

Annual Quality Assurance Report (AQAR) of
the IQAC for Academic Year
June 2015 to April 2016

Mahatma Education Society's
Pillai College of Arts, Commerce and Science
Sector 16, New Panvel, Maharashtra 410206

The Annual Quality Assurance Report (AQAR) of the IQAC

FOR THE ACADEMIC YEAR JUNE 2015 TO APRIL 2016

Part - A

1. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date: EC/32/346 dated 3-5-2004

1.5 Website address:

www.pcacs.ac.in

Web-link of the AQAR: <http://pcacs.ac.in/iqac/annual-quality-assurance-report>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A		2004-05	2008-09
2	2 nd Cycle	A	3.23	2010-11	2015-16
3	3 rd Cycle	SSR submitted waiting for date of inspection			
4	4 th Cycle				

1.7 Date of Establishment of IQAC: 13/06/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2009-10 (07/07/2010)
- ii. AQAR 2010-11 (25/06/2012)
- iii. AQAR 2011-12 (30/04/2012)
- iv. AQAR 2012-13 (13/05/2013)
- v. AQAR 2013-14 (13/11/2014)
- vi. AQAR 2014-15 (25/5/2015)
- vii. AQAR 2015-16 (11/5/2015)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College - Yes No

Autonomous college of UGC - Yes No

Regulatory Agency approved Institution - Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="28+2"/>

***Head of the Institution: Dr. Daphne Pillai**

***Librarian: Mr. Sanjay Munavalli**

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

- ✓ IQAC and Faculty Development Cell organized One Day Workshop on “**Innovative Ways of Teaching**” on **31st March, 2016 for faculty development.**
- ✓ IQAC and Entrepreneur Development Program Cell organized One Day International Seminar on “**Entrepreneurship**” on **14th April, 2016 .**

2.14 Significant Activities and contributions made by IQAC

- ✓ **Teaching Quality Improvement:** Regular inspection of teaching-learning practices, regular coordination with departmental heads and coordinators (teaching plan, portion completion, etc.), 100% utilization of lecture timings, encouragement to use modern methods of teaching, proposals to management for further improvement in infrastructure (technology, library resources etc.) for imparting quality education, encouragement to participate in seminars/workshops for knowledge enrichment, regular formal feedback from various stakeholders and follow up action, regular informal feedbacks from students/guardians and strengthening of linkages for value addition, fast and effective coordination between Student Co-ordinators and Class Teacher and IQAC members.
- ✓ **Student Support Measures:**
 1. Prompt redressal of grievances through Grievance Cell.
 2. Bridge Courses for difficult subjects.
 3. Student Mentoring.
 4. Advance Learner Scheme for meritorious students.
 5. Remedial Coaching for average students.
 6. Language Lab for vernacular students.
 7. Schemes for financially backward students.
 8. Guardian Teachers for weak students.
 9. Guidance Sessions.
 10. Entrepreneur Development Cell.

11. Career Guidance and Counselling.
 12. Associations, Students' Council and Gymkhana for supporting extra-curricular activities.
 13. Counselling by qualified counselor.
 14. Certificate courses for easy employment.
 15. Coaching for CET and Banking exam.
 16. Active Employment Cell.
 17. Attendance, Time table, Railway Concession forms, ATKT forms, all other information available on college website and on line.
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- ✓ **Research Based Work Culture:** Research Review Committee scrutinized all major / minor projects proposals submitted by various departments. RRC has encouraged teachers to submit proposal for research for funding by University and U.G.C.
 - ✓ Teachers were encouraged to participate in various seminars and present papers based on research. M.E.S. Research Forum conducted **the Faculty Seminar Series on 11th September, 2015 at Dr. K.M. Vasudevan Pillai Campus.**
 - ✓ IQAC suggested forming a Research Development Committee exclusively for Biotechnology Department to improve industry / institution linkages and submit research proposals. Accordingly a Committee consisting of Dr. Amol Samant , Dr. Remya Vardrajan and Dr. Ketan Thatte has been constituted for strengthening research & linkages.
 - ✓ IQAC also suggested an exclusive person for developing consultancy in Biotechnology and accordingly Dr. Kettan Thatte has been delegated this work.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year 2015-16

Plan of Action	Achievements
<ul style="list-style-type: none"> • To begin lectures on the first working day i.e. 8th June, 2015 	<ul style="list-style-type: none"> ✓ Began lectures as per the scheduled date i.e.8th June, 2015.
<ul style="list-style-type: none"> • To ensure 100% utilization of lecture timings. 	<ul style="list-style-type: none"> ✓ Lectures were held as per schedule. Teachers intimated Time Table Committee one day in advance about absence, and appropriate adjustments were made in time table to engage the vacant lectures.
<ul style="list-style-type: none"> • To prepare and publish yearly academic calendar before the beginning of the academic year. 	<ul style="list-style-type: none"> ✓ Yearly academic calendar for 2015-16 was published towards the end of the academic year 2014-15 and displayed on website. <i>*ANNEXURE 1 ACADEMIC CALENDAR</i>
<ul style="list-style-type: none"> • To provide infrastructure comparable to international standards. 	<ul style="list-style-type: none"> ✓ The existing infrastructure is of international standards and was maintained efficiently through a pool of permanently appointed hardware, electrical and maintenance staff. ✓ Facility such as ramp, use of lift, escorts etc. were provided for differently abled students. ✓ In order to avoid frequent shutdown of laboratories and computer laboratories on account of power failure, generators were used. ✓ To attend students' needs and to reduce waiting period new window counters were opened and timing was announced through

	<p>notices and the process was also made online for quick and easy access by the students.</p> <ul style="list-style-type: none"> ✓ Canteen provided high quality food at reasonable prices for students and Canteen Committee had continuous interaction with the canteen manager and the IQAC. ✓ In few classrooms and staffrooms air conditioners were installed for the purpose of proper ventilation.
<ul style="list-style-type: none"> • To improve learning resources 	<ul style="list-style-type: none"> ✓ Library was kept open from 7.45 a.m. to 5.00 p.m. The library resources were augmented with latest editions and more number of titles. Books, as per changed syllabus, were made available in the library from the beginning of the academic session. ✓ Learning Resource Centre facilitates timely access of print and non-print resources to students and staff. ✓ The Library has developed D-space-Digital Library Framework to archive its in-house publications. ✓ Library has also started E-Resource Centre under which 2 personal computers for public use are made available to access e-resources subscribed by the Learning Resource Centre.
<ul style="list-style-type: none"> • To make the subjects more interesting. 	<ul style="list-style-type: none"> ✓ 700 students from various courses were taken for a factory visits/industrial visits for giving them practical exposure. ✓ Mock interviews, visits, presentations, projects were organized. A mock stock exchange trading with help of Bombay Stock Exchange

	<p>was conducted.</p> <p>✓ Students of various branches were given a chance to learn essentials of Leadership, Marketing, Customer services and Entrepreneurship, Planning & Execution of strategies through fests conducted.</p>
<p>• To support students</p>	<p>✓ Prompt redressal of grievances through Grievance Cell, Advance Learner Scheme for meritorious students, Guidance Sessions, Internship Career Guidance and Counseling, Association, Students' Council and Gymkhana for supporting extra-curricular activities.</p>
<p>• To provide support to academically & financially weak students</p>	<p>✓ Remedial Coaching for weak students, Bridge Courses for difficult subjects, Student Mentoring, Language Lab for vernacular students, Schemes for financially backward students, Guardian Teachers for weak students and Counseling was conducted.</p>
<p>• To keep guardians updated about their wards' performance</p>	<p>✓ Parents Teacher meeting arranged regularly for discussing wards' progress.</p> <p>✓ Follow up action taken on the feedback from guardians.</p> <p>✓ Letters sent every month to the guardians informing wards' attendance.</p> <p>✓ One to one interaction of the class teacher with the guardian whose performance needed improvement.</p>

<ul style="list-style-type: none"> • To address student grievances 	<ul style="list-style-type: none"> ✓ Grievance Committee is functional and active to attend to all grievances without delay. We have a three tier system in addition to the Grievance Cell. Students can approach directly the class teacher. Next stage, student can contact H.O.D./ Coordinator. After both avenues are tried the matter can be referred to Principal or Vice Principal.
<ul style="list-style-type: none"> • To help meritorious students 	<ul style="list-style-type: none"> ✓ Under Advance Learner Programme students were made to solve University Papers and efforts were made by teachers to explain the advance learners how to improve upon their performance.
<ul style="list-style-type: none"> • To introduce standard operating procedure for the effective functioning of the examination cell and office. 	<ul style="list-style-type: none"> ✓ Tentative exam dates were incorporated in Academic Calendar announced and put up in notice board at the beginning of the semester. It was displayed on website also. ✓ Time table, seating arrangement, hall ticket issue dates, result dates, admission dates, etc., were announced 45 days before the examination. <li style="text-align: center;">*ANNEXURE 2 EXAM CALENDAR ✓ The functioning of Examination Cell was improved by introducing online process of marks entry, form filling of ATKT exams, issuing hall tickets, declaration of results, etc.
<ul style="list-style-type: none"> • To strengthen Research Culture 	<ul style="list-style-type: none"> ✓ Research Development Committee was constituted to inculcate research culture amongst students and submit proposals to various outside agencies.

	<ul style="list-style-type: none"> ✓ Research Review Committee motivated teachers to submit minor and major research proposal. ✓ Research journals/papers were published. ✓ To create research culture we also encouraged third year UG students and teachers participate in “Inter-collegiate Research Convention - Aavishkar”. ✓ The students in were motivated to write research papers which were published in student publication “Focus” and participate in inter-collegiate paper presentation competition . <p><i>*Annexure 3 Research Projects & proposal submitted</i></p> <p><i>*Annexure 4 Research Journal Published</i></p>
<ul style="list-style-type: none"> • To encourage participation in workshops, seminars etc. 	<ul style="list-style-type: none"> ✓ Teachers were given all support to attend seminars and workshop for which the management bears all expenses. <p><i>* Annexure 5 Seminars & Workshops Participated</i></p>
<ul style="list-style-type: none"> • To conduct greater numbers of seminars/workshops of National and International importance at our campus 	<ul style="list-style-type: none"> ✓ A number of workshops and seminars were conducted by different departments for the benefit of students and teachers. <p><i>Annexure 6 Seminars & Workshop Organized</i></p>
<ul style="list-style-type: none"> • To fulfil our social obligations. 	<ul style="list-style-type: none"> ✓ As per our Institutional policy each department/ Association carried out at least one social obligation. ✓ In addition student council also participated for the social cause of collecting donations for various NGO’s.

