Annual Quality Assurance Report (AQAR) of IQAC for the Academic Year
June 2016 to April 2017

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 2016 TO APRIL 2017

Part – A

1. Details of the Institution

1.1 Name of the Institution Pillai College of Arts, Commerce & Science

1.2 Address Line 1 Dr. K.M. Vasudevan Pillai Campus

Address Line 2 Plot no. 10, Sector -16

City/Town New Panvel

State Maharashtra

Pin Code 410206

Institution e-mail address pcacsoffice@gmail.com

Contact Nos. 022-27456100/1700 ext 131

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

Tel. No. with STD Code: 022-27456100/1700 ext 161

Mobile: 09820123504

Name of the IQAC Co-ordinator: Dr. Aarti Sukheja

Mobile: 09930186306

IQAC e-mail address: pcacsiqac@mes.ac.in

1.3 NAAC Track ID **MHCOGN11351**

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	1st Cycle	A	-	2004-05	2008-09
2	2nd Cycle	A	3.23	2010-11	2015-16
3	3rd Cycle	A	3.25	2016-17	2021-22
4	4th 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

Third Cycle of Re-accreditation: 16th September, 2016

 i. AQAR 2016-17 (28-04-2017)

1.9 Institutional Status

 University   N.A.   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)* [University of Mumbai]

1.12 Special status conferred by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [NO]

University with Potential for Excellence [NO] UGC-CPE [NO]

DST Star Scheme [NO] UGC-CE [NO]

UGC-Special Assistance Programme [NO] DST-FIST [NO]

UGC-Innovative PG programmes [NO] Any other (*Specify*) [Received 'Best College Award' from University of Mumbai]

UGC-COP Programmes [NO]

*Annexure I Institutional Achievements

2. IQAC Composition and Activities

2.1 No. of Teachers [08]

2.2 No. of Administrative/Technical staff [04]

2.3 No. of students [02]

2.4 No. of Management representatives [01]

2.5 No. of Alumni [02]

2. 6 No. of any other stakeholder and community representatives [02]

2.7 No. of Employers/ Industrialists [01]

2.8 No. of other External Experts [02]

2.9 Total No. of members   22+4

*Head of the Institution: Dr. Daphne Pillai

*IQAC Coordinator: Dr. Aarti Sukheja

*IQAC Co-Coordinator: Prof. Bhavana Parab

*Librarian: Mr. Sanjay Munavalli

2.10 No. of IQAC meetings held   05

2.11 No. of meetings with various stakeholders: Faculty   05

Non-Teaching Staff 05 **Students** 05 **Alumni** 05 **Others** 05

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

          If yes, mention the amount   NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 02 **International** 00 **National** 00 **State** 01 **Institution Level** 01

(ii) Themes

✓ One-day State Level Workshop on **"Autonomy Initiation'** on February 27, 2017.

✓ One-day Workshop on **'Standards for High Quality Research and Analysis'** on April 22, 2017**.**

2.14 Significant Activities and contributions made by IQAC

➤ **Internal Academic Audit (Mock)**

• Internal Academic Audit Committee has been constituted with senior most faculty members. It has been decided that an audit of all departments would be conducted on an ongoing basis. Internal Academic Audit of all departments was conducted from 27 June, 2016 to 5th July, 2016. Sixteen meetings were held to facilitate interactions between various departments and IQAC.

➢ **Infrastructure**

• Recognizing the need for augmenting classroom infrastructure, two additional Audio Visual rooms have been made available for the purpose of teaching for the current academic year.

• Additional computer laboratory with 50 computers is made available.

➢ **Learning Resource Centre:**

• Procured additional titles in the library.

• Purchased Bar Code Scanner to implement Online Library Visitor System. This will have the following advantages: Paperless, Time saving, Error free, Easy to generate reports.

• Purchased additional hand held scanners (two) for the library.

• Developed "Mobile App" to provide real-time services to users 24*7. Any user can download it from 'Google Playstore' and keep track of their transactions. Students and faculty members use their College I.D. No. and E-Mail provided to access the said app.

• Prepared "QR (Quick Response) Codes" and deployed in the library to save time of students and staff to access resources subscribed by the college.

➢ **Inclusive Practices**

• To ensure that all students with disabilities receive their total education within the regular environment we have purchased **Braille.** We believe that educating students with visual impairments is a must for achieving inclusion in the society

• We have a Functional Equal Opportunity Centre (EOC) offering free ships, fee concessions & scholarships to achieve inclusion in education.

• To avoid financial problems and connected worries we have the following systems in operation;

    I. Fee concessions facilities for Sheculed Caste, Scheduled tribes, Nomadic tribes as per government

    II. Fee concessions to economically backward students from college

    III. Facility for payment in instalments.

IV. 'Earn while you learn' Policy

V. Internship with stipend.

- Under 'Earn while you Learn', Ms. Divya Nair, student of S.Y. Biotech., worked in the administrative dept. of Biotechnology Dept. for a period of 3 months.

➢ **Research Development Committee (RDC) reconstituted with 3 wings:**

  o RDC: Student Research Wing: In charge: Dr. Seema Somani

  o RDC: Faculty Research Wing: In charge: Dr. Gajanan Wader

  o RDC: Faculty Publications Wing: In charge: Dr. Rinkoo Shantnu

- Targets have been set for research in each wing.

- Four Minor Research Projects have been sanctioned by University of Mumbai.

- It was decided that quality research projects approved by Research Development Committee would be considered for management sponsorship.

- Department of B.Com. organized One Day Training Programme on 'Use of Statistical Techniques in Research' on 20th February, 2017. Around 50 students were trained on how to use SPSS package for research.

- Department of Accounts & Finance Association 'Finanza' organized a 'Seminar on 'Basics in Research & Publication' for students on 1st, March, 2017.

- IQAC & Department of Accounting & Finance organized One-day Workshop on 'Standards for High Quality Research and Analysis' on April 22, 2017.

- Student Research Wing of Research Development Committee trained students for research through mentoring and workshops. Opportunities were given to participate in many research events and competitions like Avishkar Research Convention in which our students received recognition for their research work.

➢ **Placement**

- Two new appointments have been made in the Placement Cell:

  ✓ Ms. Tanvi Vadke

  ✓ Ms. Divya Nair

They will be assisting Prof. Padmaja Ganti- faculty, Placement –in-charge. They will be visiting companies with profiles of our students for potential recruitment and also have been directed to co-ordinate with Alumni for placements.

- Youth Rova 2017 (JOB FAIR) is to be held in the college premises on 7th of May 2017. This fair will rope in 40 corporate big wigs which will immensely benefit the placement opportunities for the students.

➢ **Standardized format for reporting to IQAC:**

Standardized format for reporting to IQAC has been prepared for collecting data from various departments which has enabled IQAC to work with data more effectively and with less preparation time. It has also provided an ease of support in creation of analysis parameters which would aid future course of action.

➢ **Feedback process:**

IQAC has brought in several changes in the feedback process in the current academic year which will be implemented from the academic session 2017-18.

- Teaching staff is in no way would be involved in the feedback process.
- Each semester feedback would be taken.
- Only students having attendance above 50% would be eligible to give feedback.
- Minimum 50% class strength must be present at the time of feedback.

➢ **Creation of Internal Complaints Committee (ICC)**

The ICC has been created for redressal of cases of sexual harassment amongst staff and students. As per UGC (Prevention, Prohibition and Redressal of Sexual harassment of Women Employees and Students in Higher Educational Institution) Regulation, 2015, Internal Complaints Committee is to be constituted with immediate effect.

The following members are deputed for the committee:

1. Presiding Officer: Prof. Kiran Deshmukh
2. Faculty Members: Prof. Aditya Joshi and Prof. Kavita Kathare
3. Non-teaching Members: Mrs. Suvarna G. and Mr. Arun Radhakrishnan
4. Student Members: U.G. Ms. Jasmin Maruf (F.Y.B.Com. A)

    P.G. Ms. Nikita Sakhare (M.Com.I)
5. NGO Member: Yvette LEE

➢ **Examination**

Flying Squad has been appointed and implemented in the I Semester examination which has resulted in reduction of unfair cases.

> **Website:**

The college website is regularly updated by Prof. Deepika Sharma (H.O.D. of C.S./I. T) and her team who have been exclusively given charge for uploading all the information relevant for the teaching learning community.

We have received high rankings from our stakeholders for having a student friendly and easily navigable website.

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 2016-17

Plan of Action	Achievements
• To ensure fair access to and affordability of academic programmes for various sections of society.	✓ **Functional Equal Opportunity Centre** (EOC) offering free ships, fee concessions & scholarships, Earn & Learn, Internships to achieve inclusion in education. ✓ Free ships (Fee Waiver) were given to economically backward students, sports students and wards of our sub staff under the Staff Welfare Category after proper scrutiny of their applications and subsequent interviews. ✓ Numbers of beneficiaries availing the various schemes under EOC have increased from the previous year. ✓ To avoid financial problems and connected worries we have 'Earn while you learn' Policy and Internship with stipend. ✓ Under 'Earn while you Learn', Ms. Divya Nair, student of S.Y. Biotech., worked in the

	administrative dept. of Biotechnology Dept. for a period of 3 months. 50 students from our college work for Promotions Unlimited, Registered Company of Pillai Group of Institutions.
	✓ Student Support Internship: Under the International Collaboration with AIESEC (International Association of Students in Economic and Commercial Sciences) we regularly depute students for training in foreign countries which gives them international internship opportunities.
	✓ Two students (Anil Nair & Sejal Sawant from F.Y.B.M.M.) have been sent to Hungary for Internship via AIESEC from 23rd April to 6th June,2017.
	✓ Two students (Anil Nair & Sejal Sawant) from F.Y.B.M.M. have been deputed to Hungary for Internship via AISEC from 23rd April to 6th June, 2017.
• To enhance outreach programmes for the members of the backward community	✓ **Management Sponsored** free ships, fee concessions and scholarships were given on a yearly basis. ✓ **Special Coaching is provided wherever required on request.**
• To continue to provide infrastructure comparable to international standards.	✓ Felicitated with the **'Best Infrastructure and Facilities Award'** by Lokmat Group. **Annexure I Institutional Award* ✓ Additional computer laboratory with 50 computers is made available. ✓ Two smart class rooms have been added this year.

