AQAR – 2012-2013

1. Kindly provide the details of the Institution :

Name of the Institution	:	Guru Nanak College of Arts, Science & Commerce
Year of establishment of the Institution	:	1989
Address Line 1	:	Guru Tegh Bahadur Nagar
Address Line 2	:	Sion (East)
City/Town	:	Mumbai
State	:	Maharashtra
Postal Code	:	400 037
Email Address	:	gncol37@vsnl.net

2. NAAC Accreditation/Reaccreditation details :

Year of Accreditation/ Reaccreditation	:	November, 2004
Current Grade	:	--
CGPA	:	--

3. Institutional Status : Minority – Aided

4. Contact Person details :

Name of the Head of Institution	:	Dr. Bina Punjabi
Contact phone	:	022-24071098 / 24041944
Email	:	principal@gurunanakcollegeasc.in
Website URL	:	http://www.gurunanakcollegeasc.in
Name of IQAC Co-ordinator	:	Dr. Shyam Sundar
Email	:	krshyams$gmail.com

SECTION – 1

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5.   Number of academic programmes existing (Enter a number, 0 for nil) :

Undergraduate (B.A/B.Sc./B.Com. etc.)	:	08
Post Graduate (M.A./M.Sc./M.Com. etc.)	:	01
Research Programmes (M.Phil/P.hd.)	:	0
Certificate Programmes	:	03
Professional Programmes (B.Tech/M.Tech/B.Ed/ M.Ed/Medicine/Pharmacy/Paramedical/ Nursing etc.)	:	0
Other value added programmes	:	02
Any other programme offered (specify)	:	0

6.   Details of Programme Development (Enter a number, 0 for nil) :

New programmes added during the year	:	0
New programmes designed	:	0
Programmes under revision	:	0
Interdepartmental collaborative programmes	:	0
Inter Institutional collaborative programmes	:	0
Number of review committee recommendations implemented (Total)	:	0
Number of NAAC peer team recommendations implemented	:	0
Number of UGC/any other expert committee recommendations implemented	:	0
Number of review committee recommendations under implementation	:	0
Number of NAAC peer team recommendations under implementation	:	0
Number of UGC/any other expert committee recommendations under implementation	:	0

7.   Faculty Details (Enter a number; 0 for nil) :

Total faculty strength required as per norms for all programmes	:	51
Total faculty on rolls	:	45
Faculty added during the year	:	01
Faculty positions vacant	:	06
Faculty left during the year	:	01
Total number of visiting faculty	:	49
Total number of guest faculty	:	0

8.   Qualification of Faculty :

PhD and Above	:	13
M.Phil	:	06
Masters	:	43
Any other (specify)	:	2-CA; 2-MBA; 5-B.Ed; 1-Dip.in Mgnt.

9.   Faculty qualification improvement :

PhD awarded to existing faculty	:	0
M.Phil awarded to existing faculty	:	0
Any other degree awarded to existing faculty	:	0

10.   Administrative Staff Details (Enter a number ; 0 for nil) :

Administrative staff (total sanctioned)	:	29
Administrative staff (actual strength)	:	26
Added during the year of reporting	:	01
Left during the year	:	0
Number of posts vacant	:	04

11.   Technical Support Staff Details (Enter a number, 0 for nil) :

Technical Support Staff (total sanctioned staff)	:	02
Technical Support Staff (actual strength)	:	02
Added during the year	:	0
Left during the year	:	0
Number of posts vacant	:	0

SECTION – II

This sections surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details :

Year of establishment of IQAC   :   29.09.2006

13. Composition of IQAC (Enter a number; 0 for nil) :

Number of IQAC members	:	17
Number of Alumni in IQAC	:	02
Number of students in IQAC	:	04 (03 Aided + 1 SFC)
Number of Faculty in IQAC	:	08
Number of Administrative staff in IAQC	:	01
Number of Technical staff in IQAC	:	0
Number of Management Representatives	:	01
Number of External experts in IQAC	:	02
Number of any other stakeholder and community representatives	:	01

