158

Scholarship + Freeship (Government) (Applied):

Scholarship (Institution)

Number of loan facilities

Any other financial support

(Specify)

Number	Amount
103	19,23,920
02	12,490
-	-
-	-

3. Does the college obtain feedback from students on their campus experience?

Yes ☒ No ☐

4. Major cultural events year 2009-2010

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	✓		1	✓		5
Inter-university		✓	-		✓	
National		✓	-		✓	-
Any other (specify)		✓	-		✓	-

5. Examination Results (data of past five years) UG

Class	Year	Pass%	No. of First Class	Ranks (if Any)
T.Y.B.Com.	2004-05	58.88	36	-
	2005-06	68.44	48	-
	2006-07	55.38	41	-

	2007-08	71.78		67	14 th Rank in University Mr.Srirang
	2008-09	73.27		74	-
T.Y.C.S.	2004-05	35.13		2	-
	2005-06	48.38		0	-
	2006-07	36.95		4	1 st Rank in University Ms. Neha Dalal
	2007-08	45.45		5	-
	2008-09	46.03		6	-
T.Y. Biotechnology	2006-07	87.5		4	-
	2007-08	84.8		22	-
	2008-09	95.8		30	-
T.Y.I.T.	Year	Pass % Vth Sem	Pass % VIth Sem	No. of First Class	Ranks (if Any)
	2004-05	96.42	89.29	24	-
	2005-06	77.27	86.36	16	-
	2006-07	78.78	55.88	14	-
	2007-08	69.84	71.87	41	-
	2008-09	47.66	66.35	40	-
	2009-10	64.80	-	NA	NA
T.Y.A/F.	2006-07	90.90	100	22	-
	2007-08	88.60	88.6	36	-
	2008-09	85.90	94.92	45	-
	2009-10	65.07	Awaited	NA	NA
T.Y.B.M.S.	2004-05	88.23	80	8	-
	2005-06	82.22	75	22	-
	2006-07	87.71	46.55	22	-
	2007-08	54.21	82.66	28	-

	2008-09	95.04	87.85	64	-
	2009-10	94.87	Awaited	NA	NA
M.Com.	2004-05	36	-	-	-
	2005-06	24.1	90.9	1	-
	2006-07	16.6	70	2	-
	2007-08	36	72.7	2	-
	2008-09	25.17	90	2	-
M.Sc.I.T.	2005-06	75	100	8	-
	2006-07	63.6	100	11	-
	2007-08	87.5	90	3	-
	2008-09	80.0	66.66	3	-
M.Sc. Biotechnology	2008-09	94.73	-	NA	NA

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency
-	-	-

7. Number of students who have passed the following examinations during the last five years:

NET
SLET
CAT
TOEFL
GRE
GMAT
Civil services
(IAS / IPS/IFS)
Defense Entrance
Other services
Any other (specify)

Note: Data not available

8. Is there a Student Counseling Centre?

Yes	✓	No	
-----	---	----	--

9. Is there a Grievance Redressal Cell?

Yes	✓	No	
-----	---	----	--

10.	Does the college have an Alumni Association?	Yes	✓	No		Formed in the year	2003-04
-----	--	-----	---	----	--	--------------------	---------

11.	Does the college have a Parent-teachers Association?	Yes		No	✓	Formed in the year	
-----	--	-----	--	----	---	--------------------	--

Criterion VI: Governance and Leadership

1.	Has the institution appointed a permanent Principal?	Yes	✓	No	
----	--	-----	---	----	--

If Yes,
Denote the qualifications

PH.D. in English

If No,
For how long has the position been vacant?

-

2. Number of professional development programmes held for the Non-teaching staff (last two years)

04

-

3. Financial resources of the college (approximate amount):

Grant-in-aid

Rs. 3926878

Fee from aided courses

Rs. 288000

Donation

-

Fee from Self-funded courses

Rs.18069650

Any other (specify)

-

4. Statement of Expenditure:

Item	2007-2008	2008-2009
% spent on the salaries of faculty	40.09	34.50
% spent on the salaries of non-teaching employees including contractual workers	09.05	07.41
% spent on books and journals(Subscription)	00.14	00.12
% spent on Building development	00.42	00.35
% spent on student amenities	00.20	00.35
% spent on maintenance - electricity, water, telephones, infrastructure	06.18	05.09
% spent on academic activities of departments - laboratories, green house, animal house, field trips etc.	04.01	03.14
.% spent on research, seminars, etc.	04.07	03.14

% spent on internal and external examination	09.48	07.89
% spent on depreciation	03.25	03.02
% spent on miscellaneous expenditure	12.69	29.90
% Surplus over expenditure	14.49	31.33

5. Dates of meetings of Academic and Administrative Bodies during the last two years:

Governing Body Local Management Committee

Internal Admin. Bodies:

- Staff Meeting
- IQAC
- Exam Committee

Any other (specify)

2008-09	2009-10
2 nd August,2008 29 th April,2009	30 th January,2010 20 th April.,2010
30 th July,08 23 rd Oct,08 5 th Dec,08 29 th April,09	8 th June,09 15 th Oct,09 30 th Nov,09 28 th April,10
5 th July,08 12 th Jan,09	9 th July,09 15 th Jan,10
16 th July,08 10 th Sep,08 13 th Dec,08 4 th Feb , 09	5 th July,09 3 rd Sep,09 11 th Dec,09 18 th Jan,10
-	-

6. Are there Welfare Schemes for the academic community?

Loans

Medical allowance

Any other (specify)

Yes	✓	No	
Yes		No	✓
Yes		No	✓

7. Are there ICT supported / Computerised units/processes/activities for the following?

- a) Administrative section
/ Office

Yes	✓	No	
-----	---	----	--

- b) Finance Unit

Yes	✓	No	
-----	---	----	--

- c) Student Admissions

Yes	✓	No	
-----	---	----	--

- d) Placements

Yes	✓	No	
-----	---	----	--

- e) Aptitude Testing
f) Examinations
g) Student Records

Yes		No	✓
Yes	✓	No	
Yes	✓	No	

Criterion VII: Innovative Practices

1. Has the institution established Internal Quality assurance

Yes	✓	No	
-----	---	----	--

2. Do students participate in the Quality Enhancement initiatives of the Institution?

Yes	✓	No	
-----	---	----	--

3. The percentage of the following student categories in the institution? (Total Number of students = 2492):

2009-2010

- a. SC
b. ST
c. OBC
d. Women
e. Differently-abled
f. Rural
h. Tribal
i. Any other

147	5.89 %
12	0.48 %
396	15.89 %
1247	50.04 %
04	0.16 %
-	-
-	-
38	1.52 %

(DT &NT)

4. The percentage of the following category of staff?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	1	1.12	01	3.03
b	ST	-	-	-	-
c	OBC	-	-	01	3.03
d	Women	63	70.78	13	39.39
e	Physically-challenged	2	2.24	-	-
f	General Category	88	98.87	31	93.93
g	Any other (specify)	-	-	-	-

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

	Category	At. Admission		On completion of course	
		% of Batch I (2008-09)	% of Batch II (2009-10)	% of Batch I (2008-09)	% of Batch II (2009-10)
a.	SC	62.00	64.50	67.00	73.83
b.	ST	40.00	44.33	42.00	58.66
c.	OBC	50.00	53.33	60.00	64.43
d.	Physically Challenged	-	50.00	-	62.50
e.	Women	61.00	49.67	63.00	62.67
f.	General Category	55.00	63.71	60.00	74.50

C. Profile of the Department

(1) Department of Economics

1.	Head of Department	Dr. Rinkoo Shantnu	
2.	Year of Establishment	1998	
3.	Number of Teachers sanctioned and present position	3 (FT)	1 CHB
4.	Number of Administrative Staff	NA	
5.	Number of Technical Staff	NA	
6.	Number of Teachers and Students	—	
7.	Demand Ratio (No. of seats: No. of applications)	—	
8.	Ratio of Teachers to Students	—	
9.	Number of research scholars who had their master's degree from other institutions	—	
10.	The year when the curriculum was revised last	2009-2010	
11.	Number of students passed NET/SLET etc. (last two years)	Data not available	
12.	Success Rate of students	—	
13.	University Distinction/ Ranks	—	
14.	Publications by faculty (last 5 years)	7	
15.	Awards and recognition received by faculty (last five years)	2	
16.	Faculty who have Attended National and International Seminars (last five years)	5	9
17.	Number of National and International seminars organized (Last five years)	—	
18.	Number of teachers engaged in consultancy and the revenue generated	2 (Centralized)	
19.	Number of Ongoing projects and its total outlay	—	
20.	Research projects completed during last two & its total outlay	—	
21.	Number of inventions and patents	—	
22.	Number of Ph. D theses guided during the last two years	—	
23.	Number of Books in the Departmental Library, if any	50	
24.	Number of Journals/Periodicals	—	
25.	Number of Computers	1	
26.	Annual Budget	Centralized	

* **FT- Full timer, CHB – Clock hour basis**

C. Profile of Department

(2) Department of Accountancy

1.	Head of the Department	Mrs. Monali Ray	
2.	Year of Establishment	1998	
3.	Number of Teachers sanctioned and present position	7 (FT)	1 (CHB)

4.	Number of Administrative Staff	NA	
5.	Number of Technical Staff	NA	
6.	Number of Teachers and Students	–	
7.	Demand Ratio (No. of seats: No. of applications)	–	
8.	Ratio of Teachers to Students	–	
9.	Number of research scholars who had their master's degree from other institutions	–	
10.	The year when the curriculum was revised last	2009-10	
11.	Number of students passed NET/SLET etc. (last two years)	Data not available	
12.	Success Rate of students	NA	
13.	University Distinction/ Ranks	NA	
14.	Publications by faculty (last 5 years)	9	
15.	Awards and recognition received by faculty	3	
16.	Faculty who have Attended National and International Seminars (last five years)	07	10
17.	Number of National and International seminars organized (Last five years)	–	–
18.	Number of teachers engaged in consultancy and the revenue generated	–	
19.	Number of Ongoing projects and its total outlay	–	
20.	Research projects completed during last two & its total outlay	–	
21.	Number of inventions and patents	–	
22.	Number of Ph. D theses guided during the last two years	–	
23.	Number of Books in the Departmental Library, if any	50	
24.	Number of Journals/Periodicals	–	
25.	Number of Computers	1	
26.	Annual Budget	Centralized	

* **FT- Full timer, CHB – Clock hour basis**

C. Profile of the Departments

(3) Department of Commerce

1.	Head of the Department	Mrs. Seema Somani	
2.	Year of Establishment	1998	
3.	Number of Teachers sanctioned and present position	6 (FT)	5 (CHB)

4.	Number of Administrative Staff	NA	
5.	Number of Technical Staff	NA	
6.	Number of Teachers and Students	–	
7.	Demand Ratio (No. of seats: No. of applications)	–	
8.	Ratio of Teachers to Students	–	
9.	Number of research scholars who had their master's degree from other institutions	–	
10.	The year when the curriculum was revised last	2008-2009	
11.	Number of students passed NET/SLET etc. (last two years)	Data not available	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	NA	
13.	University Distinction/ Ranks	NA	
14.	Publications by faculty (last 5 years)	06	
15.	Awards and recognition received by faculty (last five years)	04	
16.	Faculty who have Attended National and International Seminars (last five years)	3	7
17.	Number of National and International seminars organized (Last five years)	–	–
18.	Number of teachers engaged in consultancy and the revenue generated	–	
19.	Number of Ongoing projects and its total outlay	–	
20.	Research projects completed during last two & its total outlay	–	
21.	Number of inventions and patents	–	
22.	Number of Ph. D theses guided during the last two years	–	
23.	Number of Books in the Departmental Library, if any	50	
24.	Number of Journals/Periodicals	–	
25.	Number of Computers	1	
26.	Annual Budget	Centralized	

*** FT- Full timer, CHB – Clock hour basis**

C. Profile of the Departments

(4) Department of English

1.	Head of the Department	Dr. Daphne Pillai	
2.	Year of Establishment	1998	
3.	Number of Teachers sanctioned and present position	2 (FT)	–

4.	Number of Administrative Staff	NA	
5.	Number of Technical Staff	NA	
6.	Number of Teachers and Students	–	
7.	Demand Ratio (No. of seats: No. of applications)	–	
8.	Ratio of Teachers to Students	–	
9.	Number of research scholars who had their master's degree from other institutions	–	
10.	The year when the curriculum was revised last	2007	
11.	Number of students passed NET/SLET etc. (last two years)	Data not available	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	–	
13.	University Distinction/ Ranks	–	
14.	Publications by faculty (last 5 years)	2	
15.	Awards and recognition received by faculty (last five years)	1	
16.	Faculty who have Attended National and International Seminars (last five years)	–	5
17.	Number of National and International seminars organized (Last five years)	–	–
18.	Number of teachers engaged in consultancy and the revenue generated	–	
19.	Number of Ongoing projects and its total outlay	–	
20.	Research projects completed during last two & its total outlay	–	
21.	Number of inventions and patents	–	
22.	Number of Ph. D theses guided during the last two years	–	
23.	Number of Books in the Departmental Library, if any	–	
24.	Number of Journals/Periodicals	–	
25.	Number of Computers	–	
26.	Annual Budget	Centralized	

*** FT- Full timer, CHB – Clock hour basis**

C. Profile of the Departments

(5) Department of Law

1.	Head of the Department	Mr. Gajanan Wader	
2.	Year of Establishment	1999	
3.	Number of Teachers sanctioned and present position	2 FT	–

4.	Number of Administrative Staff	NA	
5.	Number of Technical Staff	NA	
6.	Number of Teachers and Students	–	
7.	Demand Ratio (No. of seats: No. of applications)	–	
8.	Ratio of Teachers to Students	–	
9.	Number of research scholars who had their master's degree from other institutions	–	
10.	The year when the curriculum was revised last	2009-2010	
11.	Number of students passed NET/SLET etc. (last two years)	Data not available	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	–	
13.	University Distinction/ Ranks	–	
14.	Publications by faculty (last 5 years)	5	
15.	Awards and recognition received by faculty (last five years)	1	
16.	Faculty who have Attended National and International Seminars (last five years)	2	1
17.	Number of National and International seminars organized (Last five years)	–	–
18.	Number of teachers engaged in consultancy and the revenue generated	–	
19.	Number of Ongoing projects and its total outlay	–	
20.	Research projects completed during last two & its total outlay	–	
21.	Number of inventions and patents	–	
22.	Number of Ph. D theses guided during the last two years	–	
23.	Number of Books in the Departmental Library, if any	25	
24.	Number of Journals/Periodicals	–	
25.	Number of Computers	–	
26.	Annual Budget	Centralized	

* FT- Full timer, CHB – Clock hour basis

C. Profile of the Departments

(6) Department of Information Technology & Computer Science

1.	Head of the Department	Ms. Ragita Nair	
2.	Year of Establishment	2001	
3.	Number of Teachers sanctioned and present position	20 (FT)	12 (CHB)

4.	Number of Administrative Staff	NA	
5.	Number of Technical Staff	NA	
6.	Number of Teachers and Students	–	
7.	Demand Ratio (No. of seats: No. of applications)	–	
8.	Ratio of Teachers to Students	–	
9.	Number of research scholars who had their master's degree from other institutions	–	
10.	The year when the curriculum was revised last	2007	
11.	Number of students passed NET/SLET etc. (last two years)	Data not available	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	NA	
13.	University Distinction/ Ranks	1	
14.	Publications by faculty (last 5 years)	–	
15.	Awards and recognition received by faculty (last five years)	–	
16.	Faculty who have Attended National and International Seminars (last five years)	–	4
17.	Number of National and International seminars organized (Last five years)	–	–
18.	Number of teachers engaged in consultancy and the revenue generated	–	
19.	Number of Ongoing projects and its total outlay	–	
20.	Research projects completed during last two & its total outlay	–	
21.	Number of inventions and patents	–	
22.	Number of Ph. D theses guided during the last two years	–	
23.	Number of Books in the Departmental Library, if any	50	
24.	Number of Journals/Periodicals	–	
25.	Number of Computers	1	
26.	Annual Budget	Centralized	

*** FT- Full timer, CHB – Clock hour basis**

C. Profile of the Departments

(7) Department of Bio-technology

1.	Year of Establishment	2004	
2.	Number of Teachers sanctioned and present position	13 (FT)	11(CHB)

3.	Number of Administrative Staff	NA	
4.	Number of Technical Staff	3	
5.	Number of Teachers and Students	–	
6.	Demand Ratio (No. of seats: No. of applications)	–	
7.	Ratio of Teachers to Students	–	
8.	Number of research scholars who had their master's degree from other institutions	NA	
9.	The year when the curriculum was revised last	2009-2010	
10.	Number of students passed NET/SLET etc. (last two years)	Data not available	
11.	Success Rate of students (What is the pass percentage as compared to the University average?)	–	
12.	University Distinction/ Ranks	–	
13.	Publications by faculty (last 5 years)	5	
14.	Awards and recognition received by faculty (last five years)	1	
15.	Faculty who have Attended National and International Seminars (last five years)	9	1
16.	Number of National and International seminars organized (Last five years)	1	–
17.	Number of teachers engaged in consultancy and the revenue generated	–	
18.	Number of Ongoing projects and its total outlay	4	
19.	Research projects completed during last two & its total outlay	–	
20.	Number of inventions and patents	–	
21.	Number of Ph. D theses guided during the last two years	–	
22.	Number of Books in the Departmental Library, if any	100	
23.	Number of Journals/Periodicals	–	
24.	Number of Computers	3	
25.	Annual Budget	Centralized	

*** FT- Full timer, CHB – Clock hour basis**

C. Profile of the Departments

(8) Department of Mathematics & Statistics

1.	Head of the Department	Mrs. Smitha Jayram	
2.	Year of Establishment	1998	
3.	Number of Teachers sanctioned and present position	6 (FT)	1 (CHB)

4.	Number of Administrative Staff	NA	
5.	Number of Technical Staff	NA	
6.	Number of Teachers and Students	–	
7.	Demand Ratio (No. of seats: No. of applications)	–	
8.	Ratio of Teachers to Students	–	
9.	Number of research scholars who had their master's degree from other institutions	–	
10.	The year when the curriculum was revised last	2008-09	
11.	Number of students passed NET/SLET etc. (last two years)	Data not available	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	–	
13.	University Distinction/ Ranks	–	
14.	Publications by faculty (last 5 years)	1	
15.	Awards and recognition received by faculty (last five years)	–	
16.	Faculty who have Attended National and International Seminars (last five years)	–	2
17.	Number of National and International seminars organized (Last five years)	–	–
18.	Number of teachers engaged in consultancy and the revenue generated	–	
19.	Number of Ongoing projects and its total outlay	–	
20.	Research projects completed during last two & its total outlay	–	
21.	Number of inventions and patents	–	
22.	Number of Ph. D theses guided during the last two years	–	
23.	Number of Books in the Departmental Library, if any	50	
24.	Number of Journals/Periodicals	–	
25.	Number of Computers	1	
26.	Annual Budget	Centralized	

*** FT- Full timer, CHB – Clock hour basis**



ACCREDITED
'A' GRADE
BY NAAC

NAAC Reaccreditation Report



MAHATMA EDUCATION SOCIETY'S

PILLAI'S COLLEGE OF ART'S, COMMERCE & SCIENCE

Dr. K. M. Vasudevan Pillai's Campus, 10, Sector 16, New Panvel, Navi Mumbai 410206.

Tel.: 27456100 / 1700 / 6030. Fax: 27483208. www.mes.ac.in

VOLUME - II

INDEX

Preparation of Self Study Report		
Part II: The Evaluative Report (Executive Summary)		
A	Criterion I – Curriculum Aspects	1
	Criterion II – Teaching Learning And Evaluation	1
	Criterion III – Research, Consultancy and extension	2
	Criterion IV – Infrastructure and Learning	2
	Criterion V – Student support and progression	3
	Criterion VI – Governance and Leadership	4
	Criterion VII – Innovative Practices	4
B	Evaluative Report	
	Criterion I – Curriculum Aspects	5
	Criterion II – Teaching Learning And Evaluation	12
	Criterion III – Research, Consultancy and extension	33
	Criterion IV – Infrastructure and Learning	46
	Criterion V – Student support and progression	63
	Criterion VI – Governance and Leadership	75
	Criterion VII – Innovative Practices	93
C	Evaluative Report of Department	
	Department of Commerce	106
	Department of Economics	111
	Department of Accountancy	116
	Department of Information Technology	121
	Department of Mathematics & Statistics	125
	Department of English	128
	Department of Law	130

	Department of Biotechnology	132
D	PHOTO GALLERY	137
E	ANNEXURE	
F	Declaration by the Head of the Institution	

PART II: EVALUATIVE REPORT

(Executive Summary)

Criterion I: CURRICULUM ASPECTS

1. Our institution has a clear vision and mission and all our programmes are well planned to achieve it. Our academic calendar is issued well before the beginning of the academic year which helps us to plan in advance and decide steps to be initiated to achieve goals.
2. Over the years, we have introduced various courses to give academic flexibility and variety to our students. Having started our institution with one option, we have, at present, seven streams for undergraduates to choose from.
3. All our curricular practices such as guidance lectures, feedback, presentation, industrial visits, bridge courses, free access to computer labs and internet, appointment of guardian teachers, additional practicals and lectures are designed to take care of both weak and bright students.
4. Activities conducted by NSS, Students' Council, Management Association, Computer Association, Women's Cell, Literary Association, Grievance Cell, Economics Association, and such other associations aim at developing the talents of students and thereby make them responsible citizens.
5. All our decisions, both academic and non academic are on the basis of formal and informal feedback from students, parents, alumni and staff.
6. Although curriculum design and development process is undertaken by Board of Studies, University of Mumbai, our teachers participate in discussion relating to curriculum design and also conduct workshops on behalf of the University in our campus and also attend workshops organized by University of Mumbai, at other venues.

Criterion II: TEACHING – LEARNING AND EVALUATION

1. We minutely follow the procedure given by University of Mumbai relating to admission. Such procedures are transparent and well advertised through prospectus, website, notice boards, education fairs, etc. Movable black boards are kept at entrances to communicate procedures to applicants. We have a team of three lecturers during admission time to answer the queries of the students.
2. The class contains a mix of intelligent and average students. We admit students' of all calibers in line with our objective "**EDUCATION FOR ALL**". Considering the difference in capacities of students, the following measures are taken to bridge the gap.
 - Extra lectures / practicals.
 - Group wise coaching.
 - Hand out / Problem book.
 - Compulsory attendance.
 - Test series and follow up.
 - Project / Presentation.
 - Guidance lectures.
 - Guardian teacher system
 - Student Mentoring
3. Student's progress is continuously monitored through class tests and progress is communicated to their guardians through guardian teacher meetings and letters.
4. By the seventh of every month, an attendance statement of the earlier month is displayed on the notice board and guardians of those students who have remained continuously absent (Below 40%) are informed through letters, and other students (Above 40% to 65%) are counseled by class teachers/ co-ordinators.

5. Teacher evaluation is done at the end of every year by students, without identifying the student's name, through computer programme developed by our I.T. staff. Feedback from non teaching staff is obtained continuously throughout the year.
6. We arrange for Moderation of answer papers of students through teachers from other colleges who are members of University of Mumbai panel of examiners. This reduces human error in evaluation.
7. As a reform and to have openness in the system, the answer sheets of students are shown to them and in case a student is still dissatisfied he/she can represent the matter to the Vice Principal, who may refer the case to the H.O.D. or to the external examiner.

Criterion III: RESEARCH, CONSULTANCY AND EXTENSION

1. Our centralized research forum is a model unit because all our sister institutes can pool their knowledge, finance and efforts to undertake research in various fields. Our teachers actively participate and contribute to various areas of research.
2. We collaborate with our Management Institutes for consultancy work.
3. Our M.Sc. Biotechnology students carry out research and project work under the guidance of our teachers in our biotechnology laboratories.
4. We support our staff involved in research by providing library facilities, modern lab facilities, computer and internet facilities, adjustment of lecture timing and such other help they require.
5. We are a young institute and our journey towards excellence through research has already started. We were granted permission to start M.Sc. Biotechnology only in the year 2008 and our progress subsequently is very encouraging. We are in the process of registering our teachers at University of Mumbai as guide for research and until such time their names are approved, we are taking up projects through our centralized research unit.
6. Infrastructure for research has been created and upgraded every year.

Criterion IV: INFRASTRUCTURE AND LEARNING RESOURCES

1. We have well-lighted, permanent, well ventilated, spacious class rooms with proper seating arrangement and chalk less boards.
2. Our assembly hall and conclave with state-of- the- art technology is used for seminars, students' programs, presentations, workshops, etc.
3. Our well equipped gymkhana room with modern equipments is used widely by students and staff, not only for physical fitness but also for recreation through indoor games.
4. Our play grounds are used for regular practice and also for Inter-University matches held by University of Mumbai. We are now in the process of making a basketball court.
5. Our centralized maintenance staff under a Manager looks after the maintenance of infrastructure.
6. Continuous electricity supply is guaranteed by standby generators so that practicals are conducted uninterrupted.
7. By providing wheelchairs and elevators, we take special care of our differentially able students and staff.
8. Our library advisory committee consists of teachers, students' representatives and library staff. We have empowered students to requisition of books and also their suggestions are given due importance at the time of decision making.
9. We have allowed our staff and students' free access to computer labs and internet facility.
10. We have centralized hardware and networking specialists to take care of our three computer labs consisting of about 340 computers.
11. Our infrastructure maintenance staff and hardware/networking specialist staff are available throughout the working day to attend to technical problems/breakdowns.

Criterion V: STUDENT SUPPORT AND PROGRESSION

1. Communication on fee structure, admission, portion completion, examinations, result declaration, revaluation, etc. and other students' support programmes are displayed on the Notice Board well in advance.
2. We avail the use of a specialist counselor who is a salaried staff, whenever required.
3. We have a Professor In-charge for placement who works independently as well as through our college Placement cell.
4. We have the following student support facilities

a. Encouragement to student for appearing various entrance examinations by providing library and internet facilities	j. Earn and learn policy
b. Value added courses	k. Book Bank
c. Fee concession for sports students	l. Free internet
d. Fee concession to poor students	m. Academic prizes, Best Student Award, Best Library User Award
e. Aid to sports students, such as traveling, daily allowance, jersey and sports kits.	n. Counseling
f. Free access to computer + internet	o. Grievance cell
g. Placement facilities	p. Insurance
h. Industrial Visits	q. Hostel
i. Talent display through various associations	r. Projects & Trainings

Criterion VI: GOVERNANCE AND LEADERSHIP

1. Jt. Secretary and Campus Director **Dr. Daphne Pillai**, is also the Principal and H.O.D. of English, and so the communication between the Management and the staff is on daily basis which enables Management to review the activities continuously.
2. **Dr. Vasudevan Pillai**, Founder C.E.O., is available in the campus, on most of the days for interaction to ensure effectiveness and efficiency of the institutional process.
3. Decentralization of authority and participative management has helped us to run the institution effectively, in line with our Mission and Vision.
4. Internal co-ordination is at its best through formal discussions and regular departmental meetings and staff meetings.
5. Our feedback system on teaching staff and self assessment report of non teaching staff gives an insight of the efficiency of our working system and hereby enables us to take appropriate decision.
6. Our activities are not hampered by budget restraints, as; Vice Principal and Departmental Heads have financial freedom to decide on the additional financial requirement for efficient running of the Department/Institution. Such additional finance is released on request.
7. Definite work has been delegated to various committees headed by a Professor in-charge to ensure smooth functioning. Examination Committee, Library Committee, Unfair Means Committee, Women's Cell, Gymkhana Council, Students' Council, Canteen committee, Grievance Cell, Attendance Committee, Time Table Committee and Discipline Committee are some of the important committees.