• To improve learning resources.	✓ Textbooks, reference books, e-books, journals, e-journals, digital data, newspapers worth Rs.6,04,360 was added in the current academic year. ✓ Prepared **"Library Manual"** to ease the understanding of functions and services of library. ✓ Prepared **"QR (Quick Response) Codes"** and deployed in library to save time to access learning resources. ✓ Developed **"Mobile App"** to provide real-time services to users 24*7. Any user can download it from 'Google Play store' and keep track of their transactions. Students and faculty members use college I.D. number and email provided by the college to access the app. (Mobile app link: (https://play.google.com/store/apps/ details?id=ac.in.mes.meslibraryapp)
• To introduce e-based system for different processes	**E-based system** is available for the following: ✓ Admission (Requirements, Eligibility, Prospectus, M.E.S. Online Enquiry Form) ✓ Online Examination Facilities (Examination Calendar, Online ATKT Form Filing, Online Results, Exam Time Table, Passing Standards, Unfair Means) ✓ Railway Concession Forms ✓ Attendance ✓ Feedback
• To strengthen the liaison amongst the various	✓ Parent Teacher Meeting (Each semester) ✓ IQAC Meetings (5 in a year)

stakeholders like, students, teachers, parents, employers etc.	✓ Alumni Meets ✓ Industry Linkages (Internships, Placements, Certificate Courses)
• To ensure 100% utilization of lecture timings.	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.
• To continue to prepare and publish yearly academic calendar /duty allocation before the beginning of the academic year.	✓ Yearly academic calendar/duty allocation chart for 2016-17 was published towards the end of the academic year 2015-16 and displayed on the website. ✓ Academic calendar is directly linked to Google calendar and gets updated on the college website event/date wise *Annexure II Academic Calendar* *Annexure III Duty Allocation*
• To make the subjects more interesting.	✓ International/National Study Tours/factory visits/industrial visits for giving practical exposure. ✓ Mock interviews, presentations, projects were organized. ✓ You tube assisted learning.
• To support students. (meritorious and academically weak)	✓ 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. ✓ **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 Counselling was conducted.
• To keep guardians updated about their wards' performance.	✓ **Parents Teacher Meeting** arranged regularly for discussing wards' progress. ✓ Follow up action taken on the feedback from guardians. ✓ Letters sent every month to the guardians informing wards' attendance. ✓ One to one interaction of the class teacher with the guardian whose performance needed improvement.
• Student/Staff Recognition	✓ Best Student Award is given every year. ✓ Best Library User Award for student and staff. ✓ Felicitation of students in academics, sports, cultural, social work, associations, magazine and other categories for their contribution. ✓ Dept. of C.S./I.T. has iniated Best Student Award is given at each level F.Y, S.Y. T.Y.,
• To address student grievances promptly	✓ **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 the class teacher directly. Next stage, student can contact H.O.D./Coordinator. After both avenues are tried the matter can be referred to the Principal or Vice Principal. ✓ Internal Complaints Committee (ICC) has been created for redressal of cases of sexual harassment amongst women staff and girl students.

	✓ A complaint box is also provided next to the office of Vice- principal and the complaints are being addressed.
• To conduct greater numbers of seminars and workshops of National and International importance at our campus.	✓ A number of workshops and seminars were conducted by different departments for the benefit of students and teachers. *Annexure IV Seminars & Workshop Organized* ✓ Teachers were given all support to attend seminars and workshop for which the management bears all expenses. * *Annexure V Seminars & Workshops Attended*
• To continue to fulfil our social obligations	✓ As per our institutional policy every Department/Association was involved in carrying out activities for the betterment of the society. ✓ Students Council also contributed to social cause by collecting donations for various NGO's. ✓ Conducted our annual event **'Community Service Day'** in which a number of N.G.O.s were invited. Our College hosted the inmates of Shanti Niketan Old Age Home. Our college raised funds and made generous donations to the said N.G.O. ✓ A fund-raiser talent show '**Uber Rang'** was organized by Mahatma Education Society for all units under its umbrella. The collected amount was utilized for various social initiatives. ✓ The college N.S.S. Unit & Social Awareness Cell carried out a number of initiatives

	towards the betterment of the society. *Annexure VI Community Service*

✓ To strengthen research culture	✓ **Research Development Committee** was reconstituted to inculcate research culture amongst staff and students.
	
	 ✓ **ENACT** (Environment Awareness and Conservation Team) encourages student research into issues relevant to the society.
	
	 ✓ Four Minor Research Projects have been sanctioned by University of Mumbai in this year.
	
	 ✓ Two teachers are on the Editorial Board of reputed journals.
	
	    1. Dr. Seema Somani (H.O.D., Department of Commerce) is the **Member of Editorial Board -** AHEAD International Journal for Recent Research Review Bangalore, Online ISSN: 2456-205X
	
	    2. Prof. Shabab Rizvi was appointed as a **Member of Review Committee** for Aadhar International Research Journal.
	
	 ✓ Our Librarian is the **Editorial Advisory Board Member** for Shodh Chetana, Special Issue, on Library and Information Science Journal.
	
	 ✓ Research journals/papers were published in journals of repute.
	
	 ✓ U.G. students participated in Inter-collegiate Research Conventions like – Avishkar.
	
	 ✓ To encourage students to write research papers a **Multi-Disciplinary Journal titled 'Focus'** was published by the Department of Accounting & Finance.

	✓ Biotechnology students presented their research work in the 8th Youth Science Congress, organized by University of Mumbai, M.S Swaminathan Foundation, Chennai, Rajiv Gandhi National Institute of Youth Development, Chennai and SRM University, Chennai on February 16-18, 2017. *Annexure VII Research Initiatives*
• To arrange special programs for teaching / non-teaching staff.	✓ Health Check-up Camp in association with Apollo Hospital, Nerul ✓ Get together for staff which included screening of movie followed by refreshments. ✓ Session on "How to grow your own money through mutual fund investment' by Dr. Suhas Chavan, Financial Advisor, Arth Gyaan Centre for Financial Planning on 4th October, 2016. *Annexure XVIII Activities of Associations*
• To protect the environment	✓ Composting of solid waste of canteen and garden ✓ Research on Waste Management ✓ Research on Water quality (Kalundre River) ✓ Cleanliness drive under the umbrella of Swach Bharat Abhiyan at Panvel railway station ✓ Green measures such as rain water harvesting, composting, energy conservation, use of renewable energy, efforts for carbon neutrality, e-waste management, environmental research and the like have been adopted by the institution towards environment protection and sustenance. ✓ Panvel Railway Station received **Second Rank in Maharashtra** and **35th Rank in India** by

	IRCTC for its **Cleanliness.** The work done by Nature Club, which has adopted Panvel Railway Station, has received appreciation from all corners.
• To strengthen linkages.	✓ **MOU with NYU-STERN** Urbanisation Project for setting up 'Urban Expansion Observatory" at our Campus. ✓ Tie up with **Google India** Ltd. ✓ International Exchange Programme with **St. Mary's University, California, U.S.A.** ✓ Coaching for **Banking, M.P.S.C. and U.P.S.C.** ✓ Certificate Courses: 1. Add on course on **'Financial Markets'** was conducted by American Academy of Financial Management India Ltd from 17th October, 2016 to 21st October, 2016. 2. In association with National Stock Exchange organized a **'Skill Development Training Program'** on 'Fundamentals of Capital Markets' from 19th September to 24th September,2016. 180 students were beneficiaries of it. Our Institution is an **Authorised Training Centre** for Skill Development Programme under PMKVY (Pradhan Mantri Kaushal Vikas Yojana) 3. Certificate Course in **'Oracle'** by Oracle University. (This year students did not enrol for the said course) 4. **Foreign Language Course** in Language Laboratory. 5. **Tally ERP Accounting Course** with MKCL from

	1st December to 15th December,2016. 6. **Course in Plant Tissue Culture & Bioinformatics** with Srujan Biotech. (It will be conducted in the month of May,2017)
• To improve placements	✓ 238 students were selected through campus interviews. ✓ Campus interviews were conducted by companies such as Infosys, TCS, L & T, CAPGEMINI CAMS, Nokia HERE, Lilac Insights, GEP Solutions, , IKS health Care, and the like. ✓ Two new appointments have been made in the Placement Cell for Outdoor Publicity: Ms Tanvi Vadke Ms. Divya Nair
• To strengthen alumni participation.	✓ Department wise alumni meets were held in the current academic year. ✓ Department of I.T. & C.S. felicitated alumni students and Special Felicitation was done for one Alumni for extraordinary progress in his field of work. *Annexure VIII - Alumni Meet*

2.15 Whether the AQAR was placed in statutory body: No

Management | - | **Syndicate** | - | **Any other body** | - |

Provide the details of the action taken

-

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	-	04	-
U.G.	08	-	08 (B.Com. 1 division Grant in Aid)	-
P.G. Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	05	-	05	05
Others				
Total	17	-	17	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	01

1.3 Feedback from stakeholders* *(On all aspects)*

Alumni [-] **Parents** [✓] **Employers** [-] **Students** [✓]

Mode of feedback: Online [✓] **Manual** [✓] **Co-operating schools (for PEI)** [-]

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 and some of our faculty members are active members in the Syllabus Revision Committee of Mumbai University.

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

- **Research Development Committee(RDC) reconstituted with 3 wings:**
  - RDC: Student Research Wing: In charge: Dr. Seema Somani
  - RDC: Faculty Research Wing: In charge: Dr. Gajanan Wader
  - RDC: Faculty Publications Wing: In charge: Dr. Rinkoo Shantnu

- **Internal Complaints Committee (ICC)**

  The ICC has been created for redressal of cases of sexual harassment amongst staff and students.

Criterion – II

TEACHING, LEARNING AND EVALUATION

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	25	-	01	01

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
15	-	-	-	-	-	-	-	15	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

| Guest: - | | Visiting: 17 | | Temporary: -37 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	16	04	-
Presented papers	16	04	-
Resource Persons	-	-	-

Annexure IX – List of Conference Attended
Annexure X– List of Paper Presented at Seminar/Conference/Workshop

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

- **Use of ICT in teaching - learning-** Teachers were encouraged to make use of ICT to enable the students to understand the subject more effectively and create interest in the subject. YouTube assisted learning is being practiced which enhances comprehension of complex concepts.

- **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 done to acquaint students to the practicalities of the actual world scenario.

- **Fresher's Orientation:** Orientation was conducted for the first year students to acquaint them with the rules and regulations, activities and events, associations and other important information about the college.

- In certain subjects, **movies, advertisements, documentaries** related to topics were shown to give a better understanding of real life situations.

- **Case Studies and discussions** on them is a regular practice for different subjects.

- **Study Tours/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.

- **Vacation (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.

- **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 Laboratory:** Students having language barrier were identified and given English mentoring.

- **Guidance Sessions/Expert Lectures:** Guidance Lectures were conducted for final year students of different streams by subject experts. Expert Lectures were conducted on various themes relevant for students.

- **Use of Braille:** Braille is available for the visually challenged students.

2.7   Total No. of actual teaching days during this academic year | 199 |

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 and transparent examination system.

➢ **Transparent and Unbiased 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 and out muster for entry and exit of faculty in Examination Room.

  • First year question papers were sealed and opened in front of students after obtaining their signatures in the examination hall.

  • Instead of preliminary examination we have introduced assignments for third year students which is submitted to subject teachers which has resulted in greater participation from students.

➢ **New Equipment for Examination Cell:**

  • Web cam has been procured.

➢ **Open Book Examination:**

  • We are affiliated to Mumbai University and the said University does not advocate this 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.

➢ **Centralised Internal Assessment Test**

  • Centralised Internal Assessment Test was conducted for all the courses simultaneously.

➢ **Unfair Means Cases reported during the Examination-**

  • Unfair means cases were reported and cases were counselled.

➢ **New Practice**

  • We have planned to install air conditioners in the Examination Room.

  • Flying Squad has been appointed and implemented in the I Semester examination. There has been a reduction in unfair cases.

  • In the Department of I.T. & C.S. interchange of answer papers has been carried out to unbiased assessment.