14. IQAC Meetings :

Number of IQAC meetings held during the year   :   15

15. Whether Calendar of activities of IQAC formulated for the Academic year   :   Yes

16. IQAC Plans for Development (Enter a number; 0 for nil) :

Number of academic programmes proposed : 0

Number of value added programmes proposed : 03

Number of skill oriented programmes proposed : 03

Number of faculty competency and development
programmes proposed : 04

Number of other staff development programmes
proposed : 03

Number of student mentoring programmes
proposed : 06

Number of co-curricular activities proposed : 45

Number of inter departmental cooperative
schemes proposed : 01

Number of community extension programmes
proposed : 11

Any other programmes proposed (specify) : 0

17. IQAC Plans for development & implementation (Enter a number; 0 for nil) :

Number of academic programmes implemented : 0

Number of value added programmes implemented : 03

Number of skill oriented programmes implemented : 02

Number of faculty competency and development
programmes implemented : 0

Number of other staff development programmes
implemented : 0

Number of student mentoring programmes
implemented : 05

Number of co-curricular activities implemented : 43

Number of inter departmental cooperative
programmes implemented : 0

Number of community extension programmes
implemented : 15

Any other programmes suggested that are
implemented (specify) : 0

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/conferences/workshops organized by IQAC within the institution	:	0
Number of participants from the institution	:	0
Number of participants from outside	:	0
Number of external experts invited	:	0
Number of external conferences/seminars/ workshops on institutional quality attended	:	01
Number of events conducted with IQACs of other institutions as collaborative programmes	:	0

19. Did IQAC receive any funding from UGC during the year : **No**

20. If the response to Qn.18 is yes, please provide the amount received from UGC – (Input 0 – if NA/NIL) Any other source including internal financial support from the management (specify amount) :

Amount received from UGC	:	N.A.
Amount received from any other source including the college management	:	Rs.25,000/-

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format) :

- Greater penetration ICT in teaching & learning in classes
- Additional value added courses
- Introduction of Mentoring Programme for students
- Management sponsored Girl Child Fellowship
- Initiatives to develop Braille Resource and digital institutional repository
- Conduct of inter-collegiate Technical Training Programme and Soft Skills programme for non-teaching staff
- Electronic surveillance to ensure security
- Environmental Mentoring initiatives as a part of ISR
- Gender sensitization programme in the neighbourhood
- Networking with BMC for Clean and Green neighbourhood

SECTION – III

In this section the events, activities and outputs in the field of research and academic areas are being surveyed.

22. **Academic programmes :**

Number of new academic programmes developed or designed by faculty	: 0
Number of faculty members involved in curriculum/ restructuring/revision/syllabus development	: 0
Number of programmes in which evaluation process reformation taken up and implemented	: 09
Number of active teaching days during the current academic year	: 161
Average percentage of attendance of students	: 57%
Percentage of classes engaged by guest faculty and temporary teachers	: 34%
Number of self financed programmes offered	: 06
Number of aided programmes offered	: 03
Number of programmes discontinued during the year	: 0

23. **Whether any systematic student feedback mechanism is in place ?** **:** Yes

24. **Feedback details (If answer to Question 20 is Yes) :**

Percentage of courses where student feedback is taken : 100%

25. **Is feedback for improvement provided to the faculty ?** **:** Yes

26. **Faculty Research, Projects and Publication details for the year :**

Number of major research projects undertaken during the year	:	0
Number of minor research projects undertaken during the year	:	0
Number of major ongoing projects	:	0
Number of minor ongoing projects	:	0
Number of major projects completed	:	0
Number of minor projects completed	:	0
Number of major project proposals submitted for external funding	:	0
Number of minor project proposals submitted for external funding	:	0
Number of research publications in peer reviewed journals	:	16
Number of research publications in international peer reviewed journals	:	08
Number of research publications in national peer reviewed journals	:	08
Number of research papers accepted for publication in international peer reviewed journals	:	01
Number of research papers accepted for publication in national peer reviewed journals	:	0
Average of impact factor of publications reported	:	0.05
Number of books published	:	05
Number of edited books published	:	01
Number of books (single authored) published	:	02
Number of books (coauthored) published	:	02
Number of conferences attended by faculty	:	30
Number of international conferences attended	:	05
Number of national conferences attended	:	25
Number of papers presented in conferences	:	23
Number of papers presented in international conferences	:	04
Number of papers presented in national conferences	:	19
Number of conferences organized by the institution	:	0

Number of faculty acted as experts resource persons	:	05
Number of faculty acted as experts resource persons - international	:	02
Number of faculty acted as experts resource persons - national	:	03
Number of collaborations with international institutions	:	0
Number of collaborations with national institutions	:	02
Number of linkages created during the year	:	0
Total budget for research for current year as a percentage of total institution budget	:	1.53%
Amount of external research funding received in the year	:	0
Number of patents received in the year	:	0
Number of patents applied for in the year	:	0
Number of research awards/recognition received by faculty and research fellows of the institute in the year	:	08
Number of PhDs awarded during the year	:	0
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	:	25%

SECTION – IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring and opportunities for development and inclusive practices.

