



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

Dr.K.M. Vasudevan Pillai Campus Sector - 16, New Panvel - 410206

NAAC Re-accredited 'A' Grade (3 rd cycle)

'Best College Award' by University of Mumbai

'Best N.S.S. Unit Award' by University of Mumbai

'ET Now Award for Outstanding Institute'

ISO 9001:2015 Certified



**ANNUAL QUALITY
ASSURANCE REPORT
2017-2018**

Annual Quality Assurance Report
(AQAR) of IQAC for the Academic Year
June 2017 to April 2018

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 2017 TO APRIL 2018

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. Gajanan Wader

Tel. No. with STD Code:

022-27456100/1700 Ext.: 183

Mobile:

9892061548

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

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

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

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

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

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College ☒ Yes ☐ No

Constituent College Yes ☒ No

Autonomous college of UGC Yes ☒ No

Regulatory Agency approved Institution Yes ☒ No

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes

UGC-COP Programmes

Any other (Specify)

Recipient of 'Outstanding Institute Award' from ET-Now Making of Developed India.

Won the 'Best N.S.S. Unit Award' for the academic year 2016-2017 by University of Mumbai.

Mr. Shabab Rizvi , awarded with **Best N.S.S. Programme Officer Award** for the academic year 2016-17 , University of Mumbai.

****Annexure 01: 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	02
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	02
2.8 No. of other External Experts	02
2.9 Total No. of members	24+4

***Head of the Institution: Dr. Gajanan Wader**

***IQAC Coordinator: Dr. Aarti Sukheja**

***IQAC Co-Coordinator: Assistant Prof. Bhavana Parab**

***Librarian: Dr. Sanjay Munavalli**

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty 05

Non-Teaching Staff 02 **Students** 03 **Alumni** 02 **Others** 01

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

If yes, mention the amount.

Rs. 76,750

****Annexure 02: U.G.C. Grant***

2.13 Seminars and Conferences (only quality related)**(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC**

Total Nos. International National State Institution Level

(ii) Themes

NAAC Sponsored Two Day National Seminar on "Using ICT for Quality in Teaching-Learning and Evaluation Processes" on 15th and 16th December, 2017.

One Day Symposium on the theme 'Best Practices in Degree Colleges for Quality Enhancement' on 26th March, 2018.

One Day Workshop on the theme: 'Revised Assessment & Accreditation Process by NAAC' on 28th March, 2018.

**Annexure 03: Workshop, Seminar & Conference organized by IQAC*

2.14 Significant Activities and contributions made by IQAC**Internal Academic Audit**

Internal Academic Audit Committee has been constituted with senior most faculty members. Internal Academic Audit of all departments was conducted from 26th June, 2017 to 7th July, 2017. Sixteen meetings were held to facilitate interactions between various departments and IQAC.

ISO Certification:

ISO Certification Committee has been constituted by IQAC in the month of July, 2017 which has worked towards the process of getting the institution ISO certified. The institution was awarded ISO Certification (ISO 9001:2015) on 5th November, 2017.

ET Now Awards

IQAC participated and won the 'Outstanding Institute Award' under Education Category organised by Economic Times Group. (ET NOW Award- Making of Developed India Award)

College for Potential Excellence

IQAC constituted the College for Potential Excellence Committee to work on the proposal to be prepared and report to be submitted to University of Mumbai. The Committee consist of following members:

1. Dr. Gajanan Wader (Chairperson, I/C Principal)
2. Mrs. Deepika Sharma (Member, Vice-Principal)
3. Dr. Aarti Sukheja (Member, IQAC Coordinator)
4. Ms. Bhavana Parab (Member, IQAC Co- coordinator)

Application for Autonomy

IQAC in coordination with the Autonomy Core Committee submitted the proposal for Autonomous status to University of Mumbai.

Application for Research Centre

The college with the initiative of its recognised Research Guides: Dr. Gajanan Wader, Dr. Seema Somani, Dr. Aarti Sukheja & Dr. Rinkoo Shantnu have submitted proposal for a Research Centre at the college and approval by the University of Mumbai for this Centre is in the final stage.

Infrastructure

After considering the increase in strength of students and additional requirement of learning space and resources library infrastructure augmentation has been taken up and the process has commenced in this academic year.

After the recognition and approval of Ph.D. guides in the academic year 2016-17, development of infrastructural facilities like Discussion Room, Study Centre Room, Presentation Room etc. has been initiated for the purpose of commencement of Research Centre in Commerce, Economics & Accountancy.

Learning Resource Centre

Procured additional titles in the library.

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.

Procured Amazon Kindle e-Reader device which enable users to browse, buy, download, and read e-books, newspapers, magazines and other digital media via wireless networking to the **Kindle** Store.

Inclusive Practices

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;

1. Fee concessions facilities for Scheduled Caste, Scheduled tribes, Nomadic tribes as per government
2. Fee concessions to economically backward students from college
3. Facility for payment in instalments.
4. 'Earn while you learn' Policy
5. Internship with stipend.

Research Development Cell (RDC) reconstituted:

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

1. To inculcate research culture among the students a pre-guidance session for “Avishkar Research Convention – 2017” was organized.
2. Total 23 participants participated for Avishkar 2017-18 out of which **Six participants** qualified for round II.
3. RDC Students’ Wing conducted Felicitation & poster exhibition of Avishkar participants on 1/03/2018 in presence of:

Dr. Siddhivinayak Barve, OSD, Avishkar Research Convention, University of Mumbai

Dr. Sunil Patil, Director, Department of Students' Development, University of Mumbai.

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

1. To develop research culture among staff members it was decided that each department must mandatorily submit minimum two minor research projects.
2. RDC organized **One Day Workshop** on ‘**Research Proposals & Publications**’ for faculty on Monday, 3rd July, 2017. The said workshop was conducted the guidance of following eminent personalities:

Dr. S. T. Gadade (Guest of Honour)

Dr. P. S. Goyal (Guest of Honour)

Dr. Sangeeta Pawar (Resource Person)

Dr. Rita Khatri (Resource Person)

Dr. Jaya Manglani (Resource Person)

3. **18 Minor Research Projects** were submitted out of which **6 Minor Research Projects** have been sanctioned by University of Mumbai.

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

1. A **Session** on '**An insight to write quality Research Paper**' was conducted by Dr. Priam Pillai on Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H-Index for faculty with Ph.D. degree and teachers pursuing Ph.D. on 06th December, 2017.
2. A **Session** on '**Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H-Index**' was organised for faculty and the speaker for the session were Mr. Ramakant Navghare, Librarian, C.K.T. College of Arts, Commerce & Science, New Panvel on 31st August, 2017.

Placement

Placement Cell has prepared a **new standardised format** for developing database of students.

Organised **grooming sessions** on "How to face interviews & understand Corporate Culture" in collaboration with Barclays' Ltd., Goregoan.

Our Placement Officer, Mrs. Padmaja Ganti with her team and H.O.D. (I.T. & C.S.), Mrs. Deepika Sharma, attended "**Sutherland Academia Conclave**" towards Industry-Academia Interface to enhance the employability quotient of students. This event took place on 22nd February, 2018 at Taj Mahal Palace, Apollo Bunder.

Placement cell also organised a **Pool Campus drive - WIPRO Ltd.** on 26th and 27th February, 2018 where in students from Colleges in Navi Mumbai were offered placement opportunities.

Value Based Centre

Value Based Centre has been constituted to impart value based learning to the students along with academics. The committee for Value Based Centre consists of the following faculty members:

1. Mrs. Varsha Chatuphale (In-Charge)

2. Mrs. Kavita Kathare (Member)
3. Ms. Aswathy G. (Member)
4. Mrs. Surekha Raja (Member)
5. Mrs. Archana Deepak (Member)
6. Mr. Chaitanya Athayle (Member)

Environment Policy Committee

Environment Policy Committee has been constituted to coordinate and frame Environment Policy to conform to the specific requirements for completion of ISO Certification. Dr. Kiran Deshmukh has been appointed as the In-Charge for the said exercise.