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: 02

Participation in Revised Curriculum Discussion::workshop: 27

Refer to Annexure IV– Seminar & Workshops Organized

Annexure XI– List of Syllabus Revision Workshop Attended by the Faculty

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (Grades)					
		O	**A**	**B**	**C**	**D**	**E**
B.Com.	232	O - 19	A- 65	B-42	C-30	D-10	E -1
B.Sc.C.S.	78	-	A-18	B-28	C-14	-	-
B.M.S.	174	O - 1	A-51	B-43	C-29	D-9	E -1
B.Sc.I.T.	212	O - 8	A-46	B-28	C-3	-	-
B.Com. A/F	132	O - 15	A-50	B-28	C-8	D-2	E -1
B.Com. F/M	52	-	A-8	B-17	C-16	D-4	-
B.M.M.	53	O - 1	A-5	B-9	C-15	D-6	-
B.Sc.Biotech.	55	O - 4	A-14	B-18	C-2		
M.Sc.IT (Sem. –I)	43	-	A-16	B-16	-	-	-
M.Sc.IT(Sem. –III)	28	O - 1	A-7	B-10	C-4	-	--
M.Com. (Sem. –I)	120	O - 1	A+ 2 A-20	B+16 B-29	C-8	D-2	-
M.Com. (Sem. –III)	102	O - 9	A-27	B-22	C-12	D-3	E-1
M.Sc. Biotech. (Sem. –I)	28	-	A-18	B-7	-	-	-
M.Sc. Biotech. (Sem.–III)	25	O - 2	A-14	B-7	C-1	-	-

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

- **Contribution**

- *Preparing IQAC Calendar (One year in advance), Academic Calendar (One year in advance), and Examination Calendar (Beginning of each term):* Calendars spell out time bound targets and acts as the plan of action that is used for monitoring actual performance at the institutional level. IQAC Calendar and Academic Calendar is prepared before the academic term begins. It is made available on the college website as well as notice board so the students can understand our yearly plan online and a copy of it is handed to the H.O.D.'s and Co-ordinators for them to act upon.

- *Time table for regular lectures and computer practicals* is prepared well in advance for the coming year and displayed on the Notice Board and College Website.

- *Duty Allocation Chart (One year in advance):* Before the beginning of new academic session, various committees and faculty coordinator were proposed by the Principal in coordination with IQAC and then finalized in the faculty meeting, so that the activities of the new academic session can be planned in advance.

- **Monitoring**

- *Conducting Internal Academic Audit* through interaction with all the departments. *Regular meetings* with the Coordinators and department heads

- **Evaluation**

- Academic performance of the students is monitored with the help of *result analysis* which is used in departmental meetings for initiating necessary follow up action.

- Students & staff grievances are brought out through *Grievance Committee and Internal Complaints Committee* which are aptly redressed.

- *Teaching plans* are prepared by respective subject teachers for all programmes of all semester. The copy of the teaching plan is submitted to the H.O.D. within the period of one week after the reopening of each term. All the subject teachers are required to complete the syllabus as mentioned in the teaching plan.

- *Syllabus Completion Certificate* is obtained from each subject teacher at the end of semester to ensure that the entire syllabus is completed within the allotted time. If a teacher fails to complete the portion within the allotted time, extra lectures are organized.

- *Examination Schedule* contains all information relating to due date for marklist submission, moderation dates, posting of marks in system, result declaration dates, admission dates, etc.

  Examination Schedule for all examinations of the concerned Semester is prepared and issued by the Examination Committee as soon as Semester starts. A copy of the schedule is displayed on Notice board of all programmes and website. Copies are also issued to all Co-ordinators, Heads of Department, Library and office.

- Evaluation is carried out at a centralized place which is air conditioned where students have no access. *(C.A.P.)*

- Papers are issued to the concerned teacher by the Exam Committee on the day of correction at 8.00 am and collected back before the teacher departs. The number of papers to be corrected by a teacher in a particular day is restricted.

- After correction moderation is carried out by an external faculty.

- On application for verification of results students are shown their answer papers by the concerned teacher. Co-ordinators will also be present at the reverification location which is announced in advance.

- *Departmental/Other Associations Reports* give information on the activities conducted in the said year.

- *Feedback Forms* are analyzed and accordingly teachers with poor feedback are given Letter of Caution and are counselled. Letter of Appreciation is given to teachers who have received highest feedback from students.
  Annexure XII Letter of Appreciation & Letter of Caution

- *Self-Appraisal Sheets* We have a published format Self-Appraisal. All the teachers fill in the Self-Appraisal Form annually, at the end of every academic year.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	06
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	50
Others (short term course)	02

*Annexure XIII 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	35	-	-	-
Technical Staff	1	-	-	-

Criterion – III

RESEARCH, CONSULTANCY AND EXTENSION

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

Regular Practice

➢ UGC and University Circulars pertaining to research are displayed on the staff notice board.

➢ With the help of the college grants and management support, efforts have been taken to develop research infrastructure like laboratories, advanced equipment's, modern ICT gadgets, access to electronic learning material, etc.

➢ INFLIBINET is available to the teachers to access research papers.

➢ Teachers are encouraged to pursue their PhDs and the College also provides relaxation in workload and duty leave for carrying out research.

➢ Students are encouraged to write research papers and participate in paper presentations.

➢ Support and motivation was given to the faculty to take up Major/Minor research projects.

➢ Teachers who have completed their Ph.D. are felicitated by the management.

Initiatives

- **Research Development Committee(RDC) reconstituted with 3 wings:**
  o RDC: Student Research Wing: In charge: Dr. Seema Somani
  o RDC: Faculty Research Wing: In charge: Dr. Gajanan Wader
  o RDC: Faculty Publications Wing: In charge: Dr. Rinkoo Shantnu
- Targets have been set for research in each wing.
- It was decided that quality research projects approved by the Research Development Committee would be considered for management sponsorship.
- To create research culture, we have encouraged Second and Third year U.G. students of Biotechnology Department to undertake Short Term Research Projects, expenses of which were borne by the management.

- It was planned that students would be trained for research through mentoring and workshops on relevant themes.

- Mahatma Education Society's, Pillai Group of Institutions, **organises International Conference** annually, in association University Department of Commerce, University of Mumbai, **supported by U.G.C.,** which is platform for teachers to present their research work. The outstanding papers are considered for publications in the Research Volume. All the submitted papers are double blind reviewed and the best papers are published in ISBN No. book by reputed national publisher.

Outcome

- Four **Minor Research Projects** have been sanctioned by University of Mumbai.

- Dr. Daphne Pillai's research paper titled 'Women's Education in India- The power of a second chance' has been accepted by the **Global Association for Humanities & Social Science Research (GAHSSR) for the 13th International Conference on Social Science & Humanities** which will be presented on 22-23 May, 2017 at the Congress Centre, Tecnico (Universidadede Lis boa), Campus da Alameda, Lisbon, Portugal. (Professional Conference Organizer: Global Research & Development Services)

- Opportunities were given to participate in many research events and competitions like **Avishkar Research Convention** in which our students received recognition for their research work. Ms. Shivangi Chowdhary, student of S.Y.B.Com. Acc./Fin., represented the college at the **state level** in the Avishkar Research Convention ,2016. Ms. Disha Shah & Ms. Saral Joseph of S.Y.B.Com. and Ms. Rasha Kirmani ,T.Y.B.Com. A/F represented the college at the Zonal Level.

- Dr. Gajanan Wader has been recognised as a teacher of **University of Mumbai for the Ph.D. (Commerce) degree in Accountancy** with effect from 14th July, 2016.

- Dr. Seema Somani, has been recognised as a Guide of **University of Mumbai for the Ph.D. degree in Commerce** with effect from 3rd April, 2017.

- Dr. Rinkoo Shantnu & Dr. Aarti Sukheja have been recognised as a Guide of **University of Mumbai for the Ph.D. degree in Business Economics** with effect from 3rd April, 2017.

- Dr. Farhat Shaikh completed **her Ph.D**. from Mumbai University in January, 2017. (Topic: Relationship between job satisfaction, organisational commitment and motivation in public sector banks in Mumbai and Navi Mumbai)

- Prof. Kavita Baddi submitted her **Ph.D. thesis** in January, 2017.

- Prof. Abida Khan submitted her Ph.D. thesis on 13th April, 2017.

- Our faculty Dr. Rinkoo Shantnu has bagged the **Award for Outstanding Research Paper** for her paper titled' Optimising Demographic Dividend through skilling India' in the said International Conference on 12th-13th January,2017. The theme of the 14th International Commerce & Management Conference was 'Management Strategies for Global Investments in India & from India: FDI & ODI.'

- Dr. Seema Somani was appointed as a **moderator** in the 5th Global Conference on the theme "Managing Business in India - An Emerging Economy" held on 3rd December, 2016 organised by Pillai Institute of Management Studies and Research, New Panvel.

- Dr. Seema Somani was appointed as a **Judge for Zonal /District Avishkar Research Convention 2016-17** on 19th December, 2016 at S.I.E.S. College of Commerce and Economics, Sion (E), Mumbai.

- Dr. Seema Somani was appointed as a **Judge for final round of Avishkar Research Convention 2016-17** on 24th December,2016 at V.G.Vaze College of Arts, Science and Commerce, Mulund, Mumbai.

- Dr. Seema Somani was **appointed as a Judge for Inter- Collegiate Research Competition 2016-17** on 25th February,2017 at SIES College of Commerce and Economics, Sion, Mumbai.

- Raveena Menon (Student: T.Y.B.M.M. Advertising) won **first prize for her paper presentation for 'Outstanding Research Work'** on the topic 'Demonetisation & its impact on the common man' conducted by Barns College, Panvel on 23rd February, 2017.

- One Day Training Programme on **'Use of Statistical Techniques in Research'** was organized on 20th February, 2017. Around 50 students were trained on how to use SPSS package for research.

- Department of Accounts & Finance Association 'Finanza' organized a 'Seminar on 'Basics in Research & Publication' for students on 1st, March, 2017.

- One-day State Level Workshop was organised on **'Standards for High Quality Research and Analysis'** on April 22, 2017**.**

- M.Com., M.Sc. I.T. and M.Sc. Biotechnology students were guided by the faculty to carry out **research projects for dissertation.**

- Dr. Seema Somani (H.O.D., Department of Commerce) was appointed as the **Member of Editorial Board -** AHEAD International Journal for Recent Research Review Bangalore, Online ISSN: 2456-205X

- Prof. Shabab Rizvi was appointed as a **Member of Review Committee** for Aadhar International Research Journal.

- Librarian Mr. Sanjay B. Munavalli was appointed as the **Editorial Advisory Board Member** for Shodh Chetana Special Issue on Library and Information Science Journal,Vol.3., I. No.(1),2017. ISSN: 2454-1477.

- Department of Accounting & Finance published its annual Multi**-Disciplinary Journal 'Focus'** to encourage students to write quality research papers.

- Department of Accounts & Finance Association 'Finanza' organized a Seminar on 'Basics in Research & Publication' for students on 1st, March, 2017.
- **8th Youth Science Congress** was organized by University of Mumbai on February 16-18, 2017. It aimed at providing a platform for young students to present their research work and discuss priority issues in enabling science and

technology applications for human welfare. The following students from Biotechnology Department were encouraged and guided to participate and present posters.

Sr. No.	Name of the project	Name of the students	Level	Faculty In-charge
1	In vitro evaluation of chemical agents in the management of dandruff	1. Salvi Aishwarya Santosh	U.G.	Ms. Meenakshi Jori
2	Effect of artificial fruit ripening agent Ethephon on banana	1. Shinde Samruddhi Arun 2. Riddhi Jore 3. Shruti Jadhav 4. Manali Desmukh	U.G.	Dr. Remya Varadarajan

- A visit to **Advanced Center for Treatment, Research and Education in Cancer** (ACTREC), Kharghar was organized on 1st December, 2016 for 15 students of B.Sc. Biotechnology in which they were acquainted with the different laboratories, various techniques and instruments that are used like Flow Cytometry, Mass Spectrometer, Histology, Laser Confocal microscope, Expression profiling, DNA sequencing and Animal facility.

- **Ms. Pooja Mugundan, Ms. Dhanshree Patil and Ms. Chaityana Pulekar students of S.Y.Biotechnology** secured **First place** at the 16th State level MicrobiOlympiad organized by R.C. Patel Arts, Commerce and Science College, Shirpur in 63 different colleges all over Maharashtra on 9th January, 2017.