	<ul style="list-style-type: none"> ✓ Conducted our annual event 'Community Service Day' in which number of N.G.O.s were invited. Our College felicitated inmates of Shanti Niketan Old Age Home. ✓ A fund-raiser talent show "Uber Rang" was organized by Mahatma Education Society for all units under its umbrella ✓ Our N.S.S. Unit, Social Awareness Cell, Euridite Education Mission, Soroptimist International Association for Women, worked towards meeting our social goals. <p style="text-align: center;">*ANNEXURE 7 COMMUNITY SERVICE</p>
<ul style="list-style-type: none"> • To arrange special programs for teaching/ non-teaching staff. 	<ul style="list-style-type: none"> ✓ 'Stress free week' between 31st August, 2015-5th September, 2015. ✓ Session on 'Achieve increased energy levels, efficiency and productivity-learn simple advanced and scientific techniques'. ✓ Session on 'Romancing with the stress for teachers and staff for smooth day to day operations'. ✓ Get together for staff which included screening of movie followed by refreshments. ✓ Session on "Innovative ways of Teaching". <p style="text-align: center;">*ANNEXURE 8 STAFF WELFARE</p>
<ul style="list-style-type: none"> • To strengthen industry linkages. 	<ul style="list-style-type: none"> ✓ Our Management has tied up with Google India Ltd. to augment the I.T. infrastructure of the campus. ✓ Appointed a one man committee to develop consultancy service.
<ul style="list-style-type: none"> • To strengthen National and International linkages. 	<ul style="list-style-type: none"> ✓ International Exchange Programme with St. Marys University, California, U.S.A.

<ul style="list-style-type: none"> • To improve employment 	<ul style="list-style-type: none"> ✓ To help students to tap sources of employment other than through campus interviews we started coaching for banking, M.P.S.C. and U.P.S.C. ✓ Certificate Courses were conducted to make students acceptable to industry. ✓ Tally Course was conducted for Commerce students. ✓ Our Institution in association with National Stock Exchange organized a Skill Development Training Program for 380 students under National Skills Development Corporation of India to enhance their employability. ✓ Number of students who were selected through campus interview were more than 350 as compared to last year. ✓ Campus interviews were conducted by companies such as Wipro, L&T, Nokia Here Maps, SBI Caps, and the like. <p>*ANNEXURE 9 - INDUSTRY LINKAGES</p>
<ul style="list-style-type: none"> • To strengthen alumni participation 	<ul style="list-style-type: none"> ✓ Regular meetings of Alumni Association were held. <p>*ANNEXURE 10 - ALUMNI MEET</p>

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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Part - B

Criterion - I

CURRICULAR ASPECTS

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	-	-	-	-
P.G.	04	01	03	-
U.G.	08	-	08	01
P.G. Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	04	01	03	04
Others				
Total	16	02	14	05

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBSGS (Credit Based Semester and Grading System)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

***ANNEXURE 11: ANALYSIS OF STUDENTS' FEEDBACK**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- We implement revisions in syllabus carried out by University of Mumbai from time to time.
- In this academic year, S.Y.B.M.S. III & IV Semester Syllabus and Question Paper Pattern was revised.
- In this academic year, T.Y.B.Com. Accounting & Finance V & VI Semester Syllabus and Question Paper Pattern was revised.

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

- **SKILL DEVELOPMENT DEPARTMENT:** As per the Central Govt. Policy 380 students were given training in skill development in Association with N.S.E. under the National Skills Development Corporation of India.
- **COACHING FOR CET:** A new department was started in collaboration with CET King Education Pvt. Ltd, for coaching M.B.A. Entrance Examination and 15 students were coached.
- **COACHING for Banking:** A new Department was started in collaboration with Competitive Examination Centre for coaching for Banking Examination. 22 students benefited out of this effort.

Criterion – II

TEACHING, LEARNING AND EVALUATION

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
60	18	-	01	41

2.2 No. of permanent faculty with Ph.D.

11

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	09	05	09	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest : -

Visiting : 15

Temporary : -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	05	01
Presented papers	12	04	-
Resource Persons	02	-	-

**ANNEXURE 12- LIST OF CONFERENCE ATTENDED*

**ANNEXURE 13 - LIST OF PAPER PRESENTED & PUBLISHED*

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

- **Use of ICT in teaching - learning-** Teachers made use of ICT to enable the students to understand the subject more effectively and create interest in the subject.

- In certain subjects, **movies, advertisements, documentaries** related to topics are shown to give a better understanding of real life situations.
- **Case Studies and discussions** on them is a regular practice for different subjects.
- **Field Visits** have been a common activity for many subjects.
- **Performance test: Performance** test were conducted to monitor the performance of students.
- **Remedial Classes:** Extra lectures for academically weak students, sports students and cultural students.
- **Extra lectures:** Extra Lectures were conducted for final year students of the next academic year in the current academic year.
- **Guardian Teacher:** Regular monitoring and assistance of weak students through guardian teacher.
- **Student Teaching:**
- **Advance Learner Programme:** Under this, advance learners were made to solve University Papers and efforts were made by teachers to improve upon their performance.
- **Feedback:** Formal/Informal Feedback from students and follow up action.
- **Interaction of coordinator with the Class Coordinator:** Interaction was beneficial for identifying problems in teaching-learning.
- **Bridge Course:** Bridge Courses on subjects which were not familiar to students were conducted.
- **Language Lab:** Students having language barrier were identified and given English mentoring.
- **Guidance Sessions:** Guidance Lectures were conducted for final year students of different streams by subject experts.
- **Student Mentoring:** Enabling academically weak students to cope with the learning by making groups with an academically strong student.

- **Mentoring by management, corporate guest, teachers and students:** Mentoring was to acquaint students to the practicalities of the actual world scenario.

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

180

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

Within the parameters of Mumbai University regulations, we have been carrying out a student friendly, leak proof examination system.

Initiative for leak proof examination

- Three sets of question paper were taken from H.O.D.s and selection of single question paper was done by Examination Committee Chairman through lottery. Selected question paper was photocopied and bundled by the Examination Committee and stored in a sealed cover and kept in a sealed cupboard. Question paper bundles were taken 30 minutes before the examination in-front of a witness.
- Exam Committee members are involved in the photocopying of question papers instead of the earlier system where Department Heads/ Coordinators were responsible for photocopying the question papers.

Operating procedure for conduct of examinations:

- Tentative exam dates were incorporated in Academic Calendar announced and put up in notice board at the beginning of the semester.
- Time Table, seating arrangement, hall ticket issue dates, result dates, admission dates, etc., were announced 45 days before the examination through Notice Boards/Website and class room announcement

New Initiatives by Examination Cell:

- In this academic year the Examination Committee has initiated conducting Centralised Internal Assessment Test for all the courses simultaneously

New Equipments for Examination Cell:

- New Shredding Machine was purchased to avoid the misuse of the spoiled question papers.

Open Book Examination:

- We are affiliated to Mumbai University and the said University does not advocate such system.

Double Valuation:

- There is a built in system of Moderation of answer papers evaluated by an Examiner either by External Faculty or Internal Faculty which we follow strictly.

Photocopy :

- There is a system of revaluation as per University norms and student can see the pattern of evaluation from the Examiner. Students can also demand photocopy of answer sheets..

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

Member Board of Study: 0

Revised Curriculum Workshop conducted: 0

Participation in Revised Curriculum Discussion::workshop: 03

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

*** ANNEXURE 14 RESULT ANALYSIS**

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

IQAC'S ROLE IN TEACHING PROCESS

IQAC plays an active role in the teaching process. The following highlights its role.

- It insists submission of Teaching Plans before semester begins as allocation of work is done by the end of outgoing semester.
- It ensures such teaching plans are minutely followed, through class teacher and class co-ordinators (Students). At the end of each semester, before examination, teachers submit portion completion certificates to their programme coordinator. Monitoring of enforcement of teaching plan is done through class coordinators and class teachers.
- It also ensures quality teaching by appointing suitable teachers. Every division has student co-ordinator and they regularly report about the effectiveness of teaching. Further, class teachers and programme co-ordinator regularly take feedback. We have a semester wise online feedback. Regular class tests conducted can also give an insight into teaching.

IQAC'S ROLE IN LEARNING PROCESS

IQAC evaluate learning process through the following:

- Standing requisition to Examination Committee to conduct internal test within 4 weeks after the semester starts to identify the effectiveness of teaching. Through this test we are able to identify the weak students.
- Organizes Guardian Teacher Meetings which are called within 5 weeks so that the students learning process and his participation in the class room can be discussed with guardians.
- Directs the programme co-ordinator in conducting regular tests so that weak students can be identified and extra support can be given.
- Supervises conducting of Bridge Course lectures for Accountancy and Mathematics to benefit the weak students in these subjects.
- Organizes extra lectures for weak students who have failed in the subject before their ATKT examination.

MONITORING/EVALUATION OF TEACHING PROCESS

- We have a regular feedback system (Semester wise) and we get feedback of teaching quality of every teacher.
- Once the feedback is received the co-ordinators discuss in the departmental meeting the feedback of each teacher and counseling is done wherever necessary.
- Apart from semester wise feedback IQAC members visit the classes regularly and get informal feedback from students. Wherever necessary immediate action are taken.
- We have introduced a new system of class co-ordinator with a view to get regular feedback and class teachers have regular interaction with class co-ordinators.
- Principal / Vice Principal regularly visit the classrooms and interact with students for on the spot evaluation.