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 2017-18

Plan of Action	Achievements
Inclusivity in Education	<p>Functional Equal Opportunity Centre (EOC) offering free ships, fee concessions & scholarships (Government & Management), Earn & Learn, Internships, Book Bank Facility to achieve inclusion in education.</p> <p>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.</p> <p>Numbers of beneficiaries availing the</p>

	<p>various schemes under EOC are as follows:</p> <p>14 students – Economically Backward</p> <p>4 students – Wards of Staff category</p> <p>15 students – Sports category</p> <p>To avoid financial problems and connected worries we have ‘Earn while you learn’ Policy and Internship with stipend.</p> <p>Student Support Internship: Under the guidance of Placement Cell internships were provided for 16 students in Aditya Birla Capital for one month.</p> <p>*Annexure 04: Equal Opportunity Centre</p>
Parity in Education	<p>Management Sponsored free ships, fee concessions and scholarships were given on a yearly basis to the economically disadvantaged students.</p> <p>Special Coaching in the form of Bridge Course and Remedial Lectures is provided.</p> <p>Guardian Teachers are appointed for weak students.</p>
Continual Improvement in Infrastructure	<p>Library has been re-modernised & enlarged to accommodate more students and to diversify learning resources to cater to students from different levels and backgrounds and with different learning needs.</p> <p>After the recognition and approval of Ph.D. guides in the academic year 2016-17, development of infrastructural facilities like</p>

	<p>Discussion Room, Study Centre Room, Presentation Room etc. has been initiated for the purpose of commencement of Research Centre in Commerce, Economics & Accountancy.</p> <p>The Learning Resource Base has been augmented with additional books and journals on research.</p>
Upgrading Learning Resources to enhance Teaching and Learning	<p>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.</p> <p>Textbooks, reference books, e-books, journals, e-journals, digital data, newspapers worth Rs.9,39,333 was added in the current academic year.</p> <p>Library has procured Amazon Kindle e-Reader device which enable users to browse, buy, download, and read e-books, newspapers, magazines and other digital media via wireless networking to the Kindle Store.</p>
E-based system	<p>E-based system is available for the following:</p> <p>Admission (Requirements, Eligibility, Prospectus, M.E.S. Online Enquiry Form)</p> <p>Online Examination Facilities (Examination Calendar, Online ATKT Form Filing, Online Results, Exam Time Table, Passing Standards,</p>

	<p>Unfair Means)</p> <p>Railway Concession Forms</p> <p>Attendance</p> <p>Feedback</p>
Continuous interaction with stakeholders	<p>Parent Teacher Meeting (Each semester)</p> <p>IQAC Meetings (5 in a year)</p> <p>Alumni Meets</p> <p>Industry Linkages (Internships, Placements, Certificate Courses)</p>
100% utilization of lecture timings.	<p>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.</p>
Publishing Yearly Academic Calendar /Duty Allocation before the beginning of the academic year	<p>Yearly Academic Calendar/Duty Allocation Chart for 2018-19 was published towards the end of the academic year 2017-18 and displayed on the website.</p> <p>Academic calendar is directly linked to Google Calendar and gets updated on the college website event/date wise</p> <p><i>*Annexure 05: Academic Calendar</i></p> <p><i>*Annexure 06: Duty Allocation</i></p>
Strategies to engage students in learning	<p>International/National Study Tours/factory visits/industrial visits for giving practical exposure.</p> <p>Mock interviews, presentations, projects were organized.</p>

	You tube assisted learning.
Student Support	<p>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.</p> <p>The academic toppers in each semester are awarded in Annual Prize Distribution for achieving high grades.</p> <p>Remedial Coaching for weak students, Bridge Courses for difficult subjects, Student Mentoring, Language Lab for vernacular students, Schemes for financially backward students, Guardian Teachers for weak students and Counselling was conducted.</p>
Parent and Guardian Information	<p>Parents Teacher Meeting arranged regularly for discussing wards' progress.</p> <p>Follow up action taken on the feedback from guardians.</p> <p>Letters sent every month to the guardians informing wards' attendance.</p> <p>One to one interaction of the class teacher with the guardian whose performance needed improvement.</p> <p>Guardian teachers were appointed for the students residing in hostel.</p>
Student/Staff Recognition	<p>Best Student Award is given every year.</p> <p>Best Library User Award for student and staff.</p>

	Felicitation of students in academics, sports, cultural, social work, associations, magazine and other categories for their contribution.
Prompt redressal of student grievances	<p>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.</p> <p>Internal Complaints Committee (ICC) redresses the cases of sexual harassment amongst women staff and girl students.</p> <p>A complaint box is also provided next to the office of Principal and Internal Quality Assurance Cell and the complaints are being addressed.</p>
Workshops and Seminars of National and International	<p>A number of Workshops and Seminars were conducted by different departments for the benefit of students and teachers.</p> <p><i>*Annexure 07: Conference, Seminars & Workshop Organized</i></p> <p>Teachers were given all support to attend seminars and workshop for which the management bears all expenses.</p> <p><i>* Annexure 08: Seminars & Workshops Attended</i></p>
Commitment to Social	We have a three tier system to fulfill our social

Responsibility	<p>obligations.</p> <p>All Departments /Associations carry out social work throughout the year.</p> <p>Our Departmental Social work is culminated through 'Community Service Day' on a large scale wherein a number of N.G.O.s are invited.</p> <p>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.</p> <p>Our parent organization, Mahatma Education Society, organizes a fund-raiser talent show 'Uber Rang' in which all our institution participates. The proceeds of this event is utilized for social causes.</p> <p>The College N.S.S. Unit & Social Awareness Cell carried out a number of initiatives towards the betterment of the society.</p> <p><i>*Annexure 09: Community Service</i></p>
Establishing and Sustaining a Research Culture	<p>Research Development Cell organized Guidance Session and Workshop to inculcate research culture amongst staff and students.</p> <p>ENACT (Environment Awareness and Conservation Team) under EPC Cell encourages student research into issues relevant to the society.</p> <p>Six Minor Research Projects have been sanctioned by University of Mumbai in this</p>

	<p>year.</p> <p>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</p> <p>Research journals/papers were published in journals of repute.</p> <p>23 U.G. students participated in Inter-Collegiate Research Conventions - Avishkar 2017 out of which 6 students qualified for second round.</p> <p>Annual Multi-Disciplinary Journal titled 'Focus' was published by the Department of Accounting & Finance to encourage students to write research papers.</p> <p>Saral Joseph and Disha Shah (T.Y.B.Com.) participated in the GMRT Science Exhibition 2018 at GMRT, Khodad organised on the occasion of 'National Science Day' on 28th Feb 1st March 2018. They won third Prize in B.Sc. /M.Sc. Category and were awarded with a Trophy and Certificate.</p> <p><i>*Annexure 10: Research Initiatives</i></p>
Continuing specialised programmes and events for teaching / non-teaching staff	<p>A number of events for the benefit of the staff was organised by Staff Colloquium.</p> <p>B.M.S. Department organised Free eye check</p>

	<p>up in association with Advance Eye Hospital, Sanpada on 22nd Feb, 2018.</p> <p>Staff picnics were organised to waterpark & amusement park.</p> <p>Seminar on “Skill Development” by Mr. Avirat Shete, Founder, Mid Earth & Motivational Speaker on 19th Sept, 2017.</p> <p><i>*Annexure 11: Staff Colloquium Activities</i></p>
Conservation and protection of Environment	<p>Composting of solid waste of canteen and garden</p> <p>Research on Waste Management</p> <p>Cleanliness Drive under the umbrella of Swachh Bharat Abhiyan at Panvel railway station</p> <p>Under EPC Cell 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.</p> <p>Under Swachh Bharat Abhiyan, in association with Panvel Municipal Corporation, our institution organised an event under the the umbrella of Swachh Bharat Abhiyan in Padaghe Village and Rohinjan village on 19th January, 2018. Under this drive 95 students took part in activities like wall paintings, skit</p>

	performance and one to one interaction
Strengthening Linkages	<p>Tie up with Google India Ltd.</p> <p>Coaching for Banking, M.P.S.C. and U.P.S.C.</p> <p>15 Certificate Courses were organised by all the departments and Skill Development Council.</p> <p><i>*Annexure 12: Certificate Courses</i></p>
Boosting Placements	<p>215 students were selected through campus interviews.</p> <p>Campus Interviews were conducted by companies such as Infosys, Sutherland, Aditya Birla Capital, Lokmat, Thyro Care Technologies, Wipro Ltd., Syntel Services, House of Anitha Dongre, ICICI Bank, Eclerx, CAPGEMINI, CAMS, Nokia HERE, GEP Solutions, , IKS health Care, and the like.</p>
Strengthening Alumni Participation	<p>Department wise Alumni Meets were held in the current academic year.</p> <p><i>*Annexure 13: Alumni Meet</i></p>

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	04	11	15	15
Others				
Total	16	11	27	15

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

**Refer to Annexure 12: Certificate course conducted*

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ - Parents ☒ Employers ☐ - Students ☒

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

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

We implement revisions in syllabus carried out by University of Mumbai from time to time.