- Three students of M.Sc. Biotechnology part I students ,**Ms. ShwetaVijaykumar Kartha, Ms. Vaishnavi Uday Samant& Ms. Tanishka Suhas Bagwe,** have been beneficiaries of hands on training on 'Advances in Microscopy' which was organised by the Central Institute for Research on Cotton Technology (CIRCOT), Matunga from 16th January to 18th January, 2017.

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	-	4	-	-
Outlay in Rs. Lakhs		1,03,000	-	-

Refer to Annexure VII Research Initiatives

3.4   Details on research publications

	International	National	Others
Peer Review Journals	10	00	00
Non-Peer Review Journals	-	-	
e-Journals	-		-
Conference proceedings	-		

* Annexure XIV List of Paper Published

3.5   Details on Impact factor of publications:

Range 5.403   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	04	1 year	University of Mumbai	1,03,000	1,03,000
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. 16   **Chapters in Edited Books** -

ii) Without ISBN No. -

Refer to Annexure VII Research Initiatives

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 NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies					

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

Experts 01   Chairpersons 01   Resource persons 02

Annexure XV Faculty as Resource Person

Refer to Annexure XVI Awards & Recognitions

3.13 No. of collaborations   International 01   National 01   Any other 04

3.14 No. of linkages created during this year 00

3.15 Total budget for research for current year in lakhs:

From funding agency Rs.103000   From Management of College -

Total 103000

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
12	02	01	04	05	-	-

PhD Completed /Research fellows: 01
Annexure XVI Awards & Recognitions

3.18 No. of faculty from the Institution who are Ph. D. Guides [01]
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 [6]   **State level** [-]   **National level** [-]

International level [-]

3.22 No. of students participated in NCC events:

University level [-]   **State level** [01]   **National level** [01]

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 | 01 | College forum | 14 | NCC | - | NSS | 23 |

Any other | - |

Annexure XVII N.S.S. Activities

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

Achievements in the Social Arena

- **Savvy Honours Celebrating Success Award**

- Dr. Daphne Pillai, **Principal, PCACS, Co-Founder of the Pillai Group of Institutions and Chairperson, Management Board, Mahatma Education Society,** received the **Savvy Honours Celebrating Success Award** organised by "Savvy" magazine on 24th July, 2016.

- Dr. Daphne Pillai has been elected as the **President Elect of the International Women's Federation of Commerce and Industry,** Maharashtra Chapter.

Major social activities

We believe in fulfilling our responsibilities towards the society and also teach the younger generation the relevance of giving back to the society to which they belong. Therefore, we try to maximise our effort through various forums:

➢ **Social Awareness Cell (constituted voluntarily by Departments & Associations)**

- *Department of B.M.S. (Visit to Shantivan Old Age Home) (11th August, 2016):* Distributed food items, BP instrument, Diabetes check machine, Pain relieving balms & First aid requirements.

- *Department of B.M.S. (Visit to Jankalyan Sevaashram, Panvel) (28th January, 2017):* Students visited Jankalyan Sevaashram, Panvel, and organised a number of

entertaining events like dancing, singing and games for the inmates. Stationery such as pens, pencils, books and old clothes as well as eatables like rice grains, dal, biscuits and cakes were donated.

- *Department of B.M.S. (Street Children in Panvel) (10th August,2016):* Monetary donations were given, food and clothes was distributed, to the street children in Panvel. Games were also organised for them.

- *Department of B.M.S. (Self Defence programme) (4th March,2017):* B.M.S. Department conducted Self Defence programme for girl students. Sanrakshan team taught them the basics to make them equip them to be able to protect themselves.

- *Department of Commerce (Tribute to martyrs) (26th July,2016):* A tribute was given to the Kargil Martyrs on the account of Kargil Vijay Diwas by the Department of Commerce by organising a lecture on' Kargil War and Career options for students in Defence' by Retd. Major Vinay Degoankar.

- *Economics Association (Free Medicines): (15th February, 2017):* In collaboration with Maharashtra Sashan Aarogya Seva, Panvel distributed free medicines for deworming to 765 students.

- *Department of C.S./I.T. (Smile Project) : (26th September, 2016 – 3rd October ,2016):* Department of C.S./I.T. teamed up with SEAL, a Panvel-based NGO, and collected over sixty 20 kg bags worth of old clothes, bags and blankets. These articles were then donated to the SEAL Ashram.

- *Department of C.S./I.T. (E-Money Drive (Department of C.S./I.T.) (12th January, 2017):* Under this project an E-Money Drive was organised wherein a battalion of students created awareness amongst hawkers about the benefits of digital payments & digital transactions.

- *Department of Acc./Fin. (Entertainment Programme for the Deaf and Dumb) (23rd February,2017):* Visited Ramchanra Kurulkar's Bahuudeshiya Shikshan Sanstha's Karnabadhir /Matimand Niwasi Vidyalaya (Deaf and Dumb Residential School)

Chiple and organized an entertainment programme for school children which included painting competition, dance and the like. Students gifted various indoor games to children as well arranged for snacks.

- *Department of Financial Markets (Community Service Program) (23rd February, 2017):* Organised Community Service Program at Rotary school for Deaf and Dumb, New Panvel. Students taught the inmates how to make puppets and distributed books.

- *Department of Biotechnology (Charitable work for Orphan students) (January, 2017):* Organised a visit to Gyan Anathalaya , Kalamboli wherein our college students interacted with the inmates and made an attempt to create awareness on cleanliness and personal hygiene. Stationery materials and snacks were distributed. Entertainment programme was organised.

- *Department of Biotechnology (Awareness on Personal Hygiene & Environmental Cleanliness & Tree Plantation) (11 January,2017):* Organized a visit to Kanya Shala School No. 03 in Panvel on 11th January, 2017. Our student's conducted session on "Awareness on Personal Hygiene & Environmental Cleanliness "for the school students. (141 participants from 1st to 7th class) and their teachers. We also planted saplings in their school garden premises.

- *Economics Association. (Visit to Siddhi Karale Village) (20th December, 2016):* Students of B.Com. distributed cakes to the disadvantaged in the Siddhi Karale Village.

- *Mathematics & Statistics Association (3rd October, 2016):* Students visited Prerna Orphanage and donated cash and distributed sweets/food items to all inmates of the orphanage

- *Nature Club (Cleanliness Drive): (From 17th September,2016):* Members of Nature Club, conducted **Cleanliness Drive** on account of **Indian Railway's Swachhata Saptah** from 17th September 2016. As Nature Club has adopted Panvel Railway Station, its student members under the theme "Swachh Sahyog" participated in

the said event. Commuters were made aware about the importance of cleanliness and how cleanliness can be maintained on the station premises. The said activity was appreciated by the Railway Authorities as well as RPF (Railway Police Force).

- *Nature Club (Railway Safety Week): (28 Novemeber-3rd December, 2016):* Railway Safety Week in association with Railway Police Force was celebrated. Members of Nature Club performed a Skit on 'How to travel in trains' on account of Railway Safety Week on 1st December, 2016.Commuters were made aware about the situations that one faces while travelling by trains, accidents which may happen due to negligence of passengers, illegal actions by young students like crossing rail tracks, taking selfie on rail tracks, performing stunts were certain issues on which awareness was created. The activity was appreciated by Head, RPF Mrs. Vibha Chavan. A Session was arranged on "Railway Safety" on 3rd December, 2016. Speakers for the session were P.S.I. Mr. Chaskar and Constable Mr. Thombare who created awareness on precautions to be taken while travelling.

➢ **Social Initiatives by the Head of the Institution**

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 (SIBC)**

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. Certain important projects undertaken are listed below:

1. **Building Toilets Project** in Varavane Ashramshala

2. **Sneha Santacruz Project** (Personal Development Workshop for underprivileged girls at the SNEHA (Society for Nutrition and Health Action)

3. **Project with Sadhana Vidyalaya for the Deaf** (The students of Sadhana Vidyalaya for the Deaf were taken on an educational excursion on 19th December,2016. Generous donations were made for funding education of children.

4. **Kidz Carnival** (On the occasion of Children's Day Celebration 14th November, 2016, organised 'Kidz Carnival' to serve 25 orphanage children from Manav Jeevan Seva Trust, Ghatkopar. Numerous fun filled activities were organised.

5. **Joy of Giving Project** (The members of SIBC organized a Jumbo Sale from 6th-8th October, 2016 to celebrate the Joy of Giving Week to raise funds to support the various charitable activities conducted by the Association. This year too; the SIBC members collected used clothes, shoes, jewellery, curtains, and other household articles and put it up for sale at very marginal prices of Rs. 10 to Rs. 100 per item. More than 500 people from the nearby poor localities visited the Campus and took maximum benefit from this Sale.)

6. **Project 'Fistful of Grain 'on 10th October, 2016** (The project aimed at providing grains such as (rice and dal) to the underprivileged section in our society. The beneficiaries of this project were the inmates of an NGO- Access Life in Deonar, who were undergoing treatment for cancer. The grains collected provided them meals for more than a week.

- **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.

Its 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.

➢ **Institutional**

- *Community Service Day*

  Our institution hosted residents from Ramakrishna Niketan and Rajeev Rajan Adhar ghar, Shantivan Old Age Homes on Community Service Day (Annual event) on 21st January,2017. Senior citizens from these N.G.O.s visited our campus and were treated to lunch, fun activities and a day of happiness with the aid of our teachers and student volunteers. Voluntary contributions were collected from students and staff and was utilized for various social causes.

➢ **Social Initiatives by M.E.S. (Parent Body)**

- Conducted our annual event 'Community Service Day' Society on 21st January, 2017 in which a number of N.G.O.s were invited. We hosted senior citizens from various N.G.O.s and made them feel special by treating them with lunch and fun activities. Voluntary contributions were collected from students and staff and were used for the betterment of the society.

- A fund-raiser talent show "Uber Rang" was organized by Mahatma Education Society for all units under its umbrella. The collected amount was utilized for various social initiatives.

➢ **N.S.S. (National Service Scheme)**

- *International Yoga day*

In association with Patanjali Yoga Samiti, Mumbai, observed International Yoga Day on 21st June, 2016 by organising a Yoga Training Session on the campus.

- *Tree Plantation Drive*

Participated in the Mega Saplings Plantation Drive at Village Koshimbe, Bhiwandi, and Thane on 1st July, 2016.

- *Essay Writing Competition on Tree Plantation*

Organised an Essay Writing Competition on Tree Plantation on 30th June, 2016.

- *Poster Exhibition on Tree Plantation*

Organised a Poster Exhibition on Tree Plantation on 17th July, 2016.

- *Disaster Management*

Conducted Disaster Management Training on 5th July, 2016.

- *Rehabilitation and Treatment Campaign*

Organised Leprosy Education, Rehabilitation and Treatment Campaign by an NGO, ALERT – INDIA, on 27th July, 2016. We collected 62,182 INR and donated it to ALERT – INDIA for the said cause.