Criterion VII: INNOVATIVE PRACTICES

1. Feedback from students, self assessment report from staff, feedback from parents, parent teacher meetings, etc. are some of the mechanisms which we use for quality assessment and quality improvement.
2. It is been a regular practice for Vice Principal to meet the students in the class room exclusively or informally outside classroom to get their informal feedback from time to time so that quality sustenance is possible.
3. Decentralization of authority has helped us to introduce many innovative practices such as:
 - a. Appointment of guardian teacher by co-ordinator to help weak and irregular students.
 - b. One to One meeting with guardians by class teacher/co-ordinator instead of group meetings.
 - c. Involvement of class teachers in solving problems of students.
 - d. Fixation of accountability on co-ordinator for smooth running of each department.
4. Evidences of student satisfaction are seen in the form of improvement in results, increase in pass percentage, decrease in drop out, achievement in sports and cultural activities and zero percentage of negative tendencies among student such as ragging, violent behaviour, misbehaviour in class room, mass bunking of classes etc.

(EVALUATION REPORT)

Criterion I:

CURRICULUM ASPECTS

1.1 CURRICULUM DESIGN AND DEVELOPMENT

1.101 CURRICULUM DESIGN IS ALIGNED WITH THE INSTITUTIONAL GOALS AND OBJECTIVES

- Members of Board of Studies, University of Mumbai, design the curriculum.
- To fulfill our goal of providing 'Quality Education', we impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, computer education, apart from the regular lecture method.

1.102 CURRICULUM DEVELOPED /ADOPTED HAS RELEVANCE TO THE REGIONAL/NATIONAL DEVELOPMENTAL NEEDS

- Curriculum, designed by University of Mumbai, has relevance to regional and national needs.
- Theoretical aspects of the curriculum are supported through activities such as presentations, seminars, discussions, assignments, workshops, computer education, industrial visits and field surveys which give them practical exposure and prepare them to contribute to the needs of the region and the nation at large.
- The curriculum recommends forums such as N.S.S., Students' Council etc which aim to inculcate value orientation and create awareness regarding social and environmental needs.

- Associations such as the Management Association, Economics Association, Literary Association, Computer Association etc, help us to update students regarding the latest trends in their area of specialization.

1.103 CURRICULUM DESIGN IS SUITABLE FOR MEETING THE OVERALL DEVELOPMENT OF THE STUDENTS

- Board of Studies, University of Mumbai, regularly revises the syllabus to suit the requirements of changing times and ensure the overall development of students.
- Working within the curriculum designed by the University, we give weightage for academic improvement and at the same time give sufficient importance to overall development of students by encouraging them to work with various forums of the college such as Students' Council, N.S.S., Gymkhana Committee, Magazine Committee etc.

1.104 EMPLOYABILITY IS A MAJOR CONSIDERATION IN THE DESIGN AND DEVELOPMENT OF THE CURRICULUM

- The curriculum is designed and revised regularly to improve employability of students in view of globalization.
- The curriculum is imparted through regular presentations, seminars, discussions, assignments and computer education that helps to develop the skills of students and thereby improve their employment potential.

1.105 DEVELOPING GLOBAL COMPETENCIES IS EVIDENT IN THE CURRICULUM DESIGN

- The Board of Studies revises the curriculum from time to time depending upon the changing global scenario.
- Our International Student Exchange Programme with an American Business School provides the opportunity for our students to interact with international students and global organizations.

1.106 CURRICULUM HAS ASPECTS ON VALUE BASED EDUCATION

- Our curriculum recommends Foundation Course which emphasizes on "Human Rights", "Environment", "Social Norms" and "Personality Development".
- This course is compulsory and common for all streams and supports value based education.

1.107 CONSULTATION WITH ACADEMIC EXPERTS WITHIN AND OUTSIDE THE INSTITUTION IS EFFECTIVELY DONE FOR THE DEVELOPING OF CURRICULUM

- We follow the guidelines of the University of Mumbai whose academic experts are renowned in their respective fields.

1.108 CONSULTATION DONE WITH INDUSTRY/EMPLOYMENT SECTOR IN THE CURRICULUM DEVELOPMENT PROCESS

- The Board of studies undertakes constant revision of the curriculum in consultation with the industry/employment sector.

1.109 FACULTY TAKES INITIATIVE (FORMALLY/INFORMALLY) IN THE CURRICULUM DEVELOPMENT PROCESS

- Heads of Departments of our college, informally meet the Members of Board of Studies and H.O.D. of other colleges to discuss the changes in curriculum.
- Our faculty participates in workshops and seminars relating to syllabus revision conducted by the university.
- They participate in discussions related to curriculum designing and subsequent introduction of the subjects.
- We also conduct workshops relating to syllabus revision and reforms in education, on behalf of the university.

1.2. ACADEMIC FLEXIBILITY

1.201 INSTITUTION OFFERS A NUMBER OF PROGRAM OPTIONS LEADING TO DIFFERENT DEGREES, DIPLOMAS AND CERTIFICATE

- Our Institution which started with just a single B.Com. stream now offers a number of streams.

GRADUATE COURSES OFFERED BY US:

- B.Com.
- B.Com. (Accounts & Finance)
- B.Com. (Financial Markets)-Introduced during the year 2009-2010
- B.M.S. (Management Studies)
- B.Sc. - Biotechnology
- B.Sc. - Computer Science
- B.Sc. - Information Technology

POST GRADUATE COURSES OFFERED BY US:

- M.Sc. Information Technology
- M.Sc. Biotechnology
- M.Com.:
 - a. Management
 - b. Accountancy

- We have procured approval for starting Hotel Management which is in the planning stage.
- Fees for each course are collected as prescribed by the University.

1.202 THE CURRICULUM OFFERS A NUMBER OF ELECTIVE OPTIONS

The curriculum offers the following elective options:

- **B.Sc.**
 - Computer Science
 - Information Technology
 - Biotechnology
- **B.Com.**
 - Commerce
 - Accounting and Finance
 - Financial Markets-introduced during the year 2009-2010
- **B.M.S.**
 - Special Studies in Marketing
 - Special Studies in Finance
- **M.Sc.**
 - Information Technology
 - Biotechnology
- **M.Com.**
 - Management
 - Accountancy

Course	Pattern
B.Sc. – Computer Science	Annual
B.Sc. – Bio Technology	Annual
B.Com.	Annual
M.Sc. – Information Technology	Annual
M.Sc. – Bio Technology	Annual
M.Com. – Management	Annual
M.Com. – Accountancy	Annual
B.Sc. – Information Technology	Semester
B.Com. – Accounts & Finance	Semester
B.Com. – Financial Markets	Semester
B.M.S. – Special studies in Marketing	Semester
B.M.S. – Special studies in Finance	Semester

1.203 A NUMBER OF NEW PROGRAMS AND PROGRAM COMBINATIONS ARE DEVELOPED/ADOPTED TO MEET THE NEEDS OF THE STUDENTS AND THE SOCIETY

- Various options with respect to academic programmes are offered to the students taking into consideration the needs of industry vis-à-vis need of the students and the society.

1.204 OPTIONS ARE AVAILABLE FOR STUDENTS TO TAKE ADDITIONAL/

SUPPLEMENTARY/ENRICHMENT COURSES ALONG WITH THEIR REGULAR CURRICULUM

- MCST (Mahatma Centre for Software Technology) offers Certificate and Diploma courses in Computer Studies at reasonable rates.

Courses are conducted for the following programming languages:

- 1) Tally
- 2) C programming
- 3) MS Office
- 4) HTML
- 5) Java
- 6) MS-CIT (Maharashtra Government sponsored Diploma)

1. 205 NUMBER OF VALUE ADDED COURSES

- Mahatma Centre of Software Technology (MCST) offers nineteen add on courses.
- We are a recognized centre for Indira Gandhi National Open University (IGNOU).
- We are recognized as a centre for Yashwantrao Chauhan Maharashtra Open University (YCMOU)
- Certified Course by “**Inter Connected Stock Exchange**” (ISE) conducted by Mumbai Stock Exchange.

1. 206 INSTITUTION PROVIDES FOR INTER-INSTITUTIONAL CREDIT TRANSFER

- As per the guidelines of the University of Mumbai wherever applicable.

1. 207 CHOICE BASED CREDIT SYSTEM (CBCS) AND SEMESTER SYSTEM ARE INITIATED IN THE INSTITUTION

- Semester pattern is followed as per the University regulations.
- CBCS is not applicable.

1.3 FEED BACK ON CURRICULUM

- Curriculum and curricular revision is done by the University of Mumbai based on feedback from all its stake holders.

1.4 CURRICULUM UPDATE

1.401 FREQUENCY OF CURRICULUM REVISION

- University of Mumbai revises the curriculum after every 3 years

1.402 NATIONAL AND INTERNATIONAL MODULES ARE REFERRED FOR CURRICULUM UPDATE

Yes.

1.403 CURRICULUM HAS EMERGED THRUST AREAS INCLUDING INTERDISCIPLINARY AREAS

- We are affiliated to University of Mumbai.
- The Board of Studies always prepares the curriculum after taking into account thrust areas.

1.404 FACULTY TAKES INITIATIVE IN THE CURRICULUM REVISION, BASED ON THE FEEDBACK FROM STAKEHOLDERS.

Yes.

1.5 BEST PRACTICES IN CURRICULAR ASPECTS

- Sustenance of quality of teaching is taken care of by appointing qualified, dedicated teachers acceptable to the students, well in advance.
- Teaching programme is channeled through proper planning of academic activity well in advance through Academic Calendar, teaching plans in each subject, portion completion schedules, etc. H.O.Ds co-ordinate and control such schedules by regular departmental meetings and through informal feedback from students so that our effort to sustain the quality of education is successful.
- Quality enhancement is taken care by various methods such as regular class tests, presentations, industrial visit, seminars, etc.
- Faculty from professional fields and higher learning centers are invited regularly for guest lectures.
- Teachers are encouraged to participate in seminars, present papers in such seminars, attend workshops regarding syllabus, for quality improvement.
- It has been our endeavor to search for weaknesses if any in any of our systems and strengthen those areas.
- One of the innovative practices we have started from the year 2009-10 is test-series for students of various streams and we have found it to be very successful in helping students to score higher percentages.

Criterion II:
TEACHING-LEARNING AND EVALUATION

2.1 ADMISSION PROCESS AND STUDENT PROFILE

2.101. WIDE PUBLICITY AND TRANSPARENCY IN THE ADMISSION PROCESS

Wide publicity for admission to our college is given through:

- Prospectus-Every Applicant is given a copy of the prospectus.
- Movable blackboards located at entrance.
- Advertisements in newspapers.
- Website.
- Education fairs.

TRANSPARENCY

- Application forms are serially numbered.
- Applications are received by the central office by the Registrar.
- After sorting out the applications names of the selected candidates are notified on the notice board and black board.
- All enquires relating to the admission list published is answered by either by the registrar or by a committee consisting of three senior teachers.

2.102 ADMISSION PROCESS IS SYSTEMATICALLY ADMINISTERED BASED ON PREDETERMINED CRITERIA

- A criterion for admission is predetermined by the Mumbai University and we administer such criteria.
- As per the directive of the University, date of sale of application forms is notified in the notice board. Application forms can be bought from office and on the spot enquiries are attended to by the registrar and a team of three senior teachers.
- Following is the criteria for admission of students for the courses conducted by us as per University directive.

Reservation Category	Percentage allocation of seats as per Mumbai University
S.C.	13
S.T.	7

D.T.(A)	3
N.T.(B)	2.5
N.T.(C)	3.5
N.T.(D)	2
O.B.C.	10
S.B.C.	9
Women	33
Miscellaneous	3

- According to above criteria application forms are sorted out and list of admitted students as per the criteria is published as per the date announced by Mumbai University. This is called the first list.
- In case there is a vacancy in the first list notified, a second list is displayed and the process is repeated until all seats are filled.
- Details of admission process, discipline and other matters relating to admission are given in our prospectus.
- To fulfill our social obligation we do not insist on cutoff percentage for entry into our institution as can be seen from the following data. Table shows the highest and lowest marks obtained by the students in the qualifying examination admitted by us.

2009-2010

COURSE	LOWEST % ADMITTED	HIGHEST % ADMITTED
---------------	------------------------------	---------------------------

B.Sc. I.T.	45	83
B.Sc.C.S.	35	85
B.Sc. Biotechnology	35	78.60
B.Com.	35	88
B.Com. A./F.	35	88.20
B.M.S.	45	81.77

- The selection of students for admission to various courses is made on the following basis as per the directive of Mumbai University

2009-2010

Program	Mode of selection
B.Com.	Must have passed 12 th standard with minimum 35% marks
B.M.S.	Must have passed 12 th standard with minimum 45% marks
B.Com. A/F.	Must have passed 12 th standard with minimum 35% marks
B.Sc. I.T.	Must have passed 12 th standard with minimum 45% marks and should have taken Mathematics
B.Sc. Computer Science	Must have passed 12 th standard with minimum 35% marks and should have taken Mathematics
B.Sc. Biotechnology	Must have passed 12 th standard with minimum 35% marks and should have taken Biology
B.Com.Financial Markets	Must have passed 12 th standard with minimum 45% marks

2.103 ADMISSION PROCESS CATERS TO ACCESS AND EQUITY CONSIDERING THE APPLICABLE NORMS INCLUDING RESERVATION POLICIES.

- The college follows all the norms regarding reservation policies given by the University of Mumbai from time to time.

2.104 INSTITUTION ENSURES DUE REPRESENTATION FROM DIFFERENT STRATA GENDER TO LOCALE.

- Institution ensures 33% reservation for girls in admission
- Sports students are given preference subject to the recommendations by our Sports Director.
- Economically weak students are allowed free-ships and fee concessions.

2.2 CATERING TO DIVERSE NEEDS

2.201 ASSESS THE STUDENTS LEARNING LEVEL AFTER ADMISSION AND CONDUCT APPROPRIATE REMEDIAL COURSES.

- In order to counsel the incoming students about the course chosen, the examination pattern, the marking pattern, we conduct an induction programme at the assembly hall/conclave before the commencement of the course.
- In order to make the students acquainted with the course pattern, another induction programme is conducted in the classroom on the first day of the course by the class teacher.
- In view of our policy of admitting students irrespective of their academic merit, the class contains a mix of intelligent and average students.
- The subject teacher, in course of time, assesses the capacity of the students and reports to the Class teacher/Coordinator / Head of the Department for appropriate action.
- The following methods are adopted to help the students after accessing the learning level of students after admission:
 - **Bridge Course**
 1. Students admitted to courses which require additional knowledge such as accountancy, mathematics, etc are given special lectures.
 2. For Biotechnology students we conduct bridge course in mathematics.
 - **Additional Lectures.**

For students who are weak we conduct remedial lectures by our teachers and guest lectures by experts.
 - **Guardian Teacher**

Wherever a disadvantageous learner is identified by the class teacher, we appoint a guardian teacher to help him/her with counseling and intensive coaching.

2.202 ADOPT APPROPRIATE STRATEGIES FOR ADVANCED LEARNERS.

- Advanced learners are given additional work, references and guidance.
- Meritorious students from T.Y.B.Com. are encouraged to solve University question papers and these are assessed by individual subject teachers.
- We have instituted '**Best Student Award**'. Students are motivated by awarding them cash prizes and certificates, considering their academic and non- academic performances.
- To encourage advanced reading and referencing and ensure optimum library utilization, a '**Best Library User Award**', is given to students each academic year.

- We conduct two preliminary examinations mainly to help advanced learners, before they appear for University Examinations.

2.203 CONDUCT TUTORIAL CLASSES

- Tutorial classes are conducted for the subject of Business Communication and Business Mathematics and Statistics, as per guidelines given by University of Mumbai.
- Tutorial lectures are also conducted for F.Y., S.Y. & T.Y. I.T. & C.S. as per University norms. Students have to submit five tutorials/ten assignments.

2.204 HAS A MECHANISM OF MENTORING STUDENTS

- Heads of Department select some advanced learner and they are asked to help weak students.
- Our guardian teacher system is to identify and help disadvantaged students. Students are asked to regularly meet the teacher concerned and solve their problems and in such cases guardians are taken into confidence.

2.205 INSTITUTION CATERS TO THE NEEDS OF DIFFERENTLY ABLED STUDENTS

- Differentially able students are identified by the class teacher in due course after admission.
- Class teacher reports such cases to co-ordinator and after identifying the area of weakness appropriate guardian teacher is appointed to help the student.
- To help differentially able students we also arrange revision lectures before the semester examination, supply handouts/problem solving books, organize guest lectures and conduct weekly test series.

2.3 TEACHING AND LEARNING PROCESS

2.301 THE TEACHING PROGRAM SCHEDULE AND METHODOLOGIES ARE PLANNED AND ORGANIZED IN ADVANCE.

- **Academic calendar:**

Academic calendar is prepared and published before the beginning of the first term of every Academic year. It provides the plan for the academic year to students, teachers and parents. It is posted in the college website www.pcacs.ac.in. A copy is issued to all Heads of Departments and coordinators. Students are communicated through notice board and website.

(A-5)*

Teaching plan: Teaching plan is prepared and submitted to the Heads of the Department every academic year, for various subjects, by subject teachers. It is submitted within seven days of the beginning of the first and second term/semester. A copy of the teaching plan is submitted to the Principal.

Time table (for regular lectures): Time table for regular lectures for the coming academic year is prepared and displayed on the notice board and the college website well in advance. This helps to ensure that the lectures start on the very first day of the academic year. If any lecturer is absent on a particular day his/her lecture is engaged by a substitute which ensures non cancellation of lectures.

Time table (for computer practicals): For computer practicals, separate time table is prepared and displayed on the notice board and computer labs. Each lab-in charge is given an advance copy of the time table, so that the machines are checked and loaded with the appropriate programmes. For Biotechnology, week-wise and term-wise practical schedules are prepared and displayed on the notice board at the beginning of the term. Week wise practical's timetable will helps the student to prepare for practicals in advance. There is a standing practice that journals relating to practicals taken in a week should be corrected and signed in the same week.

Portion Completion Certificate: In the beginning of the academic year itself the total number of lectures available during the semester is calculated on the basis of academic calendar and examination schedule. Accordingly teaching plans are prepared and portion completion dates are announced and intimated to the H.O.D. In case a teacher needs additional lectures, special lectures are allotted.

- **Examination schedules:**

Semester examination schedules are notified through the academic calendar issued before the beginning of the semester. Class tests are notified through the notice board. Topics on which the test is conducted is also notified.

- **Evaluation Blue print:**

Dates of examinations, dates of centralized assessment projects, dates of moderations by external examiners, dates of announcement of results, admission dates for new academic year, dates of revaluation of paper, etc are announced well in advance.

2.302 **EXPERIMENTAL LEARNING METHODOLOGIES FOR PARTICIPATIVE LEARNING ARE USED**

- Lecture method of teaching is supplemented by use of audio visuals, group discussions, presentations, discussions on case studies, industrial visits, project work, field surveys, visit to research centers, etc.
- Our teachers spend some time towards the end of each lecture for interaction/question answer session with the students to get their feedback.
- Project work is given to students, even on subjects not prescribed by the University syllabus.
- Group discussions and discussions on case studies are organized in the classroom to enhance interpersonal skills.
- Industrial visits are organized for the students to gain practical knowledge about the functioning in various firms and industries.
- Biotechnology students are sent to various research institutes, hospitals, pathology labs, diagnostic centers, for practical training, during winter and summer vacations.
- Guidance lectures, workshops and seminars are organized for the enhancement of student learning.
- Students are allowed to participate in various seminars and workshops, organized by other college and universities, which gives them an opportunity to interact with students of other colleges.

- Various types of competitions like debates, elocution, news reading competitions have helped the students to become more confident.
- For the last three years we are able to give our students an opportunity to participate in an International Advanced Management Training Programme because of our partnership with St. Mary's College of Business & Economics, California, U.S.A.

2.303 EDUCATIONAL TECHNOLOGY IS EFFECTIVELY USED (AUDIO VISUAL AIDS)

- Video conferencing and virtual learning centre is provided. The technology used is VSAT. It enables quality education independent of geographical location.
- Computer facility is available to the students.
- We have three computer labs dedicated to PCACS.
- Students and teachers are allowed to access internet.
- Computers are upgraded from time to time.
- Laser printers are provided for exclusive use by the students.
- Power point is used by the teachers for teaching purpose.
- Transparencies are used for teaching the subject effectively and for saving time.
- Three classrooms are converted into audio visual rooms.

2.304 PROBLEM SOLVING AS A TEACHING METHODOLOGY ADOPTED

- Teachers are available after lecture time on normal working days for clearing doubts of the students. Teachers also help them with further references in the respective subjects. During study holidays before the semester examination teachers are present in the staff room and students are encouraged to take their help to solve their doubts.
- The meritorious students are guided under '**Advance Learner Programme**'. Students are asked to solve university question papers for past three years and these are assessed by the teachers.
- Guardian teachers and class teachers are appointed wherever necessary, for helping the students.

2.305 COMPUTER AIDED INFORMATION RETRIEVAL AND TEACHING METHODOLOGY IS ADOPTED

- The first technology aided workshop by NAAC was conducted in our college using our video conferencing facilities in our virtual learning centre.
- The technology used is VSAT (Very Small Aperture Terminal) a device known as earth station. Around 30 colleges from Raigad district participated in this technology- enabled workshop.

- In order to provide latest updated information, teachers and students retrieve information from the internet. All departments are provided computers with internet facility.
- Our teachers use their experience and creativity to adapt formal lectures in a modified form to make it learner oriented. We arrange for: Audio – Visuals Presentations.
- We have a state-of-the-art presentation room.
- In addition to the regular practical classes provided in the syllabus, we encourage students to spend more time in the computer room, as we believe that the students can learn theory faster through this method.
- Teachers announce current topics of importance for presentation and project work in advance so that the students can improve their knowledge and presentation skills by searching for relevant material from various sources, including internet.
- For teaching computer and biotechnology subjects, we use LCD panels, power-point presentations and overhead projectors.
- Video conferencing rooms and a virtual learning centre are provided. The technology used is VSAT (Very Small Aperture Terminal) – a device known as earth station. It is used to receive satellite transmissions. It consolidates the matter at one site, the content is sent to the various sites (multicast), by transmitting the speaker's voice and videos from a central hub via satellite to remote locations.

2.306 LIBRARY RESOURCES ARE EFFECTIVELY USED TO AUGMENT TEACHING – LEARNING

- In addition to centralized library, important departments have a departmental library for reference.
- The Learning Resource Centre continues to be an essential component of our Institution with its outstanding vision and mission. The combination of carefully selected print and non-print resources accessible via library OPAC and supported by exceptionally responsive services, provides PCACS community with a library that is worthy of this world class institution.
- The OPAC (On – line Public Access Catalogue) is one of the most heavily used database of the library and is accessible on all working days of the library. OPAC is searchable by author, title, accession number, subject and several other fields.
- The library continues to provide the following current awareness services in order to alert users to latest information of their interest
 - a. List of new entries
 - b. News items
 - c. Useful Articles

d. Faculty publications.

- Students are exposed to thought provoking issues through the Wallpaper and “THOUGHT FOR THE DAY” that helps to make a difference to their outlook and thinking.
- Every year the library subscribes to Multi-Media CDs and online journals.
- The range of subjects represented by the library collection, which stands at 10,269 volumes, reflects our institutions ever growing zest for newer areas of study and research.
- The catalogues from different publishers are filed. Head of the Departments can order for books from these catalogues after consultation with department members.
- Our library also maintains record of the papers presented and published by faculty members in national and international seminars.

2.307 USE OF LABORATORY/ FIELD EXPERIENCES EFFECTIVELY TO MAXIMIZE THE TEACHING - LEARNING PROCESS

- Biotechnology laboratory has all the instruments and equipments necessary to conduct practical classes for UG and PG Biotechnology students and also for undertaking research work.
- We have a separate laboratory for plant tissue culture and animal tissue culture for M.Sc. Biotechnology Part I and Part II students.
- We organize industrial visits for the students which enable them to have field experience.
- We give an opportunity to our students to participate in International Advanced Training Programme in Management through our partnership with St. Mary’s College of Business & Economics, California and U.S.A. Our students get an opportunity to visit companies of world repute. In the past years, our students have visited the world Headquarters of **Microsoft, Yahoo, Bio-Rad, Genentech, Apple, Federal Reserve Bank**, etc.

2.308 WIDE RANGE OF TECHNIQUES, MATERIALS AND EXPERIENCES TO ENGAGE THE STUDENTS

To make teaching more effective we use:

- LCD panels, Audio-Visual aids in the class room.
- Study notes and hand-outs are given to the students.
- Project work and presentations on various contemporary topics are conducted.
- Industrial visits are organized for practical exposure.
- Visits to various research institutes, pathology labs, diagnostic centers and hospitals.
- Exhibitions are organized for our students pertaining to their area of specialization.

2.4 TEACHER QUALITY

2.401 PERCENTAGE OF TEACHERS WITH PH.D. QUALIFICATION

Number of Teachers Including CHB : 89
 Number of Ph.D. : 17
 Percentage : 19.10

		Number of Ph.D.		NET/SET	M.Phil.	Registered for Ph.D.
Male	Female	FT	CHB			
26	63	07	10	09	17	06

2.402 PERCENTAGE OF TEACHING POSITIONS FILLED AGAINST SANCTIONED POSTS

The college is affiliated to the University of Mumbai and runs two types of programmes:

- Grant-in-aid course- B.Com. is a grant-in-aid programme. We have two divisions of B.Com. out of which one division is aided by the State Government. All vacancies are filled as per University norms.
- Self financing courses- The college runs the following self financing programmes:
 1. Bachelor of Management Studies
 2. B.Com. Accounting & Finance
 3. B.Sc. Information Technology
 4. B.Sc. Computer Science
 5. B.Sc. Biotechnology
 6. B.Com. Financial Markets

As far as self financing courses are concerned we mostly recruit full time teachers and few clock hour basis professionals as per our requirement each year.

Student : Teacher Ratio
2494 : 89 (28:1)

2.403 ADHERENCE TO UGC/STATE GOVT./ UNIVERSITY NORMS WITH REFERENCE TO TEACHER QUALIFICATIONS FOR RECRUITMENT

- All the teaching positions whether for aided or self-financing courses are filled as per university norms.

2.404 FACULTY RECRUITMENT PROCESS IS SYSTEMATIC AND RIGOROUS

- Faculty recruitment is done systematically and the candidate has to clear all the stages before final appointment.
 - Stage 1 : Advertisement is given in the newspaper.
 - Step 2 : Applications received are screened and selected candidates on the basis of University notification are called for an interview.
 - Stage 3 : Interview is conducted by a panel consisting of subject expert, management representative and Principal.
 - Stage 4 : Successful candidates are asked to take a demonstration lecture.

Stage 5 : Feedback from the students is taken and based on the results of the feedback the final appointment is made.

- Emergency requirement of staff are filled by the H.O.D. with the consultation of the Principal.
- Faculty for teaching new programmes is decided as soon as the permission to start such programme is received from the University of Mumbai and the recruitment procedure is immediately put into motion.
- Following conditions are normally sought for selecting a visiting faculty:
 - He/she should be specialized in the subject to be dealt with.
 - He/she should preferably have a Ph.D.
 - He/she should have good experience in teaching or in the industry depending upon the subject to be dealt.
 - He/she should be familiar with syllabus and pattern of question paper.