MONITORING/EVALUATION OF LEARNING PROCESS

- Regular class tests were conducted which helped to evaluate students much ahead of term end exams. This aids timely intervention and corrective measures.
- We conduct Performance Tests of each class, regularly. A mark scored by each student in the performance test is a feedback for us to act upon. Further, attendance of students in the class room is announced latest by the 7th of every month and it is also an indication of student interest in learning. We counsel the students and also interact with their guardians.
- In certain cases we appoint a Guardian Teacher for the weak students identified through the class test by the subject class teacher. In certain cases we put the student under conditional admission making the student accountable for his/her attendance and performance.
- Through Question Answer Session and interaction with the students the subject teacher is able to evaluate each student.
- Differently abled students are attended to separately by subject teachers.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC - Faculty Improvement Programme	03
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	73
Summer / Winter schools, Workshops, etc.	-
Others	-

**ANNEXURE 15 FACULTY DEVELOPMENT PROGRAMME*

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	0	0	0
Technical Staff	10	0	0	0

Criterion – III

RESEARCH, CONSULTANCY AND EXTENSION

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

- Research Review Committee has been constituted for scrutinizing the proposals to be submitted to funding agencies.
- To encourage Research in Bio-Technology and improve the industry /institutional linkages, a new committee, Research Development Committee was constituted and necessary infrastructure was provided to them, the committee consists of 3 teachers are working on projects along with students.
- Teachers were motivated to submit minor and major research proposals. During this academic year 3 of our teachers have submitted their minor research project to U.G.C.
- Research Journal “A Tribute to Dr. A. P. J. Abdul Kalam: India Vision 2020” Vol.2, September’ 2015, and “Digital India- Road Ahead” Vol.3, December’ 2015, ISBN no. 978-81-926311-0-3 was published by our institution.
- To encourage students to write research papers a **Multi Disciplinary Journal named “Focus”** is published by the Department of Accounting & Finance.
- Students were encouraged to participate and present projects and research papers in Avishkar Research Convention by University of Mumbai.
- 3 teachers were provided duty leave to participate in Research Methodology Workshop organised by U.G.C., Academic Staff College, and University of Mumbai to learn different techniques of research methodology.
- To improve presentation skills of the students, Department of Commerce has organised National Level Paper Presentation Competition on the theme “**New Paradigms in Trade, Commerce, and Service Sector**”.
- M.Sc. Biotechnology students are guided by their staff to carry out research projects for their dissertation.
- A one man committee consisting of Dr. Ketan Thatte was constituted for Consultancy in Biotechnology Department.

- To create research culture we encouraged second and third year U.G. students of Biotechnology Department to undertake Short term Research Project and the expenses for the same was borne by the management.
- M.Com. and M.Sc. I.T. students were guided by their teachers to do their dissertation projects.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	NIL	NIL	03
Outlay in Rs. Lakhs	2.5	NIL	NIL	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	01	20
Non-Peer Review Journals	-	-	02
e-Journals	-	01	-
Conference proceedings	-	12	05

***REFER TO ANNEXURE 13 LIST OF PAPER PRESENTED & PUBLISHED**

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Number	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-	-
Minor Projects	01	02	UGC	2,50,000	2,50,000
Interdisciplinary Projects	-	-	-	-	-
Industry sponsored	-	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-	-
Students research	-	-	-	-	-

projects (other than compulsory by the University)					
Any other(Specify)	-	-	-	-	-
Total					

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

***ANNEXURE 16 PUBLICATIONS**

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST DPE DBT Scheme / funds

3.9 For colleges

Autonomy CPE DBT Star Scheme INSPIRE CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	01	-	-	-
Sponsoring agencies	By Parent Body (M.E.S.), in collaboration with University of Mumbai	Department of B.M.S. and I.T. /C.S.			

***ANNEXURE 17 CONFERENCE ORGANIZED**

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

***ANNEXURE 18 COLLABORATIONS**

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NA
	Granted	NA
International	Applied	NA
	Granted	NA
Commercialised	Applied	NA
	Granted	NA

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Research awards

Total	International	National	State	University	District	College
08	03	03	02	-	-	-

PhD Completed /Research fellows: 02

***ANNEXURE 19 AWARDS & RECOGNITIONS**

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

***ANNEXURE 20 NSS ACTIVITIES**

3.22 No. of students participated in NCC events:

University level State level National level International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum NCC NSS Any other

***ANNEXURE 21 EXTENSION ACTIVITIES**

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

EXTENSION ACTIVITY

BY LIFE LONG LEARNING AND EXTENSION (D.L.L.E.):

- ✓ In the academic year 2015-16, 69 students from different streams enrolled themselves in Life Long Learning and Extension activities.
- ✓ Prof. Deepak Chandramohan attended the Second Term Training Programme, organized by D.L.L.E., University of Mumbai.
- ✓ The students were required to submit project on 29th February, 2016 for the award of 10 grace marks by the University of Mumbai.
- ✓ On behalf of Department of Life Long Learning and Extension, 19 students participated (15 students performed street play and 4 students participated in poster competition) in UDAAN Fest held on 30th January, 2016 at Bharati Vidyapeeth's Institute of Hospitality Management, C.B.D., Belapur.

BY N.S.S.

1. Initiated a Helping Hand to **Mega Health Check up Camp** organised by Barns College on 18th & 19th June, 2015.
2. Organised a **Yoga Training Session** under the Guidance of Mr. P.K.Bhardwaj on 20th June 2015.

3. Pulse polio drive was conducted in Panvel area from 21st to 25th June, 2015.
4. Organized a tree plantation drive at Rohinjan Village in Panvel on 1st July'15. More than hundred saplings were planted by our students.
5. **Leprosy Education, Rehabilitation and Treatment Campaign in association with NGO ALERT - INDIA was held** on 7th July, 2015. Our College has set the record by collecting **62,308 INR** in the academic year 2015-2016 and donating it to ALERT - INDIA. For this effort the college was felicitated and received an award by ALERT - INDIA
6. Organized **N.S.S. Planning Session** for the academic year 2015-2016 for all the colleges across Raigad District on 8th July, 2015, in which programme officers participated from 33 different colleges across Raigad District.

Resource Persons	Prof. B.S. Bidve (N.S.S. PC, University of Mumbai)
	Prof. Anis Choudhery (N.S.S. Co-coordinator N.S.S. Cell, University of Mumbai)
	Dr. S.R. Kanhekar (N.S.S. District coordinator, Raigad)
	Mr. Ramesh Deokar (N.S.S. Program Officer, N.S.S. Cell, University of Mumbai)
	Dr. S.D. Tupare, Dr. B.G. Rajbhoj, Prof. V.M. Thigale (N.S.S. Area Coordinator, Raigad).

7. **Free Dental Check-Up Camp** on 15th July, 2015 in Association with Yerala Medical College. 130 students and teaching staff were examined during the said event.
8. N.S.S. Unit (National Service Scheme) organized a mega **Blood Donation Camp** on 20th August, 2015. Lions Club, Indian Red Cross society, St. George`s Hospital, J.J. Hospital and Nair Hospital blood banks were invited for setting up the camp. This year the college collected **528 blood bottles** (Nair Blood Bank - 101 bottles, St. George`s Blood Bank - 124 bottles, J.J Metro Blood Bank - 156 bottles and Red cross - 147 bottles) **and was felicitated by the Vice Chancellor, Dr. Sanjay Deshmukh, University of Mumbai for ranking first in Blood Donation in Mumbai University.**
9. Organised **Save Electricity Campaign** on 8th September, 2015 in the campus wherein informative posters on Save Electricity were displayed in the student

friendly space like canteen, library, and corridor of the college to highlight importance of saving electricity.

10. Conducted **Seminar on "Satark - Mareez Haq Abhiyaan"**(Patients' Rights) on 15th September, 2015.
11. N.S.S. in association with Youth for Global Peace & Transformation, a social N.G.O, organised a *Career Guidance Session* on 30th July, 2015.
12. Participated in **Mega Walkathon - Heal the World 2015 , Organ Donation Awareness drive**, organised by Lions Club, which was supported by Hon. Dr. Ashok Mehta, Ex-Sheriff of Mumbai, who willingly participated in the event on 2nd October, 2015.
13. A **Lecture was organized on the occasion of Constitutional Day** on the topic "The Fundamental Rights and the Constitution of India" by Advocate Priyesh Raghavan on 28th November, 2015
14. Organised **Aids Awareness Campaign on the World Aids Day** on 1st December, 2015 by way of displaying posters in the campus.
15. A **lecture was organized on the occasion of World Aids Day** on the topic "Aids Awareness" by Advocate Priyesh Raghavan on 3rd December, 2015
16. **Organised a Street Play** within the College premises on "**Jaago India** to create AIDS Awareness amongst the students on 4th December, 2015
17. A **N.S.S. camp** was organized from 9thDecember, 2015 to 15th December, 2016 with the slogan "Swachh Bharat Abhiyan" in our adopted village, Rohinjan. It included Disaster Management Training Program, Road Safety Awareness, Eye Check-up Camp, Diabetes Check-up Camp, Violations against Women, Lecture series and Street plays.
18. On 16th December, 2015 organised an **Essay writing competition** on Awareness on Energy Conservation
19. On 17th December, 2015, **Oath ceremony** was carried out in which youngsters were motivated to take an Oath, swearing on their loyalty and sincerity, in conserving the precious energy resources.
20. A **Rally on Energy Conservation** was organised on 18th December, 2015, which was carried out from our College to H.D.F.C. Circle, Panvel.

21. Organised a **Lecture on Consumer Protection Act, 1986** which was by Advocate Keekan Priyesh Raghavan on 7th January, 2016.

22. **Organised Rally by our students for creating awareness on Consumer Rights** on 10th January, 2016 at Shivaji Chowk , Panvel Area.

23. Conducted **Road Safety Week.**

Following activities were conducted in Road Safety such as-

- ✓ "Oath" to follow the road safety while driving two wheeler/ four wheeler.
- ✓ Essay Writing Competition on Road Safety
- ✓ Road Safety Poster Exhibition
- ✓ Helmet Rally
- ✓ Speed Breaker Painting
- ✓ Training for First Aid
- ✓ Road Safety Rally
- ✓ General Driving Tips - Dos and Don'ts

24. Conducted **Thalassemia Awareness and Detection Camp** on 20th January, 2016 in association with **International Association Of Lions Club** Supporting clubs were Lions Club of Navi Mumbai Champions, New Panvel, New Panvel Steel Town Lioness Club of New Panvel Steel Town, Koparkhairne P.M.J.F. Ln. Nitin Shetty (District Governor) was the Chief Guest and Ln. N. R. Parmeshwaran (D.C. Activity) & Ls. JyotiJagasia (District President) were the Guest of Honour for the event. Approximately 1900 students were given information on the said subject and 265 students were tested for the same.