- *Cosmetology Treatment Camp*

Organised Free Cosmetology Treatment Camp in association with Jyovi's Care Pvt. Ltd. on 28th July, 2016

- *Awareness Talk on Monsoon Induced Diseases*

Organized an Awareness and Educational Programme on Monsoon Induced Diseases for students in association with Lions Club of Navi Mumbai Champions & Fortis Hiranandani Hospital, Vashi on 4th August, 2016

- *Enrolment Camp for Electoral Roll*

Organized a drive on 3rd and 4th August, 2016 in the college premises with the objective of enrolling students, who had crossed 18 years of age, in the Electoral Roll

- *Organ Donation Camp*

Organized an Organ Donation Camp in association with Wheels Charitable Trust on 1st September, 2016

- *Swacch Bharat Abhiyan*

Initiated Swacch Bharat Abhiyan on National Service Scheme Foundation Day which was held on 24th September, 2016 with the objective of creating increase awareness on cleanliness

- *Peace and Non-violence Awareness Rally*

Organized a Rally on Peace and Non-Violence on 2nd October, 2016 at New Panvel on the occasion of Mahatma Gandhi's birth anniversary

- *Constitutional Day*

Celebrated Constitution Day on 26th November, 2016 in the different classes at college level

The programme started with garlanding the portrait of Dr. Babasaheb Ambedkar followed by an informative speech on the constitution of India by Prof. Gurpreet Kaur Kalsa

- *AIDS Awareness Campaign*

Observed World Aids Day on December 1st, 2016 wherein AIDS Awareness was created amongst students. A poster making competition was organized and the posters were exhibited to create awareness among students.

- *7 days' Residential Camp*

Organized 7-day Residential Camp from 5th December to 13th December, 2016 at Karole.The following activities were carried out: Zilla Parishad School repairing work, cleaning and painting the entire school, tree plantation, school ground levelling, health check-up camp, Swacch Bharat Abhiyan awareness for villagers and lecture in Shivaji Maharaj School.

- *`Women's Bike Rally' spotlights two-wheeler safety issues*

On 3rd January 2017, in association with Navi Mumbai Traffic and Fortis Hospital, Vashi, flagged off 'Women's Bike Rally' for the 'Road Safety Campaign'. Over 250 women bikers participated in the bike rally to educate the public on the importance of wearing helmets while riding two-wheelers.

- *World's Largest Walk Against Blindness*

Took part in the 'Tamaso Ma Jyotir Gamaya – The Walk Against Blindness' organized on 8th January,2017 which the Advanced Eye Hospital and Institute (AEHI) and One Vision Health and Research Foundation claim it as the largest-ever walk in the country to raise awareness for the pledging of eye donations. Nearly 7,000 people across age groups and professions pledged to donate their eyes during event on Palm Beach Road in Sanpada, Navi Mumbai.

The walk was preceded by a carnival in the top eight colleges of the city, with students participating in singing, dancing and video-making contests. The audition for the same was organized in our college campus on 19th December,2016 and the semi-finals were conducted on 4th January 2017. 5 students were shortlisted for the finals. Our student Zubair Ulhaq (S.Y.B.M.M.) bagged the Best Movie Making award in the final round for which he was felicitated with a trophy, cash prize and certificate. Our student Immanuel John (T.Y.B.F.M.) won the second prize in dance and was awarded a trophy and certificate.

- *Road Safety Week*

The Ministry of Road Transport & Highways has organized the 28th Road Safety Week from throughout the country to create awareness among the general public to improve the safety on road. In association with the Ministry, conducted a week long activities from 9th January, 2017 to 15th January, 2017 to contribute to the cause of road safety. The activities included display of banners, lecture on road safety, poster exhibition, essay writing competition on road safety, Short film on road safety and a street play was also enacted for the same.

- *Youth Week- Youth for Digitization and Cashless Society*

Celebrated Youth Week from 12th to !6th January ,2017 observing the theme "Youth for Digitization and Cashless Society". A lecture was organized to sensitize students about digital banking systems and a poster exhibition on the said theme. Following the theme, a campaign was conducted at Raigad Bazaar for the vendors on 23rd December ,2017. The vendors showed great interest in

trying to understand the cashless transaction at a minimal level also. Some of the N.S.S. volunteers spoke at an individual level to make people understand the value of e-transactions and benefits of digital economy.

- *Heartfulness Meditation Session*

Organized Heartfulness Meditation Session in association with Ramachandra Mission from 23rd to 25th January, 2017

- *National Voters Day*

Observed National Voters Day on January 25,2017 to promote participation in elections and increase voter enrolment, especially of youngsters in the 18 to 19 years' age group.

- *Transform Maharashtra-Engaging the youth in governance*

Participated in 'Transform Maharashtra' an initiative by ACT (Action for Collective Transformation) which provides an opportunity to college students in Maharashtra to put their heads together and come up with solutions to 11 critical challenges being faced by the State at present. The top team in each of the themes, chosen based on judges' criteria would be given an opportunity to present their solutions to Hon'ble Chief Minister.

- *Observance of Vigilance Awareness Week*

In association with CIDCO performed street plays to create awareness on anti-corruption on 2nd, 3rd and 4th November, 2016 at different venues in New Panvel, Kalamboli & Khanda Colony.

➢ **Life Long Learning and Extension (D.L.L.E.):**

In the academic year 2016-17, 68 students from different streams enrolled themselves in different projects like Status of women in society, Annapurna Yojana, Industry Orientation Project and Career Project.

Motivation Lecture was conducted on 15th October,2017 for encouraging and guiding the students towards D.L.L.E. projects.

On 12th January, 2017, 19 students (15 for Street Play and 4 for Poster Competition) from our college had participated in the UDAAN FEST at Bharathi Vidyapeeth (Hotel Management), Sector 8, CBD Belapur, Navi Mumbai, organized by Department of Life Long Learning and Extension, University of Mumbai.

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. metre	-	-	2000 sq. metre
Class rooms	25	05	-	30
Laboratories				
Computer Lab	03	-	-	03
Biotechnology lab	03	-	-	03
Seminar Halls	03	-	-	03
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others – Computers IQAC	01	-	-	01
Autonomy Committee	01	-	-	01
Placement	01	-	-	01
Minor research project	01	-	-	01

4.2 Computerization of administration and library
Yes

Library:
1. All the books are being bar coded.
2. Library Book Database is being maintained.
3. Computerized Access to the book database and Internet facilities are available to the students in library.
4. Students can access the N-list facility online where they can access various scholarly and research journals. N-LIST (National Library and Information Services Infrastructure for Scholarly Content) has listed our institute under Top

10 user's list for accessing e-resources available with N-LIST.

5. The Online library catalogues is also available on the college website.
6. Library has created a Google group to communicate academic and related information or news with staff and students.
7. Prepared "Library Manual" to ease the understanding of functions and services of library.
8. Prepared **'QR (Quick Response) Codes'** and deployed in the library to save the time of the students and staff to access resources subscribed by the institution.
9. Developed '**Mobile App'** to provide real-time services to users 24*7. Any user can download it from '**Google Play store'** and keep track of their transactions. Students and faculty members can use their College I.D. No. and email I.D. provided by the college to access this app.
10. Dedicated computers for research purpose for faculty.

Office Administration:
1. Computerized maintenance of Student Data, General Administration, Admissions, Fees, etc. is done by the office staff.
2. Student's data entry connected with MKCL database.
3. Use of MKCL software is done through University Portal.
4. Government Scholarship and Caste Validity is done through Government of Maharashtra portal.
5. Registration of foreign students is done through Central Government Portal and FRRO office.
6. Campus Care is our in-house software used for admission, fees etc.
7. E-based system is available for the following:

✓ Admission (Requirements, Eligibility, Prospectus, M.E.S. Online Enquiry Form)

✓ Online Examination Facilities (Examination Calendar, Online ATKT Form Filing, Online Results, Exam Time Table, Passing Standards, Unfair Means)

✓ Railway Concession Forms

✓ Attendance

✓ Our housekeeping staff on muster, take care of campus cleaning

✓ Our maintenance staff, on muster take care of maintenance of essential services including generator

✓ Our hardware staff, on muster takes care of repairing and maintaining computers.

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	24531	4785872.00	2688	449999.00	27219	5235871.00
Reference Books	2051	1823351.33	112	130610.20	2163	1953961.53
e-Books[N-LIST]	97000+	10000.00	3000000	5750.00	2903000	15750.00
Journals	40	146344.00	1	1500.00	41	147844.00
e-Journal s[N-LIST]	6000+	10000.00	6000+ Ren*	5750.00	6000+	15750.00
Digital Database	1	10000.00	Ren*	5750.00	1	15750.00
CD & Video	829	3536.00	19	Nil	848	3536.00
Others (specify)						
A. News Papers	8	10000.00	Ren. *	5000.00	8	15000.00
B. Bound Volume	101	Nil	10	Nil	111	Nil
C. Staff Publication	4	Nil	1	Nil	5	Nil
E. MRP	1	Nil	1	Nil	2	Nil
F. Staff Thesis	4	Nil	Nil	Nil	4	Nil
G.UOM Annual Report	9	Nil	Nil	Nil	9	Nil

Note: a. All values mentioned are in Indian Rupees

a. Ren* indicates renewed subscription of database and newspapers/journals

b. MRP indicates Minor Research Project

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs.	Internet	Browsing Centres	Computer Centres	Office	Dept.	Other
Existing	420	400	420	-	-	10	10	-
Added	03		03	-	-	-	-	-
Total	423	400	423	-	-	10	10	-

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

✓ Conducted '**Library Information Instruction Programme'** for faculty members on 4th July, 2016 in Computer Lab-3 from 11:30 a.m.-12:00 p.m.

✓ **Information Literacy Instruction Programme** was organised from 16th August,2016 to 19th August, 2016 for the fresher's. The said programme intended to give instruction on how to access library resources through Koha Web-OPAC, Learning Resource Usage and importance of resources to prepare academic assignments.

✓ Department of I.T. & C.S. organized a **One Day Workshop on 'Automated Software Testing'** on October 01, 2016. Resource person for the workshop was Mr. Bishal Bose - Software Test Engineer, L&T InfoTech.

✓ Department of B. Com. organized **One Day Training Programme on 'Use of Statistical Techniques in Research'** on 20th February, 2017. Around 50 students were trained on how to use SPSS package for research.

✓ Department of I.T. & C.S. organized a Workshop for students to give them hands on training on **software testing programmes like ellipsis.**

✓ Our parent body, M.E.S., has signed an **MOU with Google India**. We have incorporated Google apps for education for all our faculty and students wherein which all google services are provided free of cost to all our stakeholders- cloud services, email, drive, calendar, etc.

✓ Our parent body, M.E.S., has signed an MOU with NYU-STERN Urbanisation Project for setting up 'Urban Expansion Observatory" at our Campus. This collaboration has offered internship opportunities to students in the Urban Expansion Observatory. Interns have been given opportunities in report writing, web development, data analysis, GIS and remote sensing, drone image processing etc.

✓ **Tally ERP** Accounting Course with MKCL.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs.6, 38,390
ii) Campus Infrastructure and facilities	Rs. 40,00,000
iii) Equipment's	Rs. 39,500
iv) Others	Rs.67, 122,593
Total:	Rs.71,800,463

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
- ✓ Admission Counselling
- ✓ Fresher's Orientation
- ✓ Website
- ✓ Separate notice board for each stream
- ✓ Notices put up in notice boards
- ✓ Announcements in class
- ✓ Student's Council
- ✓ Class Coordinator
- ✓ Student Members in important committees
- ✓ E-mails via google groups

5.2 Efforts made by the institution for tracking the progression

1. The Placement Cell arranges job fair in collaboration with employers.
2. The Alumni Association maintains consistent correspondence with alumni.
3. The Career Counselor provides necessary guidance to students in the choice of their career.
4. Departmental records of student's results and achievements.
5. Many departments maintain a database for recording the progress of students.
6. Periodic Parent Teacher Meetings at departmental level.
7. Student progression is monitored with the help of transcripts /transfer certificates provided to the passed out students.