2.405 FACULTY DEVELOPMENT PROGRAMS ARE INITIATED AND UTILIZED

- The management sponsored two international seminars to observe the sesqui-centennial celebrations of the University of Mumbai. Resource persons namely, Dr. Carlos Baradello, President, American Wi-Fi Association and Dr. Shyam Kamath, Executive Director, Tempa Program, California State University from the U.S.A. were keynote speakers in the Seminars on:
 - i) The New Economy and the World's Flat Digital Society Dr.Carlos Baradello, on March 13, 2007.
 - ii) We sponsored and organized, in March 2006, an Intercollegiate Seminar on 'Challenges for Teachers in Europe and Specific Challenges in Developing Communicative and Expressive Skills', by Prof. Libama Nazareth of Portugal who was representing the University of Spain.
- '**Research Forum**', the research wing of the Mahatma Education Society organizes seminars and workshops on various subjects, which helps in updating knowledge.
- '**Staff Colloquium**', organizes number of guidance lectures for teaching and non- teaching staff, for upgrading their subject and general knowledge.
- Computer learning sessions are conducted for teaching and non-teaching staff to acquire computer skills.
- The **SOUL** package was taught to the teachers by our librarian to access books in our library through computers.
- Our college encourages teachers to participate in orientation and refresher courses, workshops, seminars at state, national and international level. The registration fees and traveling expenses are paid by the college.

- Duty leave is granted to teachers for attending Centralized Assessment Programme (CAP), workshops and seminars.
- Management supports teachers whenever they wish to study further. Necessary books are also ordered in the library on receipt of the requisition from the teacher. For science faculty chemicals are provided free of cost for experiments.
- The teachers on completion of their Ph.D. are felicitated by the management. They are given a gold coin and increment in salary as per university norms.

2.406 INCENTIVES /AWARDS/RECOGNITIONS ARE RECEIVED BY FACULTY

- Many of our staff has received various awards, recognitions and incentives.
- **Dr. K. M. Vasudevan Pillai** was honoured for his contribution to the field of education by being invited to join the delegation accompanying **Dr. Manmohan Singh**, Honorable **Prime Minister of India** to **IBSA Summit** held in Rio-De-Janerio, Brazil on 13-14th April, 2010 and on 15th April, 2010 in Brazilia.
- **Dr. K. M. Vasudevan Pillai**, visionary founder and CEO of Pillai's group of Institutions was felicitated on 6th December, 2007 by **Dr. Vijay Khole**, Vice Chancellor of Mumbai University, for expanding the scope of education and making a difference at national and international level.
- **Dr. Daphne Pillai** was felicitated by the Mumbai University in an International Commerce and Management Conference in the Marathi Bhasha Bhawan, Kalina Campus Mumbai University, on 31st January 2009 by the Pro Vice-Chancellor, Honourable **A. D. Sawant**, for her contribution to the field of Education. She spearheads the student exchange programme with St. Mary's College Moraga, California, U.S.A.
- Our faculty, **Dr. Rinkoo Shantanu**, H.O.D. Economics, received the '**Best Teacher Award**' for her valuable contribution to the college by MES, our parent organization, in the academic year 2007-08.
- **Mrs. Aarti Sukheja** was awarded '**Best Teacher Award**' by Mahatma Education Society in the year 2008 - 2009.
- **Mr. Gajanan Wader** received the '**Best Research Paper Award**' at National Conference on Financial risk, uncertainty and strategic management: A global perspective at I.C.S.S.R conference Hall, University of Mumbai.
- **Mrs. Mmahek Chhabria** participated in '**Essay Writing Competition**' organized by Hinduja College on the topic 'Role of media in times of crisis' and won cash prize and certificate.
- Paper Submitted by **Mrs. Mmahek Chhabria** at **PIMSR National Research Conference** on 12th March, 2010 was adjudged as '**Best Presentation of Paper**'.

- Research papers prepared by our faculty on number of topics have been accepted by various institutions.

2.407 FACULTY DEMONSTRATE CREATIVITY AND INNOVATION IN TEACHING METHODOLOGY

- Lecture method of teaching is supplemented by use of audio visuals, group discussions, and presentations, discussions on case studies, industrial visits, project work, field study and visit to research centers.
- Talks and seminars on subject related topics are organized for the benefit of the students.
- Notes are prepared by teachers for certain subjects, highlighting important points and are given out to students.
- As an innovative method to develop the communication ability of vernacular medium students our language teacher gives more stress on presentations and oral communication.

2.5 EVALUATION PROCESS AND REFORMS

2.501 PROVISION FOR CONTINUOUS EVALUATION AND MONITORING STUDENTS' PROGRESS

We have a continuous system of students' evaluation through:

1. Term end Examination / Semester End Examination
2. In-semester examination
3. Class test

We conduct term end examinations and semester end examinations as per University rules for the purpose of promoting students for the next academic year. However as part of our continuous evaluation procedure we conduct In-semester examinations and class tests.

I. Monitoring of attendance

- Monitoring of regular attendance of students is a part of continuous evaluation. Therefore every month we put on the notice board (latest by 7th of every month) data of attendance of every student and follow up action is undertaken wherever necessary.

Attendance	Action taken
0 - 40%	Letters notifying default in attendance are sent to guardians. Students are counseled by the principal in the presence of their guardians and an undertaking is taken from the student/guardian.

40 - 60%	Students are asked to fill undertaking form and are counseled by the class teacher in the presence of the guardian.
60 - 70%	Students are given warning and counseled by class teacher.

II. Monitoring of performance

- In semester tests are conducted and the corrected papers are discussed with the students in the presence of their guardians.
- Class tests are conducted and assessed papers are distributed to students. Whenever the performance is not satisfactory, the student is counseled and in case of necessity guardians are informed. When a student remains absent from the test because of any reason we make the student attempt the test paper on a later date.
- Term end examinations and semester end examinations results are notified on the notice board as per University norms. Results of underperforming students in term end examination are communicated to the guardian.

2.502 CONDUCT OF MID-TERM AND SEMESTER EVALUATION

- We conduct two term-end examination for yearly pattern courses and two semester end examination for semester pattern courses in the month of October and March, every year as per University rule.
- We also conduct a terminal and two preliminary examinations for T.Y.B.Com., T.Y.B.Sc.C.S. and T.Y.B.Sc. Biotechnology.
- We conduct preliminary examination for V and VI semester for T.Y.B.Com. A/F, T.Y.B.M.S. and T.Y.B.Sc. I.T.
- We have introduced centralized In-semester examinations for all semester pattern courses.

DECLARATION OF RESULTS WITHIN OF THE EXAMINATION

- Declaration of results and distribution of mark lists to the students is done within the scheduled dates. These are also displayed on website.
- Normally results are published within one week from the date of examination.
- Admission process for the incoming academic year is completed before the end of the current academic year. This helps to allocate roll numbers and issue identity cards to students for the next academic year.

Schedule for examination, moderation, result declaration and admission for the academic year 2009-10:

CLASS	Last date of	Moderation	Result	Admission to
-------	--------------	------------	--------	--------------

	Examination	Date	Declaration	the next class Date
F.Y.I.T.	17/03/2010	27/03/2010	30/03/2010	05/04/2010
S.Y.I.T.	17/03/2010	27/03/2010	31/03/2010	28/04/2010
F.Y.C.S.	19/03/2010	29/03/2010	01/04/2010	15/04/2010
S.Y.C.S.	19/03/2010	29/03/2010	02/04/2010	29/04/2010
F.Y.B.Com.	19/03/2010	01/04/2010	05/04/2010	24/04/2010
S.Y.B.Com.	18/03/2010	01/04/2010	06/04/2010	27/04/2010
F.Y.Biotechnology.	19/03/2010	26/03/2010	29/03/2010	09/04/2010
S.Y.Biotechnology.	19/03/2010	26/03/2010	29/03/2010	12/04/2010
F.Y. A/F.	19/03/2010	23/03/2010	26/03/2010	31/03/2010
S.Y. A/F.	19/03/2010	25/03/2010	27/03/2010	02/04/2010
F.Y.B.M.S.	19/03/2010	27/03/2010	03/04/2010	20/04/2010
S.Y.B.M.S.	19/03/2010	27/03/2010	04/04/2010	22/04/2010
F.Y.F/M.	18/03/2010	20/03/2010	22/03/2010	29/03/2010

2.504 REFORMS IN EXAMINATION PROCEDURES AND PROCESSES ARE EVIDENT

- The examination schedule is published at the beginning of each term. The schedule contains details regarding last date for portion completion, dates for submission of question papers, mark lists, moderation, and declaration of results and recounting of answer papers.
- We have Centralized Assessment for B.Com., B.M.S., B.Com. A/F, B.Sc. C.S., B.Sc.Biotechnology and B.Sc.I.T. From 8:00 a.m. to 1:00 p.m. Each lecturer has to assess a minimum of 40 to 50 papers per day. This helps to declare the results on time as per the schedule. Refreshments are provided to teachers during evaluation time.
- Unfair Means Committee formed in accordance with Mumbai University statute handles all cases reported. The committee completes the enquiry within 15 days of the completion of the examination and the report is submitted to the Examination committee.
- Before assessment, synoptic answers are prepared by the examiners.
- We arrange for moderation of answer papers to reduce human error in evaluation. A certain percentage of total answer papers are moderated by an external faculty from a neighboring college who is a member of the panel of examiners of Mumbai University.
- We announce the scheduled dates for revaluation of answer papers and the subject teacher shows the paper to the student.

- A separate photocopying machine has been installed in the examination room for maintaining secrecy and timely completion of work. All manuscript question papers are stored in locked cupboards and sealed before Chairman of Examination Committee leaves the premises.
- All question papers are photocopied in the presence of the H.O.D.
- We have introduced a Centralized System of Setting of Question Papers.

2.505 EXAMINATION PROCESSES ARE TRANSPARENT AND RELIABLE

- Examination Committee is in charge of examinations. The committee consists of members from each department. All decisions are taken after consultation with members and are informed to all staff. Notices are issued for the information of students and all teachers. The above reform introduced by the examination committee has made our examination system reliable.

2.506 SECURITY OF THE EVALUATION SYSTEM IS ENSURED

- We have a centralized evaluation system.
- Mark-lists along with corrected bundles are handed over to the examination committee by the teacher.
- CAP is conducted in a secluded place with “**NO ENTRY**” to students or any staff other than one involved in assessment.
- All teachers have to assess not more than 40 to 50 papers per day within 5 hours in the premises.
- Evaluation, wherever possible, is done by mixing answer papers of different divisions.
- We have a separate result committee for checking the correctness of mark-lists. Each printout coming out of the computer is checked and certified as correct and stored in a locked cupboard.
- We arrange for moderation of answer papers to reduce human error in evaluation. A certain percentage of total answer papers are moderated by an external faculty from a neighboring college.
- We announce the scheduled dates for revaluation of answer papers and the subject teacher shows the paper to the student.

2.507 STUDENT GRIEVANCES REGARDING EVALUATION RESULTS ARE ADDRESSED

- Since about 10% to 20% papers are moderated by external examiners possibility of error/complaints is reduced.
- However if a student is not satisfied with the result he/she can apply for recounting of answer paper.
- The dates for recounting of answer papers are notified on the examination calendar and notice board. Normally recounting is done within fifteen days after the date of declaration of results.
- On the day of recounting, the subject teacher shows the answer paper to the student.

- Any counting errors or any answer left uncorrected is reported to the Examination Committee and remedial action is taken through the concerned H.O.D.
- If the student is still not satisfied, the matter can be referred to the Vice principal who would arrange for an expert opinion from the H.O.D. or an external agency. This reflects the openness of our system.

2.6 BEST PRACTICES IN TEACHING, LEARNING AND EVALUATION

- **Admission process:**

We minutely follow the procedures stipulated by the University. Students are communicated from time to time regarding these procedures through the prospectus, notice board and the website.

- **Catering to diverse needs:**

Admission policy:

- Keeping in view our objective of “**EDUCATION FOR ALL**” we do not insist on cut off percentage of marks. Our Institution is located in Panvel, Raigad District, which is not yet developed and we are trying to provide education and enhance the development of the area.
- Having vernacular medium students of the locality along with the English medium students is a challenge for our teachers who adapt new styles to cater to the diverse needs. Some of the methods adopted are.
 1. Extra Lectures
 2. Group-Wise Coaching
 3. Handouts/Problem Book
 4. Test Series/Class Test
 5. Projects/Presentations
 6. Guidance Lectures/Seminars

Teaching-learning process:

- Planning of academic activity well in advance and implementation of such planning through proper communication and direction.
- Use of computer and other modern teaching aids to supplement (Chalk and Board method)

Teacher Quality

- Our selection, being full proof, we try to retain our teachers through good HR policies.
- Our encouragement to our teachers is reflected in their fulfillment and development.
- Thus, we are successful in retaining our committed and experienced teachers for the benefit of our students.

Evaluation process and reforms:

- Planning of examination schedule, evaluation schedule, moderation schedule, date of result of examination and date of admission for next academic year is done well in advance.
- Execution of such advanced planning is done through coordination.

A well planned and executed, secured, transparent, communicative, grievance free examination system.

- Complete secrecy in question paper setting.
- Three sets of question paper are set of which one is selected.
- Question papers are Xeroxed in our own machine inside a close door under the supervision of Head of Department.
- Question papers are stored in a locked cupboard and sealed in presence of examination committee Chairman and opened half an hour before examination.
- Centralized assessment is done in a secluded place with restricted entry.
- Declaration of results within 5 to 7 days from the last date of examination.
- Moderation of papers by external examiners.
- Revaluation in presence of students.
- Issue of mark list at centre place at a declared time within two days of declaration of results.
- Admission to next academic session within two days from the date of mark-sheets distribution.

Criterion III:**RESEARCH, CONSULTANCY AND EXTENSION****3.1 PROMOTION OF RESEARCH****3.101 INSTITUTION FACILITATES FACULTY TO UNDERTAKE RESEARCH BY PROVIDING RESEARCH FUNDS (SEED MONEY)**

- The **Mahatma Research Forum** was established in 2004 to encourage Research related activity amongst staff and students of all our affiliated institutes. The expenditure is borne by our parent body Mahatma Education Society and income is pooled and used for development of research activity.
- Research forum is guided and controlled by a committee and Dr. Daphne Pillai our principal is a member of this committee. The forum has conducted 'Faculty Seminar Series' every year. A total number of 12 Seminars were conducted in keeping with the objectives of the Forum.

- All research related activities are fully sponsored by the management.

3.102 PROVISION FOR RESEARCH FACILITIES IN TERMS OF LABORATORY EQUIPMENT, RESEARCH JOURNALS AND RESEARCH INCENTIVES

PROVISION FOR RESEARCH FACILITY

- Research facilities are mainly provided through library resources.
- We stock necessary books on request by teachers.
- Staff has access to inter-institutional libraries in the campus.
- Our membership with other libraries also can be availed of.
- We subscribe to a large number of journals. We have about 22 national and 17 international journals.
- M.Sc. Biotechnology has been added to the postgraduate programme from the academic year 2008-09. Our Biotechnology labs have all facilities for research and further expansion to start our institutional research centre is underway.
- Our Biotechnology laboratories have latest equipments for research facilities. Lab-III, started in January 2009 is fully air-conditioned with facilities for research in tissue culture.
- Lab-II is partially air-conditioned which provides for an instrumentation lab.
- Lab-I is used mainly for Biochemistry and Microbiology practicals

PROMOTING FACULTY PARTICIPATION IN RESEARCH

- We have fulltime research faculty as team leaders under whom our teachers get proper guidance and direction for research.
- Our research forum constantly organizes seminars/workshop to promote faculty participation in research and they get the opportunity to attend and chair such seminars.
- We promote faculty participation through various incentives.

RESEARCH INCENTIVES

- We provide books on request, chemicals required for research free of cost and such other requirement.
- Lecture adjustment, flexi timing, exemption from extracurricular activities are some of the measures through which we help researchers.

- They are allowed to attend seminars and present papers. Admission fee to such seminars and transport is borne by the institute.

- On completion of research we felicitate the candidate with gold coin and additional increment.

3.103 ENCOURAGE AND PROMOTE RESEARCH CULTURE (e.g. TEACHING WORKLOAD REMISSION, OPPORTUNITIES FOR ATTENDING CONFERENCES etc.)

ENCOURAGE AND PROMOTE RESEARCH CULTURE.

- Main aim of our centralized research forum is to develop interest amongst our teaching faculty for research.
- They achieve this objective by conducting regular seminars and our teachers regularly attend this seminar.
- We encourage our teachers to attend research related programmes conducted in other institutes and we provide registration fee, conveyance, duty leave, etc.

BUDGET

- **Dr. P. S. Goyal**, a full-timer, is attached to the Biotechnology Department and he along with our other teachers handles research projects.
- Expenditure on research is fully met by the trust i.e **Mahatma Education Trust**.

3.104 INITIATE RESEARCH BY COLLABORATING WITH OTHER RESEARCH ORGANIZATIONS / INDUSTRY

- Projects undertaken by our Research Institute are recognized and funded by 'Department of Science and Technology', Government of India and **BARC**.

3.105 FACULTY RECOGNITION FOR GUIDING RESEARCH

- Our staff, **Dr. K. M. Srinandhini Devi** has applied to the University for Enrolment as a research guide.
- **Dr. P. S. Goyal** was a recognized guide of Mumbai University. After retirement from **BARC** he has joined our department and now he has appointed for renewal of his recognition as a guide.

3.106 ESTABLISHING RESEARCH COMMITTEES FOR PROMOTING AND DIRECTING RESEARCH

- The work of the research forum is coordinated and controlled by an executive committee in which each affiliated unit is represented.

Executive Committee Members

- Mrs. Smita Dalvi (Chairperson - Architecture)
- Dr. Daphne Pillai (Principal PCACS)
- Dr. Meena Sharma (M.M.S)

- Dr. Sunita Wadikar (B.Ed.)
- Dr. R.Chandran (M.M.S.)
- Dr. Snigdha Saxena (Engg.)
- Dr. Lata Krishnan (Mahatma Night Degree College)
- Ms. Nivedita Shreyans (P.R.O.)

Objectives of the Research Forum :

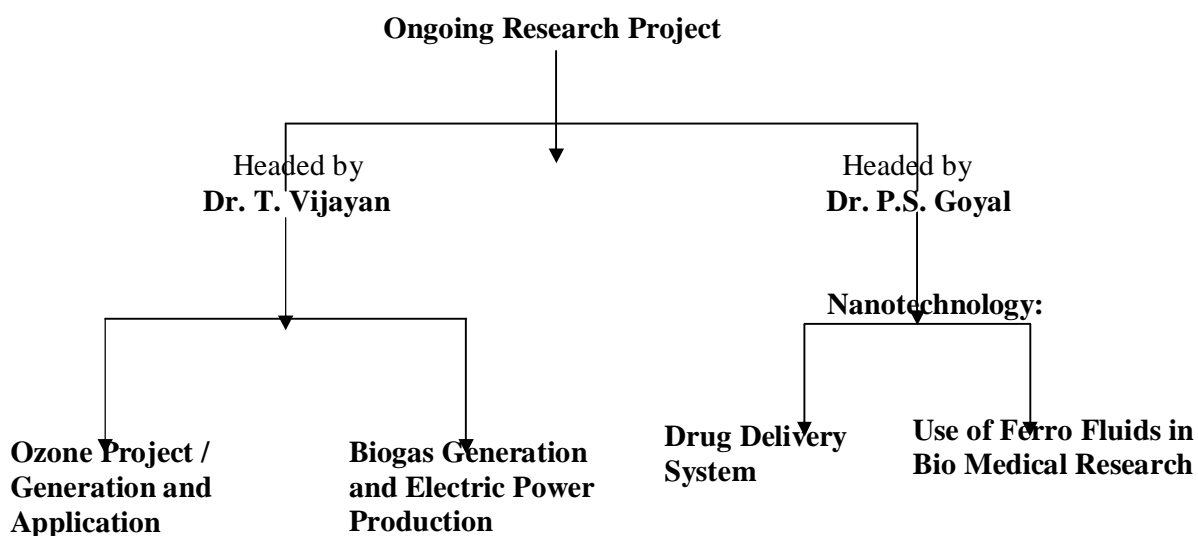
- To encourage research amongst MES teaching community.
- To share knowledge and exchange ideas through seminars.
- To publish papers at national and international forums.
- To organize workshops and training on research and education.
- To publish newsletters.

3.107 ESTABLISHMENT OF SPECIFIC RESEARCH UNITS / CENTERS

- We have a centralized research centre, '**Pillai's Research Institute**', for M.E.S.
- Following are the prominent members working in the centre:
 - Dr. B.B. Srivastava (Dean)
 - Dr. T. Vijayan
 - Dr. P. S. Goyal
 - Dr. R. I. K. Moorthy
 - Mr. D. B. Shinde
- Our Biotechnology Department actively participates in Research under **Dr. P. S. Goyal**.

3.2 RESEARCH AND PUBLICATION OUTPUT

3.201 SIGNIFICANT FACULTY INVOLVEMENT IN RESEARCH



3.202 RECOGNIZED RESEARCH CENTERS (NATIONAL & INTERNATIONAL, e.g. UGC, SAP, DST, DBT, UNESCO, UNFEF)

- Our Research Institute is recognized by **Department of Science and Technology, Government of India** and **Bhaba Atomic Research Centre (BARC)**.

3.203 SIGNIFICANT NUMBER OF MAJOR AND MINOR RESEARCH PROJECTS:

➤ **MAJOR PROJECTS:**

1. Ozone project generation and application.

- a. Dr. T. Vijayan (Research guide)
- b. Dr. K. M. Srinandhini Devi (Teaching Staff)
- c. Ms. Bindu Rajaguru (Teaching Staff)
- d. Mr. Salunkhe Nilesh Vinayak (M.Sc.Biotechnology Part II Student)

➤ **NANOTECHNOLOGY**

1. Drug delivery system (To be started)

- a. Dr. P. S. Goyal (Research guide)
- b. Dr. Rashmi Padhye (Teaching staff)
- c. Ms. Rammia Manoj (Teaching staff)

2. Use of ferrofluids in biomedical research

- a. Dr. P. S. Goyal (Research guide)
- b. Dr. K. M. Srinandhini Devi (Teaching Staff)
- c. Mr. Vijay Vichare (Teaching staff)
- d. Ms. Rane Kshitija Chandrashekhar (M.Sc.Biotechnology Part II Student)

➤ **MINOR PROJECTS**

• **INHOUSE STUDENTS**

1. Viscosity studies of protein

- a. Dr. P. S. Goyal (Research guide)
- b. Mr. Binoj. C. Kutty (Teaching staff)
- c. Mr. Mistry Tejas Vasant (M.Sc.Biotechnology Part II Student)

2. Enzyme Production

- a. Dr. Rashmi Padhye (Teaching staff)
- b. Mr. Kokane Vivek Vinayak (M.Sc.Biotechnology Part II Student)

3.204 THE INSTITUTION RECEIVES SIGNIFICANT QUANTUM OF RESEARCH GRANTS FROM EXTERNAL AGENCIES

- The Research Forum in which PCACS receives significant quantum of research grants from the following external agencies:

Project	Agency	Amount (in Rs.)
---------	--------	-----------------

A high-tension corona controlled ozone generator for environment protection.	Department of Science and Technology(DST)	3.5 million
Nanotechnology	Department of Science and Technology(DST)	2 million

3.205 OUTPUT IN TERMS OF M.Phil. Ph.D. STUDENTS IS SIGNIFICANT.

We are a young institute and our journey towards the above goal has already started. We were granted permission to start M.Sc. Biotechnology only in the year 2008 and our progress subsequently is very encouraging. We are in the process of registering our teachers at Mumbai University as guides for Research and until such time we have taken up projects through our centralized Research unit.

3.206 THE INSTITUTION HAS RECEIVED RESEARCH RECOGNITION AND AWARDS (INCLUDING PATENTS)

We are still at an infant stage in the field of research. We are constantly striving to improve the research culture within the institute to bring in recognition and accolades.

3.207 THE INSTITUTION'S RESEARCH HAS CONTRIBUTED TO THE INDUSTRY'S REQUIREMENTS / PRODUCTIVITY

- The Ozone generator that would be developed under the Ozone Project may be employed for various important applications such as purification of Ambient-air, drinking water, ozone therapy and so on.
- Nanotechnology project will find great application in the fields of biomedical and clinical research, particularly in improving the system of drug delivery.
- Projects such as “**Energy Conservation**”, “**Composting**” and “**Rainwater harvesting**”, which the college has undertaken, though not a research project, aim at proper utilization and conservation of natural resources.

3.208 RESEARCH FACILITIES ARE ENHANCED THROUGH RESEARCH PROJECTS

- As we take up more and more research projects, we constantly strive towards updating our technology, improving laboratory facilities and thereby enhance research facilities.
- With the introduction of Nanotechnology, Ozone and Bio-energy project, we expect to introduce all facilities/instrumentation required for the research.

3.209 REPUTED / REFERRED JOURNALS

- Some of our faculty members have published research articles in various reputed journals.

- **‘Towards Change’ the Second Wave of Feminist Poetry, Dr. Daphne Pillai**, Pillai’s Educational and Research Bulletin, 2007.
- **‘Gendered Perspectives’, Dr. Daphne Pillai**, Pillai’s Educational and Research Bulletin, 2008.
- Effects of exogenous ubiquitin on cell division cycle mutants of Schizosaccharomyces pombe. **Mr. Binoj Kutty**, Mr. Pasupathy K. and Mishra K.P., FEMS Microbiol Lett. 2005 Mar 1; 244(1):187-91.
- Micellar Structure and Inter-Micellar interactions in micellar solutions: Results of small angle neutron scattering studies (Review). **P. S. Goyal** and V. K. Aswal Current Science 80, 972 (2001).
- Aggregation and Polymerization of PEG based macromonomers with methacryloyl Group as only hydrophobic segment. S. Maiti, P. R. Chatterji, C. K. Nisha, S. V. Manorama, V. K. Aswal and **P. S. Goyal** J. Colloid Int. Science, **204**, 630 (2001).
- **‘Corona discharge controlled ozone generator for environment protection’ Mr. T. Vijayan and Mr. Jagadish G. Patil**, IOP Journal [under review] (2009).
- **‘Field-enhanced corona plasma discharge in an ozone-generator diode’ Mr. Jagadish G. Patil and Mr. T. Vijayan**, IOP Journal (2009).

3.210 PUBLISHED BOOKS AND PROCEEDINGS BASED ON RESEARCH WORK

- **‘Environmental Degradation and Management’** Vol. III Editor K.S. Vishvakarma, **Dr. K.N Babu** and others. Society for Science and Environment, 2007.
- **Dr. R Chandran** authored the book, **‘International Business’**, published by Jaico Publications.
- **Dr. R Chandran** authored the book, **‘Doing Business Around The World’**, jointly published by AMA and Government of Gujarat.
- **Dr. G. Vijayaragavan Iyengar** authored the books, **‘Introduction to Bank Management’**, **‘High Performance Leadership’**, **‘Bank Credit Management’**, published by Himalaya Publications.

3.3 CONSULTANCY

3.301 PUBLICIZED THE EXPERTISE AVAILABLE FOR CONSULTANCY SERVICES

- Our M.Com. Coordinator, **Mr. Gajanan Wader** (C.A.) does consultancy service for Taxation.
- Our Biotechnology staff members can provide Techno-Based Consultancy Service.

3.302 RENDER CONSULTANCY SERVICES TO INDUSTRIES

Our faculty members, **Mrs. Deepika Sharma** and **Ms. Ragita Nair** from the Information Technology/Computer Science (I.T. / C.S.) department, provide consultancy service through **Management Information System and Compilation of Data. It is a combined effort of our institution and our sister institution i.e. Pillai's Institute of Management Studies.**

3.303 RENDER CONSULTANCY SERVICES TO THE GOVERNMENT

Our faculty members, **Dr. Rinkoo Shantanu**, **Ms. Aarti Sukheja** (Department of Economics) & **Ms. Kavita Baddi** from the Department of Accounts, have provided consultancy service through their project, '**Export Potential of Maharashtra – Products, Strategies, Opportunities and Challenges**'. It is a combined effort of our institution and our sister institution i.e. Pillai's Institute of Management Studies.