In this academic year, the syllabus was revised in the following courses

Class	Semester & Subject
S.Y.B.Com. Financial Markets	Sem. III & IV (all subjects)
T.Y.B.Com. Financial Markets	Sem. V & VI (all subjects)
S.Y.B.Com.	Sem. III & VI (Commerce, Economics & Accountancy)
S.Y.B.Com. Accounting & Finance	Sem. III & VI (all subjects)
T.Y.B.Sc. Biotechnology	Environmental Science - Applied Component
S.Y. B.Sc. Biotechnology	Sem. III & VI (all subjects)
S.Y.B.Sc.I.T.	Sem. III & VI (all subjects)
S.Y.B.Sc.C.S.	Sem. III & IV (all subjects)
T.Y.B.Sc.C.S.	Sem. V & VI (all subjects)
T.Y.B.Com. Accounting & Finance	Sem. V & VI (all subjects)
T.Y.B.M.S.	Sem. V & VI (all subjects)

**Annexure 14: Syllabus Revision Workshop Attended*

1.5 Any new Department/Centre introduced during the year. If yes, give details.**1. Value Based Centre**

Value Based Centre was constituted to impart value based learning to the students along with academics.

2. Environment Policy Committee

Environment Policy Committee has been constituted to coordinate and frame Environment Policy to conform to the specific requirements for completion of ISO Certification.

CRITERION – II TEACHING, LEARNING AND EVALUATION

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	18	05	01	01

2.2 No. of permanent faculty with Ph.D.

14

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: -

Temporary: - 40

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	13	01
Presented papers	12	23	01
Resource Persons	-	01	-

**Annexure 15: List of Conference & Symposium Attended*

**Annexure 16: 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.

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 theme 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.

Guardian Teacher: Regular monitoring and assistance of students residing in hostels / PG accommodation is done 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 in 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

190

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

As per Mumbai University Regulation all the exams are conducted by University. The Question papers are downloaded after the online link is provided by University by the Examination Committee. The Xeroxing and bundling is done on the same day 1 hr before the examination. 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 under the Surveillance of CCTV Cameras.

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.

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:

Additional Xerox machine is being purchased.

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

Separate room are being allotted to the examination cell for issuing of papers and Xeroxing of question papers to maintain the secrecy.

Flying Squad has been appointed and implemented in the I , III & V Semester examination. There has been a reduction in unfair cases.

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: 01

Revised Curriculum Workshop conducted: 00

Participation in Revised Curriculum Discussion:: Workshop: 34

** Annexure 17: List of Faculty Member Board of Studies*

**Refer to Annexure 14: List of Syllabus Revision Workshop Attended by the Faculty*

2.10 Average percentage of attendance of students: 75%

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	19	65	42	30	10	01
B.Sc. C.S.	77	-	13	14	21	07	-
B.M.S.	174	-	01	51	43	29	9
B.Sc.I.T.	214	05	55	51	45	01	-
B.Com. Accounting & Finance	132	12	63	26	10	-	-
B.Com. Financial Markets	52	-	04	08	20	13	-
B.M.M.	50	-	06	12	19	3	2
B.Sc. Biotechnology	55	07	24	12	04	01	-
M.Sc. I.T. (Sem. -II)	43	-	05A+ 10	14 B+ 01 B	-	-	-
M.Sc. I.T.(Sem. -IV)	27	03	18	04	-	-	-
M.Com. (Sem. -II)	108	01	15A+ 24 A	20 B+ 21B	-	-	-
M.Com. (Sem. -IV)	79	06	31	28	03	03	02
M.Sc. Biotechnology (Sem. -II)	27	-	-	15	05	-	-
M.Sc. Biotechnology (Sem.-IV)	25	-	05	16	06	-	-

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.

Implemented Academic Diaries: All the faculty members are provided academic diaries wherein they are able to implement the course to conducted in the lecture as specified in teaching plan and maintain the record of the same in these diaries.

Monitoring

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

The Academic Diaries are cross checked by the coordinators on weekly basis and by the principal on monthly basis to maintain efficiency in delivery of lectures.

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 answer papers are shown to the students by the concerned teacher. Co-ordinators are also present at the reverification location which is announced in advance.

Departmental / Other Associations Reports give information on the activities conducted in the said year in the specific standardized format.

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 scored above the benchmark score in the feedback from students.

****Annexure 18: Letter of Appreciation & Letter of Caution***

Self-Appraisal Sheets We have an online format of 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	-
UGC – Faculty Improvement Programme	03
HRD programmes	01
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	23
Summer / Winter schools, Workshops, etc.	-
Others (organized by institution)	41

****Annexure 19: 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 Ph.D. 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 members to take up Major/Minor research projects.

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

Initiatives

Research Development Committee(RDC) constituted with 3 wings:

1. RDC: Student Research Wing: In charge: Dr. Seema Somani
2. RDC: Faculty Research Wing: In charge: Dr. Gajanan Wader
3. RDC: Faculty Publications Wing: In charge: Dr. Rinkoo Shantnu

Targets have been set for research in each wing.

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.

Each Course Coordinator has been given the task of selecting the potential students to work on research projects and guide them till final submission.

RDC organised a **Session on 'Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H- Index'** for faculty on Thursday, 31st August, 2017. Mr. Ramakant Navghare, Librarian, C.K.T. College of Arts, Commerce & Science, New Panvel was the speaker for the session.

RDC organized **One Day Workshop on 'Research Proposals & Publications'** for faculty on Monday, 3rd July, 2017. The workshop was inaugurated by Dr. S. T. Gadade and Dr. P. S. Goyal. The sessions were conducted by Dr. Sangeeta Pawar, Dr. Rita Khatri and Dr. Jaya Manglani.

A **Session on 'An insight to write quality Research Paper'** was conducted by Dr. Priam Pillai on 06th December, 2017 to discuss on Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H- Index only for faculty with Ph.D. degree and teachers pursuing Ph.D.

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.

M.E.S. Research Forum organises **Faculty Seminar Series** - an innovative concept aimed to create an interdisciplinary platform for the various specialist departments of the Society.

Outcome

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

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. Total 23 participants participated for Avishkar 2017-18. **Six**

participants qualified for round II.

Dr. Abida Khan completed **her Ph.D.** from Mumbai University in the academic year 2017-18. (Topic: “A Study of Human Resource Management in Logistics Firms with Special Reference to Navi Mumbai Region”).

Dr. Kiran Deshmukh completed **her Ph.D.** from Mumbai University in the academic year 2017-18. (Topic: “A study of Human Resource Management in Banking sector with special reference to co-operative banks in Konkan region.”).

Dr. Seema Somani was appointed as a **Judge for Zonal /District Avishkar Research Convention 2017-18** on 11th Dec, 2017 at K.C. College Churchgate, Mumbai for C2 Category PG, PPG and TH levels.

Saral Joseph and Disha Shah (T.Y.B.Com.) students participated in the **GMRT Science Exhibition 2018** at GMRT, Khodad organised on the occasion of 'National Science Day' on 28th Feb and 1st March. They won third Prize in Bsc /Msc Category and were awarded with a trophy and Certificate.

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

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

This year the **Faculty Seminar Series** was organised on 27th September, 2017 at Conclave, Dr. K. M. Vasudevan Pillai Campus. Dr. Dakshayani Madangopal, CEO of Don Bosco Research Centre, Matunga was the Chief Guest.