25. Conducted **Stem Cell Transplant - Awareness & Registration** on 25th January, 2016 **in association with Marrow Donor Registry (INDIA).** Dr. Pravin from TATA Hospital delivered lectures on Stem Cell Transplant class wise in the college. Approximately 1300 students were informed and for 67 students stem cell test was conducted.

26. Conducted **Free Bone Density Camp & Random Blood Sugar Test** on 28th January, 2016 **in association with Lions Club of Navi Mumbai** Champions. Approximately 100 teaching and non-teaching staff benefitted from it.

27. Conducted **Free Book Distribution Programme** on 1st February, 2016 at Dyanjyoti Savitribai Phule Podi School, New Panvel.
28. N.S.S. initiated **World Wetland Day** on 2nd February, 2016, wherein N.S.S. volunteers spread awareness on the said subject in the college students.

Fulfilling Institution Social Responsibility

We believe in fulfilling our responsibilities towards society and also our commitment to teach the younger generation the relevance of giving back to the society to which they belong.

Therefore we try to maximise our effort through

- A. Various Associations established for the said purpose
- B. N.S.S., our social service unit
- C. Social Awareness Cell, constituted voluntarily for social endeavour
- D. M.E.S. ,Our Parent Institution which believes in social betterment
- E. Initiatives of our Principal, who is a social activist

ACTIVITIES BY ASSOCIATION

1. Contribution from Departments/Associations

- ✓ **Student members of Economics Association** visited an **orphanage 'Swargdwar'** in which they donated stationery and chocolates to the children on 23rd September, 2015.
- ✓ Student members of , **Economics Association painted Zebra Crossing near college campus under 'Road Safety Week' on 14th January, 2016.**
- ✓ **Biotechnology Association** students visited **Jeevan Jyoti Charitable Trust, old panvel** on 18th December, 2015 in which they guided inmates about personal hygiene and Cleanliness and donated blankets, stationery materials and snacks for them.
- ✓ **Biotechnology Association** students visited **Dnyan Jyoti Savitribai Phule,Nagar Parishad School No. 08** in New Panvel on 11th December, 2015 in which they guided the students on Personal Hygiene and Environmental Cleanliness to 74 students of 6th & 7th standard with the help of practical demonstration using microscope and permanent slides. This raised curiosity an

biological sciences (like bacteria & fungi) with distinct observation amongst school students.

- ✓ **Department of Accounting & Finance** participated in **Vishes Kshamta Mahotsav 2016 organised by Deaf and Mentally Challenged Residential School, Chipale** on 26th January, 2016 wherein generous food donation was done.
- ✓ **Department of Financial Markets** visited **Rotary school for Deaf and Dumb students - New Panvel** along with the Final year students wherein the inmates were taught to make craft articles. Christmas party was celebrated with the inmates on 23rd December, 2015.
- ✓ **Computer Association** in association with **AISEC Navi Mumbai organised BALKALAKAAR, 2015** event for 400 underprivileged kids on 20th December, 2015 at **Dr. Pillai Global Academy** where in students were involved in learning and painting.
- ✓ **Computer Association** organised **Raddi Drive** wherein members collected old newspapers from the students and teachers and the amount collected from the sale of those papers was utilised to provide food to the needy.
- ✓ **Mathematics and Statistics Association** organised a visit to **Emmanuel Orphanage and Old Age home on 3rd October, 2015** in which the students donated Rs.5000 and shared sweets with the inmates.
- ✓ **B.M.S. Department** visited **SEAL Ashram** on 7th March, 2016 and donated clothes, stationary, food and money for the 224 underprivileged inmates mainly for the TB patients and the mentally and physically challenged.
- ✓ **Nature Club** - Adopted Panvel Railway station for regular cleanliness and beautification. A street play was organised to educate the travellers the importance of using dustbins and keeping station clean. We painted the platforms and supplied plants for decoration. Dustbins were provided in all platforms. In Kharghar railway station we had a street play to highlight the drug manners.
- ✓ **ENACT (Environment Analysis and Conservation Team)** as a social obligation has taken up the initiative towards Kalundri river water analysis and conservation.

SOCIAL AWARENESS CELL OF PCACS

- ✓ A fund collection programme was conducted through box drive by students and staff of our college to organise one day community service for inmates from various old age and orphanage.
- ✓ Our college hosted 32 elderly residents of the **Ramkrishna Niketan and Rajeev Rajan Adhargrah, Shantivan, Nere, Panvel.**

SOCIAL INITIATIVES BY M.E.S. (PARENT BODY)

COMMUNITY SERVICE DAY, 2016

- Mahatma Education Society, our parent organization, has pioneered not only in the field of education but also made an impact on reaching out to and meeting needs of the marginalized sections of the society. For the last five years we have been celebrating Community Service Day, wherein every institution under M.E.S. host the of underprivileged on the Panvel Campus and organised entertainment programs, lunch and other activities for them. All teachers and students contribute towards this cause by donating voluntarily besides volunteering for the event. Our teachers and students contributed more than Rs. 38,965 for the same.
- **Community Service Day-2016 was hosted by Mahatma Education Society on the 23rd January, 2016** at Dr. K.M. Vasudevan Pillai's Campus, New Panvel. A fundraiser talent show "Uber Rang" was organized by all institution under Mahatma Education Society on 23rd January, 2016.

SOCIAL INITIATIVES BY PRINCIPAL

Our Principal is in the forefront in supporting the vulnerable not only through the institution but also through two important N.G.O.'s in which she is actively involved.

SOROPTIMIST INTERNATIONAL BOMBAY CHEMBUR

Soroptimist International Bombay Chembur was formed in 1995 to inspire, motivate and guide women to lead their lives with dignity and pride through affirmative action and networking. Our Principal Dr. Daphne Pillai is the Founder President of Soroptimist International Bombay Chembur. A list of the projects, media coverage received and Achievements are mentioned below:-

List of Projects/activities

- Skill Development Initiative Interaction – June 2015
- World Environment Day – Nasi Green Umbrella Project - June 2015
- International Day Of Yoga- June 2015
- Go Green Project- Nasi Green Umbrella Project- July 2015
- International Literacy Day - Sadhana Vidyalaya For The Deaf – September 2015
- International Literacy Day – Chembur – Sept 2015
- International Literacy Day - Khanda Colony – Ongoing Project From Sept' 2015
- International Literacy Day – Rasayani – Sept' 2015
- Soft Skill Development & Empowerment Program – September 2015
- Friendship Day 2015 – Oct' 2015
- Fistful Of Grain – Green Umbrella Project NASI – Oct' 2015
- Joy Of Giving Week 2015 – Oct 2015
- Sanitary Napkin Vending Machine Oct'2015
- International Women's Day at Chembur (Street Plays)
- International Women's Day celebration at Panvel (Installation of the Soroptimist Excellence Awards for exemplary achievements in the area of social service)

Media Coverage

- Founder President, Dr. Daphne Pillai featured in the magazine Savvy's "I BELIEVE" Collector's Edition published in April 2016. Dr. Daphne Pillai was felicitated by Dr. Reni Francis on being featured in the SAVVY magazine.
- An article titled 'Towards women empowerment' featured in Times NIE on 1st April 2016, which covered our International Women's day celebrations.
- An article titled 'Shaping Minds' featured in the SAVVY magazine's October print, covering Dr. Daphne Pillai's passionate work towards women empowerment through Soroptimism..
- Navi Mumbai City Line carried an article on International Yoga Project in June 2015.

Achievements

- 20th SI Convention in Istanbul, Turkey- Dr. Daphne Pillai was invited to be a panel speaker on the subject "Education: The Power of a Second Chance" in July 2015.
- SIBC received an Award Nomination for "SIGBI Best Practice Programme Awards"
- Dr. Daphne Pillai was invited to speak on the "Special challenges faced by Women in India" to the Soroptimist members of Soroptimist International of Americas Founder Region District II by the San Francisco Club.

EURIDITE EDUCATION MISSION

It is the social service wing of Mahatma Education Society's Pillai Group of Institutions. Euridite Education Mission (EEM) is a registered N.G.O. established by Mahatma Education Society (MES). Conceived in the early 1980s, it was actually established up a decade later and registered on 28th March, 1995 under the Society's Registration Act 1860 and the Bombay Public Trust's Act 1950.

Our prime focus is to reach out to the underprivileged and marginalised section of society, especially unemployed youth and women, and help uplift the economic status of the poor.