3.305 RESOURCES (FINANCIAL AND MATERIAL) GENERATED THROUGH CONSULTANCY SERVICES

Our research forum which is a centralized unit for research generates funds. These funds are utilized for further research and consultancy.

3.306 MUTUAL BENEFITS ACCRUED DUE TO CONSULTANCY

- Exposure to corporate world.
- Recognition in the industry and the society.
- Opportunity to do survey work.
- Team work.
- Building networks

3.4 EXTENSION ACTIVITIES

3.401 PROMOTION OF EXTENSION ACTIVITIES

- We are affiliated to Mumbai University and our N.S.S. activities are controlled and co-ordinated by the N.S.S. Coordinator of Mumbai University.
- At our college level we have a committee consisting of a senior teacher as Co-ordinator for N.S.S. activities.
- A number of activities are undertaken spread over the full academic session.
- Activities include polio campaigns, blood donations, tree plantations, medical camps, road construction, attending old age homes, vaccination camps, eye checkup, attending to village needs such as road construction, cleaning of surroundings, etc.
- We also conduct some programmes in coordination with NGOs

- One of our teachers, **Mr. Vijay Vichare** has an NGO to his credit and our N.S.S. coordinator **Prof. Shabab Rizvi** is actively involved in the activities of an NGO.
- We were the host for the Raigad, Ratnagiri & Sindhudurg district '**N.S.S. Evaluation Session**' meeting which was held at our campus on 21st March, 2010.
- Although we do not have a full N.C.C. unit one of our students is a member of N.C.C. and she attends the parade along with other students of another unit .She has been given all the facilities for attending camps.

3.402 ORGANIZE NEED-BASED EXTENSION PROGRAMS

- Our N.S.S. unit mainly concentrates on neighborhood needs and attends to the needs of society by carrying out programme such as polio vaccination, health check up, surrounding cleaning, etc.
- In addition to N.S.S. we have various other associations which conduct extension activities .These activities are supplementary to N.S.S. activities.
- In order to make citizens aware of the importance of women in society, our Women Cell organizes workshops on women empowerment.
- Exhibitions are organized that display paintings and art work of the physically challenged and the tribals which is one of our initiatives for social development.
- Community needs are taken into account while preparing N.S.S. programmes so that local community is benefited.

3.403 PARTICIPATION OF STUDENTS AND FACULTY IN EXTENSION PROGRAMS

- Our N.S.S. committee consists of senior teachers, both male and female.
- Teachers along with students participate in the N.S.S. camp, which is held once in a year for 10 days.
- N.S.S. volunteers stage cultural programmes for the local community at the time of annual camp.
- Our N.S.S. committee has representatives of students and a student leader who coordinates the activities.
- All committees/associations, other than N.S.S, are also involved in extension activities, consisting of staff as well as students' representatives.
- These committees do their planning for extension activities at the beginning of the academic year.

- Most of these associations, and every department of the Institution take initiative in social activities contributing to community development.

3.404 ORGANIZE NSS / NCC ACTIVITIES

- N.S.S. is constituted and run as per directives of the Programme Coordinator appointed by Mumbai University.
- Our N.S.S. unit has a Professor-In-charge who coordinates with the Programme Officer. All programmes are conducted as directed by the Programme Officer.

3.405 AWARDS AND RECOGNITIONS RECEIVED FOR EXTENSION ACTIVITIES

- We were felicitated by the Governor of Maharashtra for the highest contribution of money for leprosy rehabilitation and treatment.
- We were felicitated by the Governor of Maharashtra for collecting maximum number of bottles of blood.

3.406 IMPACT OF EXTENSION ACTIVITIES ON THE COMMUNITY EVALUATION, REVIEW AND UPGRADING THE EXTENSION PROGRAMS

- We conduct need-based extension activities through different associations/committees and N.S.S.
- Social activities conducted by different departments/other associations such as N.S.S. is based upon current needs of the society.
- Blood donation campaigns help hospitals in Navi Mumbai to stock blood.
- Health check-up camps are organized for locals.
- Polio Vaccination drive that we conduct has a long term aim of eradicating polio from the area.
- Exhibition and sale of paintings and handicrafts of the physically challenged and tribal's of India conducted by us focus attention on the talents of these underprivileged children.
- Considering the importance of computer knowledge in this era of computerization we provide easy and cheap access to computer education to our support staff and their families.
- Our extension activities have helped old age homes in Panvel.
- We try to voice our opinions on various issues concerning the society and spread out social awareness through our College Magazine.

- We employ poor & uneducated or undereducated people from the vicinity as supporting staff.
- The development of our Institute in Panvel has also led to the development of the area in and around the Institute. Small shops and hotels set up around the Institute provide livelihood for many people in the local community.
- Most of our programmes are planned by the Mumbai University but the programmes which are under our jurisdiction are decided in consideration to social needs and are upgraded from time to time.

3.407 ESTABLISH PARTNERSHIPS WITH INDUSTRY, COMMUNITY AND NGO'S FOR EXTENSION ACTIVITIES.

- Mahatma Education society fulfils its social responsibility through their NGOs', '**Euridite Education Mission**' and '**Soroptimist International**' of Chembur and Navi Mumbai, a women's social organization which has a seat in the United Nations.
- Our staff **Mr. Vijay Vichare** is associated with the following NGOs:
 - '**SWAYAMBHU**' - President **Mr. Vijay Vichare**
This association works on various social issues.
 - '**HARIYALI**' - President **Ms. Poonam Sanghvi**
The association works on environmental issues.
- Our Staff, **Mr. Shabab Rizwi**, is associated with '**SAMANNAY TRUST**', which works on various issues arising in the society.

3.5 COLLABORATIONS

3.501 INSTITUTIONAL LEVEL / LOCAL

- Collaborative programs are conducted with other institution through Research Forum, Youth Festival, and Sports Tournaments.
- Seminars and Workshops on behalf of University of Mumbai Sesqui-Centennial Celebrations have been conducted in our Campus.
- In collaboration with Mumbai University we organized Raigad N.S.S. coordinators' meeting.

3.502 NATIONAL / STATE

3.503 INTERNATIONAL

We have a collaborative program with the St. Mary's College of Business and Economic, California, USA. Every year we take a group of students to the USA.

3.504 INDUSTRY / SERVICE SECTOR / AGRICULTURE

- '**SAMBHAV**' is a mega marketing fair which attracts industry to put up their stalls and showcase their products.
- Our Campus has been hosting **Joint Campus Interviews** for industry.

- Our Campus has been a Recruitment Centre for top Companies in Mumbai and Navi Mumbai

3.505 BEST PRACTICES IN RESEARCH, CONSULTANCY AND EXTENSION

- Our Centralized Research Forum is a model unit because all our sister institutes can pool in their knowledge, finance and efforts to undertake research in various fields.
- We have adopted the practice of industry in relation to research i.e. we have one research unit for the institute which caters to the need of various affiliated units of Mahatma Education Trust. Our trust has appointed a number of guides for conducting research in various fields and we, being a part of this system, are able to get proper leadership and direction on research.
- We have been able to make quick progress in developing our Biotechnology Lab not only to do normal academic work but also research work. We plan to convert this lab into a Research lab in the long run.
- We give stress on social objectives and our standing instruction to the association including N.S.S. is to concentrate on social objectives while planning their activities.

Criterion IV:

INFRASTRUCTURE AND LEARNING RESOURCES

4.1. PHYSICAL FACILITIES

4.1.01. THE INSTITUTION PROVIDES NECESSARY FACILITIES FOR CLASSROOMS (FURNITURE AND FIXTURE)

- We have sufficient classrooms, each having capacity to accommodate 60-130 students.
- Classrooms are spacious and well ventilated with natural light.
- Classrooms are fitted with sufficient number of lights and fans.
- Every classroom has a podium, chair and a table for the teacher.
- Classrooms are provided with two-seater benches with sufficient leg space for students.
- Each bench has a desk that provides space for placing bags.
- All classrooms are fitted with white boards.
- Every floor has a notice board.
- Classrooms are numbered with identification of the wing.
- We have three rooms with LCD projectors in addition to state-of-the-art conclave (conference room).

- Every room is cleaned in the evenings.
- Care taker does a regular checking of the facilities.
- All classrooms are provided with uninterrupted power supply through generator.

Refer to (A-7)* for Master plan of the campus

4.102. THE INSTITUTION PROVIDES NECESSARY FACILITIES FOR LABORATORIES (FURNITURE, FIXTURE, EQUIPMENT AND GOOD LABORATORY PRACTICES)

BIOTECHNOLOGY LABORATORY:

- The Department of Biotechnology has three laboratories (Lab.1. Lab.2. Lab.3.)
- These labs have natural light and are well ventilated.
- Lab.3. is fully air-conditioned for ' Animal and plant tissue culture'
- Lab.2. is partially air-conditioned in which instrumentation lab is equipped with modern equipments such as Shimadzu UV-1800 and REMI CBL-24.
- Lab.1. is basically meant for biochemistry.
- All labs are supplied with uninterrupted electricity through generators.
- Sufficient space has been provided for storing chemicals and other materials.
- Lab is provided with a computer having internet connection.
- Lab has intercom facilities.
- Fire extinguisher has been fitted outside and inside the lab.
- Students are supposed to wear lab coats and lab slippers.
- There is provision for keeping bags of students outside the lab.
- Each lab is dusted and cleaned twice a day.
- The lab has two qualified lab-assistants and three peons.

COMPUTER LABORATORY:

- We have three computer labs dedicated to Pillai's College of Arts, Commerce & Science.
- All labs have internet facility.
- We have standalone facility for each computer.
- Every lab has a few computers reserved for staff use.
- Up gradation and maintenance of labs are handled by an efficient team of hardware and networking members.
- All labs have printers.
- All labs are air-conditioned, well lit and well maintained.

- All computer labs are open from 7.45 a.m. to 6.00 p.m. on working days and in case of necessity the timing is extended on request.
- Each lab has two lab assistants and one peon.

4.103. PROVIDES SPORTS FACILITY FOR STUDENTS AND STAFF

- We have a large playground which we use for handball, volleyball, badminton, kabbadi and cricket practices.
- We are in the process of constructing a Basketball Court in our campus.
- We use the playground of our sister institute at Khanda colony which is 2 kms. away for football practice.
- We have a fully equipped gymkhana.
- We have facilities for indoor games in gymkhana.
- Sports students are given preference in admission. We give scholarships for sports students as per the recommendation of the sports director.
- Students participating in sports events are given travelling and refreshment allowance.
- Students get sports kit free of cost.
- We have appointed National and International coaches for our students. Some of the coaches who have trained our students: Mr. Thomas K.M., Former International Player in Handball (Asian Game Player), Mr. Sunil Poojari, C-License Coach from FIFA, Mr. Bhaskar Maity, Former International Player – Football.
- We organize Annual Residential Sports Camp to train and motivate our students to participate in inter – collegiate as well as intra – collegiate sports tournaments.
- We host tournaments in our campus on behalf of Mumbai University and other sports associations.
- We have an annual event “**Pillai’s Sports Festival**” in which we invite our sister institutes to participate. Our staff also participates in this event.
- Sport students get concession in attendance whenever they have to attend tournaments at University / State / National levels.
- We conduct additional exams for students who are unable to attend regular exams due to sports events.
- Additional lectures are conducted for sports students on holidays.
- Ten marks are added to the total marks of sports students who have participated in Mumbai University events.

4.104. THE INSTITUTION HAS NECESSARY FACILITIES FOR GENERAL COMPUTER EDUCATION

- Students who have computer as a subject as per Mumbai University curriculum attends their practicals as per time-table which is displayed well in advance.
- For general education on computers, any student can use the computer with permission from the lab assistant. A lab assistant will be attending to the needs of the student.
- We have add-on courses on computers.
- We are a recognized centre for conducting classes and examinations for diploma in computers conducted by Maharashtra Government MH-CIT.

4.105 INFRASTRUCTURAL FACILITIES ARE AUGMENTED FROM TIME TO TIME.

- The College is located in New Panvel, in a multi dimensional education complex, which has state-of-the-art infrastructure, providing the right environment for learning.
- Increase in infrastructure facility is an ongoing process at our campus. We have six storied building and being a growing institution; augmentation of infrastructural facilities is a never-ending process.
- Computers are updated by our hardware department.
- Biotechnology Instrumentation lab is upgraded with new instruments from time to time.
- We have extended our Biotechnology Lab to accommodate practical work of M.Sc. Students.
- Gymkhana facilities are upgraded from time to time as per the need of the students.
- Library resources are augmented from time to time with newer editions and titles.

4.106 INFRASTRUCTURE FACILITIES ARE BEING UTILIZED OPTIMALLY.

- Pillai's College of Arts, Commerce and Science has sufficient well equipped class rooms, computer labs and biotechnology laboratories which are used exclusively by our students.
- In order to ensure optimum utilization of classrooms, the college runs in two shifts.
- Some of the infrastructural facilities as shown under are shared with sister concerns for their optimal utilization:
 - a) Conclave
 - b) Assembly Hall
 - c) Canteen
 - d) Research Facilities
 - e) Transport
 - f) Photography

- g) Playground
- h) Telephone
- i) Gymkhana

- We have our own dedicated library. However our students have access to other libraries in the campus.
- On Sundays and other holidays our premises are available for social activities.

4.107 ADDITIONAL FACILITIES FOR SPORTS AND EXTRA CURRICULAR ACTIVITIES (GYM, SWIMMING POOL, AND AUDITORIUM) PROVIDED.

- We have a well equipped gymkhana with facilities for indoor games as well.
- We have an assembly hall.
- Auditorium is under construction.
- We have a spacious playground.

4.108 ADEQUATE FACILITIES FOR WOMEN

- We have a Women's Cell under the guidance of a senior lecturer.
- The cell also has a qualified counselor, Mrs. Dipti Pillai
- We have a ladies common room.
- We have separate well maintained toilets for women.
- When students go for industrial visits or cultural events our lady teachers accompany the students.

4.109 APPROPRIATE FACILITIES FOR DIFFERENTLY ABLED STUDENTS:

- We have constructed a ramp for physically disabled students.
- Lift facility is available for such students.
- Wheel chair facility is available.
- Supporting staff are also available on request.
- Classes are normally kept on the ground floor for such students.
- Library assistants are available in case of any need.

4.2 MAINTENANCE OF INFRASTRUCTURE

4.201 HAS A MAINTENANCE BUDGET FOR THE PHYSICAL FACILITIES THROUGH EXISTING /MOBILIZED RESOURCES

- We have a centralized maintenance department for the entire campus with full time salaried employees and the expenditure is a part of income-expenditure account.

4.202 UTILIZES THE FUNDS ALLOCATED FOR MAINTENANCE.

- Since maintenance is a part of monthly expenditure a separate fund is not allocated.

4.203 ADEQUATE SYSTEMS FOR MAINTAINING AND UTILIZING PHYSICAL FACILITIES.

- We have a Manager (Infrastructure Maintenance Department) for the entire campus and the following department work under him with the following salaried staff.
 - a) Construction
 - b) Electrical
 - c) Carpentry
 - d) House-keeping
 - e) Masonry
 - f) Plumbing
 - g) Painting
 - h) Security
 - i) Generator maintenance
- Their services are available throughout the day.
- The Manager (Maintenance) and some of his staff stay within the campus.

4.204 ADEQUATE SYSTEMS FOR MAINTAINING AND UTILIZING LIBRARY AND INFORMATION FACILITIES

- We have well ventilated, well lighted and spacious library with good seating arrangements.
- Generator ensures uninterrupted supply of electricity.
- The library is cleaned 2-3 times daily. We have a house-keeper stationed in the library.
- Stacks are provided outside the library for placing footwear and bags of students. This is manned by a library attendant.
- Library assistants are available in case any disabled students require help.
- We have an '**Open Access System**' of library.
- A notice board is fitted outside the library to facilitate display of important information.
- 'Thought for the day' is displayed everyday in front of the library.
- Library also has a collection of audio-visual materials.
- All books and documents are well classified and catalogued.
- Internet facility is available for information retrieval.
- We have reprographic facility in the library.
- We also have memberships with other libraries in Mumbai and Navi-Mumbai.

- Besides the central library, every department also maintains a departmental library for the convenience of staff.
- An annual exhibition is held every year by the library during which all books available in the library are displayed.
- Library works from 7.30 a.m. to 5.00 p.m. Timings are extended during examinations.
- The library provides information alert services to update users regarding:
 - a) List of Additions
 - b) News items
 - c) List of useful articles and documents
 - d) Faculty publications
 - e) E-content services

4.205. ADEQUATE SYSTEMS FOR MAINTAINING COMPUTER AND NETWORK FACILITIES:

- We have a team of qualified technical staff for maintaining computers and networking facilities.
- Some of the members are stationed in the campus so that they are available at short notice.
- The team consists of:

➤ Mr. Rajesh Menon	-	System Administrator (MCSE, CCNA, CCNP)
➤ Mr. Krishnakumar Menon	-	Networking (MCSE, CCNA)
➤ Mr. Manukumar Pillai	-	Networking (MCSE, CCNA)
➤ Mr. Manoj Pillai	-	Manager (Stores)
➤ Mr. Rupesh Murali	-	Maintenance
➤ Mr. Umesh Nair	-	Maintenance
➤ Mr. Sumeet Sukumaran	-	Maintenance
➤ Mr. Anish Ravi	-	Maintenance

4.3. LIBRARY AS A LEARNING RESOURCE

4.301. NUMBER OF TITLES OF BOOKS IN THE LIBRARY:

**Number of Titles of books acquired in the academic years
2008-09 and 2009-10 is as follows:**

SUBJECT	NUMBER OF TITLES (2008-09)	NUMBER OF TITLES (2009-'10)

B.Com.	157	103
B.Com. A & F	39	40
B.M.S.	23	31
B.Sc. – I.T.	8	14
B.Sc. – C.S.	30	15
B.Sc. – Biotechnology	45	20
M.Sc. – I.T.	3	23
M.Sc. – Biotechnology	28	73
M. Com.	02	–
B.Com. F/M.	–	11

4.302. NUMBER OF JOURNALS (NATIONAL AND INTERNATIONAL) AND OTHER LIBRARY RESOURCES (I.E. CD'S /CASSETTES ETC)

Number of journals and other library resources acquired in the Academic year 2008-09 and 2009-10 is as follows:

COLLECTION	TOTAL NUMBER('08-'09)	TOTAL NUMBER('09-'10)
National Journals	70	75
International Journals	17	18
CD's / Cassettes	49	-

4.303. LIBRARY RESOURCES ARE AUGMENTED EVERY YEAR WITH NEWER EDITION AND TITLES:

The following table shows increase in number of books added to the library resources each academic year

Subject wise	No. of Titles				
	('05-'06)	('06-'07)	('07-'08)	('08-09)	('09-'10)
B.Com.	51	54	54	157	103

B.Com. A. & F.	57	48	31	39	40
B.M.S.	83	23	52	23	31
B.Sc. – I.T.	27	20	9	8	14
B.Sc. – C.S.	78	16	22	30	15
B.Sc. – Biotechnology	130	42	9	45	20
M.Sc. – I.T.	70	5	4	–	23
M.Sc.– Biotechnology	–	–	–	28	73
M.Com.	98	14	18	2	–
B.Com. F.M.	–	–	–	–	11

- We purchase latest editions of books annually based on requisition from different departments.
- **Procurement Procedure :**
 1. If there is a requirement for books/reading material, the H.O.D. submits the requisition form to the Vice -Principal who sanctions the requisition and forwards it to the Library Committee for purchase.
 2. Students are authorized to requisition books through requisition slips available in the library and such requisitions are processed through the H.O.D.

4.304. EFFECTIVE AND USER FRIENDLY LIBRARY (ISSUE OF BOOKS, GETTING NECESSARY REFERENCES, ETC)

- All students registered under any programme and having a college identity card are eligible for library membership.
- Students can make suggestions through suggestion slips available in the library.
- Each student is given two borrower cards against which he can borrow two books.
- Each book is issued for the duration of one week.
- Extension is possible unless the book is reserved.
- Library cards are issued within one week of starting the academic year and are delivered in the classrooms.
- Date- wise, year-wise issue register is maintained.
- We have an Open Access System in the library to facilitate the users to get the necessary references.

- The library works from 7.30 a.m. to 5.00 p.m. Extension of library hours is possible during examinations on request.
- The students belonging to economically backward classes can avail of more number of books for longer durations than regular students on request.
- For convenience of students coming from far off distances, the duration for borrowing books may be extended during study holidays on request.
- Members of Alumni association are allowed to use library resources.
- Reservation facility has been introduced for heavily circulating documents.
- Referral services are also available for conducting research activities.
- The library has On-Line Public Access Catalogue (OPAC) through which users can search documents by author, title, accession number and key word.

4.305 READING ROOM FACILITY FOR STAFF AND STUDENTS

- We have separate reading area for students.
- Staff have independent departmental libraries.

4.306 REPROGRAPHIC FACILITIES

- Reprographic facilities are available.

4.307 INTERNET/DELNET FACILITY FOR INFORMATION RETRIEVAL

- We provide internet/Delnet facility to staff as well as students free of cost.

4.308 LIBRARY ADVISORY COMMITTEE AND ITS EFFECTIVE FUNCTIONING

- PCACS has formed a library committee to formulate policies and guidelines for smooth functioning of the library.
- Student members are nominated to the committee.
- Following are members of the committee:

Mrs. Sandhya Ailkumar	Chair person (Lecturer C.S.)
Ms. Seema Somani	H.O.D. (Commerce)
Ms. Abida Hawaldar	Co-ordinator (A /F)
Ms. Prerana Sharma	Co-ordinator(B.M.S.)
Ms. Karthika.K.Unnithan	Lecturer (Biotechnology)
Mr. Sanjay Munavalli	Librarian

Student representatives in the committee ('09-'10):

Ms. Varsha	B.Sc. (Biotechnology)
Ms. Saranya	B.Sc. (C.S. & I.T.)
Ms. Jeenal Jaikrishnan	B.M.S.
Mr. Naeem Ansari	B.Com.
Ms. Sheetal Hingad	B.Com. (A /F)

The committee has authority to take decisions on the following:

- a) Decide long term policy for augmenting the library resources.
- b) Decide the policy on lending books.
- c) To co-ordinate the student and staff requirement with the librarian and make changes in policies if required.
- d) Decide on emergency procurement of books.

4.309 INFLIBNET/DELNET FACILITIES

We have DELNET facility in our college.

4.310 COMPUTERIZATION OF LIBRARY AND NETWORKING WITH OTHER LIBRARIES

- The PCACS library is using an 'LIB OXYGEN' for house-keeping operations like database management, circulation and various types of report generation.
- The library has On-Line Public Access Catalogue (OPAC) through which users can search documents by author, title, accession number and key word.
- The library is planning to implement Open-ILS Evergreen Software that includes Web-OPAC facility.
- Our Students are granted permission to avail the Library facilities provided by our sister institutions.
- We also have facilities for Inter Library borrowing

4.4 ICT AS LEARNING RESOURCES

4.401 HAS ADEQUATE AND UP-TO-DATE COMPUTER FACILITIES

- We have three dedicated computer labs with latest version computers.
- In addition we have the facility to use, if necessary, under sharing of resources, computer labs of other sister institutions.
- Ratio of computers to students who have computers as a subject in curriculum is 1:1.
- We provide each student with one computer.

- We have LAN Facility, details of which are given in.
- Configuration of computers, licensed software etc is as per.
- We have qualified networking professionals working with us.

4.402 PROVIDE ACCESS TO COMPUTERS FOR THE FACULTY

- All computer labs have a computer corner reserved for teachers.
- Departmental computers have been provided for each department with internet.

4.403 PROVIDE ACCESS TO COMPUTER FOR THE STUDENTS

- Students make extensive use of computers for making presentations, project work, reference work, internet surfing etc.
- Computer and internet facility is available free of charge to all students.
- During regular practicals, students can occupy lab as per practical time table.
- After practical timings, students can occupy any computer in any of the labs with permission of the lab assistant.

4.404 PROVIDE INTERNET FACILITY FOR FACULTY AND STUDENTS

- We provide internet access to staff and students free of cost.
- Uninterrupted service is possible as we have a generator.
- Higher bandwidth capacities hired from ISP companies provide good internet services.

4.405 INSTITUTION HAS A WEBSITE FACILITY, UPDATED REGULARLY

- We have website facility which is updated regularly
- Our website can be accessed at www.mes.ac.in.
- Academic calendar, admission forms, time-table, attendance, exam schedule, mark sheet, daily events, achievements, etc are displayed on the website.

4.5 OTHER FACILITIES

4.501 A. CAPACITY OF THE HOSTEL

2009-2010

No. of hostels		No. of students occupying	
Boys	Girls	Boys	Girls
06	04	09	15

- Every hostel has a warden.

- Ladies hostel has a lady warden

B. RECREATION FACILITIES.

- We have a gymkhana with all facilities and equipments.
- A full time instructor is available in the gymkhana.
- Indoor games such as carom, table tennis is available inside the gymkhana.

C. SPORTS AND GAMES

- We have playground for various games in our campus.
- Many inter university competitions organized by Mumbai University were conducted in our campus.
- We are constructing a new basketball court.
- Whenever facilities are not available we use such facilities from other campuses.

D. HEALTH AND HYGIENE

- We have a health centre.
- We have separate washroom for boys and girls in each floor.
- Washrooms are cleaned everyday by regular staff.

4.502 PARTICIPATION OF WOMEN IN SPORTS AND CULTURAL ACTIVITIES.

- A. We have a gymkhana council and our boys and girls participate in most of the intercollegiate tournaments conducted by Mumbai University and tournaments conducted by other college.
- B. Our students' council takes care of participation of boys and girls in various cultural competitions held by Mumbai University and other institutions.

4.503 STAFF ROOM

- Our staff rooms are spacious enough to accommodate faculty comfortably.
- They are well lighted, well ventilated with all basic amenities like lockers, cupboards, water coolers, refrigerators, computers with high speed internet connection, printers, intercom etc Staffrooms are cleaned twice a day.
- A house-keeping staff and a peon are stationed in the staff room.

COMMON ROOM

- We have common rooms for boys as well as girls with basic amenities.

REST ROOMS AND TOILETS

- We have hygienic toilets for boys and girls separately on each floor.
- House-keeping staff has been appointed for cleaning on a daily basis.

HEALTH CENTRE

- Health centre is available in the premises.

- First-aid boxes are available.
- We have a health committee which tries to create health awareness among students and staff by conducting programmes such as yoga sessions, lectures on health issues, blood donation etc.
- Transport facilities are available in the campus in case of medical emergency.
- Water purifiers are fitted in every floor which ensures hygienic drinking water supply.

VEHICULAR PARKING

- Parking facility is available for staff inside the campus.

GUEST HOUSE

- Comfortable guest houses with all facilities are available for outstation students, their parents and other guests.

CANTEEN

- Our canteen 'Epic Cafe' is located in the ground floor and has sufficient seating arrangements.
- Good cooking facilities for preparation of food are available.
- Since we share the canteen with our sister concerns, it serves as a ground for our students to mix with their counter parts.

ELECTRICITY AND LIGHTING

- Our campus has benefit of good natural lighting. Besides it is also provided with well planned lighting arrangements.
- Uninterrupted power supply is ensured by use of generator.

TRANSPORT

- We have in-house transport facilities available in case of any health emergency for staff or students.
- We provide transport facilities to students participating in sports, extracurricular activities and for industrial visits.
- We provide transport facilities for faculty members attending professional programmes.

