

# **The Annual Quality Assurance Report (AQAR) of the IQAC**

## **2013-14**

### **Part – A**

#### **I. Details of the Institution**

1.1 Name of the Institution

Guru Nanak College of Arts, Science & Commerce

1.2 Address Line 1

GTB Nagar

Address Line 2

Sion

City/Town

Mumbai

State

Maharashtra

Pin Code

400 037

Institution e-mail address

principal@gurunanakcollegeasc.in

Contact Nos.

022 24071098 / 022 24041944

Name of the Head of the Institution:

Dr. Vijay V. Dabholkar

Tel. No. with STD Code:

022 24041944

Mobile:

09930658855

Name of the IQAC Co-ordinator:

Dr. (Ms.) Pushpinder G. Bhatia

Mobile:

09594611112

IQAC e-mail address:

[pushpindergb@gmail.com](mailto:pushpindergb@gmail.com)  
naacordinator@gurunanakcollegeasc.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 11973

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/34/109 Dated 4<sup>th</sup> November, 2004

1.5 Website address:

[www.gurunanakcollegeasc.in](http://www.gurunanakcollegeasc.in)

Web-link of the AQAR:

<http://www.gurunanakcollegeasc.in> / AQAR2012-13.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	Score	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	82.5%	2004	2004-2009

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

29/09/2006

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_30/09/2012
- ii. AQAR \_\_\_\_\_30/09/2012
- iii. AQAR \_\_\_\_\_30/09/2012
- iv. AQAR \_\_\_\_\_30/09/2012

#### 1.10 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 ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

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 ☐

#### 1.11 Type of Faculty/Programme

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

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

Others (Specify)

Self Financing Programmes - Mass Media, Management Studies, Accounting & Finance, Banking & Insurance And Information Technology

1.12 Name of the Affiliating University (*for the Colleges*)

MUMBAI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc : **N.A.**

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and  
community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members 12

2.10 No. of IQAC meetings held 07

2.11 No. of meetings with various stakeholders:

No.	02	Faculty	04
Non-Teaching Staff	---	Students	---
Alumni	02	Others	--

2.12 Has IQAC received any funding from UGC during the year? **Yes**

If yes, mention the amount Rs 6,00,000

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	03
------------	----	---------------	----	----------	----	-------	----	-------------------	----

(ii) Themes

1) Academic performance indicators for excellence and career advancement in teaching (2) Health, hygiene for students (3) Relaxation & Stress Management for staff

2.14 Significant Activities and contributions made by IQAC

- ✓ initiation of social programmes
- ✓ development of skill oriented courses
- ✓ welfare schemes for non-teaching staff
- ✓ accreditation process and report compilation
- ✓ submission of Letter of Intent to NAAC

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 2013-14

Plan of Action	Achievements
1. Introduction of Skill oriented courses	1. Courses in tally, financial markets , value education have been introduced
2. Strengthening of research.	2. Application for research centre in Hindi;

3. Expanding the best practices in the college	teachers have applied for major/minor research projects
4. Environment conservation	3. More student and staff involvement 4. Involvement of all stakeholders in the ISR of the college

\* Attach the Academic Calendar of the year as Annexure. - Annexure-1

2.16 Whether the AQAR was placed in statutory body      Yes ☐      No ☒

Management ☐      Syndicate ☐      Any other body ☐

Provide the details of the action taken

## Part – B

### Criterion – I

#### 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
PhD	00	00	--	--
PG	00	00	01	--
UG	03	00	05	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	09
Others	--	--	--	--
<b>Total</b>	03	00	06	09
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	09
Trimester	00
Annual	00

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☒ Students ☒  
*(On all aspects)*

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

***\*Please provide an analysis of the feedback in the Annexure - Annexure-2***

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

The syllabi in the following courses was revised – English, Hindi, Economics, History, Foundation Course, Physics, Chemistry, Maths, Botany, Accountancy, Business Management & Mass Media.

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

Applied for Ph.D. centre in Hindi

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	15	10	01	--

2.2 No. of permanent faculty with Ph.D.

11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	--	--	--	--	--	--	--	02	--

\* Appointment of Principal in 2013-14

2.4 No. of Guest and Visiting faculty and Temporary faculty

41  
visiting

15  
temporary

02  
part time

2.5 Faculty participation in conferences and symposia:

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

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

1) Internet led teaching (2) Games, puzzles, field trips, display of paper clippings, etc (3) online lectures

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

180

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

1) Continuous Internal Assessment (2) online paper delivery system

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	01	--	--
---	----	----	----

2.10 Average percentage of attendance of students	75%
---	-----

2.11 Course/Programme wise distribution of pass percentage : Annexure-III

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

(1) Analysis of feedback from students (2) Availability of ICT resources (3) Arranging workshops to enhance teaching and learning eg : Lectures on Time Management , Use of online resources and software. (4) Library upgradation

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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	19	01	02	02
Technical Staff	--	--	--	02

## Criterion – III

### 3. Research, Consultancy and Extension

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

- 1) Research fund utilisation
  - 2) Applied for Ph.D Research Centre and PG recognition
  - 3) Staff was encouraged to apply for research projects

#### 3.2 Details regarding major projects : **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects : **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	04	--
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range 0.5-1.5    Average     h-index     Nos. in SCOPUS 02

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	One year	College	--	Rs.5,000/-
Any other(Specify)	--	--	--	--
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : **NIL**

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

3.9 For colleges - **NIL** Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	01	--
Sponsoring agencies	--	UGC	--	College	--

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : Rs.1,00,000/-

From Funding agency  From Management of College   
Total

3.16 No. of patents received this year : **NIL**

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

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

Total	International	National	State	University	Dist	College
01	---	01	---	---	---	---