CRITERION – IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2000 sq mtr	-	-	2000 sq mtr
Class rooms	25	-	-	25
Laboratories				
Computer Lab	03	01	-	04
Biotechnology lab	03	-	-	03
Seminar Halls	03	-	-	03
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		01- Biotech Equipment 02- Camera 60 -computers	College	
Value of the equipment purchased during the year (Rs. in Lakhs)		1,12,000 1,00,000	College	
Others				

4.2 Computerization of administration and library

1. Learning Resource Centre has upgraded it's security system with increased capacity of CCTV's fitted with LED Screen to monitor student activities.
2. It has re-engineered it's signage systems for better visibility of resources and to motivate students.
3. It has developed FAQs (Frequently Asked Questions) for easy understanding of all library procedures and functions for it's stake holders.
4. It has installed inverter exclusively for the library to increase the power back up capacity and to provide uninterrupted services to manage functions of library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22501	₹4423951.40	2028	₹360574.60	24529	₹4784526.00
Reference Books	1931	₹1712971.58	117	₹108675.75	2048	₹1821647.33
e-Books [N-LIST]	97000+	₹5000.00	Renewed	₹5000.00	97000+	₹10000.00
Journals	40	₹73172.00	Renewed	₹73172.00	40	₹146344.00
e-Journals [N-LIST]	6000+	₹15000.00	Renewed	₹5000.00	6000+	₹15000.00
Digital Database	1	₹5000.00	Renewed	₹5000.00	1	₹10000.00
CD & Video	829	₹3536.00		Nil	829	₹3536.00
Others (specify)						
A.News Papers	8	₹5000.00	Nil	₹5000.00	8	₹10000.00
B.Bound Volumes						
C.Staff Publications	91	Nil	10	Nil	101	
E.Min.Res.Project	4 Vol	Nil	Nil	Nil	4	
F.Staff Thesis	1	Nil	Nil	Nil	1	
G.UOM Annual Reports	4	Nil	Nil	Nil	4	
	Nil	Nil	9	Nil	9	

*ANNEXURE 22 LIBRARY WORKSHOPS

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	360	340	420	-	-	10	10	-
Added	60	60	-	-	-	-	-	-
Total	420	400	420	-	-	10	10	-

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

- ✓ The Library Committee has organized One Day Workshop on “Zotero: The Research Tool for Reference Management” for faculty members on 3rd October, 2015 in Computer Lab-III. The resource person, Mr. Sanjay B. Munavalli, Librarian our institution, highlighted the importance of referencing in research work and different type’s style manuals. The said workshop gave

hands-on experience to faculty members utilize the Zotero open source bibliographic management software. More than 50 faculty members participated and benefited.

- ✓ **Learning Resource Centre** has conducted **Information Literacy Programme for fresher's**. It has helped to improve the optimum utilization of learning resources.
- ✓ **Department of I.T./C.S.** organised one day *Faculty Development Programme* on **"Installation, Configuration & Usage of MOODLE"** on August 24, 2016. Resource person for the programme was Dr. Satish Kumar Varma, Faculty - Pillai Institute of Information Technology, New Panvel.
- ✓ **The Department of I.T./C.S.** organized a **"Workshop Week"**- A series of workshops on the latest technology in I.T. field, in which students from various colleges participated. Following were the workshops conducted .

1. Topic: Cyber Law & Cyber Crime

Date: 18th February, 2016.

Resource person: Mr. Roshan Bangera, Manager at Pyramid Cyber Security and Forensic Pvt. Ltd. Mr.Suresh Swami A.C.P (Assistant Commissioner of Police).

2. Topic : Wordpress

Date: 20th February, 2016

Resource Person: 1) Mr. Vishnu Kutty 2) Mr. Shubham Verma, Technical experts from Cynix Webtech

3. Topic : Android Application

Resource Person: 1)Mr. Rajay Soni 2) Mr. Abhishek Satre

Date: 15th February, 2016

4. "Topic :Animo - Motion Your Imagination" - Animation (Graphics and Vfx)

DATE: 17th Febraury, 2016

Resource persons:-

1. Mr. Ajay Ankush Patil, Managing Director of Arena Multimedia, Panvel
2. Ms. Sneha Dume, Centre Manager, Arena Multimedia

3. Mr. Satish Patil, Classical Animator, Arena Multimedia, Panvel
4. Ms. Sanchita Bhandari, Graphics Faculty, Arena Multimedia, Panvel
5. Mr. Ambar Narkar, Vfx faculty , Arena Multimedia, Panvel

✓ A Seminar was organized on 'Virtual Reality' on February 20, 2016. Resource person of the Seminar was Mr. Suraj Mandal, Co-Founder of ADSMN Virtual Reality.

4.6 Amount spent on maintenance in lakhs :

i) ICT	14, 04,725
ii) Campus Infrastructure and facilities	27,519
iii) Equipments	7, 25,927
iv) Others	1,89,585
Total:	23,47,756

CRITERION – V

STUDENT SUPPORT AND PROGRESSION

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Information on Student Support Services is given through the following modes:

- Prospectus
- Website
- Announcements in class
- Notices put up in notice boards
- Student's Council
- Class Coordinator
- Student Members in important committees
- Separate notice board for each stream

5.2 Efforts made by the institution for tracking the progression

- Alumni meetings were held.
- Participants made the alumni register upto date through which progression can be tracked.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3199	333	-	-

(b) No. of students outside the state

168

(c) No. of international students

01

No	%
1623	45.95

Men

No	%
1909	54.05

Women

Last Year (2015-16)						This Year(2016-17)						
Gen eral	SC	ST/ NT/ DT	OBC /SBC	Physically Challen- ged	Total	Gen eral	SC	ST	OBC /SBC	Physically Challen- ged	NT /DT	Total
2496	210	85	454	3	3248	2729	201	29	491	3	79	3532

Demand ratio 58.86:1

Dropout 6.37%

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

- ✓ CET Coaching centre
- ✓ We have started a Coaching Centre for Competitive Examinations like U.P.S.C. /M.P.S.C. and Bank exams
- ✓ Library has a separate section of books meant for preparation of competitive examination.
- ✓ Library disseminates information through notice board displays and emails via Google groups about important announcement regarding various competitive exams.
- ✓ Requisition forms are also available for students for requisitioning books of their choice.

No. of students beneficiaries

37

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT IAS/IPS etc

State PSC UPSC Others

5.6 Details of student counselling and career guidance Student Counselling

The Counselling Unit of the college for the academic year 2015-16 started functioning in the month of June, 2015. There was no formal induction of the counsellor to the students as most of the students were already acquainted with her because of their last year's liaison.

From the following week itself, students began visiting the Counselling Unit. During the year **17 students** visited the Counselling Unit. These students had regular counselling sessions as per their needs. A total number of **53 individual counselling** sessions were held. The total number of **family sessions held was 3 in number.**

There were a range of issues and problems for which the students visited the counselling unit. These students were either referred by the teachers or came through self-referral. The teachers referred the students to the counsellor for issue related to

behaviour problems in class, low attendance, hyperactivity and aggressiveness. The student visited the counsellor by themselves (self-referral) to discuss issues like-relationship problems, family issues, study related issues and other personal problems.

Career Guidance

Sr. No.	Date of the Seminar	Name of the Organisation	Description of the seminars conducted
1	8 th December, 2015	Global Education Consultant	'Overseas Studies' by Global Education Academy
2	15 th December, 2015	Alumini Student	'Guidance Session' by Anmol Shrivastav working as Share Point Admin, in L&T Company
3		TCS Ignite	Career Counseling Seminar on 'Career Guidance'
4	13 th January, 2016	Sterling Institute of Management Studies, Nerul,	Guidance Session by Mrs. Jaylaxmi H.O.D. on 'MCA Entrance exam' and Importance of post-graduation.
5	13 th January, 2016	CET King	Guidance Session on 'How to crack CET & CAT'. Resource person for the session was Mr. Ravneet Gandhi, Founder, and CET King.
6	18 th January, 2016	Oracle	Career counseling seminar on 'Oracle Certification'
7	22 nd February, 2016	MKCL	Guidance Session on various Career Opportunities and Preparation for certificated Courses
8	1 st September 2015	Kraft Education Services	Guidance Session on studies abroad and preparation for various courses
9	18 th December 2015	HDFC LIFE	Career Counseling Seminar on 'Career opportunities in Insurance'
10	15 th January 2016	Gulf Aviation Academy	Career Counseling Seminar on 'Career opportunities in Aviation Industry'
11	15 th January 2016	Kuoni Travels	Career Counseling Seminar on 'Career opportunities in Travel & Tourism Industry'

No. of students benefitted

700

*** ANNEXURE 23 CAREER GUIDANCE FORUM**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
17	700	350	-

*ANNEXURE 24 PLACEMENT CELL

5.8 Details of gender sensitization programmes

- ✓ Women's' Cell organised a talk on 'How to Manage Relationships' for the students of F.Y.B.Com. and S.Y.B.Com. in September, 2015 by Mr. Pravin Bhosale of N.G.O., Yuva Aadhar Supporting Young Minds.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

*ANNEXURE 25 GYMKHANA COUNCIL

*ANNEXURE 26 STUDENTS' COUNCIL

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	202	Rs. 29,98,825
Financial support from other sources	-	-
Number of students who received International/ National recognitions	02	-

5.11 Student organised / initiatives

Fairs/fest: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

GRIEVANCE CELL DETAIL REPORT 2015-16

Category	Nature of grievance received	Date of the grievance received	Solution for the grievance
Students	SYBCOM(A/F)- Replacement of Quantitative Method's Faculty	29/08/2015	The Faculty was replaced by the experienced staff
	TYBCOM – Lack of Ventilation	09/09/2015	Air conditioner was installed
	SYBCOM- Problem of the white board	27/02/2016	Immediately replacement was done
	Female students – Nuisance of sanitary napkins by the dogs	18/02/2016	Procurement of sanitary napkins burning and vending machine was initiated
Teaching Staff	Required a Wall clock in IT and Commerce staff room	19/10/2015	Both the staff rooms received wall clock
	2.Requirement of wash basin in second floor	04/03/2016	A wash basin was put up in the second floor.
Non-Teaching Staff	To keep photocopy book at the photocopy centre	15/10/2015	The photocopy book would be kept with each dept.
	To separate main sheet, supplements, extra question papers	23/02/2016	Examination cell created separate boxes for each so that teachers can themselves put it in the right box.

CRITERION – VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 State the Vision and Mission of the institution

Vision

- Our vision is 'Education for All'. To fulfil our vision we welcome students from diverse backgrounds irrespective of region, religion, caste, economic strata and academic performance, subject to Universal rules.

Mission

- Achieving excellence in education by maintaining high standards of teaching, shaping talents of students, moulding their character and imbuing 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.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

- ✓ We follow the Syllabus designed by the Board of Studies of University of Mumbai
- ✓ Teachers participate actively in syllabus framing and in revised curriculum discussion workshops to obtain information and understand the changes.
- ✓ Our teachers are also members of Syllabus Framing Committees which helps them to be updated about the recent changes in the curriculum.

6.3.2 Teaching and Learning

Learning

- A. Class tests are conducted regularly to obtain feed back relating to effectiveness of teaching
- B. Students' underperformances are put under guardian teachers.
- C. Students' attendance data is available on 7th of every month and guardian of students who are irregular are specifically called for interaction for joint effort to ensure proper attendance and learning.