LANDSCAPE (APPROACH ROADS/GARDENS AND GENERAL AMBIENCE)

- Our campus is situated amidst natural scenic beauty which allows synchronization of education with nature. A river flows through the boundaries of the campus which enhances its scenic beauty.

- We have well maintained gardens around the campus.
- Approach roads to the institute connect the campus to the main road.
- To retain aspects of nature within the campus, we have maintained the beehives, mangroves and the greenery around us.

4.6 BEST PRACTICES IN DEVELOPMENT OF INFRASTRUCTURE AND LEARNING RESOURCES

Best practices in Physical facilities for learning:

- Well maintained classrooms with good seating arrangements, some of which also have provisions for Audio Visual and LCD presentations.
- Generator provision that allows uninterrupted power supply. This helps to conduct computer practicals, lectures and examination without interruption.
- Regular up gradation of laboratories is ensured by procuring latest version computers for computer labs and latest technology based equipments for Biotechnology laboratories.

Best practices in maintenance of infrastructure

- We have an Infrastructure Maintenance Department consisting of salaried staff and not on contract basis. The maintenance work is attended to at short notice
- We have a Computer Maintenance Department consisting of qualified, technical staff on the college pay roll and, therefore, they are available at all times.
- The landscaping of the campus is maintained by professional gardeners who work full time with us.

Best practices: Library as Learning Resources

- We maintain an Open Access Library System.
- We give importance to regular augmentation of library resources with newer editions and more number of titles.
- Students are authorized to requisition books through requisition slips.
- Students can make suggestions for improvement of library services through suggestion forms available in the library.
- We have internet and reprographic facilities in the library.
- 'Thought for the day' is displayed in front of the library on a daily basis.
- Book Exhibitions are held.
- 'Best Library User' award.

Best practices: ICT as Learning Resources

- We have sufficient number of latest version computers with high speed internet connection and printer facilities.

LAB I – 100

LAB II – 140

LAB III – 70

- We have good networking facilities in the college.
- Any student can have an access to computer in any of the three labs on request.

Best practices: Other Facilities

- We have well maintained hostels and guest houses for convenience of outstation students, their parents and other guests.
- We have a health centre available in the campus.
- We have a modern well maintained canteen which allows inter-mixing of students from various streams.

Criterion V:

STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT PROGRESSION

5.101 MONITOR STUDENT PROGRESSION

Table showing Socio-Economic Profile of Admitted students over the last 5 years:

Sr. No.	Academic Year	Total Students Admitted	% of ST Students Admitted	% of SC Students Admitted	% of DT Students Admitted	% of NT Students Admitted	% of OBC Students Admitted	% of General Category Students Admitted
1	'05-'06	1424	5.90	0.77	0.14	0.35	10.67	82.16
2	'06-'07	1766	6.96	0.28	0.00	0.96	15.63	76.16
3	'07-'08	2135	6.89	0.33	0.00	1.22	16.44	75.04
4	'08-'09	2320	6.16	0.39	0.04	1.59	16.72	74.96
5	'09-'10	2492	0.48	5.89	0.20	1.32	15.89	75.60

5.102 MAKE EFFORTS TO REDUCE THE DROP-OUT RATE

Table showing a decrease in the drop-out rates during the last two years

Sr. No.	Academic Year	Stream	Total No. of Students	Percentage Drop Outs
1	'07-'08	-	2135	1.88
2	'08-'09	-	2320	0.43

Table showing Drop-Out stream wise for the year 2009-2010

Stream	TOTAL number	Drop out	Percentage
B.Com. A/F	252	1	0.39
B.M.S.	441	7	1.58
B.Com.	709	22	3.10
B.Sc.I.T.	597	46	7.70

B.Sc.C.S.	207	18	8.69
B.Sc.Biotechnology	162	17	10.49
B.Com. F/M	61	7	11.47

- In some courses we have no control on drop-out rates because students registering for other courses such as Engineering & Medical simultaneously take admission in our institution and cancel their admission once they get admitted to such professional courses.
- Most of the drop outs other than due to stream change are due to family or financial problems. In this case concession in fee structure, free ships, facility to pay on installment basis is offered.
- A scheme of 'Earn and Learn', within the campus has been introduced for such students.
- Vice Principal conducts informal Exit interview for drop outs in order to analyze their problems, find solutions if possible, and discourages them from discontinuing their studies.
- As can be seen from the chart drop-out rate varies from course to course.

5.103 PERCENTAGE PROGRESSION TO HIGHER STUDIES

- It is not possible to get complete data of all students. However, through our interaction with Alumni Association we get an idea that most of our students are either employed or gone for higher studies.

5.104

AVERAGE INSTITUTIONAL ACADEMIC PERFORMANCE IN RELATION TO THE UNIVERSITY AVERAGE

Course	Part/ Semester	2006-2007		2007-2008		2008-2009		2009-2010	
		Pass %	University pass %	Pass %	University pass %	Pass %	University pass %	Pass %	University pass %
T.Y. B.Com.	—	55.38	55.58	71.78	59.62	73.27	58.26	—	—
B.Com. A/F	V- Sem.	90.9	85.35	88.63	85.92	85.96	89.40	—	—
	VI-Sem.	100	93.55	88.63	84	94.54	94.92	—	—
B.Sc. Biotechnology.	—	87.5	69.3	84.84	71.5	95.83	64.71	—	—
M.Sc. Biotechnology.	—	—	—	—	—	94.73	88.39	—	—
B.Sc. I.T.	V- Sem.	78.78	69.61	69.84	64.03	47.66	60.00	64.89	57.51

	VI-Sem.	55.88	65.13	71.87	65.22	66.35	60.59	–	–
B.M.S.	V- Sem.	87.71	93.11	54.21	80.82	95.04	89.95	94.87	90.48
	VI-Sem.	46.55	71.75	82.66	81.23	87.85	83.95	–	–
M.Com.	Part I	16.66	43.18	36	39.09	25.71	43.27	–	–
	Part II	70	82.15	72.72	87.86	90.00	83.29	–	–
M.Sc.	Part I	63.63	67.83	87.5	66.26	80.00	66.30	–	–
I.T.	Part II	100	86.1	90	88.39	66.66	88.42	–	–

Following students have obtained honors in the University examinations:

Course	Academic Year	Rank in University	Name of Student
B.Com.	2003-04	Fourth	Anagha Chanwadkar
B.Sc.C.S.	2006-07	First	Neha Dalal
B.Com.	2007-08	Twelfth	Shrirang Hardikar

5.105 FACILITATE PROGRESSION TO EMPLOYMENT

- We have a Career Counseling Cell which helps students decide on the most suitable course and/or employment opportunity depending upon their abilities.
- We have a Centralized as well as an Institutional Placement Cell.
- The Placement Cell has successfully organized campus placements on annual basis during which several companies/organizations have selected and employed our students.
- Developing entrepreneurial skills:
 - a) The institution organizes industrial visits in order to have direct interface with the industry.
 - b) Lectures by entrepreneurs are arranged to discuss various areas of business.
 - c) Through associations/committees such as Students' Council, NSS etc we try to inculcate leadership qualities, planning and organizational skills.

5.106 SUPPORT FOR STUDENTS IN APPEARING AND QUALIFYING IN VARIOUS COMPETITIVE EXAMINATIONS.

- Students are allowed to have access to library and to refer the books related to entrance test.
- They can also access books from libraries of Management Institute and Engineering College.
- Students appear examinations using internet facilities at our institution.
- We are a recognized centre for CET and our computer labs are used for the Online Examination.

5.2 STUDENT SUPPORT

5.201 ENSURE INSTITUTIONAL INFORMATION ACCESS AND DISSEMINATION

- Admission process, discipline and other matters relating to admission are given in our prospectus.
- During admission students can interact with staff through the admission committee.
- We also counsel the students at the time of admission about the prospects of the courses offered.
- Our prospectus contains all details relating to admissions, eligibility, courses offered and rules and regulations of the institute.
- Entire admission process is computerized. Once a student is enrolled his/her entire information is stored and used for receipts, identity cards and students list. The software has been developed by Software Development Department of our college.
- All information relating to day to day activities are displayed on the notice board as well as in the blackboard kept at the entrance.
- Academic calendar, admission forms, time-table, attendance, exam schedule, mark sheet, daily events, achievements, etc are displayed on the website as well as on notice boards situated on all the floors.

5.202 ADEQUATE STUDENT WELFARE MEASURES

- College gives out of its financial resources, fee concessions to economically backward students based on their family income. We have a committee to scrutinize and decide the quantum of free ship.
- Students coming from financially unsound background are permitted to pay fees on installment basis.
- We have also introduced the scheme of '**Earn while you Learn**' for the benefit of such students.
- Sports scholarships are given based on recommendation of sports director.
- We cover our students against risk by taking insurance.
- Sports students are treated to special diets.
- Sports students are also provided with free sports kits.

- Government scholarship is given as prescribed by the University.
- Re-admission to the same class due to failure or drop out is given with 50% fee concession.

5.203 ADEQUATE COUNSELING SERVICES

- Every class has a class teacher who functions as the counselor at the primary level and he/she is appointed in the beginning of the academic year.
- Our qualified counselor Mrs. Deepti Pillai takes care of students who require expert handling.
- We also have a separate career counseling unit to provide professional assistance to students.
- We also have a Women's' Cell which gives counseling specifically for female students.

5.204 ADEQUATE PLACEMENT SERVICES

Refer Criteria V, 5.105, Pg No. 68

5.205 PROVIDE HEALTH SERVICES OPTIMALLY

- We have a health committee that works towards creating health awareness among staff and students.
- First Aid Box is available in the office.
- Counseling Services are provided for those students who need them.
- Transport facilities are available in the campus for emergency situations.
- The health committee and N.S.S. carries out activities such as arranging lectures on health awareness, conducting blood donation drives in the campus, eye check up and health check up camps etc.
- Canteen ensures hygienically prepared food.
- Purified drinking water is provided.
- The campus, the class rooms and the corridors are cleaned and washed every day.

5.206 MAKE THE CAMPUS SAFE FOR STUDENTS WITH ADEQUATE SECURITY AND LIGHTING

We have sufficient natural light in the class room.

- All class rooms are well lighted.
- Diesel Generator of 200kv is provided in the institution.
- Security guards are posted at the entrance to the institute.
- All students are given identity cards without which permission to enter the campus is denied.
- We insist on students wearing identity cards from the time of entry in college until they leave the campus.
- Visitors' pass is issued on request for outsiders.
- Discipline committees and vice-principal takes regular rounds of the Campus.
- In the event of fire we have facilities for Fire Extinguishers and Fire Hydrants in each floor.
- We have ensured facility for entry of fire engines in case of emergency.
- Labs and Library have CCTV in order to monitor activities.
- Outside each lab, an attendant takes care of belongings of students.
- Water Purifier is provided on each floor.
- Canteen ensures hygienic cooking of food.
- Cleanliness and hygiene of the campus is maintained by the house keeping staff.

5.207 FACULTY PARTICIPATION IN ACADEMIC AND PERSONAL COUNSELING.

- We have introduced novel system of "Class Teachers" at college level. Each class teacher not only undertakes personal counseling but also helps the students in academics. In case the class teacher needs help a specialized counselor a student is referred to her.
- Where the student is academically weak we have introduced the system of "Guardian teachers" through whom he/she get personalized service.

5.208 COMMITTEE FOR PREVENTION/ACTION AGAINST SEXUAL HARASEMENT

- We have committee under the leadership of a senior lady teacher to take care of this problem. We have not received any representation from any student in this regard.

5.209 GRIEVANCE REDRESSAL CELL AND ITS FUNCTION

- Grievance cell works under a Professor-in-charge. It has representation from students and staff.
- The professor in charge receives grievances from students and staff formally and informally.
- Meetings are conducted and the grievances are sorted out at the earliest.
- We have a suggestion box located in front of the Vice-Principal's office.
- An email id (abida1983@rediffmail.com) is provided in the website in order to get in touch with the professor in charge.
- For the last two years the committee's function is as under.

YEAR	No. of complaints received	Solved Cases
'08-'09	04	04
'09-'10	04	04

5.3 STUDENTS ACTIVITIES

5. 301 ALUMINI ASSOCIATION

- We have an Alumni Association, under the leadership of a senior lecturer.
- We have registered our college Alumni Association under Society's Registration Act, 1860 on 26th April, 2010 (Reg. No. Maharashtra 279/2010).(A-4)*
- Membership to the association is free.
- Association regularly meets and interacts with the management.

5. 302 STUDENTS PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES INCLUDING SPORTS AND GAMES.

- Our students participate in all inter-collegiate competitions conducted by Mumbai University, both cultural and sports.
- In addition to competitions held by Mumbai University, our students represent the college in various competitions organized by colleges affiliated to Mumbai University.
- We conducted inter-collegiate cultural competitions in the year 2009-2010 in which 18 college participated.
- We have received **Sixth rank**, in order of merit in sports, in Mumbai University, which has more than 250 colleges.

5. 303 PUBLICATIONS

A. MAGAZINE

- Our college magazine is published annually.

- Our magazine committee consists of senior lecturers and student editors.
- To fulfill our social objective we have been spreading social messages through our college magazine.

YEAR	SOCIAL MESSAGE
2005-2006	‘FEMALE FOETICIDE’
2006-2007	‘AIDS AWARENESS’
2007-2008	‘CARING FOR ELDERS’
2008-2009	‘CRUELTY ON ANIMALS AND CARING FOR THEM’
2009-2010	‘TEENAGE STRESS’

PRIZES WON

YEAR	PRIZE WON
2005-2006	Certificate of Commendation
2006-2007	Best Magazine-Prof Chandgadkar Trophy
2007-2008	Second Best Magazine Award
2008-2009	Shared the Best Magazine Award jointly with Ruia College.

B. NEWS LETTER.

- We publish bi-monthly newsletter as a medium of communication between the students and the college.

C. WALLPAPER

- Our Management Association encourages students to prepare and display wall papers.

D. THOUGHT FOR THE DAY

- We publish every day an important message through “**THOUGHT FOR THE DAY**”.

5.304 STUDENT COUNCIL/ GYMKHANA COUNCIL

A. STUDENT COUNCIL

- Students’ Council has been constituted as per University statute.
- The council consists of student representatives selected from each class on the basis of academic performance .They are called Class Representative.
- The Principal is the chair-person and the Council Secretary is elected on the basis of secret ballot amongst the Class Representatives.

- There are regular meetings of the council in which matters related to academics and extra-curricular activities and problems of students are discussed. Proper notices are issued for meeting and minutes are maintained.
- Council encourages students to participate in, inter-collegiate, university and inter-university cultural events.
- Students' Council organizes Fresher's Day to welcome the newcomers and they also ensure "**ragging free**" atmosphere is created.
- Class Representatives have an important role to play. They are In-charge of class discipline, class attendance, lecture schedules and communication between staff, student, and management.
- To encourage inter-mixing among students from different streams and courses, the Council celebrates special occasions or occasions of importance such Teacher's Day, Traditional Day etc.
- In order to awaken a spirit of National Integrity among the student population, student council gives special importance to celebration of Republic Day and Independence Day.
- Students' Council is a body which organizes College Day on behalf of the college. On this day we felicitate the students who have won laurels in academics.
- Students' Council this year organized inter-collegiate competitions in various events which was attended by 18 college and finance was through sponsorship arranged by the students.
- Expenditure of Student Council's normal activities including College Day and academic prizes are financed by the college.

SPORTS

- Although we are very young institution our performance in sports conducted by Mumbai University has been commendable and the following table will vouch for the same.

OUR RANKING IN SPORTS CONDUCTED BY UNIVERSITY OF MUMBAI

YEAR	Ranking out of more than 250 college under University of Mumbai
2005-2006	10
2006-2007	8
2007-2008	10

B. GYMKHANA COUNCIL

- Although not necessary as per University statute we have started gymkhana council which is headed by as senior lecturer as Prof. In-charge to help sports students.
- Council consists of Principal, Prof. In-charge of sports, sports director, and students representing various activities.
- **Members of Gymkhana Council**

Dr. Daphne Pillai, Principal	Chairman.
Prof. A. N. Kutty	Vice Chairman
Prof. Binoj Kutty	Professor In-charge
Prof. Vijay Vichare	Asst. Professor In-charge
Mr. Lawrence Bing	Sports Director
Student Representative	
Mr. Suraj. V. Suvarna	Football
Mr. Manish D Bhatt	Cricket
Mr. Pramod	Handball
Mr. Saneesh Anthony	Ball Badminton
Ms. Aparna Patil	Ball Badminton
Mr. Swapnil	Kabbadi
- Regular meetings are conducted to decide the various facilities necessary, competition to be participated, etc.
- Gymkhana Day is celebrated one day before college day and the students who have won the laurel in sports for the college is felicitated with track suit and cash award.

BEST PRACTICES IN STUDENT SUPPORT AND STUDENT PROGRESSION**A. STUDENTS' SUPPORT:**

- Support to economically backward students through scholarship and installment facility.
- Introduction of 'Earn and Learn' scheme to provide financial support to students.
- Introduction of class teacher system as first stage of counseling and introduction of guardian teacher system for personalized service.
- Counseling unit having a qualified counselor Mrs. Deepti Pillai whose services are available.
- Book Bank facility is available for economically weak students.
- Re-admission to same class on account of failure or drop out is given with 50% fee concession.

B. STUDENTS' ACTIVITIES:

- Empowering class representative with coordination of lectures, feedback on various problems, discipline of class room, etc.
- Use of Student Council as a forum to discuss problems and solutions.
- Use of Class Representatives as an important communication link between management and students.

Criterion VI:
GOVERNANCE AND LEADERSHIP

6.1 INSTITUTIONAL VISION & LEADERSHIP**6.101 VISION, MISSION & GOALS OF INSTITUTE IN TUNE WITH THE OBJECTIVES
OF HIGHER EDUCATION****OUR VISION**

Our **vision** is “**Education for All**”. To fulfill our vision we welcome students from diverse backgrounds irrespective of region, religion, caste, economic strata and academic performance.

OUR MISSION

- Achieving excellence in education by maintaining high standards of teaching, shaping talents of students, moulding their character and imbining in them a sense of civic responsibility.
- Empowering students to become able, responsible citizens by imparting quality education and inculcating sound values.
- Providing best of infrastructure comparable to international standards.

ORGANIZATIONAL GOALS

- To provide quality education
- To create employment potential
- To provide community service
- To provide youth for community service
- To achieve overall development of students
- Respect for environment

The plan of action is chalked out by IQAC in the beginning of every academic year towards achieving our goals.

Details of the yearly plan of the institution in tune with the organizational goals

- To begin lectures on the first working day of every year.

- To ensure 100% utilization of lecture timings.
- Academic Calendar is prepared before the beginning of the academic year. It is a plan for the whole academic year and it helps us to achieve organizational goals with optimum efficiency and better co-ordination.
- To provide maximum opportunities to students in terms of academics, sports, co-curricular activities and exposure to international advancements and thereby encourage overall development.
- To make greater use of modern teaching methods like audio-visual screening, role plays, simulation, field visits and surveys, mock interviews, visits, dramas, assignments, presentations, projects amongst others.
- To introduce more practical sessions and lectures than prescribed by the university, for subjects which are difficult.
- To interact with guardians from time to time regarding progress of their ward.
- To encourage mentoring by management, corporate guests, teachers, student to student, emphasize on communication skills amongst vernacular students.
- To regularly maintain, repair and upgrade infrastructure to facilitate effective teaching-learning.
- To augment library resources with newer editions and more number of titles.
- Semester wise/Term wise teaching plan helps us to provide quality education.
- To depute as many teachers as possible for professional development programmes such as seminars, workshops and conferences.
- To fulfill our social objectives.
- To use our Annual College Magazine and other Publications as a tool for spreading social messages.
- To organize seminars and conferences in our campus.

- To introduce schemes such as book banks, free ships and earn and learn policy for economically backward students.
- To encourage international exchange programme.
- To inculcate the habit for the “support for environment we provide a clean atmosphere and green campus. Smoking is prohibited in our campus.
- To encourage “**Energy Conservation**” and proper utilization of natural resources through “**Composting**”.
- By empowering students with more responsibilities for planning and execution we develop leadership qualities amongst them.

ORGANIZATIONAL POLICIES, RULES AND PROCEDURE

- We work towards creating an academic environment where teachers are dedicated to teaching and students are dedicated to learning.
- The college works on long term, well defined policies, rules, regulations and procedures.

Following policies are in operation now:

- Each course will have a coordinator. The coordinators have the authority to take decisions within the policies of the organization.
- Each coordinator is accountable for the following areas:
 - Attendance of students.
 - Regularity and punctuality in lectures.
 - Informal and formal feedback from students.
 - Attending to students’ grievances.
 - Completion of portion in line with teaching plans.
 - Setting examination date, question papers, result declaration, moderation and coordination with similar institutes.
 - Coordination with other departments of the institute.
 - Coordination with Board of Studies and University regarding the syllabus.
- Every class will have a class teacher who takes care of aspects such as monthly attendance, academic performance of students, discipline and informal feedback of students related to teaching quality. He/she will be doing counseling. However in case of necessity the student will be counseled by our specialized counselor.
- Specially for weak students we have introduced guardian teacher system who will attend to academic needs of the student on “one to one” basis.

- Monthly attendance of students will be notified by the Professor-in-charge, on the notice board and the website at the start of every month (latest by 7th of every month).
- Guardians will be informed about any short fall in attendance or poor performance of their ward. Such students will be counseled by the Vice-Principal, in the presence of the guardian.
- Additional measures such as test series, tutorials, remedial lectures, etc will be implemented in different departments to improve the quality of education.
- Performance of students in first term examination is communicated to the guardians in case their result is found to be unsatisfactory.
- The academic calendar of the college will be prepared in consultation with all coordinators, departmental heads and professors in charge of various associations and put up on the notice board and the college website, at the beginning of the first semester.

6.102 DEMONSTRATION OF EFFECTIVE LEADERSHIP IN INSTITUTIONAL GOVERNANCE

LEADERSHIP ROLE OF HEADS OF THE INSTITUTE

- **Dr. Vasudevan Pillai**, founder and visionary behind our campus, believed in building up a multi-faceted educational institution with modern facilities matching to international standards for providing and spreading education in interior Maharashtra Raigad District which took shape in the form of our institute in 1998 under his effective leadership. According to him, all though growth is essential for survival, growth without quality is meaningless. His ideas therefore revolve around improving quality of education and also providing facilities to under privileged.
- **Dr. K. M. Vasudevan Pillai & Dr. Daphne Pillai** were honoured for their contribution to the field of education by being invited to join the delegation accompanying **Dr. Manmohan Singh**, Honorable **Prime Minister of India** to **IBSA Summit** held in Rio-De-Janerio, Brazil on 13-14th April, 2010 and on 15th April, 2010 in Brazilia.
- **Dr.Daphne Pillai**, the Principal of our College, with 29 years of teaching and administrative experience in educational institutions, is the Head and Mentor of our institute. The college had a modest beginning with 39 students and one programme; we now have 2311 students and 10 programmes. This growth would not have been possible but for the dynamic leadership of Dr. Daphne Pillai. Her vision has led us to initiate and encourage research and cross cultural learning through Centralized Research Forum, partnership with St. Mary's College of Business and Economics, California, U.S.A., for student exchange programme and other such projects which help to globalize our exposure.
- **Mr. A. N. Kutty**, Vice-Principal: With varied experience in industry and academics, he is the architect behind the framing and implementing of long term

and short term policies of the institute in consultation with his colleagues. His dynamic leadership and out-of-the-way approach has created optimum satisfaction of all stake holders.

- Co-ordinators of each programme are accountable for all activities and positive outcome of the concerned programme. They have been delegated sufficient authority to enable them to take quick decisions.
- Heads of the Department are leaders and are responsible for syllabus co-ordination with university, ensuring the quality of teaching, teaching plan and portion completion, indenting library books, deputing members of the department for professional development programmes and control of evaluation and moderation. They conduct regular departmental meeting and co-ordinate teaching activity.
- Registrar is responsible for planning and coordinating all non-teaching/administrative activities.
- Glances of effective governance are seen in the form of improvement in results, increase in pass percentages, and decrease in drop outs, student's achievement in sports and cultural activities as well as in the professional development of staff and overall satisfaction of students and all teaching, non-teaching staff.

6.103 MANAGEMENT AND HEADS OF THE INSTITUTION ENSURES THAT RESPONSIBILITIES ARE DEFINED AND COMMUNICATED TO THE STAFF OF THE INSTITUTION.

- Responsibilities of every staff are communicated to them through notices that clearly define their role in the implementation of any given assignments. Besides they are also informally counseled so as to make them aware of their duties.

6.104 MANAGEMENT BY FACTS, INFORMATION AND OBJECTIVES

Management based on Information:

- Head of the institute ensures that adequate information on various aspects of management is obtained through regular staff meetings, meeting with heads of the departments and coordinators.
- Academic audit: Students' feedback, committee reports, portion completion certificates, etc serves for an academic audit.
- Principal has regular formal and informal interactions with the student community.
- All decisions relating to management are through feedback from the above sources.
- Vice Principal reports to the Principal on day to day basis .Principal herself being a part of management takes on the spot decisions.

- Activities are reviewed on daily basis and any correction needed is undertaken immediately as management representative is available in the premises.

6.105 MANAGEMENT ENCOURAGE AND SUPPORT INVOLVEMENT OF THE STAFF FOR IMPROVEMENT OF THE EFFECTIVENESS AND EFFICIENCY OF THE INSTITUTIONAL PROCESSES.

- Development programmes for staff in the form of workshops, conferences, seminars are organized by the college and they are also encouraged to attend such events. College takes care of the costs incurred.
- Staff is encouraged to take up free computer education provided by Mahatma Centre of Software Technology (MCST).
- We offer computer education to children of our staff at concessional rates.
- We encourage our staff to take up research, do higher studies and thereby improve their professional abilities. We give partial financial help for advanced learning.
- Financial support is given to needy staff through the credit society and/or Trust.
- We follow a system of participative management which helps our staff to voice their opinions and give suggestions which are valued and considered.
- We encourage our staff by giving the Best Library User Award and the Best Teacher Award.
- We provide Staff Rooms that are well lighted, well ventilated and having all basic amenities like lockers, cupboards, water coolers, refrigerators, computers with high speed internet connection, printers, intercom etc.
- We provide for staff housing facility, whenever necessary.
- Management provides medical funds to needy employees in an emergency situation.
- During outstation industrial visits, grade IV staffs are encouraged to accompany with sponsored travel and stay.
- On the occasion of Teacher's Day, we organize events for the entertainment of our staff and announce the Best Teacher Award.
- Term end lunch is organized for staff. We also provide refreshments during interdepartmental meetings.
- Promotion for non-teaching staff is granted on the basis of performance.

6.2 ORGANIZATIONAL ARRANGEMENT

6.201 STRUCTURAL ORGANIZATION OF INSTITUTION

The college is governed by Trust (management) and constituted by MES (Mahatma Education Society). The college is headed by the Principal. The Principal is assisted by Vice – Principal. They in turn coordinate with all the departments' in-charge or the department coordinators. Coordinators work in association with other teaching staff of the department. The non – teaching staff contribute equally at all levels to ensure smooth functioning of the institute. Office staff takes care of routine administrative activities and also assist the principal in overall administration of the institute.