27.   Student Details and Support Mechanisms :

The total intake of students for various courses (sanctioned)	:	2700
Actual enrolment during the year	:	2098
Student dropout percentage during the year	:	14.65%
Success percentage in the final examination across the courses	:	77.07%
Number of academic distinctions in the final examination and percentage	:	60%
Number of students who got admitted to institutions of national importance	:	0
Number of students admitted to institutions abroad	:	1
Number of students qualified in UGC NET/SET	:	0
Number of students qualified GATE/CAT/other examination (specify)	:	0

28.   Does student support mechanism exist for coaching for competitive examinations ? : No

29.   Student participation, if response is yes to Qn.27:

Number of students participated   : 0

30.   Does student counseling and guidance service exist?   **:** Yes

31.   Student participation, if answer to Qn.29 is yes

Number of students participated   : 61

32.   Career Guidance :

Number of career guidance programmes organized : 02

Percentage of students participated in career Guidance programmes   : 80%

33. **Is there provision for campus placement ?**: Yes

34. **If yes to Qn.32 :**

Number of students participated in campus
selection programmes   : 1254

Number of students selected for placement
during the year   : 69

35. **Does gender sensitization program exist ?** : Yes

36. **If answer is Yes to Qn.34 :**

Number of programmes organized   : 07

37. **Student activities :**

Number of students participated in external
    Cultural events   : 97

Number of prizes won by students in
    External cultural events   : 14

Number of cultural events conducted by
    the institute for the students   : 24

Number of students participated in inter-
    National sports and games events   : 0

Number of students participated in national
    level sports and games events   : 0

Number of students participated in state
    level sports and games events   : 0

Number of students participated in
    University level sports and games events   : 60

Number of prizes won by students in inter-
    national sports and games events   : 0

Number of prizes won by students in national
    level sports and games events   : 0

Number of prizes won by students in state
    level sports and games events   : 0

Number of prizes won by students in
    University level sports and games events   : 01 University

Number of sports and games events conducted by
    the institute for the students   : 06

38.   Composition of students :

Percentage of Scheduled Caste	:	4.7%
Percentage of Scheduled Tribe	:	0.19%
Percentage of other backward communities	:	4.67%
Percentage of women students	:	45.13%
Percentage of physically challenged	:	0
Percentage of rural students	:	0
Percentage of urban students		100%

39.   Scholarships and Financial Support :

Number of students availing financial support from the institution	:	22
Amount disbursed as financial support from the institution	:	Rs.53,800/-
Number of students awarded scholarship from the institution	:	96
Number of students received notable national/ International achievements recognition	:	0

40.   Student initiatives :

Number of community upliftment programmes Initiated by students	:	07
Number of literary programmes initiated by Students	:	03
Number of social action initiatives based on Science/environment initiated by students	:	0
Number of student research initiatives	:	01

SECTION – V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall development activities is created ? : Yes

42. If the answer for Qn.41 is Yes, is the plan Implemented and monitored ? : Yes

43. Whether benchmarking is created for Institutional Quality management efforts ? : Yes

44. If the answer to Question 43 is Yes, please list benchmarking in various areas of development in bullet format:

- Wider course curriculum
- Seventy five percent first class results in the regular courses
- Broad based research output
- Hundred percent e literacy for students
- E processor towards e governance
- Involment of all students in physical fitness programmes
- Reduce, reuse, recycle campaign
- Enrich community programmes with special focuss on child welfare in the neighbourhood
- Expansion and enrichment of physical space and technical facilities

45. Is a Management Information System (MIS) in place ? : Yes

46.   If answer to question 45 is Yes, please provide details of MIS applied to

1.   Administrative procedures including finance :
- Auto generation of Cash book entries against fees collection of a day
- Allowance of partial fees payment
- Generation of Class Division-wise and student-wise balance fees report
- Auto printing of Deposits Refund Register
- Auto generation of Caash book entries against monthly payroll
- Auto generation of Annual Salary Register / Income Tax Projection Report / Income Tax Form 16
- Check availability of funds while entering "Payment" entry
- User-definable schedules of Receipt & Payment, Income-Expenditure Statement and Balance Sheet in Multiple formats