5.3 (a) Total Number of students

U.G.	P.G.	Ph. D.	Others
3285	367	-	-

(b) No. of students outside the state | 17 |

(c) No. of international students | - |

No.	%	Men
1715	46.96%	

No.	%	Women
1937	53.03%	

Last Year (2015-16)						This Year(2016-17)					
General	SC	ST/NT/DT	OBC/SBC	Physically Challenged	Total	General	SC	ST/NT/DT	OBC/SBC	Physically Challenged	Total
2860	201	29	439	3	3532	2871	273	34	472	2	3652

Demand ratio 1:27   Dropout 1.3%

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

- ✓ CET Coaching centre
- ✓ 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 & requisition forms are also available for students for requisitioning books of their choice.
- ✓ Library disseminates information through notice board displays and emails via Google groups about important announcement regarding various competitive exams.

No. of student's beneficiaries | 14 |

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

✓ We have a Counselling Centre on Campus with one professional counsellor.

✓ Career guidance and personal counselling is carried out regularly.

✓ Orientations and talks are conducted periodically for the benefit of students.

✓ During the year **21 students** visited the Counselling Unit. These students had regular counselling sessions as per their needs. A total number of **67 individual counselling** sessions were held. The total number of **family sessions held was 9 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, career counselling, anxiety and depression, abuse, low self-esteem and other personal problems.

Career Guidance

Sr. No.	Date	Name of the Organisation	Details of the Seminars Conducted
1	18th June, 2016	Alumni Students placed in Different Companies (L&T ,Wipro)	Alumni students shared their work experience with third year 2016-2017 batch, and gave guidance on the following: How to Face Interviews: Do's and Don'ts of interviews, New Technology used in IT industry and Certification Courses.
2	28th June, 2016	Barclay's Pvt Ltd.	Career Counselling Seminar on 'Personality Development and Soft Skills'. Conducted 2 days' Workshop for third year I.T. & C.S. students which included: Industrial visit to Barclay's & Mock Test. Aptitude Test on Current Technologies. Seminar on Personality Development.

3	1st July, 2016	EduSharp Pvt. Ltd. MET	Mr. Sachin Patil conducted Aptitude Test, Group Discussion & Mock Interviews.
4	6th Dec., 2016	Barclays Pvt. Ltd.	Career Counselling Seminar on 'Personality Development and Soft Skills'.
5	9th Dec., 2016	Hexaware Ltd.	Mr. Shaikh conducted a Seminar on 'New technologies used in IT industries'.
	17th January, 2017	Institute of Cost Accountants of India Navi Mumbai Chapter	Mr. Loganathan Prakash ,Chairman, was the key speaker along with CMA (Cost Management Association) Asit Kumar Ganguly , Mr. Sakpal, Associate Members, to create awareness amongst students on the courses of the Institute for pursuing Cost and Management Accounting profession.
6	19th January, 2017	Thomas Cook Centre of Learning – Travel and Tourism	Mrs Komal Katkade, Business Development Manager, from Thomas Cook Centre of Learning, was the key speaker. It is an initiative from Thomas Cook (India) Ltd. (TCIL) aimed at building knowledge and talent for the organization as well as for the Travel and Tourism Industry.
7	9th March,2017	Freelancer	Session on 'How to clear International English Language Testing (ILTS)' by Mrs. Kamini Nariani, Freelancer, who has a rich experience of 30 years.
8	11th March,2017	Technowin Solutions Pvt. Ltd., Training Hub, Partner, TISS, School of Vocational Guidance	Session by Mr. Mathew, Promoter, TISS on 'Degree, Diploma & Certificate Courses in HR, Administration, Sales and Marketing under TISS.'

No. of students benefitted | 850 |

* *Refer to Annexure XVIII Associations Activities*

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
8	650	238	-

Annexure XIX Placement Cell

5.8 Details of gender sensitization programmes

- The Women's Development Cell has been continually working upon **sensitizing and creating awareness** on gender issues.

- In a sign of increasing sensitivity to the needs of women, we have purchased **Sanitary Napkin Vending & Burning Machine** in the women's washroom. The demand for the machine was instantly approved after representatives of the Students' Council and the Women's Development Cell (WDC) approached the college authorities with the idea. The machine, which dispenses a single pad after coins worth Rs.5 are inserted, is already a hit on the campus. The WDC representatives from our college helped in getting quotations for the said machine. WDC has given requisition for additional **Sanitary Napkin Vending & Burning Machine** in staff washroom.

- A **Seminar on the topic 'Women – Be in control of your mind and body'** was organised for the girl students by Dr. Abhay Shete, Mother &Child Care Clinic, Panvel on 10th December, 2016.

- An **Essay Writing Competition** on the topic 'A World with Gender Equality' was organised for the girl students.

- Attended **One Day Training on UGC (Prevention, Prohibition, Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015** on 21st January, 2017 organised by Maharashtra State Commission for Women and WDC, University of Mumbai.

- Organised an **Awareness Campaign through a Poster Exhibition** on' Zero Tolerance of Sexual Harassment of Students & Women' in our campus on 27th February, 2017 as directed by Maharashtra State Commission for Women. The objective was to create awareness on the University Grants Commission

(Prevention, Prohibition & Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

Around 1,050 students, teaching and non-teaching staff participated in the drive.

Students were given information on the following:

    i)   What is sexual harassment?

    ii) Composition and Role of Internal Complaints Committee (ICC)

    iii) Inquiry & Redressal Procedure

- B.M.S. Department conducted **Self Defence Programme** for girl students on 4th March, 2017. Sanrakshan team taught the basics under this programme aimed at empowering the girls them by training them to know how to physically protect themselves.,

- Women Development Cell **celebrated International Women's Day** on 8th March, 2017. Skit & dance performances were organised at **Panvel Railway Station** to celebrate the said day. The women staff & girl students of our college felicitated Railway Police Force women staff working in the station premises. Working women were offered roses by our students. The said day was also celebrated within the college. Students organised an entertainment programme and offered roses to women teaching, non-teaching and sub staff working in the college. Everyone was given an opportunity to express their thoughts in writing on this special day. On this occasion, Ms. Gurpreet Kaur Khalsa, our women teaching faculty, was felicitated on being featured on the Humans of Bombay Facebook page.

- Our faculty, Prof. Gurpreet Kaur Khalsa feels beautiful just the way she is. Her version of beautiful has been acknowledged, appreciated and featured on the **Humans of Bombay Facebook page which has been covered by NDTV.**

- Our Principal was the F**ounder of Soroptimist International, Mumbai-Chembur Chapter, an International Women Organization, which has consultative status in the United Nations.** This organization, under the leadership of our Principal undertakes various programmes for gender sensitization and women's empowerment. It conducts various Adult Literacy Drives and Skill Development

Programmes for women such as Entrepreneur Skill Development, Spoken English Skills and overall Personality Development.

- Prof. Abida Khan was **invited as a Chief Guest** on the occasion of International Women's day at Ratnamala Special Children School, Kamothe on 8th March,2017

Refer to Annexure XVIII Associations Activities

5.9 Students Activities

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

      State/ University level   68   **National level**   0

      International level   0

      No. of students participated in cultural events

      State/ University level   250   **National level**   0

      International level   0

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

      Sports: State/ University level   09   **National level**   0

      International level   0

      Cultural: State/ University level   16   **National level**   04

      International level   0

Annexure XX Gymkhana Council
Annexure XXI Students' Council

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution (Economically backward & Staff welfare)	22	1,22,050
Financial support from government	260	4,344,500
Financial support from other sources (CIDCO Stipend)	13	52,000
Financial support from other sources (Management Scholarship for Sports)	13	85,270
Number of students who received International/ National recognitions	-	-

- ✓ To avoid financial problems and connected worries we have the 'Earn while you learn' Policy & Internship with stipend. Under 'Earn while you Learn',
- ✓ Ms. Divya Nair, student of S.Y. Biotech., worked in the administrative dept. of Biotechnology Dept. for a period of 3 months.
- ✓ Ms. Sushma Singh, student of M. Com. Part – II, works as a receptionist in the Central Administration Department of the college.
- ✓ 50 students from our college work for Promotions Unlimited, Registered Company of Pillai Group of Institutions.
- ✓ Student Support Internship: Under the International Collaboration with AIESEC (International Association of Students in Economic and Commercial Sciences) we regularly depute students for training in foreign countries which gives them international internship opportunities. Two students (Anil Nair & Sejal Sawant from F.Y.B.M.M.) have been sent to Hungary for Internship via AIESEC from 23rd April to 6th June, 2017.

5.11 Student organised / initiatives

Fairs/fest: State/ University level 03 **National level** - **International level** -

Exhibition: State/ University level - **National level** -
International level -

5.12 No. of social initiatives undertaken by the students 10

5.13 Major grievances of students (if any) redressed:

GRIEVANCE CELL REPORT 2016-17

Category	Nature of grievance received	Date of the grievance received	Solution for the grievance
Students	**Corridor untidy (O- 104)** T.Y.B.Com.(A/F) B	16/06/2016	The timing of the housekeeping staff was changed.
	Problem of white board (L-204) S.Y.B.Com. B	05/07/2016	Immediate replacement with a new board was carried out.

	Cleaning of white board in room (O- 304) T.Y.B.M.M. (A)	10/01/2017	White Board was cleaned.
	Problem of the false ceiling S.Y.C.S. (L-503)	02/02/2017	False ceiling was repaired & pigeon nests were removed.
Teaching Staff	**Faculty complained to replace chalk board by white board(L- 501, L-502, L-503)** I.T./C.S.	12/07/2016	Replacement was done with new white board.
	Biotech. Staff needed more space in Staff room.	12/08/2016	To create more space staff room extension was carried out.
	The teaching staff requested a podium in L-402 & L-203.	01/02/2017	Podium was placed in the classroom as per requirement.
	The commerce teaching staff had a request to permit support staff to visit the canteen for getting food items for teachers during breaks.	02/02/2017	The Staff Grievance Committee forwarded it to the Vice Principal. The Vice Principal gave the permission for visiting the canteen twice.(During morning and afternoon lunch time)
	To fix a particular time for lunch for the non- teaching staff	20/02/2017	Lunch timings were decided as :2.00 p.m. - 3.00 p.m.
	Disposal of sanitary napkins	28/02/2017	It was decided to dispose sanitary napkins with the aid of burning machine installed on the 4th floor.

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 imbibing 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 | Yes |

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

6.3.1 Curriculum Development

• The institution focuses on multi skill development of students in order to ensure employability.

• We follow the Syllabus designed by the Board of Studies of University of Mumbai. We give adequate field exposure and hands on training to enhance their employability quotient.

• 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 Committee which helps them to be updated about the recent changes in the curriculum.

- Our faculty, Ms. Prerna Sharma, has been appointed by the Vice Chancellor, University of Mumbai, as his nominee in the Panel for B.M.S. Syllabus Revision, University of Mumbai on 21st December, 2016 at Shree Narayan Guru College of Arts, Commerce and Science.

- Our Placement Cell /Career Counselling Cell conduct programmes throughout the year so as to help students acquire the necessary soft skills for employment.

- Skill Based Certificate Courses are offered to students.

6.3.2 Teaching and Learning

Recruitment of Quality Teachers

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.

Quality Teaching-Learning

- **ICT-enabled teaching-learning** is of utmost importance for teachers in performing their role of creators of pedagogical environments. The management provides state of the art ICT facilities for imparting curriculum. We have made available class rooms with LCD screens and a supporting staff is provided for technical help. All the software as per syllabus are loaded in system (software are licensed versions) so that uninterrupted practicals can be conducted. WiFi enabled computer labs help teachers to access internet facility without disturbance. It is important to master ICT skills for which we train our faculty to use ICT for teaching learning.

- Apart from classroom interaction, **meaningful learning** is initiated through guided teaching, assignments, group discussions, workshops, seminars etc.

- **Inquiry–based learning** is provided through community survey, opinion polls, case study, industrial visit, study tour and fieldwork.