Board of Trustees:

Name of Trustees	Designation
Shri P. M. Bhaskaran	Chairman
Dr. K. M Vasudevan Pillai	Secretary
Dr. (Ms.) Daphne Pillai	Jt. Secretary
Shri K. S. Nair	Treasurer
Smt. Geeta Menon	Jt. Treasurer
Shri, C. P. Varkey	Member
Shri, Raveendaran S.	Member
Ms. Minerva Pillai	Member
Mr. Franav Pillai	Member

Co-ordinators for different courses are:

- Mrs. Smitha Jayram (B.Com.)
- Ms. Ragita Nair (B.Sc.I.T. & B.Sc.C.S.)
- Mrs. Prerna Sharma (B.M.S.)
- Mrs. Abida Hawaldar (B.Com. A&F)
- Mrs. Meenakshi Srivastava (B.Sc.Biotechnology)
- Mrs. Rashmi Padhye (M.Sc.Biotechnology)
- Dr. K.M.Srinandini Devi (M.Sc.Biotechnology)
- Mr. Gajanan Wader (M.Com.)
- Mrs. Mamta Nair (M.Sc.I.T.)
- Mrs.Jennie Prajith. (B.Com. F/M)

Heads of Department :

- Dr. Daphne Pillai (English)
- Dr. Rinkoo Shantanu (Economics, Foundation Course, E.V.S.)
- Mrs. Monali Ray (Accounts)
- Ms. Ragita Nair (C.S. & I.T.)
- Mr. Gajanan Wader (Law)

➤ Mrs. Smita Jayaram (Mathematics)

➤ Mrs. Seema Somani (Commerce)

Local Managing Committee/Advisory Committee: This committee has been constituted as required under section 85 of the Act and following are the names and designation of its present members:

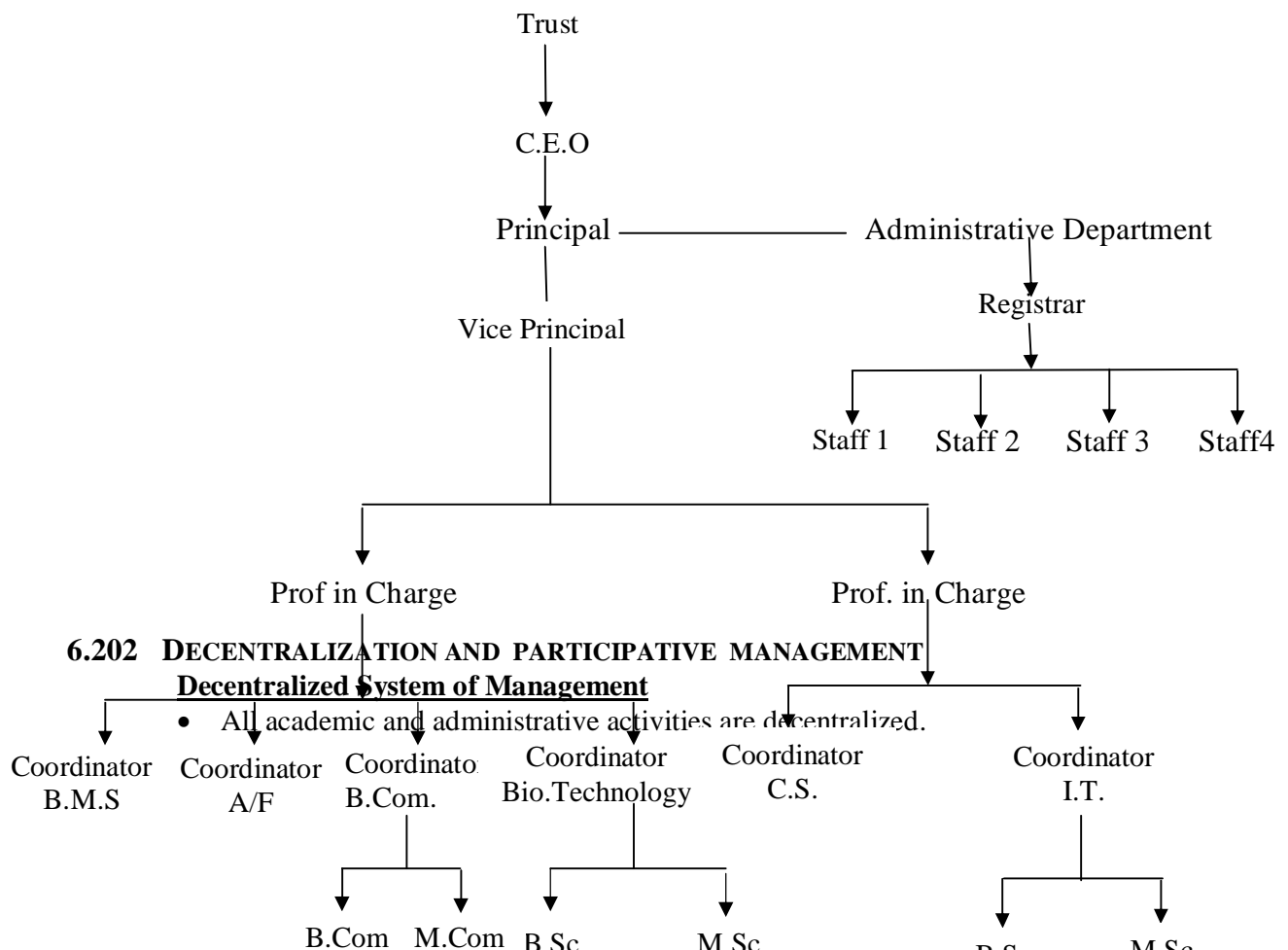
Mr. P.M.Bhaskaran	-	Chairman of Management
Dr. K.M.Vasudevan Pillai-		Secretary of Management
Dr. (Mrs.) Daphne Pillai	-	Principal (Member Secretary)
Prof. A.N.Kutty	-	Management Representative
Mr. C.Y.Kulkarni	-	Member (Local Representative)
Mrs. Sudha Hatiskar	-	Member (Local Representative)
Mrs. Aarti Sukheja	-	Member (Representative of Teaching Staff)
Mrs. Deepika Sharma	-	Member (Representative of Teaching Staff)
Mr. Gajanan Wader	-	Member (Representative of Teaching Staff)
Mr. Sunil Nair	-	Member (Representative of Non Teaching Staff)

Academic and administrative committees

- Most of the activities are coordinated through committee form of Management. Each committee has a coordinator with few members for evolving policies and executing such policies to realize the overall objectives of the organization.

6.201

Organizational structure of the institute:



- **Autonomy** is enjoyed by heads of the departments and co-coordinators in terms of:
- When the department requires library books, chemicals, instruments or stationeries, they are required to follow standard procedure of filling up ~~application forms which are sent to the Purchase Committee~~ through the Vice-Principal. **This provides for financial autonomy to a great extent.**
- Departments can decide on industrial visits and tour operations, organize intercollegiate events and arrange seminars/workshops/exhibitions independently. The costs are sanctioned by Principal on recommendation by the Professor in charge.
- Department has the independence to set the order of preference of new staff members, provided it complies with the rules set by the University.

This provides for departmental autonomy.

- There is a clear cut demarcation in the duties and accountabilities between the teaching and non-teaching staff. The office staff takes care of routine **administrative activities** such as issuing of certificates, admission procedures, collection of fee, submission of documents to university, issuing of travel concession forms, maintenance of important files, attendance register for staff etc.

This provides for administrative autonomy.

Participative Management

- All management decisions are taken through discussions and deliberations.
- The college works through a system of coordination. Principal functions as coordinator between the college and the management.
- Matters pertaining to each department are discussed and worked out during intradepartmental meetings that are held on a regular basis.
- The needs and problems, suggestions for educational reforms and infrastructural improvements associated with each department are conveyed by Coordinator and department members to the Vice-Principal and Principal.
- The Principal and Vice-Principal discusses these issues with the concerned departments and if need be the issues are put forth during inter-departmental meetings.
- Minutes of the meetings are available with the Staff Secretary.
- Opinions of heads, teachers, and non-teaching staff and other stake holders are considered and valued.

- The Principal and Vice-Principal hold powers to take decisions and implement them.
- However, while dealing with highly sensitive issues or matters relating to large scale infrastructure development, the Principal communicates with the management.
- Administrative decisions are taken and implemented by the Registrar after communication with Vice-Principal and Principal.
- This system of communicative management gives every staff the freedom to voice their opinions and address their grievances.
- Participative Management allows the heads to collaborate with different departments and personnel of the institute and thereby improve the quality of decision making.

6.203 COLLABORATION WITH OTHER SECTIONS/DEPARTMENTS AND PERSONNEL OF THE INSTITUTION TO IMPROVE AND PLAN QUALITY OF THE EDUCATION PROVISION.

- Pillai's College of Arts, Commerce and Science is one of the institutions in our campus. For optimum utilization, some of the facilities are centralized and shared. Therefore ours is a model institution as far as collaboration with other Institutions/Departments are concerned and such co-ordinated activity has helped us to improve the standard of quality of service.

6.204 Maintenance of Internal Coordination

Internal coordination is maintained through:

- Regular intra and inter departmental meetings.
- Issuing of notices and circulars to all departments.
- Intercom
- Sharing of information and knowledge relevant to their respective fields of study amongst staff from other departments.

Mechanisms to monitor Internal Coordination

➤ Supervision by heads:

- Coordinators and Heads of Department are responsible for planning, control, co-ordination and direction of all activities relating to the programme.
- Principal and Vice-Principal also coordinate with the Coordinators, Heads of Department and the Management.

➤ Recording of activities:

- All official activities undertaken by the staff have to be recorded in the form of reports and these reports are accessible to all others in the department. For example: Reports on industrial visits, exhibitions and programmes arranged by the department etc are prepared.
- Each professor In-charge has to submit a report regarding the activities of the concerned department at the end of each term to the principal. These reports are discussed in the staff meetings.
- Staff is expected to fill up forms/certificates to record academic activities. For example: Forms for Teaching Plan are filled up at the start of each semester and Portion Completion Certificates are filled up after the syllabus is completed.
- All formal notices and/or circulars issued by the department are also filed up for record and follow up.
- Examination Committee keeps a separate record of all activities related to examinations. The committee reports about allocation of supervision, students' performance, copy cases, etc on all examination dates to the Vice-Principal.

6.205 EFFECTIVE FUNCTIONING OF THE GRIEVANCE CELL

Refer to Criteria V, 5.209, Pg No. 73

6.206 MANAGEMENT MEET THE STAFF PERIODIACLLY TO DISCUSS ON VARIOUS ACADEMIC AND ADMINISTRATIVE ISSUES.

- Since the management representative is available in the campus, regular meeting and discussion is routine.
- In addition to C.E.O, Dr. Vasudevan Pillai, our Principal Dr. Daphne Pillai is also available in the campus every day.
- Staff meetings are held as and when required and are used as an important forum to discuss academic and administrative issues.

6.207 CELL FOR PREVENTING SEXUAL HARASSMENTS

WOMEN'S CELL

- Women's cell works under a professor in charge. It has representation from students and staff.
- This cell was set up to achieve the following goals:
 - To make students aware about gender equality by conducting lectures and seminars.
 - To provide professional counseling to girl students whenever required and a professional counselor has been appointed for this purpose.

- Prevention of sexual harassment.

6.3 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.301 ACADEMIC PLAN

- Academic plan is prepared before the beginning of the academic year based on the University Calendar .Senior teachers participate in this activity and the plan for the incoming academic year is presented in the staff meeting held on the last working day of the out going academic year.

6.302 OBJECTIVES ARE COMMUNICATED AND DEPLOYED AT ALL LEVELS

- Objectives are communicated to employees at all level.
- Master plan to achieve this objective is made into departmental/institutional plans and communicated to departmental, executives and coordinators.

6.303 DIFFERENT COMMITTEE ARE CONSTITUTED

- We are constituted a number of committee for smooth functioning of all activities to the satisfaction of all stake holders.
- Each committee has its objectives in line with institutional goals and the coordinator ensures achievement of the same through proper planning.

6.304 DEPLOYMENT WITH A SYSTEMS PERSPECTIVE

Deployment of Information

College ensures that all information, objectives and decisions are communicated to all levels.

This is achieved through:-

- Regular departmental and inter-departmental meetings.
- Issuing of formal notices that are sent to all departments and are also put up on general notice boards, blackboard at the entrance and the college website.

6.305 INSTITUTION USES THE DATA AND INFORMATION OBTAINED FROM THE FEEDBACK.

- Feedback of teaching staff taken formally and informally is used as tool to improve the performance.
- These feedbacks are discussed at departmental meetings and concerned teacher is counseled by the H.O.D. and the Principal.

6.4 HUMAN RESOURCE MANAGEMENT

Institutional Initiatives in Manpower planning

- In view of the growth of the institution we calculate our future manpower requirement at the end of each academic year.
- Manpower planning is decided on the basis of workload, as per university norms.
- In case of shortage of manpower we undertake normal recruitment procedures.
- Emergency requirement of staff are filled by the H.O.D. with the consultation of the Principal.

6.401 MECHANISMS IN PLACE FOR PERFORMANCE ASSESSMENT

- As a part of performance appraisal, students give an online feedback about the teachers at the end of each academic year. All students of each department are expected to do so for all the teachers concerned with their class. The identities of students are not disclosed.
- The feedback form has a well defined set of questions that help the students to evaluate the teaching capacity based on lecture understanding and define how far the teacher has succeeded in reaching out to the students.
- These details are accessible to staff so as to help them judge their performance.
- Wherever required counseling is provided to staff in order to help them improve their professional capabilities.

6.402 WELFARE MEASURES.

- Maternity Leave
- Credit Society
- Get Togethers
- Annual Lunch
- Annual Picnic

6.403 STRATEGY TO RETAIN FACULTIES.

- Teachers who are qualified as per University norms are given UGC scale and credited to their bank account.
- Teachers who have sufficient qualification but do not fulfill University norms are given appointment on contract basis until they improve their qualification with a salary more than the norms.
- Regular increment is also given even if appointment is on contract basis.

6.404 PART TIME/CLOCK HOUR BASIS STAFF

- We give attractive rates to clock hour basis lecturers who are professionals.
- Faculty coming from distant places are at times given transport cost

6.405 CONDUCTS PROGRAMMES FOR PROFESSIONAL DEVELOPMENT OF STAFF

Refer Criteria II, 2.405, Pg No. 24

6.407 FACILITIES PROVIDED TO FACULTY

- We have spacious staff rooms with all facilities.
- Departmental Heads, Co-ordinators have separate rooms with computer connected to internet and telephone facilities.

6.408 MAJOR MECHANISMS IN PLACE FOR FACULTY

- Vice Principal can be directly approached .No appointment is necessary.
- There is suggestion/complaint box located at first floor.
- Registrar is located in the ground floor who is always available to attend enquires.
- Co-ordinators of each programme can be approached for information relating to students.
- Enquiry counter attached to Vice Principal's office is open from 11.00 a.m.

6.5 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

6.501 BUDGETARY FOR ACADEMIC AND ADMINISTRATIVE ACTIVITIES (Including Maintenance)

We have budgetary provisions for all administrative and academic activities
Refer to annexure (A-6)* for Annual Budgets

6.502 OPTIMAL UTILIZATION OF BUDGET:

Budgetary provisions are made use of for administrative and academic activities. Academic activities are given an equal weightage considering that all our courses are self-financing and hence self maintained except for one division of B.Com. which receives grant from University Grants Commission.

Budgetary provisions are utilized for:

- Infrastructure maintenance and development
- Upgrading the existing institutional system
- Augmentation of library and laboratories.
- Introduction of new and relevant technology
- Improving the basic facilities provided to students and teachers
- Salary for staff
- Providing financial aid to needy students and staff
- Staff welfare measures
- Gymkhana and other students' facilities
- To be prepared for unexpected and emergency situations
- Social activities and society welfare

Most importantly budgetary provisions are utilized for the expansion of MES in terms of both quality and quantity.

6.503 MONITORING FINANCIAL MANAGEMENT PRACTICES THROUGH INTERNAL AUDIT FINANCIAL PLANNING, BUDGET ALLOCATION, AUDITING

- **Financial planning** is done at the start of each financial year. Budget planning is based on:
 - Previous year's income-expenditure details
 - Anticipated expenditure for the coming financial year.
- Early phase **tax planning** helps the institute to be up to date and on time with respect to tax payment.

- All financial matters such as fee collection, salary distribution, tax payment etc are taken care of by the finance department.
- Record of every transaction is maintained in the form of authentic receipts.
- Accounting system is computerized for all financial transactions.
- **Budget allocation** is based on requirements for different sections.
- **Budgetary provisions** are proportionally utilized for administrative and academic activities in order to ensure maintenance and expansion of PCACS and MES.
- We have a centralized **Purchase Committee** of MES. All material requirements of our institute including stationery for the new academic year is calculated at the end of previous academic year. Material planning is done on the basis of earlier year's consumption and incoming years expected student strength. Requisition is placed to the Purchase Committee for all requirements. The Committee prepares their financial planning based on requisition received from various institutions. The requirements are supplied in an organized and professional manner.
- Emergency requirement is met with at local level.
- If a condition so arises that the available budget is inadequate, then the **Institute can meet with the deficit by taking aid from Trust.**
- MES has formed a **Credit Society** that serves to provide financial aid to its staff on credit basis. Staff members can register themselves as members of this society by paying a nominal registration fee. Staff members who have completed three years of service with MES are eligible to get a loan of up to one lakhs from the society.
- In order to ensure reliability in terms of budget details and to avoid any form of discrepancy, **regular auditing** is done during which the planned budgetary details are compared with the factual data (fee receipts, bank statements, purchase & service bills etc).
- **Internal auditing** is done on a regular basis by Mr. Mallaya, our internal auditor.

6.504 REGULARITY IN EXTERNAL AUDIT

- **External/Statutory auditing** is done at the end of each financial year by our External Auditor Mr.Y.S. Mazumdar of Mazumdar and Co.
- All relevant data relating to financial matters as discussed above are organized and retained in a computerized system. This helps to computerize the entire **Financial Management System**.

Refer to annexure for details of Income-Expenditure Data, Budget

6.505 INSTITUTIONAL INITIATIVES FOR MOBILIZATION OF RESOURCES

- The source of income for the institute is:
 - Fees obtained from students of all courses.
 - Fees obtained from the add-on courses offered by MCST.
 - Grant in aid for one division.
- If a condition so arises that the available budget is inadequate, then the **Institute can meet with the deficit by taking aid from Trust**.
- We believe in providing education to deserving candidates alone and we don't consider the students financial background as a qualifying criteria. On the contrary, we take into consideration the restraining conditions that challenge candidates coming from a financially unstable or emotionally traumatizing background and we, therefore, lower our cut off percentages subject to University norms, during admission when such a case comes up. In fact we admit the student by collecting a nominal amount as fees and counsel the student to apply for free-ship.

6.6 BEST PRACTICES IN GOVERNANCE AND LEADERSHIP

Best practices in Institutional Vision and Leadership:

- Quality is paramount in all our endeavors
- Management based on facts, information and objectives

Best practices in Organizational Arrangements:

- Decentralization of Authority
- Participative Management

Best practices in Strategy Development and Deployment:

- Clear cut planning for future
- Execution of pre-decided academic plans

Best practices in Human Resource Management:

- Professional Approach
- Encouragement of faculty for self-development

Best practices in Financial Management and Resource Mobilization:

- Transparency in Financial practices
- Effective and efficient financial decision making

Criterion VII: INNOVATIVE PRACTICES

7.1 INTERNAL QUALITY ASSURANCE SYSTEM

7.101 MECHANISM DEVELOPED BY THE INSTITUTION

- The institution has established an Internal Quality Assurance Mechanism to ensure maintenance of quality within the existing academic and administrative systems. Following are members of the Quality Assurance Cell:
 - Mrs. Aarti Sukheja (Coordinator)
 - Mrs. Monali Ray
 - Mrs. Abida Hawaldar
 - Mrs. Shefali Chitre
 - Mrs. Deepika Sharma
 - Mrs. Smitha Jayaram
 - Dr. K.M. Srinandini Devi
 - Mr. Gajanan Wader
 - Mr. Shabab Rizwi
- Quality Assurance Cell work as watchdog and ensures sustenance and improvement of quality.
- Towards this goal the IQAC has introduced the mechanism as under:

Nature of Service	Criteria of Assessment	Quality Check and Control
Service from Teaching Staff	Timely arrival of Teachers	We have an in-built punching system and an institutional attendance register(which is maintained in the Vice-Principal's office) to track the arrival and departure of all staff
Service from Teaching Staff	Engaging lectures for full duration and Punctuality in taking classes	Office staff takes regular rounds to check whether the classes are engaged for full duration. Attendance sheets to be duly signed by the teacher after every lecture ensure punctuality in engaging lectures.
Service from Teaching Staff	Completion of portion within specified time duration	Upon completion of portion, Portion Completion Certificates are to be submitted by the teachers and certified by the H.O.D.
Quality of Teaching	Contents of Teaching	Teachers are expected to submit Teaching Plan after workload allocation. Departmental meetings help to keep a regular update on progression of classes.
Quality of Teaching	Teaching ability	Teaching ability is monitored from online feedback taken from students after every academic year and through

		informal interactions between the students and the Class Teacher/H.O.D./Coordinator/Vice-Principal/Principal.
Service from Non-Teaching Staff	Timely Arrival of Staff	We have an in-built punching system and an institutional attendance register(which is maintained in the Vice-Principal's office) to track the arrival and departure of all staff
Service from Non-Teaching Staff	Quality of service offered	Feed back of staff service is obtained through suggestion box and from grievances addressed by students and other staff directly to Vice-principal.

7.102 FUNCTION

- Sustenance of quality already in existence through various checks and systems.
- Improvement of quality wherever necessary.

7.103 STUDENT PARTICIPATION IN QUALITY ENHANCEMENT / QUALITY ASSURANCE

Students contribute towards maintaining the quality of the institute in the following ways:

1) Feed back mechanism:

- Students give an online feedback about the teachers at the end of each semester. Students of each department are expected to do so for all the teachers concerned with their class. Besides, informal interaction between the students and the Class Teacher/H.O.D./Vice-Principal about issues pertaining to teaching quality is also encouraged.
- Teachers are counseled by the departmental head and/or vice-principal regarding measures to improve subject understanding and/or teaching skills.

2) Role of Class representatives:

- Two students are nominated from each class. These representatives help to communicate between the students and the teachers and Principal.
- Students Council which consist of class representative conduct meetings regularly and this decision making body of student plays an important role in quality enhancement.
- Class representatives have an important role inside as well as outside the class room in as much as they interact with management regarding quality of lectures, quality of services and other facilities.

3) Role of student representative in various committees.

- We have given representation to students in various committees such as library committee, canteen committee, etc. Students are, therefore a part of decision making

4) Direct Redressal of Problems:

- Students are encouraged to directly communicate to the head of the department or the Vice-principal regarding problems pertaining to any matter.

5) Suggestion Box

- We have a suggestion box placed on the first floor, which is a medium for our students to come out with their grievances/suggestions, without disclosing their identity. Prompt action is taken for redressal of grievances.

7.104 INSTITUTIONAL INITIATIVES IN INSTITUTIONALIZING AND INTERNALIZING BEST PRACTICES AND INNOVATIONS:

Standardization:

We have a Standard Operating Procedure for all institutional activities. All procedures are standardized and abided by.

Strategic Planning:

All activities for the academic year such as students' council activities, examination and result declaration schedules, portion completion dates, study holidays, college events, etc, are planned and recorded in the Academic Calendar at the end of previous academic year itself. The entire procedures have institutionalized.

Communication:

All planning details are communicated to the staff in writing.

Reporting and Controlling:

There is regular monitoring of all activities in the form of reports submitted pertaining to each activity and through direct supervision by the heads. Any deviations are notified and corrected without delay. These procedures are also standardized by practice.

7.105 CONTINUOUSLY ADD VALUE TO STUDENTS THROUGH ENHANCEMENT IN QUALITY OF EDUCATION:

- Continuous deputation of teachers for training sessions, seminars, conferences and workshops improve their professional skills and add to their teaching capabilities.
- Teachers are deputed for refresher/orientation courses conducted by the University to improve their approach to teaching and evaluation.
- Our encouragement to teachers for higher studies and research help them to improve the quality.
- We make use of audio-visual materials to make teaching more interesting and quality oriented.

7.2 INCLUSIVE PRACTICES

7.201 PRACTICES TO FACILITATE INCLUSION AND ACADEMIC PERFORMANCE OF SOCIALLY DISADVANTAGED GROUPS:

- **Percentage allocation of seats for all streams, as prescribed by University of Mumbai for students under reservation categories are as under:**

Reservation Category	Percentage allocation of seats as per Mumbai University
S.C.	13
S.T.	7
D.T.(A)	3
N.T.(B)	2.5
N.T.(C)	3.5
N.T.(D)	2
O.B.C.	10
S.B.C	9
Women	33
Miscellaneous	3

- Providing opportunities for education for the needy in the backward region of Raigad District is our mission.
- We follow many unique methods which also help students from socially disadvantaged sections to benefit like
 - Financial aid to the students who are socially and economically backward by way of fee reduction and free ship out of our own resources.
 - Economically disadvantaged students are given facility to pay fees on installment basis.
 - We do not insist on cut off percentage for admissions to encourage the socially and economically backward students.
 - Book bank is a facility introduced by our college with the aim of helping the financially backward students by providing them with text books on various subjects.
 - We employ economically weak students under the “Earn and Learn scheme”.

- To provide access to differently abled students we provide facilities such as ramp, lift, wheelchair, reader and/or writer for exams and time adjustment to suit his capacity.
- Our supporting staff is available to provide assistance to differently abled students at all times.
- Wards of some supporting staff whose financial background is not good are also given waiver in fees and free computer education.

7.202 EFFORTS ARE MADE BY THE INSTITUTION TO RECRUIT TEACHING AND NON TEACHING STAFF FROM THE DISADVANTAGED COMMUNITIES:

- **Teaching Staff:** We give preference to socially and differently abled candidates in our recruitment policy, subject to university rules, without compromising on quality.
- **Non-Teaching Staff:** The institution has an extra sensitivity towards disadvantaged communities while recruitment of non teaching staff which is very evident from the following:
 - 53 maids were appointed in campus from local area to provide financial support to the people of the local region.
 - Several women are employed to provide Tiffin Service for staff and students.
 - One of the painters has been promoted as attendant in biotechnology lab.
 - One of the maids from our college was promoted as clerk in library.

7.203 SPECIAL EFFORTS MADE TO ACHIEVE GENDER BALANCE

- While our effort is to recruit staff both teachers and non teachers from disadvantage community we try to keep a gender balance amongst the staff.
- Gender balance amongst student is controlled by admission policy of Mumbai University.

7.204 INSTITUTIONAL SENSITIVITY TOWARDS GENDER AND DIFFERENTLY ABLED WARDS

Special efforts to achieve gender balance amongst students and staff:

- **Students:** We are affiliated to the University of Mumbai; we follow the admission procedure laid down by the University and so our institution ensures 33% reservation for girls in admission.
- **Staff:** Teaching and Non-teaching staffs comprise both male and female members providing a good gender balance.