Teaching

- A. Management takes active part in recruitment, training, and follow up of teachers.
- B. Management asks for regular feedback of progress of teaching and quality of teaching.
- C. We have an excellent system of online feedback supported by student representatives, class teachers and programme co-ordinators.
- D. Teachers having below expected level of feedback are counselled.

6.3.3 Examination and Evaluation

EXAMINATION

- ✓ We follow a standardized and systematic Examination and Evaluation system.
- ✓ Examination schedule for the entire term is prepared in the beginning of each term. Teachers and students were informed about the exams at least a 45 days before the exams begin. *Refer Annexure II*
- ✓ 3 sets of question papers were set by respective teachers and submitted through the Head of the Department who is responsible for the correctness of the question paper.
- ✓ Each set of question paper has to be submitted along with a synoptic answer.
- ✓ From this year onwards, exam committee members randomly select one set and photocopy them, make bundles according to blocks and keep them in sealed

envelopes inside a sealed cupboard till the date of examination. Sealed covers are opened 30 minutes before the examination in front of the witness

EVALUATION

- ✓ Assessment is done based on the synoptic answers through Centralized Assessment Programme (CAP) to ensure timely correction.
- ✓ Moderation is carried out by teachers from other colleges
- ✓ Results were displayed within ten days of the examinations and marksheet distribution within five days of the results.
- ✓ Transparencies in examinations were maintained through Re-verifications of papers and by allowing students to see their answer papers.
- ✓ The students can obtain photocopy of their answer sheets.

6.3.4 Research and Development

- ✓ Research Review Committee motivates teachers to submit minor and major research proposals.
- ✓ Teachers are supported for attending Research related Seminars and Conferences.
- ✓ Teachers are encouraged to publish research related papers in reputed journals.
- ✓ Teachers are encouraged to get into collaborations with institutions or persons of repute in their area of research.
- ✓ Teachers completing their Ph.D., while in service, are felicitated by the management.
- ✓ Faculty members are given travel grant/advance, when they are attending conferences or for any research related work, inside or outside the country.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- ✓ Library facilities are augmented by procuring new titles and copies of existing books.
- ✓ Library has created Google Groups to communicate educational related activities with staff and students.

- ✓ Implemented the Koha Open Source Integrated Library Management Software with Web-OPAC facility to browse the collection of library 24*7 concept.
- ✓ Books are requisitioned by the H.O.D.s/ Coordination based on syllabus change an augmentation is done without delay.
- ✓ Students have right to requisition books which is to be approved by the H.O.D.s.

ICT:

- ✓ Audio visual rooms were made available for each department.
- ✓ All the three computer labs consisting of 340 computers were regularly maintained by hardware department.
- ✓ All machines were kept in conditions loaded with required software ready for operation at short notice.
- ✓ Teachers are encouraged to supplement chalk board lectures with presentations

Physical Infrastructure/Instruments:

- ✓ Spacious well ventilated classrooms with fans and lights are provided
- ✓ To avoid wastage of time, there is a generator backup system.
- ✓ Many class rooms are equipped with AV projectors.
- ✓ We have for computer labs with 440 machines. All labs are fully AC supported with online UPS system and licensed software.
- ✓ Biotechnology laboratories have latest instruments.
- ✓ Some of the class rooms are air conditioned.
- ✓ Well equipped Gymkhana and Auditorium with modern facilities are provided.

6.3.6 Human Resource Management

Standardized procedure as under

- ✓ Our H.R. policy is teacher/ staff oriented.
- ✓ Staff Welfare activities were conducted year round
- ✓ Staff Training was provided

- ✓ Lady members were supported during their pregnancy by adjusting lecture timing.
- ✓ Lady members who have breast feeding babies were allowed to go in between the lecture.
- ✓ Differently abled teachers were provided support and amenities to achieve parity.
- ✓ Staff can avail various benefits of leave such as casual leave / sick leave / maternity leave.

6.3.7 Faculty and Staff recruitment

- ✓ On account of our H.R. policy vacancy in teaching department rarely occurred.
- ✓ However, we followed the standardized recruitment policy this year also.

6.3.8 Industry Interaction / Collaboration

- ✓ To improve the employability of students and to expose the students to actual industrial atmosphere linkages are being worked out with industries.
- ✓ Our Institution in association with National Stock Exchange had organized a Skill Development Training program for students under Prime Minister's National Skills Development Corporation of India wherein 390 students are going to be benefited.
- ✓ Our Biotechnology Department has collaborated with Srujan Biotech Ltd. to provide training to students on plant tissue culture and other general aspects of Careers in Biotechnology.
- ✓ Our Accounting & Finance Department conducted a Certificate Course in association with Shahu Institute of Information Technology, New Panvel (Maharashtra Knowledge Corporation Limited) on "Tally ERP (0.9) Accounting" from 14th October, 2015 wherein 120 students were benefited. On the successful completion of the course the students were awarded certificates from the

Institute and the mark sheets from YashwantRao Chavan Open University (YCMOU).

6.3.9 Admission of Students

- ✓ We follow the admission process as laid down by the University of Mumbai.
- ✓ Students have to register online on the University of Mumbai website, and then submit their forms at the college within the last date of submission set by the University.
- ✓ Merit List is displayed on the said date and students confirm their seats by paying the required fees within 2 days.
- ✓ If seats remain vacant second merit list is put up and the same sequence followed till all seats are filled up.
- ✓ We follow all the reservation policies outlined by the Government of Maharashtra.
- ✓ Being a linguistic minority college, 50 % of our seats are reserved for malayali students.

6.4 Welfare schemes for

Teaching	08
Non teaching	01
Students	-

6.5 Total corpus fund generated

Not Applicable

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Mumbai	No	-
Administrative	No	-	No	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes - No

For PG Programmes Yes - No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- ✓ Suggestions were received from the Alumni during the Alumni meet.
- ✓ Alumni suggested placement opportunities for our current students through informal interaction with our teachers.
- ✓ Alumni were invited to take Guest Lectures for our current T.Y. students.
- ✓ The Department of Financial Markets invited alumni Mr. Askhay Kumbhar, Sub Stock Broker, to deliver a lecture on Derivatives Markets, 'Futures & Options Trading' for our Final Year Students on 12th September, 2015.
- ✓ The Department of I.T. and C.S. invited one of its Alumni, Mr. Anmol Srivastav, Sharepoint Administrator at L & T Infotech (Airoli), on December 17, 2015 . He discussed the importance of Campus Placements & Critical situation of Jobs in the I.T. Industry. His interesting talks gave a real food for thought to the students and triggered a healthy discussion related to career prospects of young techies.

6.12 Activities and support from the Parent - Teacher Association

- ✓ Through regular parent- teacher meeting, Parent Teacher Association was active.
- ✓ We conduct minimum one Parents Teacher Meeting in a semester and it is compulsory for students to bring their guardians for interaction.
- ✓ Any parent can interact with Class Teacher/Co-ordinator / Vice Principal without prior appointment during fixed time

***ANNEXURE 27 PARENTS TEACHERS MEET**

6.13 Development programmes for support staff

- ✓ Yoga Session was organized for the underprivileged women, who work as helpers at Dr. K.M. Vasudevan Pillai Campus, New Panvel, on the occasion of International Yoga Day
- ✓ Free Health and Dental Check up Camp was organized.
- ✓ The Sports Department organized Intra-Institute Cricket Tournament for the staff.
- ✓ Gymkhana Facilities are provided for non- teaching staff after office hours.
- ✓ Children of support staff were given free ships on an ongoing basis. There were four beneficiaries of free ship for this academic year.

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

- ✓ Trees were numbered.
- ✓ Daily cleaning of the campus.
- ✓ Minimum use of papers and reuse of wasted files.
- ✓ Shelters for birds were provided.
- ✓ Tree Plantation. Campaign was carried out.
- ✓ Solar Panels have been installed in the campus
- ✓ Rain water harvesting has been carried out.
- ✓ Composting is carried out of degradable (Canteen) waste
- ✓ Waste paper basket is located in each floor of the college campus
- ✓ Shredder machine is installed in Exam Cell to recycle the waste papers
- ✓ Butterfly garden is created.

CRITERION – VII

INNOVATIONS AND BEST PRACTICES

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- ✓ Research Journal named “Focus” published research papers of students with an aim of creating research culture.
- ✓ Learning Resource Centre conducted Information Literacy Programme for First year Bachelor students. It helped to improve the optimum utilization of learning resources.
- ✓ IQAC & Library Committee organised **One Day Workshop on “Zotero: The Research Tool for Research Management for Faculty”** with an aim to develop interest in research among faculties.
- ✓ Our Institution in association with National Stock Exchange organized a Skill Development Training Program for 380 students under National Skills Development Corporation of India to create employability under Pradhan Mantri Kaushal Vikas Yojana.

****ANNEXURE 28 ENVIRONMENT PROTECTION CELL***

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

Refer to criteria no. 2.15

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

BEST PRACTICE OF THE INSTITUTION

1. EXAMINATION SYSTEM

TITLE OF THE PRACTICE

'Examination Cell': Creating enabling conditions for improved examinations and assessment.

GOAL

- Standardizing examination procedures.
- Preserving the integrity of the system by having zero defect assessment.
- Continuous improvement in examination infrastructure.
- Reduction in the number of unfair means.
- Speedy redressal of exam related stress.
- Support for the differently abled.

THE CONTEXT

Examination reform has been a prominent theme in discourse on public education for decades. The manner in which student assessment has taken shape in educational programmes at all levels has long been an area of deep concern. Recommendations for the improvement of examinations have been formulated and reiterated fervently over the past half-century but have apparently had little effect. Serious effort is called for to reform examinations.

THE PRACTICE

The functioning of Examination Cell is being continually improved. Within the parameters of Mumbai University regulations, we have been carrying out a student friendly, leak proof examination system. The Examination Committee take care of the smooth functioning of the various examinations throughout the year .It maintains updated news and records of the university rules and norms. Measures to avoid leakage of question papers, cheating in examinations, errors and malpractices in scoring, and tabulation of mark sheets is at the priority for the examination department.