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	-	-	6	-
Outlay in Rs. Lakhs	-	-	1,70,000	-

**Refer to Annexure 10: Research Initiatives*

3.4 Details on research publications

	International	National	Others
Peer Review Journals	49	01	03
Non-Peer Review Journals	03	04	-
e-Journals	09	08	01
Conference proceedings	42	01	01

** Annexure 20: List of Paper Published*

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Number	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-	-
Minor Projects	06	1 year	University of Mumbai	1,70,000	1,70,000
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 publishedi) With ISBN No. Chapters in Edited Books ii) Without ISBN No. ** Annexure 21: List of Publications***3.8 No. of University Departments receiving funds from**UGC-SAP CAS DST-FIST DPE DBT Scheme / funds **3.9 For colleges**Autonomy CPE DBT Star Scheme INSPIRE CE Any Other (specify) **3.10 Revenue generated through consultancy** **3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies		Department of B.M.S., I.T. & C.S. in association with B.O.S. of B.Sc.(I.T.) of University of Mumbai			

** Annexure 22: Conference organised***3.12 No. of faculty served as experts, chairpersons or resource persons**Experts Chairpersons Resource persons **3.13 No. of collaborations** International National Any other **3.14 No. of linkages created during this year** ** Annexure 23: Collaborations & Linkages***3.15 Total budget for research for current year in lakhs:**From funding agency From Management of College Total

3.16 No. of patents received this year

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

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

Research awards

Total	International	National	State	University	District	College
19	04	01	04	10	-	-

PhD Completed /Research fellows: 02

**Annexure 24: Awards & Recognitions*

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level
International level

3.22 No. of students participated in NCC events:

University level State level National level
International level

3.23 No. of Awards won in NSS:

University level State level National level

International level

**Refer to Annexure 01: Institutional Achievements*

3.24 No. of Awards won in NCC:

University level State level National level

International level

3.25 No. of Extension activities organized

University forum College forum NCC NSS

Any other

**Annexure 25: N.S.S. Activities*

**Annexure 26: DLLE Activities*

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

University of Mumbai awarded Pillai College of Arts, Commerce & Science, New Panvel, with the prestigious **Best N.S.S. Unit and Best N.S.S. Programme Officer Award for the year 2016-17** in recognition of meritorious services rendered to the community.

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:

Departmental Social Awareness Cell

1. Department of B.Com. Accounting & Finance

Visited Vanvasi Kalyan Ashram in Chinchavali village, Panvel on 11th July, 2017 and helped them with grocery items like rice and edible oil.

Contributed towards Swachh Bharat Abhiyan by donating dustbins to Panvel Railway Station on 18th August 2017.

Organized a cleanliness drive at Panvel Bus Depot on 8th August, 2017 to create awareness on cleanliness and hygiene through posters on different related themes.

2. Department of B.Com. Financial Markets

Visited **Kanya Shala No. 3, Panvel Municipal** on 3rd August, 2017 and made donations towards basic hygiene amenities like mirrors, towels, nail cutters, hair combs etc.. A Guidance Session was conducted on how to maintain basic cleanliness and hygiene.

To sensitize the students about the challenges faced by the underprivileged section of the society and to make them realize that duties towards the society and the nation, the said Department donated basic stationery on 4th October, 2017 at **Sant Sai Baba Prathmik Vidyalaya, New Panvel**.

3. Department of Bachelor of Management Studies

Visited Panvel Municipal Corporation Girls School No. 3 on 12th July, 2017. The students contributed money and bought books and stationery for school children. They also played different games with them.

4. Department of Biotechnology and Biotech Association

Organized a Flash Mob on road safety measures. The play depicted the dire

consequences one would have to face if road safety measures weren't practiced properly and regularly. The event started with the address note to the people in Panvel.

Organized Swachh Bharat Abhiyan Drive near MTNL office, New Panvel on 29th July, 2017. The students and faculty cleaned the area by uprooting the weeds grown on the edges of the roads and collected waste materials thrown on the roads like cloth, plastics, garbage etc. and then cleaned the entire street portraying the need to take care of one's own self.

5. Department of Mass Media & Arts and Media Association (AMA)

Organised Movie Screening Session on 14th June, 2017 for the students of NGO- Emmanuel Mercy Home, Chiple, Panvel in the college campus. Inspirational movie "Chillar Party" was screened.

Conducted English Teaching Classes for one week during August in Savitribai Phule School, New Panvel. The students tried different teaching methodologies ranging from games, use of vibrant teaching aids and group discussions to impart fun learning to the students.

Distributed snacks at Balgram Ashram, Khandeshwar on 21st July, 2017.

6. Computer Association

Visited Dhyan Jyoti Savitribai Phule Mahanagar Palika School, New Panvel on 31st July, 2017 to spread awareness on cleanliness amongst the pupils. The association also provided them with cleaning material like buckets, hand wash, wipers and phenyl.

7. Economics Association

Donated steel bins to Panvel Railway Station on 18th August, 2017. Students also conducted rally from college to railway station premises in order to create awareness under government's Swachh Bharat Abhiyan.

Organized hygiene campaign in Panvel Mahanagar Palika Girls School on 31st July, 2017 in which the students visited the school with the aim of reducing the rate of sickness among children through simple yet effective act of washing hands. As a token of encouragement, students installed hand wash dispensers in the school premises and also donated liquid soap packets.

8. Skill Development Council

Skill Development Council students donated two steel dustbins to Panvel Railway Station on 11th August, 2017 for the cause of cleanliness.

9. Mathematics Association

Visited and distributed clothes to underprivileged people residing in slums in the outskirts of New Panvel on 4th July 2017.

10. Management Association

Visited Panvel Municipal School on 28th July, 2017 and organised a Session on the importance of cleanliness for school students. Two dustbins for wet and dry waste were donated to the school for maintenance purpose and ensuring proper cleanliness in and around their premises.

11. Nature Club

Nature Club of Pillai College of Arts Commerce and Science, New Panvel donated seven steel dustbins to Panvel railway station on 15th September, 2017 for maintaining cleanliness at station surroundings. Students had also performed a skit

to create awareness among the commuters. Around 90 students participated in the event. The event was a huge success and was appreciated by railway authorities.

Social Initiatives by the Rector

Our Rector 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.

1. 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:

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

Project with Sadhana Vidyalaya for the Deaf (The students of Sadhana Vidyalaya for the Deaf were taken on an educational excursion on 19th December, 2017. Generous donations were made for funding education of children.

Kidz Carnival (On the occasion of Children's Day Celebration 23rd Dec, 2017 organised 'Kidz Carnival' to serve 25 orphanage children from Vatsalya Trust. Numerous fun filled activities were organised.

Joy of Giving Project (The members of SIBC organized a Jumbo Sale from 9th-12th October, 2017 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.)

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.

Teach Early, Reach Green Early!- Waste Segregation For Preschooler: Waste segregation meaning, benefits and methods were demonstrated to pre-school students as a year- long project from June 2017 to April 2018 to achieve SDG 13. It was initiated on the World Environment Day, June 2017 at all the pre-schools of our Partner Organization.

Observance of World Human Rights Day & Day For Elimination Of Violence Against Women (WALK on 9th December 2017 to observe two international days declared by United Nations viz. the International Day for the Elimination of Violence against Women (November 25) and World Human Rights Day (December 10))

2. **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 27th January, 2018. 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 27th January, 2018 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)

1. *International Yoga day*

In association with Patanjali Yoga Samiti, Mumbai, observed International Yoga Day on 21st June, 2017 by organising a Yoga Training Session on the campus.

2. *Tree Plantation Drive*

Participated in the Mega Saplings Plantation Drive at Shil Phata Mountain Thane on 1st July, 2016 in association with Hariyali, NGO.

3. ***"BHIM APP"- Awareness and its Application***

A Session on how to use various digital payments modes, and to help Indian Economy to move from Cash Economy to 'Less Cash Economy' on BHIM on 24th June, 2017.

4. ***Rehabilitation and Treatment Campaign***

Organised Leprosy Education, Rehabilitation and Treatment Campaign by an NGO, ALERT – INDIA, on 28th July, 2017. We collected Rs. 75,600 INR and donated it to ALERT – INDIA for the said cause.

5. ***Swachh Bharat Mission***

Donated Dustbins to the adopted village Siddhi Karole.

6. ***Anti Plastic Campaign***

Organized an Awareness Drive against reducing the use of plastic bags and also donated the paper bags created from news papers on 17th August, 2017.

7. ***Blood Donation Drive***

Organized a Blood donation camp in association with St. George Hospital, Nair Hospital, J.J. Mahanagar Blood Bank and Wadia Hospital on 22nd August, 2017 wherein 500 bottles of blood were donated.