- We have constituted a Women's Cell to ensure gender equality under a Professor in charge. This cell has organized various seminars and carried out various activities for empowerment of women.
- To provide access to differently abled students we provide facilities such as ramp, lift, wheelchair, and/or writer for exams and time adjustment to suit his/her capacity.
- Our supporting staff is available to provide assistance to differently abled students at all times.
- Our institution organized a Painting Exhibition in which the paintings were made by some physically challenged children. Many paintings were sold during the exhibition which helped those students financially and psychologically also.
- Ms. Kanchan Bangani a differently abled student was allowed a fee waiver up to Rs. 25,550 during the year 2006 – 2007. After completing M.Sc.I.T. she has been appointed as a teaching staff in PCACS.
- **Ratio of Staff based on Gender:**

	Total Staff	Female:Male
Teaching Staff	89	63:26
Non-Teaching Staff	33	13:20

7.206 INCREMENTAL ACADEMIC GROWTH OF THE STUDENTS ADMITTED FROM DISADVANTAGED SECTIONS:

SR. NO	Roll No.	NAME	CLASS	CASTE	% at Admission	Present % (end of academic year 2008-09)
1	2228	Mahato Prabhu Kumar	S.Y.B.Com.	SC	42	47
2	222	Sonawale Dinesh R	F.Y.B.Com.	SC	36	40
3	349	Rashikar Sanket	F.Y.B.Com. A&F	ST	40	42
4	709	Sharma Rahul Kumar	F.Y.B.M.S.	OBC	52	60
5	687	Patil Bhavna	F.Y.B.M.S.	OBC	61	63
6	2585	Saudagar Shraddha	S.Y.B.M.S.	SC	62	67
7	2604	Pawar Ashwini	S.Y.B.M.S.	SC	59	64
8	985	Shetty Bhagyashree	F.Y.B.Sc.I.T.	OBC	43	44
9	2901	Uddansinh Pranali	S.Y.B.Sc.I.T.	SC	52	57

10	2894	Swami Niyati C	S.Y.B.Sc.I.T.	SC	54	58
11	446	Patil Dheeraj	F.Y.B.Sc.C.S.	OBC	60	64
12	448	Patil Minal	F.Y.B.Sc.C.S.	OBC	54	57
13	2670	Gharat Pranit	S.Y.B.Sc.C.S.	OBC	56	61
14	2673	Jambure Bhushan	S.Y.B.Sc.C.S.	BC	59	64
15	516	Gupta Khushbu R	F.Y.B.Sc.Biot echnology	OBC	53	59
16	513	Gamre Ashwini A	F.Y.B.Sc.Biot echnology	SC	50	52
17	2958	Damodare Snehal	S.Y.B.Sc.Biot echnology	SC	50	52
18	2972	Patil Karishma	S.Y.B.Sc.Biot echnology	SC	81	82

7.3 STAKE HOLDER RELATIONSHIPS

7.301 SOCIETAL PERCEPTION OF STAKEHOLDERS:

Following are the Stake Holders of our institute:

- Students
- Parents
- Staff
- Alumni
- Society

Students

- We value the opinions and needs of our students.
- Students' Council is the most important association having students' representatives through which the management and students interact regarding planning and execution of academic plans.
- In addition to Students' Council, we have various associations which represent student population.
- Two students of each division are nominated to council. These representatives communicate students' problems and needs with the class teacher, department head and the Vice-Principal.
- Suggestion / Complaint box is kept before the Vice Principal's office which is accessible to students during working hours.
- Students have the freedom to approach Vice-Principal during working hours without prior appointment.

Parents

- Class teachers interact with guardians regularly.
- They are informed about their wards academic performance and attendance records through meetings, letters and phone calls.
- Guardian Teacher meetings are held where ever possible. Direct interaction with the guardian by H.O.D. is also encouraged.
- Opinion of parents are considered with respect to various aspects such as planning of industrial visits, cultural programmes etc are valued.
- Parents of any student are allowed to meet the teachers, Coordinators, Vice Principal and Principal on any day of the week at any time to make any suggestions or complaints.

Staff

- We have regular staff meetings to keep the staff updated about changes and developments of the institute.
- Most of the decisions are taken only after consultation with the staff during staff meetings.

Alumni

- We have constituted an Alumni Association with a Professor In- charge.
- The association organizes meetings and has regular formal and informal interactions wherein any alumnus is free to give their suggestions.

Key factors that attract students and stakeholders to the institution:

Our institution attracts students and stakeholders which is evident from the growth of students admitted every year. The key factors for the attraction are:

- Infrastructure
- System standardization
- Respect for individual
- Professional Management
- Teaching quality
- Strictness in the areas of discipline, attendance, performance etc.
- Overall development of students

7.302 OVERALL CLIMATE CONDUCTIVE TO LEARNING:

- The overall atmosphere in the campus is conducive to learning.
- Students coming late because of reasons beyond control are not allowed to while away the time.

- Library is open simultaneously with the college timing and students are required to go to library in case of late arrival.
- Although there is a regular time table, in case of absenteeism of a teacher lectures are adjusted and a substitute lecture teacher is allotted the class.
- There is a standing instruction to all CRs to check up the adjusted time table everyday and inform the students.
- Lectures for all section start on very first day of the semester giving an induction to students that teaching and learning are of paramount importance.

7.303 KEY FACTORS THAT ATTRACT STUDENTS AND STAKE HOLDERS:

- Quality of teaching.
- Teacher/student relationship.
- Discipline.
- Infrastructure.
- Sport facility.
- Treatment towards student/Guardians.
- Interaction with guardians.
- Performance communication.
- Uninterrupted supply of power.
- Computer labs.
- Well defined communication system.
- Cooperative office staff.
- Class teacher, Guardian teacher setup.
- Gymkhana facility.
- Sympathetic attitude towards weak students.
- Test series.
- Result declaration/Issue of mark-sheet, admission to next Academic year within 15 days.

7.304 CO-OPERATION OF ALL STAKE HOLDER TO ENSURE OVERALL DEVELOPMENT.

- Co-operation of all stake holders is required to attain the ultimate aim of 'QUALITY EDUCATION'.

- To create an overall climate conducive to learning the institute has undertaken the following programmes based on opinions of all stakeholders:
 - More Audio Visual Rooms are made available
 - Up gradation of computer labs
 - Up gradation of Biotechnology laboratories
 - Augmentation of library resources
 - Installation of generator.
 - Availability of internet facility.

7.306 FOCUS ON SOCIAL RESPONSIBILITIES:

- Mahatma Education society fulfils its social responsibility through their various service – oriented activities.
- Some of the initiatives taken by our institution are:
 - 1) Organizing blood donation camps
 - 2) Organizing exhibitions of paintings and handicrafts of the physically challenged and tribals of India.
 - 3) Helping build a wall at a local village school
 - 4) Helping women in need of economic and social assistance
 - 5) Helping the Tsunami affected people.
 - 6) Supporting education of the under-privileged through grants and free-ships.
 - 7) Supporting science and research.
 - 8) Giving computer education to children of supporting staff so that they become employable and self reliant.
 - 9) Organizing career opportunities through campus interviews.
- We use the cover page of our college magazine to spread important social messages to students and to the community.

7.307 INSTITUTIONAL EFFORTS TO BRING IN COMMUNITY-ORIENTATION IN ITS ACTIVITIES.

- All our activity are community need oriented
- N.S.S. and all other associations conduct their programmes based on the need of the society.
- Polio Vaccination, eye camp, Computer Education, Aids rally , Blood donation , support to old age home ,etc are interlinked with surroundings and social needs.

7.308 INSTITUTION ACTIVELY SUPPORT AND STRENGTHEN THE NEIGHBORHOOD COMMUNITIES.

- Mahatma Education Society chose Panvel, Raigad District, which was then an educationally and economically disadvantaged region, to begin a multi-faceted educational campus and because of the efforts of our institution we have been able to transform this region into an Educational hub.
- Economic condition of the people of the region has improved because of various reasons:
 - Our requirements of teachers, staff, technicians, etc are supplied from the region.
 - Our student population has supported the livelihood of auto drivers who are mainly locals.
 - Ladies of the locality are engaged in the supply of tiffin to our student and staff.
 - Many housing colonies have been developed and this has increased employment opportunities in the region.

C. Evaluative Report of the Departments

DEPARTMENT OF COMMERCE

1. Faculty Profile:-

Sr.No	Name	Qualification	Designation	Nature of appointment
1.	Mrs. Seema Somani	M.Com. (Gold Medalist) SET	H.O.D.	Full timer
2..	Prof. A.N. Kutty	M.Com. L.L.B	Vice Principal	Full Timer
3.	Mrs. Mmehk Chhabria	M.Phil. M.Com.	Lecturer	Full Timer
4.	Mrs. Perna Sharma	M.Phil. M.Com. M.B.A.	Lecturer	Full Timer
5.	Mrs. Betty Sibil	M.B.A.	Lecturer	Full Timer
6.	Ms. Jigna Shah	M.Com.	Lecturer	Full Timer

7.	Dr. Sontakke Kaustubh	Ph. D. M.Phil. M .Com. (Gold Medalist),M.A.(Eco)	Lecturer	Clock Hour
8.	Dr. R.Chandran	Ph.D. M.A. PGDM. FDP.	Lecturer	Clock Hour
9.	Dr. Vijayraghavan	Ph. D. M.Phil. M.A. M.Com. PGDM, L.L.B. JAIIB, LA, IRAC(UK).	Lecturer	Clock Hour
10.	Dr. Elizabeth Mathews	Ph. D. M.Phil. M.Com. B.Ed.	Lecturer	Clock Hour
11.	Mr. Ayub Kazi	B.E.	Lecturer	Clock Hour

Department has get adequate numbers of teaching staff. All the teachers are qualified as per University norms.

2. Student Profile:-

- The selection of students for admission to various under graduate courses is made on the basis of academic performance in 12th standard as per University rule.
- The college follows reservation policy for admission given by the University of Mumbai.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes

- There has been syllabus restructuring in Commerce I, (08-09) in last two years which was done by Board of studies, Commerce University of Mumbai.
- Commerce II Syllabus has changed from A.Y. 2009-10.
- The Faculty in Commerce attends workshops meant for syllabus restructuring and gives their suggestions in it.
- Syllabus of F.Y.B.M.S. (Sem. I and II) has been changed in the year 2008-2009.
- S.Y.B.M.S. (Sem. III and IV) has been changed in the year 2009-2010 respectively.
- T.Y.B.M.S. (Sem. V and VI) will be changed from the year 2010-2011.
- T.Y.B.Com. Syllabus of Commerce III and Export Marketing are Scheduled to change in the academic year 2010-2011.
- S.Y.B.Com. Syllabus of Advertising is scheduled to change from the academic year 2010-2011

4. Trends in the success and dropouts rates of students during the past two years:-

- Subject wise drop-out rate is not possible to calculate as the subjects are interlinked with other subjects.
- Course- wise drop out has been mentioned elsewhere in the report.

5. Learning Resources of the departments:-

- Departmental library is maintained with total reference books.
- Our Centralized Library contains sufficient number of books as shown elsewhere in this report.
- However we maintain departmental library for reference purpose which contains 50 to 60 books.

**6. Modern Teaching methods practiced and use of ICT in teaching-learning:
We follow the following methods**

- Use of power point presentations and over head projector (OHP) is made while teaching.
- Question answer sessions.
- Group discussion.
- Case Studies.
- Projects

7. Participation of teachers in academic and personal Counseling of students:-

- The students who want some academic help are counseled by respective teachers from time to time.
- We have a system of appointing Class teachers who help students academically and also counsels them if required.
- Guardian teacher helps students academically in addition to Class teacher.
- Wherever necessary our specialized councilor is asked to do counseling.

8. Details of faculty development programs teachers who have been benefited during the past two years:-

1. **Mrs. Seema Somani** attended a refresher course in Commerce from 29th December, 2008 to 17th January, 2009.
2. Faculty has participated, presented papers in various seminars, conferences at national and international level as per annexure enclosed.

9. Participation/Contribution of teacher to the academic activities including teaching, consultancy and research:-

- Each teacher is actively participating in examination work, correction work, result preparation, admission work, etc.
- Each teacher has been allocated various extracurricular activities which they carry out successfully.
- **Mrs. Seema Somani** has registered for Ph.D. from SNDT University, Mumbai.
- **Mrs. Mmahek Chhabria** completed her M.Phil. in Commerce from Y.C.M.O.U. Nashik on a study of training programme in Yash Birla Group and Wipro Industries.
- **Mrs. Mmahek Chhabria** had presented a paper at Pillai's institute of Management Studies & Research and was awarded for '**Best Presentation of Paper**'.
- **Mrs. Prerna Sharma** completed M.Phil. in Commerce from Alagappa University "**On Brand Building-The Future of Marketing**".
- **Mrs. Prerna Sharma** was appointed as a Judge for Global Warming Project Exhibition at Western College of Commerce, Sanpada.

10. Collaboration with other Departments institutions of state, National and International levels and their outcome during the past two years.

- **Mrs. Seema Somani**, Head of Commerce Department, is a member of '**All India Commerce Association**', New Delhi.
- **Mrs. Seema Somani**, Head of Commerce department, is a member of '**Maharashtra State Commerce Association**'.
- **Mrs. Seema Somani** and **Mrs. Mmahek Chhabria** are members of '**Mumbai Commerce Teachers Association**'.

11. Priority areas for Research and details of the on going projects important and note worthy publications of the faculty during past two years.

- **Mrs. Seema Somani** Presented paper at International Research Conference organized by Kohinoor Business School and centre for management research on March 7, 2009. The paper titled Higher Education : A Gateway to service sector in the new millennium was published in E-Journal Spectrum
- **Mrs. Seema Somani** Presented paper at International Research conference organized by Kohinoor Business School and centre for management research on 20th February, 2010 .The paper & was published in E-Journal Spectrum.
- **Mrs. Seema Somani** presented a paper on Different Dimensions of Human Resources during turbulent Times at two days UGC sponsored National Level seminar organized

by KMC College, Khopoli. It was published in compilation of research article on 5th and 6th March, 2010.

- **Mrs. Mmehk Chhabria** Presented paper at International Research conference organized by Kohinoor Business School and centre for management research on 20th February, 2010 .The paper titled A Study of the Training Programmes in Yash Birla Group & Wipro Industries was published in E-Journal Spectrum.
- **Mrs. Prerna Sharma** Presented paper at International Research conference organized by Kohinoor Business School and centre for management research on 20th February, 2010 .The paper titled Consumer Behaviour and Advertising efforts in Consumer products.

12. Placement record of the past students and the contribution of the department to aid student placement:-

- Our college has separate placement cell which looks after the placement of the students.

13. Plan of Action of the Department for the next five years:-

- We have planned for inter disciplinary seminar in the academic year 2010-2011.
- Industrial Visits to various companies.
- Research Projects.
- Conduct seminars and conferences.
- Class test/test series.
- There will be guidance lecture for T.Y.B.Com. students in subject of Management and production planning, Export Marketing.
- Guidance Lectures for B.M.S.
- Guest Lectures.

DEPARTMENT OF ECONOMICS

1. Faculty Profile

Sr.No	Name	Qualification	Designation	Nature of appointment
1.	Dr. Rinkoo Shantanu	Ph.D. M.A. (Eco.),B.Ed. NET	Head of the Department	Full Timer

2.	Mrs. Aarti Sukheja	M.A. (Eco.) NET SET MBA	Lecturer	Full Timer
3.	Mr. Shabab Rizvi	M.Phil. M.A.(Eco.)	Lecturer	Full Timer
4.	Mr. Gopalkrishnan	M.A.(Geography), M.A.(Sociology)	Lecturer	Clock Hour

The teaching staff is adequate in the department. All the teachers are qualified as per University norms.

2. Student Profile:-

- The selection of students for admission to various under graduate courses is made on the basis of academic performance in 12th standard as per University rule.
- The college follows reservation policy for admission given by the University of Mumbai.

3. Changes made in the courses or programmes during the past two years and contribution of the faculty to those change:-

- We are affiliated to University of Mumbai and we follow changes made in Syllabus restructuring from time to time as proposed by University.
- F.Y.B.Com. - Business Economics I Syllabus was revised in 2008-2009.
- S.Y.B.Com. - Business Economics II Syllabus has been revised in 2009-2010.
- T.Y.B.Com. - Business Economics III Syllabus is scheduled to be revised from 2010-2011.
- F.Y.B.Com. – Environmental Studies Syllabus has been revised in 2009-2010.
- S.Y.B.Com. - Foundation Course II Syllabus was revised in 2008-2009.
- F.Y.B.Com. A/F - Micro Economics Syllabus was revised in 2008-2009.
- S.Y.B.Com. A/F - Macro Economics Syllabus has been revised in 2009-2010.
- T.Y.B.Com. A/F - Macro Economics Syllabus is proposed to be revised in 2010-2011.
- S.Y.B.M.S. (Sem. III) Managerial Economics II Syllabus has been revised in 2008-2009.

Teachers are encouraged to attend workshops conducted by Board of Studies, University of Mumbai, to incorporate the changes in the syllabus.

Department of Economics of our college has also conducted **three workshops** in association with **Board of Studies in Business Economics**.

- T.Y.B.Com. Syllabus revision workshop conducted on 31st January, 2007.

- F.Y.B.Com. Syllabus revision workshop conducted on 28th June, 2008.
- T.Y.B.Com. Syllabus revision workshop conducted on 24th February, 2010.

4. Trends in the success and dropout rates of students during the past two years:-

- Subject wise drop - out rate is not possible to calculate as the subjects are interlinked with other subjects.
- Course wise drop out has been mentioned elsewhere in the report.

5. Learning resources of the department-library, computers, laboratories and other resources.

- Departmental library is maintained with total reference books.
- Our centralized library contains sufficient number of books as shown elsewhere in this report. However we maintain departmental library for reference purpose which contains 50 to 60 books.

We are also provided with computer facility in the department.

6. Modern Teaching methods practiced and use of ICT in teaching learning:-

- Use of power point presentations and over head projector (OHP) is made while teaching.
- Question answer sessions.
- Group discussion.
- Case Studies.
- Projects.
- Test Series.

7. Participation of Teachers in academic and personal counseling of students:-

- The students who want some academic help are counseled by respective teachers from time to time.
- We have a system of Class teacher and each class teacher helps student academically and he/she also does counseling of students.
- Guardian teacher helps students academically in addition to Class teacher.
- Wherever necessary our specialized counselor is asked to do counseling.

8. Details of Faculty development programmes and teachers who have been benefited during the past two years:-

The full time University approved teachers are sent for orientation and refresher programmes/courses from time to time. The details of the teachers who attended faculty development programmes for the past two years are given below:-

- **Dr. Rinkoo Shantanu** has attended her first Refresher Course in Economics from 08/09/2008 to 27/09/2008.
- **Dr. Rinkoo Shantanu** has attended her second Refresher Course in Economics from 21/10/2009 to 10/11/2009.
- **Mrs. Aarti Sukheja** has attended her first Refresher Course in Economics from 10/12/2007 to 29/12/2007. **Mrs. Aarti Sukheja** has attended her second Refresher Course in Economics from 08/09/2008 to 27/09/2008.

9. Participation/contribution of teachers to the academic activities including teaching, consultancy and research:-

- Each teacher is actively participating in examination work, correction work, result preparation, admission work, etc.
- Each teacher has been allocated various extracurricular activities which they carry out successfully.

Mrs. Rinkoo Shantanu has completed her Ph.D. on the topic ‘**Prospects of Housing Finance in India- with special reference to LIC Housing Finance Ltd**’ from M.J.P. Rohailkhand University, Bareilly.

Mrs. Aarti Sukheja is pursuing her Ph.D. on the topic ‘**A study of temporary staff recruiting agencies in Mumbai in the post reform period with special focus on BPO’s**’ from S.N.D.T University, Mumbai.

Mr. Shabab Rizvi has completed his M.Phil. on the topic ‘**Impact of retail on Indian Economy**’ from Alagappa University.

Mrs. Rinkoo Shantanu and **Mrs. Aarti Sukheja** were associated in consultancy in association with Pillai’s Institute of Management Studies and Research on the topic/project “**Export potential of Maharashtra- Products, Strategies, Opportunities and Challenges**”.

10. Collaboration with other departments/institutions at the State, National and International levels and their outcome during the past two years.

Mrs. Rinkoo Shantanu and **Mrs. Aarti Sukheja** were associated in consultancy in association with Pillai’s Institute of Management Studies and Research on the topic/project “**Export potential of Maharashtra- Products, Strategies, Opportunities and Challenges**”.

11. Priority areas for research and details of the ongoing projects, important and noteworthy publications of the faculty during past two years.

Dr. Rinkoo Shantanu
2008-2009

- Presented a paper at International Research Conference organized by Kohinoor Business School and Centre for Management Research on March 7, 2009. The paper titled “**Real Estate – A Case study on Navi Mumbai**” was published in E-Journal Spectrum of the college.

2009-2010

- Submitted a paper at International Research Conference organized by Kohinoor Business School and Centre for Management Research on 20th February, 2010. The paper titled “ **India’s Logistic Vision**” was published in E-Journal Spectrum of the college.
- Presented a paper at UGC sponsored National Level Seminar at KMC College on 5th and 6th March, 2010. The paper titled “ **Policies to tackle Global Recession – The Road Ahead**” published in the compilation of research papers published by the host college.

Mrs. Aarti Sukheja
2009-2010

- Presented a paper at National Conference at MGM-IMSR College on 12th and 13th March, 2010. The paper titled “**Global Meltdown : Effect on HR**” published in a reference book copyrighted and published by MGM – Institute of Management Studies & Research and B.R Publishing Corporation.

Mr. Shabab Rizvi
2009-2010

- Presented a paper at State level seminar at C.K.T College on 26th and 27th February, 2010. The paper titled “**Special Economic Zones and their Implication on Sustainable Development**” published by the host college.
- Presented a paper at UGC sponsored National seminar at Model College on 15th March, 2010. The paper titled “**Distance Education: Growth and Diversity**” published by the host college.

12. Placement record of the past students and contribution of the department to aid student placement:-

- Our college has separate placement cell which looks after the placement of the students.

13. Plan of action department for the next five years:-

- Inter disciplinary seminar in the academic year 2010-2011.
- Industrial Visits.
- Research Projects.
- Conduct seminars and conferences.
- Class test/test series.
- Guidance lecture for T.Y.B.Com students in the subject of Business Economics III.
- Group Discussions, debates, elocution.
- Syllabus revision workshop in association with Board of Studies in Business Economics.

DEPARTMENT OF ACCOUNTING

1. Faculty Profile:-

Sr.No	Name	Qualification	Designation	Nature of appointment
1.	Mrs. Monali Ray	M.Phil. M.Com. NET	H.O.D.	Full Timer
2.	Mr. Gajanan Wader	M.Com. C.A. C.S. SET, G.D.C.A, ISA	Lecturer	Full Timer
3.	Mrs. Abida Hawaldar	M.Phil. M.Com. SET	Lecturer	Full Timer
4.	Ms. Deepa Pillai	M.Phil. M.Com.	Lecturer	Full Timer
5.	Mrs.Kiran Sable	M.Phil. M.Com.	Lecturer	Full Timer
6.	Mrs, Kavita Baddi	M.Com. SET	Lecturer	Full Timer
7.	Mrs.Jeenie Prajith	M.Phil. M.Com. B.Ed.	Lecturer	Full Timer
8.	Mr. Shrikant Limaye	C.A.	Lecturer	Clock Hour

Department has got adequate number of teaching staff. All the teachers are fully qualified as per University norms.

2. The selection of student for academic to various under graduate courses is made on the basis of academic performance in 12th standard as per University rule.

- The selection of students for admission to various under graduate courses is made on the basis of academic performance in 12th standard as per University rule.
- The college follows reservation policy for admission given by the University of Mumbai.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes.

- We are affiliated to University of Mumbai and we follow all the changes made from time to time.
- F.Y.B.Com Syllabus of Financial Accounting was revised in the year 2007-2008 as per the guidelines of Board of Studies, Accountancy, University of Mumbai.
- S.Y.B.Com. Syllabus of Financial Accounting was revised in the year 2008-2009 as per the guidelines of Board of Studies, Accountancy, University of Mumbai.
- T.Y.B.Com. Syllabus of Financial Accounting was revised in the year 2009-2010 as per the guidelines of Board of Studies, Accountancy, University of Mumbai.
- F.Y.B.Com. Accounting and Finance (SEM I & SEM II) was revised in the year 2008-2009 as per the guidelines of Board of Studies, Accountancy, University of Mumbai.

- S.Y.B.Com. Accounting and Finance (Sem. III & Sem. IV) was revised in the year 2009-2010 as per the guidelines of Board of Studies, Accountancy, University of Mumbai.
 - The faculty attends workload meant for syllabus restructuring and gives their suggestions in it.
- 4. Trends in the success and drop-out rates of students during the past two years:-**
- Subject-wise drop-out rate is not possible to calculate as the subjects are interlinked with other subjects.
 - Course- wise drop-out has been mentioned elsewhere in the report.
- 5. Learning resources of the departments library, Computers, Laboratories and other resources:-**
- Departmental library is maintained with total reference books.
 - Our centralized library contains sufficient number of books as shown elsewhere in this report.
 - However we maintain departmental library for reference purpose which contains 50 to 60 books.
- 6. Modern teaching methods practiced and use of ICT in teaching learning**
- Use of power point presentations and over head projector (OHP) is made while teaching.
 - Test Series
 - Case Studies.
 - Projects
- 7. Participation of teachers in academic and personal counseling of students.**
- The students who want some academic help are counseled by respective teachers from time to time.
 - We have a system of Class teacher and each class teacher helps student academically and he/she also does counseling of students.
 - Guardian teacher helps students academically in addition to Class teacher.
 - Wherever necessary our specialize councilor is asked to do counseling

8. Details of faculty development/ programmes and teachers who have been benefited during the past two years.

The full time and University approved teachers and sent for orientation and refresher courses from time to time.

The details of the teachers who attended faculty development programmes for the past two years are given below.

1. **Ms. Monali Ray** attended UGC sponsored refresher course in Commerce organized by University of Mumbai from 18th October to 7th November, 2007.
2. **Mr. Gajanan Wader** attended UGC sponsored refresher course in Commerce organized by University of Mumbai from 18th October to 7th November, 2007.
3. **Ms. Abida Hawaldar** attended a seminar on **Understanding financial statements and Accounting Standards** organized by Institute of Company Secretaries of India on 4th October 2008.
4. **Ms. Kavita Baddi** attended a seminar on **Understanding financial statements and Accounting Standards** organized by Institute of Company Secretaries of India on 4th October 2008.
5. **Ms. Monali Ray** attended UGC sponsored refresher course in Commerce organized by University of Mumbai from 2nd November to 21st November, 2009.
6. **Mr. Gajanan Wader** attended UGC sponsored refresher course in Commerce organized by University of Mumbai from 2nd November to 21st November, 2009.

9. Participation/Contribution of teachers to the academic activities including teaching consultancy and research.

- Our department member **Mr. Gajanan Wader (C.A.)** is eligible to consultancy service for taxation.
- **Mr. Gajanan Wader** has registered for Ph.D. in **Cooperation Housing** in YCMOU.
- **Mrs. Monali Ray, Ms. Abida Hawaldar, Mrs. Kiran Sable and Ms. Deepa Pillai** has completed M.Phil. in Commerce.

10. Collaboration with other departments/institutions at the State, national and International level and their outcome during the past two years.

Mrs. Kavita Baddi is associated in consultancy in association with Pillai's Institute of Management Studies and Research on the topic/project **"Export potential of Maharashtra- Products, Strategies, Opportunities and Challenges"**.

11. Priority areas for research and details of the ongoing projects, important and note worth publications of the faculty during past two years.

- **Mrs. Monali Ray** presented a paper on **"E-Commerce for Indian rural economy – a breakthrough"** and it was published in the "Spectrum – on line journal of Kohinoor Business School & Centre of Management Research (ISSN 0975-2153) Volume 2, June 2009.