Operating procedure for conduct of examinations:

Examination Committee :

- a. Works for achieving institutional goal.
- b. Consists of Co-ordinators and H.O.D.'s.
- c. Conducts regular meetings.
- d. University rules and norms relating to examination are properly preserved and followed
- e. Work of Examination is decentralized i.e. separate incharges for Semester Examination, University Examinations, Preliminary Examinations, and Internal Examination.
- f. Internal examination for all branches are centralized and simultaneously done.

Examination System:

Pre- Examination procedure:

1. Intimation to students and teachers well in advance relating to Semester Examination, A.T.K.T. examination and internal examination.	<ol style="list-style-type: none"> a. Students can plan their studies. b. Students can plan their holiday. c. Teachers can plan their teaching.
2. Notification relating to examination is circulated in class rooms, put up on Notice Board of each Branch and displayed in website.	<ol style="list-style-type: none"> a. Fast/Reliable Communication to students – Student friendly.
3. A.T.K.T. form is to be filled on line and hall ticket is attached to the form available on-line.	<ol style="list-style-type: none"> a. Students need not stand in que - saving of time
4. Semester examination hall tickets are distributed in class rooms.	<ol style="list-style-type: none"> a. Students waiting period for hall ticket is “NIL”
5. Each hall ticket has photo of students, his/her roll number and name.	<ol style="list-style-type: none"> a. Avoid impersonation
6. Hall ticket contains examination time table	<ol style="list-style-type: none"> a. No possibility of error from students’ point of view.
7. Students who are absent in classroom can collect hall tickets subsequently from counter	<ol style="list-style-type: none"> a. Student friendly system
8. Student not having hall ticket are not allowed to enter the examination hall, unless they obtain duplicate from Examination Committee	<ol style="list-style-type: none"> a. Avoids unfair means.

9. Seating arrangement for examination is announced / put up in Notice Board 15 days before.	a. No confusion on the day of examination and running around.
10. One student in one bench of the programme is only allowed.	a. Relaxed seating arrangement. b. Less possibility of Unfair means. c. Better Supervision. a. Better Services
11. Seat numbers are written on benches. Rooms are opened 15 minutes before the examination. Seating arrangement is written on black boards with vacant number	b. Reduces unfair means. c. Help invigilators. d. Prepare proper supervision reports.
12. Students are not allowed to stand on floor in front of examination hall.	a. Noise free examination hall. b. Control of unfair means.
13. Each examination floor has one attendant for supplying stationery	a. No delay in supplying stationary
14. One supervisor for 40 students. All supervisors are teachers	a. Better and strict supervision and control. b. Reduced unfair means.
15. Examination Committee / Vigilance squad take continuous rounds.	a. Supervisors / students are alert - pre-empt any attempt for unfair means

Question Paper Preparation

1. Centralized paper setting	a. Saves time / Better control and Co-ordinator
2. Three sets of question papers are set for each subject out of which one is picked at the time of xeroxing.	a. Free of Unfair means examination.
3. Three sets of question paper may be prepared by three different teachers taking same subject.	a. Check on completion of portion and handling of subject by the teachers.
4. Teachers have to submit model answers.	a. Standardized and uniform evaluation
5. All the question papers are put in a cover, and handed over to the Vice Principal on the date announced.	a. Leak proof system. Secrecy to be maintained.
6. Sealed covers containing question papers are kept in an almera, locked and sealed	a. Tamper proof system

7. Xeroxing is done by each co-ordinator on allotted dates	a. Relaxed work culture
8. Selection of one question paper out of three is done by lottery.	a. Secrecy of the question paper.
9. Out of 3 sets of question paper only one set is Xeroxed and other two sets are used for A.T.K.T./additional exam.	a. Saving of time and money
10. Xeroxing is done on a holidays, in the closed room and covered by CCTV	a. Leak Proof
11. Shredding machine is used for destroying spoiled paper	a. Secrecy of question paper is maintained.
12. After Xeroxing, question papers are bundled block wise, room wise, date wise and subject wise. Each bundle is sealed in the presence of Co-ordinator	a. Efficiency delivery system of question papers in the examination hall
13. Each sealed bundle is marked on top the date of examination timing , class and subject	a. Mistake free question paper delivery in exam hall.
14. On the day of examination , 30 minutes before the timing bundle of question paper relating to that day's examination is opened in front of two witnesses (Students) .	a. Leak free
15. Balance bundles are kept under lock and key, sealed.	a. Safety of question papers
16. No mobile is allowed in the examination hall	a. Step against possible malpractice.

Evaluation

1. All supervisors, after collecting the answer paper from the examination hall submit the paper along with supervisor's report to senior supervisor.	a. Tracking the answer papers
2. Understudy rechecks the bundles arranges the paper, bundles them as per subject and hand over the same to CAP incharge	a. Safety of answer scripts is taken care of.
3. CAP will start from first day of examination. Timing of CAP and location of CAP is announced in advance.	a. An important measure to ensure declaration of result in scheduled time.

4. CAP incharge issues papers to teachers on the basis of allocation received from H.O.D. / Co-ordinator after entry in CAP register.	a. Control of issue of paper and return of issued paper and a check on progress of correction work by each teacher.
5. Students are not allowed to enter CAP room. Sub staff is in attendance in CAP room.	a. A step to control student interference
6. Refreshment is provided for staff.	a. Relaxed evaluation.
7. Schedule date for last date of submission of marklist, posting of marks in the computer is announced well in advance.	a. Planning of evaluation work by teacher and control of evaluation work by Cap in charge / Co-ordinator
8. Target dates is fixed on the basis of 40 / 50 paper a day of 6 hours	a. Control on over speeding / under performance
9. No teacher can correct more than the maximum or less than the minimum answer paper per day	a. Fair evaluation
10. Certain papers for evaluation are inter changed whenever different teachers take the subject	a. A measure of checks and balance relating to teaching
11. At the last day of correction CAP register is tallied and given to Accounts Dept. for payment to teachers	a. Reduction in clerical work/timely payment to faculty.

Result Preparation / Announcement

1. Each evaluator, after evaluation of the answer scripts of a particular division, should post the marks in the dedicated computer and hard copy of Marksheet is to be submitted to examination committee	a. Faster work and less possibility of corrupt practices.
2. Each evaluator, after evaluation of the answer scripts of a particular division, should post the marks in the dedicated computer and hard copy of Marksheet is to be submitted to examination committee	a. Helps declaration of result as per schedule
3. The marks posted in the result sheet are verified with the original marklist by a separate committee.	a. Mistake free result.

4. Examination Committee decides the gracing policy.	a. Collective participation in decision making.
5. After results are verified, gracing is completed and fresh result sheets are taken out and put up in website	a. Students / guardian can access the result form house b. Student need not come to college for knowing result.

Marksheet Printing / Distribution / Admission

As soon as the result is announced, computer department starts printing marksheet.	
1. Colour printer is used. Each marksheet will bear the photo of the student.	a. Possibility of tampering of marksheet is reduced.
2. Marksheet after printing is verified with result sheet.	a. Mistake free.
3. Marksheet are issued to student in a particular room, on announced date and timing by class teacher.	a. Student friendly
4. Admission for next academic year is given at the time of distribution of marksheet.	a. Student friendly admission process and better services.
5. Guardian can collect their marksheet/admission with authority letter	a. Time lag between examination and admission to next academic year is hardly 15 days b. Students who want to leave for outstation can leave after examination
6. This entire procedure including admission is completed within 15 days.	a. 1 st April to 30 th April students being free for lectures will utilize the time for lectures for incoming third year students

Re - valuation of Answer paper

- Student can apply for revaluation of the answer sheets as per schedule declared through online.
- Date, place, timing, of revaluation and the teacher who will be doing revaluation is announced in advance

Set Procedures for investigation in case of Malpractices

- The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his/her power and issue final order. The Broad Categories of Unfair means Resorted to by Students at the College/University Examinations and the Quantum of Punishment for each category is thereof is specified. The said reviews the cases of the unfair means used by the student during examinations and takes necessary action.

Grievance Redressal Procedure

- The facility for dealing with difficulties/ grievances relating to examinations is accessible to students at all times. Our professional counsellor addresses examination-related issues of students. (especially stress and anxiety)

Support for the Challenged

- Apart from our mandatory obligations we support students in a number of ways.
- We provide separate seating arrangement for students who are physically disadvantaged.
- Additional exams are arranged for students suffering from contagious diseases.
- Continuous water supply in the room is done.

EVIDENCE OF SUCCESS

Over the years there has been tremendous improvement in the conduct of examinations. The following points vindicate the success of the said endeavor:

- Examination processes have been standardized.
- Examination results improved.
- Improvement in examination infrastructure.
- Leak proof examinations.
- Reduction in the number of unfair means.
- Speedy redressal of exam related stress through counselling
- Support for the differently abled.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- Analysing student problems takes real mental effort as they are mostly complex in nature. Problems often call for multi-pronged solutions.
- Provisioning of resources required for purchasing new equipment's for the Examination cell.

BEST PRACTICE OF THE INSTITUTION

2. SOCIAL AWARENESS CELL

TITLE OF THE PRACTICE

'Social Awareness Cell':Community based activities for instilling social sensitivity in students and bringing about societal transformation.

GOAL

To assist students to master social skills and our institutional role as a part of society

THE CONTEXT

Students need guidance about which social behaviors to emulate. Students are young and fresh and their ideas could help contribute to the society's development. These ideas need to be cultured and captured. Developing social awareness is a must for the development of society. A socially aware individual accepts the responsibility to contribute towards the betterment of the society.

THE PRACTICE

To instil social sensitivity in students we conduct activities to raise the level of social consciousness of students that leads to social activism and societal transformation. Social Activities are carried out by students under the guidance of teachers.

Strategy

In order to contribute more to social activity, we have involved a **five tier system**, as a matter of long term policy.

- I. Social Activity conducted by **Associations**.
- II. Social Activity through **N.S.S**.
- III. Social Activity through **Community Service Day**.
- IV. Social Activity by **Mahatma Education Society**.
- V. Social Activity by **NGOs associated with Principal**.