8. ***Awareness on Environment Sanitation and Disposal of Garbage***

Organized Awareness on Environment Sanitation and Disposal of Garbage on 8th September, 2017 at Panvel Mahanagarpalika School, New Panvel.

9. ***Awareness drive for PUC***

Awareness drive for PUC Checking around the Petrol Pump Area of Khandeshwar was conducted on 11th September, 2017.

10. ***AIDS Awareness Campaign***

Observed World Aids Day on December 1st, 2017 wherein AIDS Awareness was created amongst students. A poster making competition was organized and the posters were exhibited to create awareness among students.

11. *7 days' Residential Camp*

Organized 7-day Residential Camp from 18th December to 24th December, 2017 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, Swachh Bharat Abhiyan awareness for villagers and lecture in Shivaji Maharaj School.

12. *World's Largest Walk Against Blindness*

Took part in the 'Tamaso Ma Jyotir Gamaya - The Walk Against Blindness' organized on 7th January, 2018 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 and the semi-finals were conducted. Our college dance group won the cash prize of Rs. 5000.

13. *Road Safety Week*

Road Safety Week was organised in association with Ashoka Buildcon Ltd. on 17th January, 2018 to create awareness among the general public to improve the safety on road.

14. *Observance of Vigilance Awareness Week*

In association with CIDCO performed street plays to create awareness on anti-corruption on 29th, 30th November, & 1st December, 2017 at different venues in New Panvel, Kalamboli & Khanda Colony.

15. *Social Activity in collaboration with Kotak Education Foundation*

21 N.S.S. volunteers worked for 127 hours from July, 2017 to February, 2018 to accomplish the objective "Alone we can do so little, together we can achieve so much" Helen Keller wherein reading practices for KEF Umang students and class management activities for STEP program was conducted.

16. *National Youth Day*

National Youth Day is celebrated with the great joy and enthusiasm in India every year on 12th of January 2018.

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

1. In the academic year 2017-18, 176 students from different streams enrolled themselves in different projects like Status of women in society, Annapurna Yojana, Industry Orientation Project and Career Project.
2. Participated in the Socio- Cultural District Level Skit Competition on 28th Sept, 2017.
3. Organized a poster competition on 28th September, 2017. The themes for poster competition were as follows:
 - Voting Awareness
 - Water Conservation
 - Cashless India
 - Social Status of Women in India
4. On 1st February, 2018, 17 students (15 for Street Play and 2 for Poster Competition) from our college had participated in the UDAAN FEST at Guru Nanak College, G.T.B Nagar, Sion.

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	30	-	-	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:

All the books are being bar coded.

Library Book Database is being maintained.

Computerized Access to the book database and Internet facilities are available to the students in library.

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.

The Online library catalogues is also available on the college website.

Library has created a Google group to communicate academic and related information or news with staff and students.

Prepared "Library Manual" to ease the understanding of functions and services of library.

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.

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.

Dedicated computers for research purpose for faculty.

Library has procured Amazon Kindle e-Reader. Amazon **Kindle** device enable users to browse, buy, download, and read e-books, newspapers, magazines and other digital media via wireless networking to the **Kindle** Store. The users can access and read resources at their comfortable place

Office Administration:

Computerized maintenance of Student Data, General Administration, Admissions, Fees, etc. is done by the office staff.

Student's data entry connected with MKCL database.

Use of MKCL software is done through University Portal.

Government Scholarship and Caste Validity is done through Government of Maharashtra portal.

Registration of foreign students is done through Central Government Portal and FRRO office.

Campus Care is our in-house software used for admission, fees etc.

E-based system is available for the following:

1. Admission (Requirements, Eligibility, Prospectus, M.E.S. Online Enquiry Form)
2. Online Examination Facilities (Examination Calendar, Online ATKT Form Filing, Online Results, Exam Time Table, Passing Standards, Unfair Means)
3. Railway Concession Forms
4. Attendance
5. Our housekeeping staff on muster, take care of campus cleaning
6. Our maintenance staff, on muster take care of maintenance of essential services including generator
7. Our hardware staff, on muster takes care of repairing and maintaining computers.

4.3Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27675	5358783.00	3540	601961.00	31215	5960744.00
Reference Books	2255	2164361.83	159	318172.25	2414	2482534.08
e-Books [N-LIST]	97000+	10000.00	3038000+	5900.00	3135000+	15900.00
Journals	41	147844.00	2+ Ren*	1500.00	43	149344.00
e-Journals[N-LIST]	6000+	15750.00	6000+ Ren*	5900.00	6000+	21650.00
Digital Database [N-LIST]	1	15750.00	Ren*	5900.00	1	21650.00
CD & Video	848	3536.00	36	Nil	884	3536.00
Others (specify)						

A. News Papers	8	15000.00	Ren*	5000.00	8	20000.00
B. Bound Vol.	111	Nil	10	Nil	121	Nil
C. Staff Pub.	4	Nil	1	Nil	5	Nil
D. MRP	2	Nil	4	Nil	6	Nil
E. Staff Thesis and dissertation	4	Nil	23	Nil	27	Nil
F.UOM Ann. Rep.	9	Nil	Nil	Nil	9	Nil
G. Kindle E-Book Reader	--	Nil	01	10999.00	1	10999.00

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	423	400	423	-	-	10	10	-
Added	-	-	-	-	-	-	-	-
Total	423	400	423	-	-	10	10	-

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

Conducted 'Library Information Instruction Programme' for faculty members on 21st Aug, 2017 in Computer Lab-3 from 11:30 a.m.-12:00 p.m.

Information Literacy Instruction Programme was organised from 16th August, 2018 to 19th August, 2018 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.

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.

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 Counseling
- 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 students' progression

The Placement Cell arranges job fair in collaboration with employers.

The Alumni Association maintains consistent correspondence with alumni.

The Career Counselor provides necessary guidance to students in the choice of their career.

Departmental records of student's results and achievements.

Many departments maintain a database for recording the progress of students.

Periodic Parent Teacher Meetings at departmental level.

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
3441	366	-	-

(b) No. of students outside the state

01

(c) No. of international students

-

No.	%
1751	46.05%

Men

No.	%
2052	53.95%

Women

Last Year (2016-17)						This Year(2017-18)					
General	SC	ST/NT/DT	OBC/SBC	Physically Challenged	Total	General	SC	ST/NT/DT	OBC/SBC	Physically Challenged	Total
2871	273	34	472	2	3652	2724	327	156	596	02	3803

Demand ratio 1:27

Dropout 1.3%

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

Pillai College of Arts, Commerce & Science, New Panvel has initiated Pillai's Competitive Exam Centre in association with Aasha Career Centre.

This initiative was taken to train students for various competitive exams like UPSC, MPSC, Staff Selection and Banking.

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.

The Centre runs following training programs for Entrance Test

Programmes	Number of students enrolled
Banking	37
Staff Selection	12
MPSC	03
UPSC	10

No. of student's beneficiaries

62

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 by experts & teachers.

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

During the year, 17 students visited the Counselling Unit. Out of this 9 students visited the counselling centre in the 1st term and 8 in the second term. 4 students from the first term continued counselling in the second term as well. All these students attended regular counselling sessions as per their needs. A total number of 57 individual counselling sessions were held in the academic year. The total number of family sessions held was 5 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, 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. One student visits the counsellor regularly for counselling as he has been diagnosed with a psychiatric illness.