- **Mrs. Kiran Sable** presented a paper on “**Insurance as a financial planning device**” and it was published in the book “**New Vistas in Commerce & Management**” published by Harsh Chandra Yadav for Adhyan Publisher & Distributor, Delhi, 2009 (ISBN 978-81-8453-143-9)
- **Mrs. Kiran Sable** and **Mrs. Abida Hawaldar** had written a paper on “**Entrepreneurship Culture with special focus on Women Entrepreneurship in SMEs in India**” which was published in the “**Compendium of papers on winning strategies for small and medium enterprises**” published by Institute of Business Management Research & Development.
- **Mrs. Kiran Sable** and **Mrs. Abida Hawaldar** presented a paper on “**Effect of Maul Culture on Mumbai**” and the paper was published in the in-house journal of Kirti College, Mumbai.
- **Mrs. Kavita Baddi** presented a paper on “**Banking industry- an overview**” and it was published in the “Spectrum – on line journal of Kohinoor Business School & Centre of Management Research (ISSN 0975-2153) Volume 2, June 2009.
- **Mrs. Monali Ray** presented a paper on “**Challenges of global recession on employment in India**” and it was published in Compilation of research articles presented in the UGC sponsored national level seminar of KMC College, Khopoli.
- **Mr. Gajanan Wader** Presented a paper on “**Global recession and its impact on Indian Financial Market**” organized by MGM Institute of Management studies and research and was published in the book “Global economic crises: Challenges and opportunities” (2010:Navi Mumbai, India) ISBN No.13:9788176467186.
- **Mrs. Kavita Baddi** presented a paper on “**Foreign Exchange risk management**” and it was published in the “Spectrum – on line journal of Kohinoor Business School & Centre of Management Research (ISSN 0975-2153) Volume 1, February, 2010.
- **Mrs. Monali Ray** presented a paper on “**From grey to green business of TATA- a major step in corporate social responsibility**” and it was published in the “Spectrum – on line journal of Kohinoor Business School & Centre of Management Research (ISSN 0975-2153) Volume 1, February, 2010.

12. Placement record of the past students and contribution of the department to aid student placement.

- Our college has separate placement cell which looks after the placement of the students.

14. Plan of Action of the Department for the next five years:-

- We had planned for inter-disciplinary seminar in the academic year 2010-2011.
- Conduct seminars and conferences.
- Class test/test series.
- There will be guidance lecture for T.Y.B.Com. and T.Y.B.Com. Accounting Finance students in Accountancy subjects

DEPARTMENT OF COMPUTER SCIENCE / INFORMATION TECHNOLOGY

1. Adequacy and competency of Faculty.

We have 18 faculties in our department.

The qualification and competency details of the faculty are as follows:

Sr.No	Name	Qualification	Designation	Nature of Appointment
1	Ms. Ragita Nair	M.Phil. M.Sc.C.S.	H.O.D	Full Timer
2	Mrs. Deepika Sharma	M.Phil., M.C.A.,	Lecturer on maternity leave	Full Timer
3	Ms. Ashwini Thakur	M.Sc. C.S.	Lecturer	Full Timer
4	Mrs. Anju Somani	M.C.A.	Lecturer	Full Timer
5	Mrs. Dhanya mol	M.Sc. I.T.	Lecturer	Full Timer
6	Mrs. Padmaja	M.C.A.	Lecturer	Full Timer
7	Ms. Nilofar Tamboli	M.Sc. I.T.	Lecturer	Full Timer
8	Mrs. Mamta Nair	M.C.A.	Lecturer	Full Timer
9	Mrs. Shubhada T	M.C.A.	Lecturer	Full Timer
10	Ms. Marariam Fanuswala	M.Sc. I.T.	Lecturer	Full Timer
11	Mr. Pratik Agrawal	M.Sc. I.T.	Lecturer	Full Timer
12	Mrs. Srividya T .V	M.C.A.	Lecturer	Full Timer
13	Ms. Kanchan Bangani	M.Sc. I.T.	Lecturer	Full Timer
14	Mr. Ravi Biradar	M.E.	Lecturer	Full Timer
15	Ms. Sathiya Victoria E	M.Sc. I.T.	Lecturer	Full Timer
16	Mrs. Surekha Kohle	M.C.A.	Lecturer	Full Timer

17	Mrs. Sandhaya Anilkumar	M.Sc. C.S.	Lecturer	Full Timer
18	Mrs. Rachna Singh	M.C.A.	Lecturer	Full Timer
19	Ms. Kalpana K Bhardwaj	MCA	Lecturer	Full Timer
20	Mrs. Karthica S	B.E.	Lecturer	Full Timer
21	Mr. Arun Pillai	B.E.	Lecturer	Clock Hour
22	Ms. Sukanya Roy Chowdhary	B.E	Lecturer	Clock Hour
23	Ms. Nair Krishnendu	B.E.	Lecturer	Clock Hour
24	Ms. Dipti Patil	M.E.	Lecturer	Clock Hour
25	Mr. Sushil Pandey	B.E.	Lecturer	Clock Hour
26	Mrs. Swati Ollalwar	B.E.	Lecturer	Clock Hour
27	Mr. Gajanan Birajdar	B.E.	Lecturer	Clock Hour
28	Ms. Payal Gupta	B.E.	Lecturer	Clock Hour
29	Ms. Uttara Athwale	M.C.A.	Lecturer	Clock Hour
30	Ms. Preetika Chhatta	B.E.	Lecturer	Clock Hour
31	Mrs. Sharvari Govilkar	M.E.	Lecturer	Clock Hour
32	Mr. Vinod Vaze	B.Tech.	Lecturer	Clock Hour

2. Student profile- entry level competencies, socioeconomic status, language proficiency.

- The selection of students for admission to various under graduate courses is made on the basis of academic performance in 12th standard as per University rule.
- The college follows reservation policy for admission given by the University of Mumbai.

3. Changes made in the courses a programs during the pass two years and the Contribution of the faculty to those changes.

- As we are affiliated to University of Mumbai, the University changes the syllabus after every 2/5 Years.
- University arranges for workshop which is attended by our faculty members.

4. **Trends in the Success and drop- out rates of students during the past 2 Year**
 - Subject wise drop-out rate is not possible to calculate as the subjects are interlinked with other subjects.
 - Course wise drop out has been mentioned elsewhere in the report.
5. **Learning resources of the department:**
 - Library, Computers, laboratories and other resources.
 - There are three labs for the students to learn practical subjects.
 No of Computers: Lab I – 100
 Lab II – 75
 Lab II – 100
6. **Modern teaching methods practiced and use of IC 7 in teaching learning.**
 - Our teachers take online lectures with the help of LCD Display.
 - Teachers use PowerPoint presentation transparencies while taking lectures.
7. **Details of the faculty development programs and teachers who have been benefited during the past two years.**
 - University organizes workshops refresher course and orientation course. Our faculty members participating in it. Various IT companies organize workshops which are attended by our faculties.
8. **Participation of teachers in academic and personal counseling of students.**
 - Our institution has appointed councilor for solving the personal problems of students.
 - Class teachers are appointed for improving the academic performances.
 - Guardian teachers are appointed for improving personal academic problems.
9. **Participation / Contribution of teachers to the academic activities including teaching consultancy and research.**
 - Teachers have completed M. Phil.
 - Teachers submit papers in the research forum in house as well as out side institution.
10. **Collaboration with other departments / institutions at the State, National and international levels and their outcome during the past two years.**
 - Our faculty members, **Mrs. Deepika Sharma** and **Ms. Ragita Nair** from the Information Technology/Computer Science (I.T. / C.S.) department, provide consultancy service through **Management Information System and Compilation of Data. It is a combined effort of our institution and our sister institution i.e. Pillai's Institute of Management Studies.**
11. **Priority areas for research and details of the on going projects important and note worthy publications of the faculty during past two years.**
 -----NA-----
12. **Placement record of the past students and the contribution of the department for student placement.**
 - Placement cell of the institution helps student with the recruitment.

13. Plan of action of the department for the next five year.

- Class Test/ Test Series
- Introduce Advance Learners Programme.

DEPARTMENT OF MATHEMATICS & STATISTICS

1. Faculty Profile:-

Sr.No	Name	Qualification	Designation	Nature of Appointment
1.	Mrs. Smitha Jayaram	M.Sc., M.Phil.	H.O.D.	Full Timer
2.	Mrs. Sudha Ramesh	M.Sc. Maths	Lecturer	Full Timer
3.	Mrs. Soly Zachariah	M.Sc. Maths	Lecturer	Full Timer
4.	Mrs. Kumudini Das	M.Sc., M.Phil.	Lecturer	Full Timer
5.	Mrs. Sabitha Praveen	M.Sc. Maths	Lecturer	Full Timer
6.	Mr. Sachin Wani	B.E.	Lecturer	Full Timer
7.	Dr. S.V. Hiremath	Ph.D. M.Sc.	Lecturer	Clock Hour

All the lecturers in the department are qualified for Lectureship as per the norms of the University of Mumbai.

2. Student profile- entry level competencies, socioeconomic status, language proficiency.

All the students of our institution are admitted as per the rules and regulations of the University of Mumbai.

3. Changes made in the courses or programmes during the past two years and the contribution of the faculty to those changes

Syllabus of F.Y.B.Com. (Maths) , F.Y.B.Sc.C.S. (Maths), F.Y.B.M.S. (Maths & Statistics) were changed during the academic year 2008-09. The concerned lecturers were given adequate training by the university.

4. Trends in the Success and drop-out rates of students during the past 2 Years

- Subject wise drop-out rate is not possible to calculate as the subjects are interlinked with other subjects.
- Course- wise drop out has been mentioned elsewhere in the report.

- 5. Learning resources of departments no.of books in the library are augmented from time to time. Following is the current year data (2008-2009)**
- The department is having a unique library for reference purpose for the lecturers. The library consists of 25 books of renowned authors. The department has also got a computer attached to a printer with internet facility.
- 6. Modern teaching methods practiced and use of ICT in teaching learning**
- Apart from the normal lecture deliver method, students are asked to prepare for a lecture on a specified topic and asked to deliver the same in a couple of days. Moreover, some theorems are explained with the help of an OHP or PowerPoint presentations.
- 7. Participation of teachers in academic and personal counseling of students**
- Teacher of the department give full support for the improvement of the academic performance of the students by taking extra lectures for those students whose maths background is weak. Special lectures were given to students of BMS and B.Com A/F who have a non-maths stream background.
 - Moreover, class teacher takes special care with the students and apart from that a Guardian Teacher is also appointed to have a personal watch on some weak students.
- 8. Details of faculty development programmes and teachers who have been benefited during the past two years.**
- Participation/contribution of teachers to the academic activities including teaching consultancy and research.
 - **Mrs. Smitha Jayaram**, H.O.D. is pursuing her Ph.D. in Mathematics from Bharatiyar University, Tamil Nadu.
 - **Mrs. Kumudini Das**, is pursuing her Ph.D. in mathematics
- 9. Collaboration with other Departments /Institutions at State/National/International level and their outcome during the past two years**
-----NA-----
- 10. Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during past two years.**
-----NA-----
- 11. Placement record of the past students and the contribution of the departmental and students placement**
Many students of Computer Science, Information Technology have been placed in many esteemed organizations like Infotech, Mastek, Accenture,etc. The details of the number of students interviewed, absorbed is available in the Placement Cell.
- 12. Plan of action of the department for the next 5 years**
The department in planning to organize various activities which will enhance the knowledge of students in creating logics. Department is planning to make more efforts in doing social activities. Department is planning to organize an inter collegiate seminar, in the academic year 2010-2011. More lecturers will be sent to attend the faculty development programmes in the coming years

DEPARTMENT OF ENGLISH

1. Faculty Profile:-

Sr.No	Name	Qualification	Designation	Nature of Appointment
1.	Dr. Daphne Pillai	Ph.D.(English)	H.O.D.	Principal
2.	Mrs. Juliet Esther	M.Phil., M.A.(English)	Lecturer	Full Timer

Department has get adequate numbers of teaching staff. All the teachers are qualified as per University norms.

2. Student Profile:-

1. The selection of students for admission to various under graduate courses is made on the basis of academic performance in II standard as per University rule.
2. The college follows reservation policy for admission given by the University of Mumbai.
3. Sports students are given preference in admission subject to the recommendation by our sports director.
4. Economically weak students are permitted for free-ship and fee concessions.
5. Financially weak students are permitted to pay fees on installment basis.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes.

There has been syllabus restructuring in business communication in last two years which was done by Board of studies, Commerce University of Mumbai. Syllabus of F.Y.B.M.S. (Sem I and II) has been changed in the year 2008-2009.

- **Trends in the success and dropouts rates of students during the past two years:-**

-----NA-----

• **Learning Resources of the departments:-**

- Departmental library is maintained with total reference books.

• **Modern Teaching methods practiced and use of ICT in teaching-learning:**

- Use of power point presentations and over head projector (OHP) is made while teaching.
- Use of group discussion is made to discuss the topic.

7. **Participation of teachers in academic and personal Counseling of students:-**

The students who want some academic help are counseled by respective teachers from time to time.

8. **Details of faculty development programs teachers who have been benefited during the past two years:-**

-----NA-----

9. **Participation/Contribution of teacher to the academic activities including teaching, consultancy and research:-**

-----NA-----

10. **Collaboration with other Departments institutions of state, National and International levels and their outcome during the past two years.**

- HOD, Dr. Daphne Pillai, is an active member of National Level NGOs', 'Euridite Education Mission' and 'Soroptimist International'.

11. **Priority areas for Research and details of the on going projects important and note worthy publications of the faculty during past two years.**

-----NA-----

12. **Placement record of the past students and the contribution of the department to aid student placement:-**

Our college has separate placement cell which looks after the placement on students.

13. **Plan of action of the department for the next five year.**

- Class Test/ Test Series
- Introduce Advance Learners Programme.

DEPARTMENT OF LAW

1. **Faculty Profile:-**

Sr.No	Name	Qualification	Designation	Nature Of Appointment
1.	Mr. Gajanan Wader	M.Com. C.A. C.S. SET, G.D.C.A. ISA	H.O.D.	Full Timer

2.	Ms. Bhavana Parab	M.Com.	Lecturer	Full Timer
----	-------------------	--------	----------	------------

Department has get adequate numbers of teaching staff. All the teachers are qualified as per University norms.

2. **Student Profile:-**

- The selection of students for admission to various under graduate courses is made on the basis of academic performance in II standard as per University rule.
- The college follows reservation policy for admission given by the University of Mumbai.
- Sports students are given preference in admission subject to the recommendation by our sports director.
- Economically weak students are permitted for free-ship and fee concessions.
- Financially weak students are permitted to pay fees on installment basis.

3. **Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes.**

There has been syllabus restructuring in Business Law in last two years which was done by Board of studies, Commerce University of Mumbai.

Syllabus of F.Y.B.M.S (Sem I and II) has been changed in the year 2008-2009.

4 **Trends in the success and dropouts rates of students during the past two years:-**

-----NA-----

5. **Learning Resources of the departments:-**

- Departmental library is maintained with total reference books.

6. **Modern Teaching methods practiced and use of ICT in teaching-learning:**

- Use of power point presentations and over head projector (OHP) is made while teaching.
- Use of group discussion is made to discuss the topic.

• **Participation of teachers in academic and personal Counseling of students:-**

The students who want some academic help are counseled by respective teachers from time to time.

8. **Details of faculty development programs teachers who have been benefited during the past two years:-**

1. **Mr. Gajanan Wader** attended UGC sponsored refresher courses in Commerce organized by University of Mumbai from 18th October to 7th November, 2007 and 2nd November to 21st November, 2009.

9. **Participation/Contribution of teacher to the academic activities including teaching, consultancy and research:-**

- **Mr. Gajanan Wader (C.A)** is eligible to consultancy service for taxation.

- **Mr. Gajanan Wader** has registered for Ph.D. in **Cooperation Housing** in YCMOU.

10. Collaboration with other Departments institutions of state, National and International levels and their outcome during the past two years.

-----NA-----

11. Priority areas for Research and details of the on going projects important and note worthy publications of the faculty during past two years.

- **Mr. Gajanan Wader** Presented a paper on “**Global recession and its impact on Indian Financial Market**” organized by MGM Institute of Management studies and research and was published in the book “**Global economic crises: Challenges and opportunities**” (2010:Navi Mumbai, India) ISBN No.13:9788176467186.

12. Placement record of the past students and the contribution of the department to aid student placement:-

- Our college has separate placement cell which looks after the placement on students.

13. Plan of action of the department for the next five year.

- Class Test/ Test Series
- Introduce Advance Learners Programme.

DEPARTMENT OF BIOTECHNOLOGY

1. Faculty Profile:-

Sr.No	Name	Qualification	Designation	Nature of Appointment
1.	Dr. K. N.Srinandini Devi	Ph.D. M.Phil. M.Sc.	Lecturer	Full Timer
2.	Mrs. Meenakshi Srivastava	M.Phil. M.Sc.	Lecturer	Full Timer
3.	Dr. Rashmi P.Padhye	Ph.D. M.Sc.	Lecturer	Full Timer
4.	Mr. Binoj Kutty	M.Sc. NET	Lecturer	Full Timer
5.	Mr. Vijay Vinayak Vichare	M.Sc.	Lecturer	Full Timer
6.	Mrs. Karthika Unnithan	M.Sc.	Lecturer	Full Timer
7.	Mrs. Bindu Rajaguru	M.Phil.M.Sc.	Lecturer	Full Timer
8.	Mrs. Jyoti R Kadam	M.Phil.M.Sc.	Lecturer	Full Timer
9.	Mrs. P Rammia Manoj	M.Sc.	Lecturer	Full Timer
10.	Dr. P.S.Goyal	Ph. D. M.Sc.	Lecturer	Full Timer
11.	Dr. Ranjana Jaiswal	Ph.D. M.Sc	Lecturer	Full Timer
12.	Mrs. Mownita	M.Sc.	Lecturer	Full Timer
13.	Dr. Akash Mehta	Ph.D. M.Sc. D.Sc.	Lecturer	Full Timer
14.	Dr. Digvijay Desai	M.Sc.	Lecturer	Clock Hour
15.	Dr. S.V.Gadre	Ph.D.M.Sc.	Lecturer	Clock Hour
16.	Mrs. Vaibhavi Bhagwat	M.Sc., SET	Lecturer	Clock Hour
17.	Mrs. Rani Jha	M.Sc.	Lecturer	Clock Hour
18.	Dr. D.B.Thakare	Ph.D.M.Sc.	Lecturer	Clock Hour
19.	Mr. Deepak Kanaujia	M.Sc.	Lecturer	Clock Hour
20.	Mr. Priyabratha Panigrahi	M.Sc.	Lecturer	Clock Hour
21.	Dr. Nidhi Chowdhary	Ph.D. M.Sc.	Lecturer	Clock Hour
22.	Dr. Archana Koli	Ph.D. M.Sc.	Lecturer	Clock Hour

23.	Mrs.Sneha Shah	M.Sc.	Lecturer	Clock Hour
24.	Dr. Amita Jain	Ph.D. M.Sc.	Lecturer	Clock Hour

Department has get adequate numbers of teaching staff. All the teachers are qualified as per University norms.

2. Student Profile:-

- The selection of students for admission to various under graduate courses is made on the basis of academic performance in 12th standard as per University rule.
- The college follows reservation policy for admission given by the University of Mumbai.

3. Changes made in the courses or programs during the past two years and the contribution of the faculty to those changes.

- Syllabus of F.Y.B.Sc.Biotechnology has been changed in 2008-2009.
- Syllabus of S.Y.B.Sc.Biotechnology has been changed in 2009-2010.
- Syllabus of T.Y.B.Sc.Biotechnology will be changed in 2010-2011.
- Syllabus of M.Sc.Biotechnology - I has been changed in 2008-2010.
- Syllabus of M.Sc.Biotechnology - II has been changed in 2009-2010.

4. Trends in the success and dropouts rates of students during the past two years:-

- Subject wise drop-out rate is not possible to calculate as the subjects are interlinked with other subjects.
- Course wise drop out has been mentioned elsewhere in the report.

5. Learning Resources of the departments:-

- Departmental library is maintained with total reference books.
- Our centralized library contains sufficient number of books as shown elsewhere in this report.
- However we maintain departmental library for reference purpose which contains 50 to 60 books.

**6. Modern Teaching methods practiced and use of ICT in teaching-learning:
We follow the following methods**

- Use of power point presentations and over head projector (OHP) is made while teaching.
- Question answer sessions.
- Group discussion.
- Case Studies.
- Projects.
- Exhibition organized by students.

- Seminars organized for students.
- Presentation topics assigned to students.

7. Participation of teachers in academic and personal Counseling of students:-

- The students who want some academic help are counseled by respective teachers from time to time.
- We have a system of Class teacher and each class teacher helps student academically and he/she also does counseling of students.
- Guardian teacher helps students academically in addition to Class teacher.
- Wherever necessary our specialized councilor is asked to do counseling.

8. Details of faculty development programs teachers who have been benefited during the past two years:-

- Mrs. Meenakshi Srivastava attended orientation programme from 29th Dec.2009 to 25th Jan.2010.

9. Participation/Contribution of teacher to the academic activities including teaching, consultancy and research:-

- Each teacher is actively participating in examination work, correction work, result preparation, admission work, etc.
- Each teacher has been allocated various extracurricular activities which they carry out successfully.

10. Collaboration with other Departments institutions of state, National and International levels and their outcome during the past two years.

- We have a centralized research centre, 'Pillai's Research Institute', for M.E.S. and Biotechnology Department collaboratively works with the institute in carrying out research activities.
- Projects undertaken by our Research Institute are recognized and funded by 'Department of Science and Technology', Government of India and BARC.
- Following staff from the department are involved in on-going research projects:
 - Dr. K. M. Srinandhini Devi
 - Ms. Bindu Rajaguru
 - Dr. Rashmi Padhye
 - Ms. Rammia Manoj
 - Mr. Vijay Vichare
 - Mr. Binoj. C. Kutty

11. Priority areas for Research and details of the on going projects important and note worthy publications of the faculty during past two years.

- Mr. Binoj C. Kutty presented a poster titled "Linking intrinsic Reactive Oxygen Species levels in *cdc,rad* and *checkpoint* mutants of fission yeast to their radiation sensitivity" at the international conference on free radicals & Natural products in Health, held in University of Rajasthan, Jaipur, India during 14th February to 16th February,2008.

- **Dr. Rashmi Padhye, T. Chakrabarti** Biodegradation of Pentachlorophenol in Soil, National Conference on “**Recent trends in Bioscience and Application in Industry**”, held on 5th and 6th December, 2008, K.J.Somaiya College of Science and Commerce.
 - **Dr. Rashmi Padhye, T. Chakrabarti** Biodegradation of Chlorophenols in Mono and Multisubstrate matrices by a white rot fungus *Phanerochaete Chrysosporium*. “**MES Faculty Seminars Series**”, organized by MES research forum, Dr. K. M. Vasudevan Pillai’s Campus, New Panvel, held on 26th July, 2008.
 - **Dr. Srinandhinidevi K.M** Presented a paper on “**Efficacy of Some Plant Extracts on the Egg Hatchability of house fly, Musca Domestica**” in the “**MES faculty Seminars Series**” on 4th April, 2009 Dr. K.M. Vasudevan Pillai’s Campus, New Panvel
12. **Placement record of the past students and the contribution of the department to aid student placement:-**
- Our college has separate placement cell which looks after the placement of students.
13. **Plan of action of the department for the next 5 years.**
- Upgrading laboratory to facilitate Research Activities.
 - Procurement of New Instrument and Equipment.
 - Entering into collaboration with Industries and research institutes to start short term research projects.
 - Industrial visits to various companies.
 - Conducting National level seminars or conferences.
 - Organizing Inter collegiate Biotechnology festivals to harness the skills of students.
 - Invite eminent scientists and industry experts for guest lectures.
 - Consultancy service for students interested in carrying out short term research projects from other college and Universities.
 - Conducting technical workshop in collaboration with industry or training institutes to provide better technical skills to students.

PHOTO GALLERY



THE EMPIRE KNOWN AS PILLAI'S CAMPUS



Entry to the World of Knowledge



Pillai's Squad



Big Wide World of Sport



World of Knowledge: Library



Well Maintained Classrooms



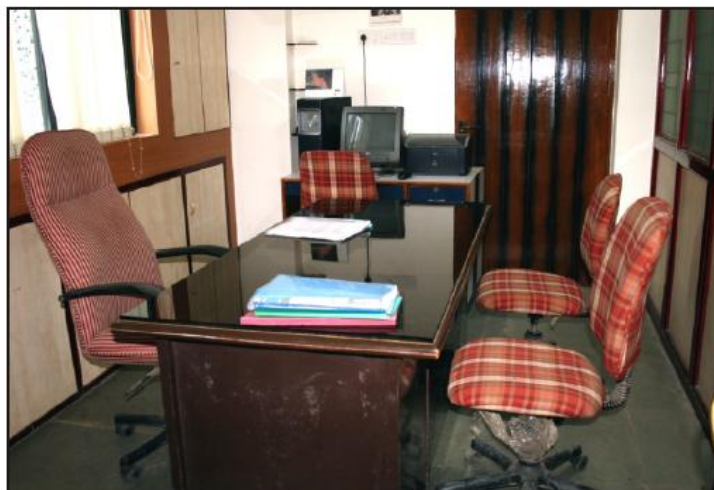
Work area for Prodigies of Bill Gates: Computer Lab



Tissue Culture Lab



Hide-Out of Young Scientists: Biotech Lab



HOD/Co-ordinator's Room



Den for Masters of Knowledge: Staff Room



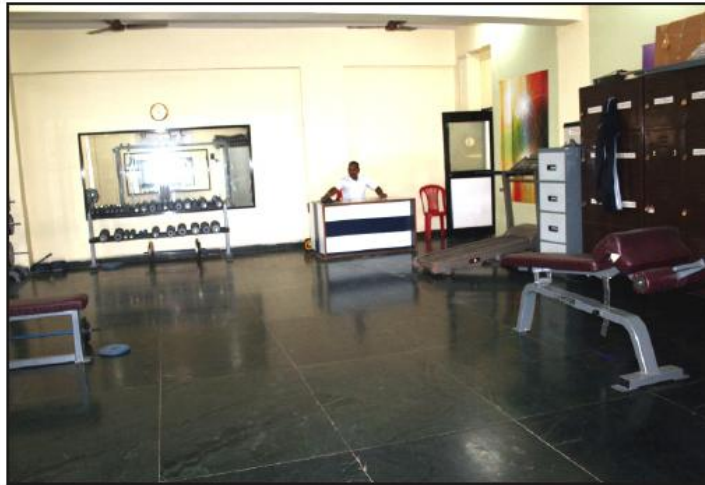
State-of-the- Art: Conclave



Vastness of Our Assembly Hall



Great Minds Meet: Canteen



Time to Work out: Gymkhana



Time out from Studies



Practicing for Winning



Inter-Collegiate Tournament hosted by Pillai's Campus



Safe abode for our students: College Hostel



Steps towards Shaping the Future: Campus Placement in Progress



Solutions for Problems: Counseling



One Day Workshop on Revision of T.Y.B.Com Business Economics III Syllabus at Our Campus



Guiding our Girl Students: Women's Cell



Chocolate Day Celebration: Students' Council



Celebrating Freedom: Independence Day Celebration



First Step towards Wisdom: Rockers at Freshers Day



Painting Exhibition for the Physically Challenged



Caring for Nature: Nature Club



Caring for the Underprivileged: NSS takes over



Polio Drive : NSS in Action



Blood Donation Camp at our Campus



Working towards Women's empowerment with Sorooptimist International



Our Students at Microsoft, USA: Student's Exchange Programme



Yahoo! We will make it there one day: Student's Exchange Programme



Faculty Seminar Series conducted by Research Forum



Sumptuous Feast for Staff



Felicitation of Ms. Neha Dalal, our Student, for topping the University in T.Y CS Examination, 2006-07



Awarded "Prof. Chandgudkar Trophy", for Best College Magazine, 2006-07



Felicitations of Dr. K.M. Vasudevan Pillai, CEO by Vice-Chancellor, Dr. Kohle, University of Mumbai, for expanding the scope of education and making a difference at national and international level.



Felicitations of Dr. Daphne Pillai, by Prof-Vice Chancellor, Dr. A.D. Sawant for her contribution to the field of Education and her role in initiating the Student's Exchange Programme with St. Mary's College, Moraga California, U.S.

ANNEXURE