- **Peer learning** is promoted within and outside the class hours.

6.3.3 Examination and Evaluation

- Semester system with Centralised Internal Assessment and CAP with deadlines for marksheet and result was followed.

- Standardized and systematic Examination and Evaluation system is present.

- Examination schedule for the entire term was prepared in the beginning of each term and put up in the notice board and website.

- The Principal and the Heads of Department monitored the performance of the students by making an analysis after every internal test and external examination. Result Analysis is discussed in the departmental meeting and effective action is taken to improve whenever necessary.

- The teachers made an analysis of the performance of students after every internal test and external examination in departmental meetings.

- Results were displayed within ten days of the examinations and marksheet distribution within five days of the results.

- Moderation was carried out by teachers from other colleges. Inter-change of answer sheets by same department for unbiased assesment.

6.3.4 Research and Development

- Research is a significant activity of the college

- **The Principal and Management are proactive** in upgrading infrastructure facilities and making technology acquisitions on an on-going basis to aid research amongst students and staff.

- **Laboratories are well equipped** hence sophisticated instruments and equipment's are available for strengthening research capabilities.

- **Research Development Committee** meets the Principal and the management periodically for research related support.

- **Management sponsorship** is available for Quality Research Projects.

- The college library is a subscriber of **N-LIST facility** through which e-journals and e-books are made available to the researchers (both students and staff). Library is augmented with a number of books. Teachers can also access books from the library such as American Information Resource Centre (AIRC) Library,

British Council Library, Tata Institute of Social Science, etc. as we are members of these libraries and have password access to their books.

- Research endeavours by the faculty and students is duly **appreciated and felicitated** by the Principal and management of the college.

- **Exemptions** are provided in the form of relaxation in work load, flexi timings etc. for completion of research assignments.

- **Mahatma Research Forum** was initiated by the Principal Dr. Daphne Pillai, in April 2004 in recognition of a need to foster research practices among various departments of the Mahatma Education Society. In 2008, the Forum initiated **"MES Faculty Seminar Series"** – an innovative concept aimed to create an inter-disciplinary platform for the various specialist departments of the Society. Yet another initiative this year has been the inception of the **"MES Student Seminar Series",** in which the students from our various departments are nominated to present their research or field projects carried out towards their graduation. MES Research Forum Faculty Seminar Series 2016 was **conducted on 23rd September 2016** in the Panvel Campus. All the paper presenters were awarded a Certificate of Participation at the end of the Seminar.

- Mahatma Education Society's, Pillai Group of Institutions, **organises International Conference** annually, in association University Department of Commerce, University of Mumbai, **supported by U.G.C.,** which is platform for teachers to present their research work. The outstanding papers are considered for publications in the Research Volume. All the submitted papers are double blind reviewed and the best papers are published in ISBN No. book by reputed national publisher.

- Our faculty Dr. Rinkoo Shantnu has bagged the **Award for Outstanding Research Paper** for her paper titled' Optimising Demographic Dividend through skilling India in the said International Conference on 12th-13th January,2017. The theme of the 14th International Commerce & Management Conference was 'Management Strategies for Global Investments in India & from India: FDI & ODI.'

- Teachers and students are encouraged to participate in "Avishkar – Research Convention" organised by University of Mumbai ,by sponsoring the travelling expenses and printing expense of posters.

- **Faculty is supported** for attending Research Related Seminars and Conferences. (Duty Leave is given, Registration fees is paid, travel grant/advance is given etc.)

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- The Library is **central** to all the academic activities of the college. It provides a place in which to study, material for study and services to assist study.

- Implemented the **Koha Open Source Integrated Library Management Software** with Web-OPAC facility to browse the collection of library 24*7 concept.

- With a **computerized database** of the books in the Library, the search and retrieval of books is easy.

- The college is a **subscriber of N-LIST** facility through which e-journals and e-books are made available to the faculty members, researchers and senior PG students.
- Library has created **Google Groups** to communicate educational related activities with staff and students.

- Library facilities are augmented by **procuring new titles** and copies of existing books.

- 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.
- Teachers can also access books from **other libraries** of which we are members.(American information Resource Centre (AIRC) Library, British Council Library, Tata Institute of Social Science, etc.

ICT:

- We have **Google supported**, continuous, uninterrupted supply of internet with WiFi connection.
- Computer Laboratories and class rooms are **supported by generators** to avoid electricity failure and loss of teaching hours.
- We have **licenses for all the software** required as per the curriculum.
- **All Information Technology Laboratories have audio visual facilities** in-addition to class rooms with Audio Visuals.

- **Biotechnology Laboratories are equipped** with latest equipment. Laboratories have been recognized for purpose of "Research" by the University of Mumbai.

- **Audio visual rooms** have been made available for each department.

- All the four computer laboratories 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 power point 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 **Audio Visual projectors.**

- We have four computer labs with 420 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

We have a **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.

- Staff can avail various benefits of leave such as casual leave / sick leave / maternity leave/early going.

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

- Students are encouraged to take up an **Internship** during their summer break, mostly Second year going to third year students. The faculty recommend their students to various companies and organizations.

- Our parent body, M.E.S., has signed an MOU with NYU-STERN Urbanisation Project for setting up 'Urban Expansion Observatory" at our Campus. This collaboration has offered **internship opportunities to students.**

- 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". On the successful completion of the course the students were

awarded certificates from the Institute and the mark sheets from Yashwant Rao Chavan Open University (YCMOU).

6.3.9 Admission of Students

The institution is affiliated to the University of Mumbai. The publicity of the admission process starts from the day Press Release is issued by the government relating to the declaration of result of qualifying examination for admission to undergraduate courses.

PUBLICITY :

- Through Prospectus supplied to the students who approach us for a seat in our Institution.

- Through Institutional Website which contains all information relating to the courses offered, syllabus relating to each course, name of the Co-ordinator of each course, various activities conducted in the Institute by the students, etc.

- Through Counseling Desk, handled by Experts, who can give Career Counselling.

- Through Enquiry Desks manned by male/ female teachers to talk to students and clarify their queries.

- Through Admission Committee members seated inside the admission room.

- Further, through our excellent results, infrastructure and student support we have made an impact on the minds of guardians and students. Therefore, our institution is the first choice of a 12th standard student when they fill their application forms for admission.

TRANSPARENCY:

- The process of admission is fully transparent as there is a clear directive from The University of Mumbai which we follow strictly.

- Any student desirous of having admission in our Institution can apply online. Admission is based on marks obtained by the student in qualifying

examination. A copy of online application along with admission form and marksheet is to be submitted to the Admission Committee. Each application has a separate identity number.

- On the last day of receipt of application forms (declared by the University), at 6.00 pm all applications are sorted out and merit list no.1 is put up in notice board in front of the College entry gate.

- The Merit list contains names of selected candidates based on marks obtained (Both open and Reserved Category).

- Senior teachers are the members of the Admission Committee overlooks the entire admission procedures.

- No outsider is allowed inside the admission room during the process of admission. Any aggrieved party can represent his/her case to The Principal/Vice Principal directly or through written communication.

- After the last date for admission against merit list no. 1 , if there are vacancies, merit list 2 is declared, and the process goes on until all the seats are filled.

- 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	(2015-16)	-	Yes	-
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

- Our Alumni has been coordinating with us for placements through the Placement Cell and through Alumni Meets.
- Alumni were invited to take Guest Lectures for our current T.Y. students.
- Suggestions were received from the Alumni during the Alumni meet.

6.12 Activities and support from the Parent – Teacher Association

- We believe that Parents can play an active role in the development of the college and their wards.
- A parent-teacher meeting is conducted every semester.

- We notify the parents well in advance dates for the meeting to ensure their availability.

- In Parent teacher meeting parents interact with teachers, Co-ordinators, Vice Principal and give their feedback on the quality of teaching.

- Corrective measures are taken, if any shortfall is found.

- Any parent can interact with Class Teacher/Co-ordinator / Vice Principal without prior appointment during scheduled time.

6.13 Development programmes for support staff

- 'Thanks Giving Day' was celebrated for the non-teaching & support staff on 29th April, 2017.

- 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 Checkup 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 eight beneficiaries of free ship for this academic year.

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

- The college has a dedicated Environment Protection Cell and Nature Club for carrying out green initiatives in sustaining environment. Eco-friendliness in the campus is the policy of the college. Some of our green initiatives are listed below:

- Lawns and gardens are maintained with utmost care with the help of in-house dedicated gardeners and cleaners.

- Trees were numbered

- Daily cleaning of the campus with the help of cleaners who are our in-house employees.

- Minimum use of papers and reuse of wasted files

- Waste paper basket is located in each floor of the college campus

- Solar Panels have been installed in the campus

- Energy audit of the campus is carried out

- Efforts for Carbon neutrality

- Shelters for birds were provided

- E-waste management

- Hazardous waste management

- Rain water harvesting has been carried out

- Composting is carried out of degradable (Canteen) waste

- Adopted the 3R policy – Reduce, Reuse and Recycle

- Shredder machine is installed in Exam Cell to recycle the waste papers

- Butterfly garden is created

- Water Quality Assessment (Research)of Kalundre River, Panvel for the period of April-June and July-September, 2016

- State Level Seminars on Environment related themes. Theme of State Level Seminar on 20th February, 2017: 'Role of Biotechnology in Sustainable Development'

- Environmental Research: Mahatma Education Society has jointly developed a Research Center called Urban Expansion Observatory (UXO) in conjunction with New York University Stern School of Business. The Environment Protection Cell has recently associated with UXO to study environmental aspects of Mumbai. A primary comparative data on vegetation in the city from 1990 to 2016 has been obtained so far through mapping studies.

- Tree Plantation Campaigns

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.

- **Internal Academic Audit** (Annually conducted by the college)

- **Standardized format for reporting activities to IQAC** (Prepared by IQAC)

- **Learning Resource Centre: (**Developed "Mobile App", Prepared "QR (Quick Response) Codes", Prepared **"**Library Manual")

- **Feedback process**: (i)Teaching staff is in no way would be involved in the feedback process ii) Each semester feedback would be taken iii) Only students having attendance above 50% would be eligible to give feedback iv) Minimum 50% class strength must be present at the time of feedback.)

- **Creation of Internal Complaints Committee (ICC)** (For redressal of cases of sexual harassment amongst women staff and girl students)

- **Examination (**Flying Squad has been appointed and implemented which has resulted in reduction of unfair cases.)

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. 'STUDENT ATTENDANCE MONITORING POLICY'

TITLE OF THE PRACTICE

'Student Attendance Monitoring Policy': Creating enabling conditions for improved attendance of students.

We have developed our own Student Attendance Monitoring Policy, Guidelines and System as part of our commitment to providing a supportive learning environment and excellent student experience. The system has been developed for the specific needs of the college taking into account the local needs monitoring attendance according to the specific needs of the college.

GOAL

➢ Reduce drop out by inducing regular attendance and creating interest in the subject.

➢ Inculcating the habit of regularity and time consciousness among students.

➢ Improve the results by making students participate in classroom activities.

➢ Reduce late arrival of students by stipulating the entry time.

➢ To encourage students to participate in extra –curricular activities by attendance credit for the time spend on sports/ cultural activities.

➢ To identify students who may be experiencing difficulties and might need particular support.

➢ Helping guardians to take appropriate actions to correct their wards, if any, go off the track.

➢ For student retention, progression, achievement and employability.

THE CONTEXT

Research has provided quantitative data that suggests a positive correlation between attendance and learning. Monitoring of attendance is recognised as an important element in supporting both student retention and performance and has been a University requirement for many years.