CAREER GUIDANCE

Sr. No	Date of the Seminars	Name of the Organisation	Description of the seminars Conducted
1.	10 th July, 2017	SEF Institution	Career guidance session on Travel and Tourism Industry.
2.	26 th July, 2017	Retd. Major. Vinay Degoankar	As a mark of respect for the Martyrs of the Kargil War , a lecture was organised in which career options in defence was discussed by Retd. Major. Vinay Degoankar on account of Kargil Vijay Diwas.
3.	18 th September, 2017	Fly High Academy	Career Guidance Session on Aviation Industry.
4.	7 th October, 2017	Dr. Sudha Tondon Clinic	Career Guidance Lecture on- Careers in Biotechnology.
5.	18 th December, 2017	Fly High Academy	Career Guidance Session on Aviation Industry.
6.	23 rd February, 2018	Infinity Foundation	<p>Infinity Foundation in association with Pillai college Career Counselling Cell organised a Youth Empowerment Program. Eminent Speakers like</p> <p>Miss Janhavi Desai –Masters in Govt. MIT Pune - Conservation Activist.</p> <p>Mr. Rakshit Upadhay –Author and Film Producer.</p> <p>Dr. Shailashree Haridas Associate Director – MIT Pune.</p> <p>The session gave an insight to students regarding career opportunities in Politics and Government services.</p>

7.	24 th February, 2018	Mr .Unni Krishnan .P, (Alumni) RBS Bank	Alumni Mr. Unnikrishnan P. More than 100 students benefited from the guidance given by him on “ Career options after B.Com.”
8.	31 st March, 2018	Glenmark Pharmaceuticals-	Career opportunities in Biotechnology Industries
9.	24 th March, 2018	Mazgoan Vidyarthi Sangh	Mazgoan Vidyarthi Sangh and Pillai college Career Counselling Cell organised a Journalism Workshop on New Trends & Opportunities for BMM students. The speakers for the same were: Mr. Jayant Dhulap – Sub. Editor Dainik Lokmat N.D. Khan - Founder of MVS (Mazgoan Vidyarthi Sangh) Mr. Haaris Shaikh- Editor, Maharashtra Times
10.	20 th March, 2018	Mr. Rohan Dalmia, M.D. of Vinr Advertising Agency	Department of B.M.M. conducted its Career Counselling session for S.Y.B.M.M. and T.Y.B.M.M.(Advertising) students to emphasize on the value of advertising in today’s world

No. of students benefitted

800

** Annexure 27 Career Counselling Cell Activities***5.7 Details of campus placement:**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	561	230	-

Annexure 28 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, WDC requisition for additional **Sanitary Napkin Vending & Burning Machine** in students washroom has been accepted and the institute has purchased 2 **Sanitary Napkin Vending & Burning Machine** in the students washroom.

Women development Cell organised **Self- defence Training Programme** for girl students on Friday 14th July, 2017. The session was conducted by **Mr. Harjeet Singh Nagi** who is a trainer for 5 Dan Okinawan Goju Ryu Karate Do, 5 Dan Free Style Kungfu, 3 Dan Kick Boxing, 3 Dragon Taiji. 56 students were trained in the techniques of self-defence.

Women Development Cell had organised a **Power Point Presentation Competition** on the topic '**Success Stories of the Women Empowerment Schemes of Government of India**' on 8th September, 2017(Friday). 11 students participated in the event. Best presenter was awarded trophy. Certificate of participation were given to all participants.

Women Development Cell had organised a Talk on '**How the Students can work for Social Cause to create an impact on the Society**' in association with WE Club of New Panvel. The session was conducted by WE Upjinder G Bassan, President - WE Club of NPST on 15th September, 2017(Friday)

Women Development Cell had organised a **Guest lecture on the topic 'Legal rights of Women'** by practising Advocate of High Court Dr. Sumathi Gopal. 23rd September, 2017(Saturday)

Women Development Cell of Pillai College of Arts, Commerce & Science, New Panvel hosted **One Day Intra-Collegiate Competition for students - Expression 2017** in

association with **Women Development Cell, University of Mumbai and Majlis, Legal Centre for Women** at Dr. K.M. Vasudevan Pillai Campus, New Panvel on **8th December, 2017**. The event started with welcome speech by the Joint Secretary Dr. Daphne Pillai, followed by competition which included two categories of events – verbal (speech, skit and songs) and non-verbal (posters and rangoli making) wherein 56 students’ and 43 students participated respectively. The event was graced by the presence of our **Joint Secretary Dr. Daphne Pillai and Ms. Ayesha Dutta, members of Women Development Cell, University of Mumbai. Ms. Aditi Thakkar from Majlis** also graced the occasion. The panel of judges included internal judge Mrs. Rasika Patil, artist and a graduate of Fine Arts from J. J. School of Arts, Mumbai and external judge Lawyer Ms. Harshada More.

Women Development Cell had organised **Walkathon for International Women Day for Elimination of Violence against Women on 9th December, 2017** (Saturday) from Pillai Campus New Panvel to Pillai campus Khanda Colony.

Women Development Cell had organised a **Seminar on ‘PCOS Awareness & Education Programme’ for girl students in association with Young Concepts India Incorporated, Mumbai on 20th December, 2017**. The session was conducted by **Dr. Ambuja P. Mahindrakar, an well-known Gynaecologist and Fellow in Reproductive Medicine**. Around 80 students participated in the session.

The celebrations for International Women's Day at the Pillai Campus was kickstarted on February 27th 2018 when a noted **social worker, Ms. Shaheen Mistri, CEO of Teach for India** was felicitated with the **“Soroptimist Excellence Award 2018”** by Daphne Pillai, Chairperson, Management Board, Mahatma Education Society and the Founder President of Soroptimist International Bombay Chembur, an organization that

is affiliated to the international body, Soroptimist International that works for the welfare of women and the girl child.

Ms. Manali Ingle representative of the Hindu newspaper in her address mentioned that it was very important for girls to accept and love themselves as they are and enable every girl realize their potential to the fullest and feel beautiful inside out. She said that it was a matter of pride to know that Dr. Daphne Pillai has been selected to represent Soroptimist International of Great Britain and Ireland at the Commission for the Status of Women CSW 62 at United Nations, New York in the second week of March 2018. Advocacy at these levels will definitely pave the way for progress.

Women Development Cell celebrated **International Women's Day on 8th March, 2018, wherein** the women staff & girl students of our college felicitated Railway Police Force women staff working in the station and also performed Skit & dance at **Panvel railway station.**

Mahatma Education Society's Pillai Group of Institutions in association with The Hindu newspaper celebrated **International Women's Day on 7th of March 2018** at Dr. K M Vasudevan Pillai Campus, Sector 16, New Panvel, organized **a seminar on the theme, Beautiful Inside - Out.** The seminar began with a session on "Self-acceptance and loving yourself" by Dr. Shubhi Lall Agarwal followed by a Self Defence workshop by world famous martial art expert Mr. Ganesh Padyachi. The seminar was well received and appreciated by the 400 students who attended the same.

** Annexure 29: Women Development Cell Activities*

5.9 Students Activities:

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

State/ University level

170

National level

30

International level

03

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	116	National level	02
International level	01		
Cultural: State/ University level	10	National level	-
International level	0		

**Annexure 30: Gymkhana Council*

**Annexure 31: Students' Council*

5.10 Scholarships and Financial Support:

	Number of students	Amount (in Rs.)
Financial support from institution (Economically backward & Staff welfare)	18	1,63,000
Financial support from government	250	48,25,685
Financial support from other sources (CIDCO Stipend)	-	-
Financial support from other sources (Management Scholarship for Sports)	15	76,000
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',
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.

5.11 Student organised / initiatives:

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

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students:

5.13 Major grievances of students (if any) redressed:

GRIEVANCE CELL REPORT 2017-18

Category	Nature of grievance received	Date of the grievance received	Solution of the grievance
STUDENTS	Students had a complaint that they is no proper ventilation in O-202 class.	(20/1/18)	Considering students request air conditioners are installed in O-202 class along with extra fans. Proper servicing of air conditioners is also done from time to time.
	Students of T.Y.B.Accounting and Finace A and B represented the case to grievance cell about one day picnic	(16/2/18)	It is the policy of the college to conduct industrial visits for second year students. Taking into account the request of the students grievance cell represented the case to In-Charge Principal and necessary permission was sanctioned.
TEACHING STAFF	IQAC members had given a requisition for wall clock in IQAC room.	(26/11/2017)	Wall clock was purchased and provided.
	Faculty have complained regarding the inconvenience caused during lecture hours because of the L-	(6.02.2018)	Springs were installed in the lift so that the lift will close automatically

	wing lift being left open on several floors by students.		
NON TEACHING STAFF	To appoint support staff for daily cleaning.	(15/01/2018)	Temporary support staff has been appointed in L1.
	To decide uniform lunch time for all Non teaching staff	(7/02/2018)	Towards this, tentatively 1.30 p.m. has been decided as the common time for lunch for all Non- teaching staff

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:

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 as Member of Board of Studies, for T.Y.B.M.S. (Sem. V & VI) Syllabus Revision Framing for the academic year 2017-18, by Board of Studies in Business Management, University of Mumbai

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

Management takes active part in recruitment, training, and follow up of teachers.

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 assessment.