2.   Student Admission :
- Generation of Category-wise Merit List during admission of First Year of various streams giving updated information of admission position

3.   Student records :
- List of students based on 10 different parameters
- Statistical Reports of 13 types in a format "Male – Female – Total"
- Transfer of all students and their respective subjects to Attendance Module for monitoring Students' Attendance
- Computerized issue of Media (Book/Periodical/CD/VCD etc.) to students
- Auto printing of Student-wise Attendance Summary and Defaulters; List

4.   Evaluation and examination procedures :
- Class-wise, Subject-wise Report for allotment of "Internal" marks to be entered in Examination Results Module
- Transfer of First Year and Second Year students and their respective subject to Examination results Module for generation of results
- Auto Gracing for NSS/NCC etc. and gracing as per University Rules
- Printing of selective Mark List (Grade Card) as per University guidelines
- Auto generation of Class-wise / Subject-wise / Religion-wise / Category-wise and Caste-wise result Summaries

5. **Research administration** : NIL

6. **Others :**
- Issuance of Transfer Certificate / Bonafide Certificate / No Objection Certificate across the counter
- Computerized issue of Media (Book/Periodical/CD/VCD etc.) to staff and students
- Open access catalogue (OPAC)
- Statistical information of Media available in Library based on simple to complex parameters
- All periodical reports in format :From Date – To Date"

47. **Existence of learning resource management :**

e-database in library	: No
ICT and smart classroom	: Yes
e-learning sources (e-books, e-journals)	: Yes
Production of teaching modules	: No
Interactive learning facilities	: Yes

48. **Internal resource mobilization(kindly provide the amount contributed)**

Research	: 0
Consultancy and training	: 0
Student contribution	: Rs.2,03,16,604.00
Alumni contribution	: 0
Wellwishers	: Rs.3,60,676.00

49. **Infrastructure and welfare spending (please specify the amount) :**

Amount spent for infrastructure development	: Rs.33,53,233.00
Amount spent for student welfare	: Rs.11,51,467.00
Amount spent for staff welfare	: Rs.21,039.00

50. **Is delegation of authority practiced** : Yes

51. Does grievance redressal cell exist :

Faculty	:	Yes
Students	:	Yes
Staff	:	Yes

52. Grievances received from faculty and resolved (Enter a number; 0 for nil) :

Number of grievances received   : 0

Number of grievances resolved   : 0

53. Number of grievances received from students and resolved (Enter a number; 0 for nil) :

Number of grievances received   : 01

Number of grievances resolved   : 01

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil) :

Number of grievances received   : 02

Number of grievances resolved   : 01

55. Has the institution conducted any SWOT analysis during the year   : Yes

56. The SWOT analysis was done by Internal or by External agency   : Internal

57. Kindly provide three identified strengths from SWOT analysis (in bullet form) :

- Highly qualified faculty
- Active Internal Quality Assurance Cell\
- Strong NCC and other extension activities

58.   Kindly provide three identified weaknesses from the SWOT analysis (in bullet form) :

- Space constraints due to introduction of new courses
- Weak alumni network
- Deficient e-governance

59.   Kindly provide two opportunities identified from the SWOT analysis (in bullet form) :

- Develop courses and programmes to transform students into a skilled human resource
- Ample scope for fulfillment of ISR in both internal and external contexts

60.   Kindly provide two identified challenges/threats from SWOT analysis (in bullet form) :

- Declining interest in humanities and basic sciences
- High institutional density in the area

61.   Identify and significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format) :

- Introduction of need-based skill development and value added courses
- Wider community services by the college NSS unit
- Introduction of environmental mentoring programme as a part of Institutional Social Responsibility
- Increased participation of students in cultural, sports and co-curricular activities
- Enhanced faculty research output
- Broadened ICT base in the college
- Improved academic performance of students
- Introduction of Women's Health program, appointed medical officer and Health Centre camp
- Research fund constituted for faculty (both aided and unaided)

62. How do you perceive the role of NAAC in the quality development of your institution (suggestions in bullet format to be given below) :

- Development of online resources for quality processes
- Extension of need-based technical support
- Timely feedback of AQARs