Absenteeism is a significant problem at many institutions of higher learning and a major concern for educators. Research suggests that student absenteeism adversely affects the overall well-being of classes. Serious effort is called for to reform attendance policies of colleges.

THE PRACTICE

Procedure

➢ The College has developed a **Student Attendance Monitoring Policy, Guidelines and System** as part of its commitment to providing a supportive learning environment and excellent student experience.

➢ It is mandatory for students to strictly adhere to the College's Student Attendance Monitoring Policies.

➢ A Committee in charge of attendance is in place.

➢ Attendance system at our college has standardized procedures and rules.

➢ Daily attendance sheets are filed in a systematic manner.

➢ The dates of winding up of students' monthly attendance and posting the data into the computer by the class teacher is announced at the beginning of the semester and communicated to class teachers.

➢ Latest by seventh of every month data relating to attendance is ready and displayed on the Notice Board of respective branches and website.

➢ Administrative staff is given standing instructions that letter to the guardians of students having less than 50% attendance should be posted latest by the tenth of every month.

➢ Follow up action is taken by the Class Teachers and written commitment (undertaking) from students is taken.

➢ Guardian of the students having less than 50% attendance should meet the concerned class teacher within one week after 10th of the month.

➤ Further follow up is done through letters / telephones to the guardians.

➤ We counsel the students and also interact with their guardians.

➤ The system is continued every month, so that the attendance policy is known to students and guardians.

➤ Students coming from distant places are allowed to report late.

➤ In certain cases, we appoint a guardian teacher for the concerned student. In certain cases, we put the student under conditional admission making the student accountable for his/her attendance and performance.

➤ All these operations are integrated with target dates and communicated to students in either oral or written form and through the website so that the required quality parameters can be attained.

Communication with Stakeholders

➤ **One-way Communication:** Written communication is probably the most efficient and effective way by which we provide valuable ongoing correspondence between college and home.

➤ **Two-way Communication:** involves interactive dialogue between teachers and parents. Conversations may occur during telephone calls, parent-teacher meetings and various college based activities.

Parent teacher meeting is conducted every semester wherein the parents interact with teachers, Co-ordinators, Vice Principal and are informed about their wards attendance and performance. Corrective measures are taken, if any shortfall is found.

ICT Enabled Communication through technology is time-efficient as it helps in communicating quickly to a broad parent community. Emails, SMS's and Website are all examples. College website is used to convey attendance related information.

Explanation for absence

If a student is absent for any period of time the college is provided an explanation for absence. A request has to be compulsorily put up for an authorised absence. An "authorised absence" is a temporary absence which has been accepted by the College. The Committee considers the grounds on which the request is made, the length of time requested and the impact of the absence on the student's academic studies.

Unsatisfactory Attendance

If a student is absent from any specified engagement his attendance is monitored closely. This is designed to re-engage him with his studies, to identify reasons for his absence and to assist and support him with any difficulties.

EVIDENCE OF SUCCESS

The following points indicate the success of the said endeavor:

➢ Reduced absenteeism.

➢ Better student control

➢ Better Result

➢ Reduced dropouts

➢ Punctuality of time in relation to arrival time and time consciousness is created.

➢ Better discipline in the campus as no student is allowed to skip classes

➢ Appreciations by the guardians for the interest we take in their ward's academic performance.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

➢ When both parents are working the college authorities and the guardians find it difficult to bring in effective control on the students. In such cases we adopt counselling.

➢ When the parents are uneducated it is easy for the students to misguide the parents and by the time the corrective actions are taken it is delayed.

<u>**BEST PRACTICE OF THE INSTITUTION**</u>

2. <u>**ENVIRONMENT PROTECTION CELL**</u>

<u>**TITLE OF THE PRACTICE**</u>

'Environment Protection Cell' (EPC) is a student-led cell that works year round towards green initiatives to promote consciousness, preservation and protection of the environment.

<u>**GOAL**</u>

- ➢ Promoting consciousness, preservation and protection of the environment through various activities
- ➢ Maintaining a pollution free environment
- ➢ Conservation of energy, water and other resources
- ➢ Waste Management
- ➢ Environmental Research
- ➢ Biodiversity within the campus and in the society.
- ➢ Sustainable Environment

<u>**THE CONTEXT**</u>

Environmental issues have been a prominent theme in discourse for decades. The manner in which the environment has degraded because of human activities is a matter of deep concern. There is a need for environmental education amongst students who can initiate action to address concerns at different levels.

Additionally, awareness needs to be created on how the environment can be safeguarded for the future generations. Sustainability aspect of environment needs to be highlighted so as to draw attention on it. Serious effort is called for to protect the environment for the present as well as future generations as our personal and collective happiness & survival depends on it.

THE PRACTICE

➤ The college has a dedicated Environment Protection Cell which includes ENACT (Environment Analysis and Conservation Team) and Nature Club.

➤ The EPC prepares a plan in the beginning of the year and plans activities both within and outside the campus.

➤ Students are enrolled as members of EPC and are actively involved in planning and executing various environment related activities.

➤ Management is sensitive to environment related initiatives and extends full support for conducting activities towards environment protection and sustenance.

➤ Dedicated Cleaners, Gardeners & Maintenance Staff ensure that the campus is well maintained. The entire campus building is cleaned on a daily basis to maintain environment cleanliness and health of the students and staff.

Various initiatives have been taken by the EPC of the College in the said regard:

1. Environmental Research

Mahatma Education Society has jointly developed a Research Center called Urban Expansion Observatory (UXO) in conjunction with New York University Stern School of Business. The EPC has recently associated with UXO to study environmental aspects of Mumbai. A primary comparative data on vegetation in the city from 1990 to 2016 has been obtained so far through mapping studies.

As a responsibility towards river water conservation, the Environment Analysis and Conservation team (EnACT) has initiated the **annual water quality assessment** program of Kalundre River. Many environmental research projects have been taken up by staff as well as students.

2. Adoption: Nature Club has adopted Panvel Railway station to carry forward the PM's initiative of Swachh Bharat Abhiyan. The Club has conducted Cleanliness Drives and Awareness Programmes related to environment cleanliness.

3. Waste Management

The College has adopted the 3R policy – Reduce, Reuse and Recycle. Reuse of wastes like plastics for preparation of decorative items and use of one side printed papers for printing also is carried out. Broken glassware's of the biotechnology laboratory are repaired and reused. Biodegradable wastes like vegetable wastes from canteen and garden wastes are taken for composting process and the compost developed is used for gardening.

4. Energy conservation

Energy audit of the campus is carried out. Capacitor banks are used in power houses to improve the power factor. Eco-friendly Kirloskar Green Generators are used for power backup.

5.Use of renewable energy

Solar energy is generated in the campus through solar panels installed on the terrace of the Campus buildings. Energy generated through solar panels is used in conjunction with incoming electricity from MSEB and when discharged, the energy requirement is met only using energy from MSEB.

6. Water harvesting

Rain water harvesting is carried out in the campus. A huge underground tank is installed near the lawn area. The rain water is carried to the water harvest facility through large capacity pipes. The rain water harvest facility has the capacity to hold 2 lakh litres of water which is more than sufficient for the total incoming annual rain water flow. Thus the requisite for a check dam was never required. The water collected in these tanks is used for gardening through sprinkler irrigation and for water supply in washrooms.

7. Efforts for Carbon neutrality

All the equipment's are based on latest technology causing very minimal or no environmental hazard. Refrigerators are environment compliant. The College has made

arrangements for the parking of vehicles of students and staff at a separate space demarcated for the same. No wastes are burnt in the campus, but are collected by the municipality for disposal. Cigarettes and tobacco products are strictly banned in the campus making it a Smoke free Campus. The College makes the student aware of the Carbon Credits, Carbon Neutrality; its advantages etc.

8. **Plantation**

The campus is surrounded by lush green vegetation. A butterfly garden also has been developed with varieties of flowering plants. All the trees of the Campus have been numbered and taxonomic studies of the same is under process.

9. Hazardous waste management

The source of hazardous waste if any is in the Biotechnology unit. The wastes are disposed adhering to the biohazard guidelines.

10. E-waste management

Electronic goods are put to optimum use; the minor repairs are set right by the staff and the Laboratory assistants; and the major repairs, by the professional technicians, and are reused. A separate room is arranged to store E-wastes . Further, exhibits of used hardware have been maintained to disseminate technical knowledge of those components among students.

12. Ongoing Activities:

- Preparation of Sparrow Feeders
- Dog Feeding Activity
- Owl/Snake Rescue Operation
- Field Visits
- Competitions(Poster, Photography)

13. Future Course of Action:

- Environmental Audit
- Segregation of dry and wet waste
- No plastic zones

EVIDENCE OF SUCCESS

The following points vindicate the success of the said endeavor:

- Environmental education complements university's academic curriculum and augments the student's educational experience

- Learning experiences produce environmentally active citizens contributing to the environment problems at a national and global level.

- Environmental education takes on extra values: improving student achievement and bringing green spaces to students disconnected with nature.

- Effective environmental programs provide indispensable nature exposure, life skills, and community leadership.

  Panvel Railway Station received Second Rank in Maharashtra and 35th Rank in India by IRCTC for its Cleanliness. The work done by Nature Club, which has adopted Panvel Railway Station, has received appreciation from all corners.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Environmental education programs set high expectations when they involve students in real projects and complicated community issues. Though if given an opportunity and appropriate support, students will live up to the high expectations set forth for them.

7.4 Contribution to environmental awareness / protection

The college has a dedicated Environment Protection Cell (Environment Analysis and Conservation Team (ENACT) &Nature Club) for carrying out green initiatives. The following are the initiatives taken in this regard:

- Waste Management
- Energy Conservation
- Use of renewable energy
- Efforts for Carbon Neutrality
- Environmental Research
- State Level Seminar
- Tree Plantation
- Dedicated gardners and cleaners for campus maintenance

7.5   Whether environmental audit was conducted?   **Yes** [-]   **No** [✓]

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

Internal Academic Audit was conducted for all the departments in the college from 27 June, 2016 to 5th July, 2016. Sixteen meetings were held to facilitate interactions between various departments and IQAC. An Audit Report was generated which highlighted the following:

Strengths:
- Inclusivity (Remedial Coaching)
- Academic Honesty
- Qualified staff
- State of the art infrastructure
- Equipped Laboratories
- Sensitivity towards society

Weakness:
- Encourage quality research amongst staff
- Collaborative research among the departments
- More participation of teachers in Academic Bodies
- National and International Workshops and Symposiums
- Provide more career oriented add on courses
- Strengthen National and International linkages.
- Strengthen Alumni Participation.

Opportunity:
- Increase number of Linkages
- Increase number of Placements
- Increase in number of Research Projects

Threat:

- There is intense competition in education field and only fittest can survive by continually upgrading our learning resources, infrastructure and faculty enhancement activities. We are trying to overcome this problem and our present strength reflects our success.

7.7 Plans of institution for next year (2017-18)

- Autonomy Core Committee to continue its focus on getting autonomous status for the institution

- Encourage faculty and students to take up research projects(Minor/Major) and publish their research output in reputed journals. (H index/Impact factor)

- Collaborative research among the departments and to take initiative for inter-institutional collaboration
- Encourage faculty for Faculty Development Programme
- More participation of teachers in Academic Bodies
- National and International Workshops and Symposiums
- Arrange more campus recruitments
- Provide more career oriented add on courses
- Provide more training programmes to the administrative staff
- Conduct an Environmental Audit.
- Strengthen industry linkages.
- Strengthen National and International linkages.
- Strengthen Alumni Participation.
- Strengthening Consultancy Services.

Name: Dr. Aarti Sukheja   *Name: Dr. Daphne Pillai*
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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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

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