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 interdisciplinary

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 2017** was conducted on 27th September, 2017 in the Conclave at Dr. K. M. Vasudevan Pillai Campus. Dr. Dakshayani Madangopal, CEO of Don Bosco Research Centre, Matunga was the Chief Guest.

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.

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 and **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.

Library has procured Amazon Kindle e-Reader. Amazon **Kindle** device enable users to browse, buy, download, and read e-books, newspapers, magazines and other digital media via wireless networking to the **Kindle** Store. The users can access and read resources at their comfortable place

ICT:

We have **Google supported**, continuous, uninterrupted supply of internet with WiFi connection.

Computer Laboratories and classrooms 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 chalkboard lectures** with powerpoint 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 classrooms 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.

We have a number of Certificate Courses in association with reputed institutes for the benefit of our students. (Annexure No. 10)

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	03
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)	University of Mumbai	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:

'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.

Meditation Session and cholesterol check-up camp for the non-teaching staff on 7th April, 2017.

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

Tree Plantation Campaigns

Student members of the Environment Analysis and Conservation team (EnACT) carried out composting in the campus after a period of 30 days the mature compost was given to the gardeners for utilization as manure for improving plant growth.

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)

Initiated Value Based Centre (To impart value based learning to students along with academics)

Learning Resource Centre: (Library has procured Amazon Kindle E-Reader device which enable users to browse, buy, download & read e-books, newspapers, magazines and other digital media via wireless networking.)

RDC Cell: (i)Teaching staff participation in research activities has increased. ii) Students participation in the Research Convention has increased.

Mentoring Policy (Helped to reduce the performance of the A.T.K.T. students and overall increase in the results)

Examination (Separate room for issuing papers and Xeroxing of question papers has enabled to maintain the secrecy.)

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. Value Based Education

Title of the Practice: Value Based Centre for Education & Value Based Policy

Goal:

To provide a successful environment for teaching and learning of the full range of academic, social and interpersonal skills.

To make students understand much more deeply their goals and lives and their role in the society.

To develop ability in students to make proper choices in complex situations through value education.

The Context:

The whole edifice of education is linked with the development of values. In the absence of the potential to nurture values, education loses its heart and soul. The malleable years of youth in colleges are crucial as whatever is learnt and imbibed during this age will determine how students would live out their lives in future.

The concern about value degradation is not new to this era. Policy makers and educators have all along seriously mediated on this concern and have been pinning their hopes on education to fulfill the expectations of the society.

The Practice:

Value Based Centre

Responding to this urgent need, our institution has started value education through its fully functioning Value Based Centre with a well-defined plan. The Centre works continuously for imparting value education to the youth. The Centre believes in imparting the following qualities through its activities:

Scientific temper of mind

Empathetic attitude

Co-operation

Tolerance

Respect for the culture of other groups

Passion to bring in change in the society

The following activities were organised by the Value based Centre for students and staff:

1. Inauguration of Value Based Education Centre: 11th July, 2017:

Talks by Experts in the field of education highlighting the following theme: 'Mindfulness and its benefits'. Benefits of mindfulness for the young students include: improved emotion regulation, mood, empathy, confidence and self-esteem, coping and social skills, and ability to pay attention and focus.

2. An Orientation Programme for Teachers on need for Value Based Education in degree colleges: 15th July, 2017:

Dr. Aarti Sukheja, Coordinator, IQAC & Prof. Bhavana Parab, Co-Coordinator, IQAC conducted a session highlighting the need for value based education and the role of teachers in imbibing value skills in students.

3. Talk on Self -Awareness: 24th July, 2017:

A Talk on 'Self-Awareness' was conducted for students to teach them self awareness skills. Private and public self-awareness work together to help students understand that what the student is thinking and feeling – how he's "seeing" himself – might not always be the way other people see him. When the student has good self-awareness skills, he:

Recognizes his strengths and weaknesses

Can identify what he needs to do to complete a task

Recognizes errors in college work and makes edits or changes

Can understand and talk about his feelings

Recognizes other people's needs and feelings

Sees how his behavior affects others

4. Yoga Session for Teachers: 23rd September, 2017:

All faculty members attended the session. Breathing exercises were taught to aid bringing in a balance between their body and mind.

5. Session on Stress Management Strategies, Fear and Anger Management: 7th October, 2017:

Anger is a normal, healthy emotion. However, it can be a problem for young students to keep it under control. Similarly, stress and fear needs to be managed. Keeping this in mind the said session was organized and aimed at equipping students to respond positively to these negative emotions.

6. Conducted Yoga and Relaxation Training for students: 9th December, 2017:

To calm the stress and anxiety in a student's mind, a training session was organised by yoga experts. This session attempted to calm the mind of the students and introduce them to the benefits of yogic exercises and breathing techniques.

7. Community Service Day: 27th January, 2018

Towards instilling the value of empathy in students our student volunteers participated in the said event in large numbers. Student volunteers showed great interest and enthusiasm in serving the different NGOs who were hosted in the said event.

8. Workshop on Relaxation Techniques and Meditation: 7-8-9 March, 2018:

A three-day Workshop on "Relaxation Techniques and Meditation" was organised for the faculty. The Workshop organised had the co-ordinators from Heartfulness Institute Mrs. Uma Balasubramaniam and Mrs. Mayuri Aseem as experts guiding the faculty members through the techniques for relaxation. Relaxation, Cleaning and Meditation was taught in three well defined sessions.

Value Based Policy:

Responding to the current scenario in which values seem to be disappearing, our institution has brought out a **Value based Policy framework** for student's value education which articulates a comprehensive and pragmatic approach to their value education. **A full-fledged policy has been prepared towards achievement of value based objectives** set for holistic development of students.

The framework includes **vision, expectations, strategies and benchmarks** for implementation and assessment of value education at the institution. Grounded on a holistic framework, it makes striking attempts to relate to the contemporary issues and realities. It offers precisely the kind of reflection that is required for a subject like value education.

Going forward Value Based Centre is planning to make a **comparative analysis between the child's behaviour and performance before and after counselling as prescribed in the value based policy by making use of different metrics for assessment**. The parameters that would be included are: Academic performance, Pupil Engagement in class and behavioural patterns. Transferable skills in students would be generated which would aid student welfare and development.

Evidence of Success:

Post value based education there is a visible difference in the students:

Academic Diligence

Students show an increased attentiveness in class and a greater capacity to work independently.

College Ambience

The college ambience witnesses a decrease in the conflict among students. There is a demonstration of greater empathy, honesty and integrity. Students become more tolerant and cooperative in their interactions. Classrooms and playgrounds become

safer and more harmonious. Greater kindness and tolerance among students is seen. Students take greater responsibility with college equipment and routine tasks.

Student-teacher Relationships

Student-teacher relationships become more trusting. More democratic classrooms are established.

Student-teacher Wellbeing

Students feel a greater sense of connectivity and belongingness. They gain a greater capacity for self-reflection and self-appraisal.

Problems encountered and Resources required:

One of the challenges is how to make value education effective and interesting to the modern youth. Present day curriculum is full of content of techno informative data consisting of facts, figures, theories and laws etc. The present day youth with its potential and good will to learn concentrates on learning only the academic subjects. This poses a challenge to those concerned with the all-round development of the pupil through value based education.

BEST PRACTICE OF THE INSTITUTION

2. Student Research

Title of the Practice: Student Research Wing: Research Development Committee

Goal :

To motivate, train, and empower students to conduct their own research.

To foster an environment for the development of novel ideas and create peer support for conducting research across a wide spectrum of issues.

Establishing valuable connections with faculty.

Gaining academic experiences that help create transferable skills and aids resume building, such as presenting at research conferences, publishing, and working with a research team.

The Context:

Research is how the academic community communicates with the world. Students must learn to think of research as investigating profound and complex issues. Undocumented information that students encounter online narrows their experience to opinions and anonymous writers. Students never see citations on a bibliographical reference. Students do not understand what plagiarism is, its consequences to their learning and character.

It is the need of the hour that students should be prepared for the complex reading, research, thinking, and writing skills they will need when they enter the real world.

The Practice:

The Student Research Wing of Research Development Cell is run with the support of the **RDC Coordinator of the Student Research Wing, a Research Advisor and an Editor in Chief** for a dedicated ISBN journal for students. Post NAAC accreditation it was identified that a research platform dedicated for students needs to be established. Towards

attainment of this goal the RDC has been reconstituted with the Student Research Wing with students and faculty as members.