I. CONTRIBUTION BY ASSOCIATIONS

We have a number of **Associations** such as Economics Association, Biotechnology Association, Commerce Association, Marathi Association, etc.

These Associations have a large number of students as members. There is a standing instruction to Prof. In-charge of these Associations that students should involve in Community Service every academic year.

SOCAIL ACTIVITY CONDUCTED BY ASSOCIATIONS

(2015-16)

Sr. No.	Name of Association	Date of Activity	Activity Conducted
1.	Financial Markets	23 rd December, 2015	Visited Rotary school for Deaf and Dumb students - New Panvel along with the Final year students wherein the inmates were taught to make craft articles. Christmas party was celebrated with the inmates.
2.	Accounting and Finance	26 th January, 2016	Participated in Vishes Kshamta Mahotsav 2016 organised by Deaf and Mentally Challenged Residential School, Chipale wherein generous food donation was done.
3.	B.M.S.	7 th March, 2016	Donated clothes, stationary, food and money for the 224 underprivileged inmates of SEAL Ashram and mainly for the TB patients and the Mentally and physically challenged .
4.	Mathematics & Statistics	3 rd October, 2015	Visit to Emmanuel Orphanage and Old Age home in which the students donated Rs.5000 and shared sweets with the inmates.
5.	Nature Club	15 th December, 2015	Adopted Panvel Railway station for regular cleanliness and beautification. A street play was organised to educate the travellers the importance of using dustbins and keeping station clean. We painted the

			platforms and supplied plants for decoration.
6.	Economics	23 rd September, 2015	Donated stationery and chocolates to the children of orphanage 'Swargdwar'
		14th January, 2016	Economics Association students painted zebra crossing near the institution under 'Road Safety Week'
7.	Computer Association	20 th December, 2015	Computer Association in association with AISEC Navi Mumbai organised BALKALAKAAR, 2015 event for 400 underprivileged kids at Dr. Pillai Global Academy
		-	Organised Raddi Drive wherein members collected old newspapers from the students and teachers and the amount collected from the sale of those papers was utilised to provide food to the needy.
8.	Biotechnology	18 th December 2015	Visited Jeevan Jyoti Charitable Trust, old panvel in which they guided inmates about personal hygiene and Cleanliness and donated blankets, stationery materials and snacks for them.
		11 th December 2015	Visited Dnyan Jyoti Savitribai Phule,Nagar Parishad School No. 08 in New Panvel in which they guided the students on Personal Hygiene and Environmental Cleanliness to 74 students of 6 th & 7 th standard with the help of practical demonstration using microscope and permanent slides.
9.	Managment Association	3 rd March, 2016	Visited Girija Balgruha (orpahnge home)and donated gifts & eatables for the kids.

II. SOCIAL ACTIVITY THROUGH N.S.S.

We have a N.S.S. unit which is very active. In addition to statutory obligations, the Prof. In charge of N.S.S. has been given directive that he should concentrate more on social activities. The list of areas into which N.S.S. is active include:

1. Health Check up
2. Dental Check up Camp
3. Training on renewal energy sources
4. Organ Donation Drive
5. Creating sensitivity towards HIV and AIDS affected
6. Tree Plantation Programme
7. Thalassaemia & Stem Cell Transplant Awareness Camp
8. Pulse Polio Drive
9. Blood Donation Drive
10. Road safety week
11. Seminar on Leprosy
12. Door to door awareness to save electricity once in every month
13. Interactive session on Energy Conservation
14. Adopting villages
- 15.

III. SOCIAL ACTIVITY THROUGH COMMUNITY SERVICE DAY :-

Apart from these units actively participating and fulfilling social obligation, the college itself take active initiatives in the field. We organize box collection from students and teachers. The amount of Rs.38,965 collected was used for community service day. On community service day we invite inmates of old age homes either directly or through NGOs. One full day we care these inmates who need love and affection. We arrange stage programmes and games for their entertainment. Our teachers and students serve food and sweets.

IV. SOCIAL INITIATIVES BY M.E.S. (PARENT BODY):

Community Service Day-2016 was hosted by Mahatma Education Society on the **23rd January, 2016** at Dr. K.M. Vasudevan Pillai's Campus, New Panvel. A fundraiser talent show "Uber Rang", was organized by all institution under Mahatma Education Society on 23rd January, 2016.

V. PERSONAL CONTRIBUTION OF OUR PRINCIPAL

Our Principal is in the forefront in supporting old and needy not only through college but also through two important NGOs namely:

- 1. Soroptimist International Bombay**
- 2. Erudite Education Mission**

Soroptimist International Bombay Chembur was formed in 1995 to inspire, motivate and guide women to lead their lives with dignity and pride through affirmative action and networking. Our Principal Dr. Daphne Pillai is the Founder President of Soroptimist International Bombay Chembur. Mahatma Education Society's Pillai Group of Institutions organized International Day of Yoga in association with Soroptimist International Bombay Chembur, an organization that works for the welfare of women by conducting a yoga session for the underprivileged women who work as helpers at Dr. K. M. Vasudevan Pillai Campus on 21st June, 2015. Yoga experts, Mr. Ashish Samarth and Mrs. Deepika Samarth from Vyaana Yoga Centre

Euridite Education Mission is the social service wing of Mahatma Education Society's Pillai Group of Institutions. Euridite Education Mission (EEM) is a registered NGO established by Mahatma Education Society (MES). Conceived in the early 1980s, it was actually set up a decade later and registered on 28th March, 1995 under the Society's Registration Act 1860 and the Bombay Public Trust's Act 1950.

Our prime focus is to reach out to the underprivileged and marginalised section of society, especially unemployed youth and women and help uplift the economic status of the poor.

EVIDENCE OF SUCCESS

Over the years there has been a tremendous increase in the number of social initiatives taken by the institution. The following points vindicate the success of the said endeavour:

- All Departments of the institution contributed to the society's betterment by their social endeavours.
- Social Awareness Cell of our institution is highly active and has bagged awards and rewards at various platforms for its undying commitment for societal transformation.
- Umpteen number of projects have been executed for societal transformation and these projects have been planned as per the projected needs of the society.
- Management/Faculty/students have received appreciation for their social endeavours.
- Number of villages has been adopted.
- There have been link ups with number of NGOs for supporting various causes.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- Community problems exist precisely because they often resist clear analysis and solution. They become real challenges when solutions are sought.
- Assessment of resources required and provisioning for the same is a difficult task.

7.4 Contribution to environmental awareness / protection

- ✓ Environment Analysis and Conservation Team (ENACT) for environment management: ENACT carried out Water Quality Assessment of Kalundre River. The team has completed the second quarter analysis of the river. Such analysis will help determine the pollution levels much better and thereby will help in deciding suitable measures towards the river conservation.
- ✓ Environment Analysis and Conservation team (EnACT) under the guidance of Prof. Gopakumar Pillai carried out composting in the campus during the months

of July and August, 2015. The activity was conducted as a part of the campus solid waste management program.

- ✓ On 29th January, 2016, the members of Environment Analysis and Conservation Team (EnACT) of Biotechnology Dept., found an injured Barn Owl in the campus building which was being attacked by crows. The EnACT members rescued the bird and provided temporary shelter to the bird
- ✓ **Nature club has adopted Panvel railway station in the academic year 2015-16, various activities conducted under this project**
 - Cleanliness drive at Panvel Railway Station Premises, 14th July 2015
 - Poster exhibition on cleanliness 26th September 2015
 - Donation of dustbins and show plants -29th January 2016
 - skit performance on drugs awareness- 17th February 2016
 - Beautification of Panvel railway station- 24th and 25th February 2016
- ✓ “Trekking” to kondana caves – Rajmachi, Lonawala. Was organized on 10th February, 2016 lectures was arranged on snake- wild life by wild life research recscue conservation club, MR. Saurabh Rane & on History of kondala caves by MR. Prathemesh Giakwad.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- ‘Education for all’ tackling diversity, accessibility and affordability
- Academic Honesty
- Qualified and highly motivated staff
- World class infrastructure
- Feedback System
- Sensitivity towards society
- Student Exchange programme
- Certificate courses/ Competitive Exam Centre

Weakness:

The Institution has set low cut-off marks for students seeking admission as we are located in a less developed region and majority of our students are economically

backward and of vernacular medium. We provide special student/ financial support schemes to overcome this weakness.

Opportunity:

- Increase number of Linkages
- Increase number of Placements
- Increase in Gender Sensitation/Environmental Programmes
- Increase in number of Research Projects

Threat:

Meeting competition is a significant threat to the institution. We are continually trying to upgrade our learning resources and infrastructure to match global standards. A continual and high dose of investment is a must and hence there is an increasing pressure for spending on education for staying competitive.

8. Plans of institution for next year (2016-17)

- ✓ To ensure fair access to and affordability of academic programmes for various sections of society.
- ✓ To enhance outreach programmes for the members of the backward community.
- ✓ To enhance the number of smart class rooms in the academic departments.
- ✓ To continue to provide infrastructure comparable to international standards.
- ✓ To introduce fully e-based system for different administrative processes like, admission, result publication, etc.
- ✓ To strengthen the liaison amongst the various stakeholders like, students, teachers, parents, employers etc.
- ✓ To ensure 100% utilization of lecture timings.
- ✓ To continue to prepare and publish yearly academic calendar before the beginning of the academic year.
- ✓ To make the subjects more interesting.
- ✓ To support students. (meritorious and academically weak)
- ✓ To keep guardians updated about their wards' performance.

- ✓ To address student grievances promptly
- ✓ To enhance collaborative research among the departments and to take initiative for inter-institutional collaboration
- ✓ To conduct greater numbers of seminars and workshops of National and International importance at our campus.
- ✓ To continue to fulfill our social obligations.
- ✓ To arrange special programs for teaching/non-teaching staff.
- ✓ To protect the environment. We plan to conduct an Environmental Audit.
- ✓ To strengthen industry linkages.
- ✓ To strengthen National and International linkages.
- ✓ To strengthen alumni participation.
- ✓ More certificate courses.
- ✓ Strengthening of consultancy services.

Name: Dr. Aarti Sukheja

Name: Dr. Daphne Pillai

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