Regular Practice:

1. **Planned and Regular** meetings are conducted throughout the year towards attainment of student research targets.
2. Student Researchers are motivated and trained to develop an **independent project/paper** of their own that is guided by a faculty member.
3. Young Researchers are also given opportunities to work on part of a **faculty member's current research project**. Either way, students have opportunities in a variety of disciplines to do original hands-on research.
4. **Mentors are appointed** for students pursuing research for prompt redressal of their research related problems. Young student researchers are mentored on the following identified issues they face in research:
 - Choosing the topic
 - Formulate statement of the problem
 - Develop conceptual framework
 - Link theoretical framework in the conduct of the study
 - Review of literature
 - Developing data gathering tool
 - Writing findings, conclusion, and recommendation
5. **Mentors are continually trained** by RDC for ensuring that the student researchers are guided in the right direction. They are encouraged to attend training programmes in house and externally for equipping them with the requisite skills for research training to be given to students.
6. To create research culture, RDC has 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.

7. We organize **training programmes for students on using statistical tools in research, hands on training by reputed Institutes, field trips, visit to laboratories etc.**
8. M.Com., M.Sc. I.T. and M.Sc. Biotechnology students were guided by the faculty to carry out **research projects for dissertation.**
9. Opportunities are given to participate in many research events and competitions like **Avishkar Research Convention** in which our students received recognition for their research work.
10. Felicitation of Outstanding Research Students is an annual event.

2016-17

1. One Day **Training Programme** on 'Use of Statistical Techniques in Research' was organized on 20th February, 2017. Students were trained on how to use SPSS package for research.
2. RDC Organized a **Seminar** on 'Basics in Research & Publication' for students on 1st, March, 2017.
3. A **visit** to Advanced Center for Treatment, Research and Education in Cancer (ACTREC), Kharghar was organized on 1st December, 2016 for 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.
4. Three students of M.Sc. Biotechnology part I students, Ms. Shweta Vijaykumar 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.

2017-18

1. A **Session** on '**An insight to write quality Research Paper**' was conducted by Dr. Priam Pillai on Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H-Index for faculty with Ph.D. degree and teachers pursuing Ph.D. on 06th December, 2017.
2. A **Session** on '**Research Paper, ISBN/ ISSN Journals, Impact Factor, Citations & H-Index**' was organised for faculty and the speaker for the session were Mr. Ramakant Navghare, Librarian, C.K.T. College of Arts, Commerce & Science, New Panvel on 31st August, 2017
3. Dr. Seema Somani, RDC Student Wing In charge, conducted a **Session on Rules and Regulations of Avishkar Research Convention - University of Mumbai** on 5th August, 2017 for students and teachers.
4. Felicitation of Avishkar Participants 2017-18 was done on 1st March, 2018 in the august presence of Dr. Siddhivinayak Barve, OSD, Avishkar Research Convention, University of Mumbai and Dr. Sunil Patil, Director, Department of Students' Development, University of Mumbai followed by poster exhibition of Avishkar posters.
5. Plan of Action for Avishkar 2018-19 has been drafted and ratified by the RDC.

Unique practices

To encourage students to write research papers a Multi-Disciplinary Journal titled 'Focus' is published annually. **Three editions of Focus** have been published till recently. The following are the strengths of this publication:

1. It is a Research Platform for original research work of students across all departments.
2. Guidance is given for selection of topic, referencing, data collection & analysis, result generation and final preparation of the research work.
3. An Editorial Committee comprising of students and faculty has been formed.

4. Outstanding papers are considered for publications in this Research Volume.
5. Peer Review Committee is in place.
6. All the submitted papers are Peer reviewed and the best papers are published.
7. ISBN No. book by reputed national publisher.
8. 3 types of Research papers are published: Pure Research Paper (Primary Data Based), Articles, Avishkar Research Paper and Poster
9. Felicitation is also done of exceptional paper contributors and student editors.

Code of ethics for Research

Student Researchers at our institution are trained to adhere to certain standards of academic integrity. To learn about those standards, the RDC has developed a Code of ethics. These give guidelines on plagiarism, honesty, ownership of intellectual property, and scholastically appropriate behaviour while doing research.

Library Referencing

Young researchers are motivated and mentored to avail physical and online resources available in Learning resource Centre. They are also permitted to place requisition for research related books and journals through the RDC Student Wing In charge.

Evidence of Success:

The Student Research Wing has been able to imbibe research related skills in a large number of students. Students have been trained and have also been recognised for their research endeavours.

2016-17

1. 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.

2. 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.
3. **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.
4. **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

2017-18

1. Our students Ms. Disha Shah & Ms. Saral Joseph got their research paper titled 'A Study on the awareness of right to information Act' published in Episteme: an online interdisciplinary, multidisciplinary & multi-cultural journal Bharat College of Arts and Commerce, Badlapur, MMR, India Volume 6, Issue 2 September, 2017,

BCAC-ISSN-2278-8794 15.

2. Total 23 participants participated for Avishkar 2017-18. **Six participants** qualified for round II. The List of the students qualified for I round held on 07/12/2017 at Poladpur.
3. Ms. Nikhitha Nair of T.Y.B.Com. B participated in the Book Carnations and got her quote published in it. Carnation Books is an independent publisher of eBooks featuring queer characters, queer romance and fantastic stories.
4. Saral Joseph and Disha Shah (T.Y.B.Com.) participated in the GMRT Science Exhibition 2018 at GMRT ,Khodad, organised on the occasion of 'National Science Day' , on 28th February and 1st March, 2018. They won third Prize in B.Sc. /M.Sc. Category and were awarded with a Trophy and Certificate.

Problems encountered and resources required:

Students access to freely available online data which artificially narrows their experience to opinions and anonymous writers. This maybe a major constraint to genuine research.

Research is not easy, partly because the student has to be motivated to work beyond curriculum and engage in field research. A certain level of passion and curiosity to get to the root of the research problem is mandatory. Need to think and concentrate, and not be distracted is a must.

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 gardeners and cleaners for campus maintenance

Cleanliness drives under SWACHH BHARAT ABHIYAN in nearby locality

Spreading awareness on energy conservation through wall painting at Panvel railway station and nearby villages & localities.

Sessions and trainings to nearby school kids regarding how to maintain personal hygiene.

Donating basic amenities in municipal schools to maintain personal hygiene.

Donations of dustbins at adopted village Siddhi Karole, Panvel railway station,

Municipal schools

****Annexure 32 ENACT Activities***

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 Committee has been constituted with senior most faculty members. Internal Academic Audit of all departments was conducted from 26th June, 2017 to 7th July, 2017. Sixteen meetings were held to facilitate interactions between various departments and IQAC. An Audit Report was generated which highlighted the following:

Strengths:

Qualified staff

State of the art infrastructure

Remedial Coaching

Mentoring Policy & Enforcement

Value Based Education

Sensitivity towards society

Student Involvement in college administration

Student Research Journal with ISBN No.

Quality Policy in place

Green Practices

Language Laboratory

Weakness:

Collaborative research among the departments

More participation of teachers in Academic Bodies

Strengthening Industry Collaborations and MOUs

Consultancy

Opportunity:

Incubation Centre

Innovation Club

E-governance in areas of operation

Threat:

Educational institutions all over India are concerned about their quality and are looking for a competitive edge. Competition can contribute to quality, but it can also trigger focus on image or spend resources on frills. The threat is one has to follow the bandwagon to qualify for National and global rankings which are sometimes used by governments in allocating funds or determining academic mission, and by the institutions to benchmark themselves against others. At this juncture it becomes relevant to retain the real essence of an educational institutional and highlight what is most important.

7.7 Plans of institution for next year (2018-19):

Encourage faculty and students to take up research projects

More participation of teachers in Academic Bodies

Strengthen Alumni Participation.

Strengthening Consultancy Services.

To set up Incubation Centre

To strengthen Industry Collaboration & MOU

To form Innovation Club

Environmental Policy and Audit

Setting up Community Interface Committee

Vocational Educational & Training

Gender Equity Programmes

Courses addressing cross cutting issues like gender, environment, human values and professional ethics

Soft Skill development

Value Education to be given importance

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

*Name: Dr. Gajanan Wader
Signature of the Chairperson, IQAC*

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