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

03

07

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

00

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

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: **N.A.**

University level  State level   
National level  International level

3.23 No. of Awards won in NSS : **NIL**

University level  State level   
National level  International level

3.24 No. of Awards won in NCC: **N.A.**

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="02"/>	
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other <input type="text" value="03"/>

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

- Chalo English Sikhayein Programme in the college and the Government schools around the college
- Paper recycling and waste management
- Health awareness Programme
- Blood Donation Camp
- Cyclothon with Mumbai police
- Annapurna Programme

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1500 sq.mts.	--	---	--
Class rooms	27	--	---	27
Laboratories	07	--	---	07
Seminar Halls	01	--	---	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	01	01	UGC	02
Value of the equipment purchased during the year (Rs. in Lakhs)	--	Rs.3,32,325/-	---	--
Others : Auditorium Multipurpose Hall	--	01 01	Management Management	01 01

#### 4.2 Computerization of administration and library

Library is equipped with modern facilities to cater to the needs of the stakeholders.

- The library transactions are almost computerised and operated with SLIM21 – a Microsoft certified software
- All books in the library are bar coded
- OPAC is available in the library for searching the Library Database
- WEBOPAC has been linked with the college website
- Library has its own Blog namely [gnclibrary.blogspot.in](http://gnclibrary.blogspot.in)

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5682	560513.52	1662	212271.50	7344	772785.02
Reference Books	9857	2959650.20	361	192920.50	10218	315257.07
e-Books	51746	5000	--	--	51746	5000
Journals	2154		--	--	2154	
e-Journals	86	41398	02	3700	88	45098
Digital Database	--	--	--	--	--	--
CD & Video	185	41887	03	375	188	42262
Others (specify)						
- Audio Books	50	8175	--	--	50	8175
- Books in Braille	24	1319	--	--	24	1319

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	121	02	wifi		02	02		
Added	00		wifi					
Total	121							

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

Training Programme for Library and administrative staff in use of software
--

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	58,640
ii) Campus Infrastructure and facilities	3,39,224
iii) Equipments	4,35,779
iv) Others	---
<b>Total :</b>	8,33,643

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 1) Orientation to students at the commencement of the programme
- 2) Information in prospectus
- 3) Display of services and Building plan

#### 5.2 Efforts made by the institution for tracking the progression

- 1) Placement cell activities
- 2) Alumni interaction
- 3) Career guidance programmes

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
2052	126	--	--	2178

#### (b) No. of students outside the state

61

#### (c) No. of international students

0

Men	No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1610	67	02	72	00	1751	1959	105	43	71	00	2178

Demand ratio : varies course-wise

Dropout % : 15%

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

- 1) AIM program has been initiated ; students are coached by staff.
- 2) Library has a book section exclusively for competitive exam training
- 3) Senior government officials are invited to motivate and guide students

No. of student beneficiaries

35

#### 5.5 No. of students qualified in these examinations : **N.A.**

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

#### 5.6 Details of student counselling and career guidance

- 1) Counsellors are available on campus for personal and career counselling
- 2) Career guidance cell interacts with companies to create awareness about career options
- 3) Interview/soft skills program conducted

No. of students benefitted

All students

#### 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
08	540	12	--

#### 5.8 Details of gender sensitization programmes

Lectures, panel discussion, orientation program, VACHA, MAVA workshops conducted

#### 5.9 Students Activities

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

State/ University level

65

National level

--

International level

--

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	08	Rs.31,930/-
Financial support from government	103	Rs.5,28,357/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : 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: None

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

#### **VISION**

The college shall:

- Work towards transforming students into globally competent human resource.
- Strive to become a centre of excellence in teaching and research in higher education.
- Make significant contribution in developing an inclusive and responsible society.

#### **MISSION**

- To create opportunities and facilities for holistic teaching-learning environment.
- To lay emphasis on developing and nurturing scientific temper amongst students and staff.
- To promote quality research.
- To provide opportunities to students to participate in co-curricular and extra-curricular activities.
- To sensitize students towards global, social, cultural and religious diversities and to promote tolerance and respect towards all.
- To provide equal opportunities to one and all so as to include weaker sections of society in the development process.
- To promote competencies necessary in the globalized economic environment.

6.2 Does the Institution has a management Information System : **YES**

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

##### 6.3.1 Curriculum Development

Introduction of skill development programmes in Financial Marketing, Certificate courses in Tally, Advertising, Research Methodology, Bridge course in Physics.

##### 6.3.2 Teaching and Learning

Extensive use of ICT, group discussions, assignments, student activities, remedial coaching to weak students and student mentoring.

##### 6.3.3 Examination and Evaluation

- 1) Digital question paper delivery system in line with University of Mumbai
- 2) Adherence to University Evaluation guidelines in terms of Internal tests and Semester Exams

#### 6.3.4 Research and Development

- 1) Student Research programs initiated
- 2) Teacher-student participation in seminars/conferences
- 3) National conference on 'Research Trends in smart materials'
- 4) Publication of Book of Abstracts and Special Issue of a research journal
- 5) Common research facility set-up

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- 1) Software upgraded
- 2) Library timings extended
- 3) Computer augmentation in existing labs

#### 6.3.6 Human Resource Management

- 1) Leave under FIP for a staff member
- (2) Faculty Development Programs For staff
- (3) Stress Management workshop
- (4) Medical insurance for families of non teaching staff
- (5) Provident fund enhancement

#### 6.3.7 Faculty and Staff recruitment

- 1) Vacant posts filled

#### 6.3.8 Industry Interaction / Collaboration

- 1) Collaboration with Research Institutes built-up
- 2) NGO for social programs
- 3) Liaison with placement agencies

#### 6.3.9 Admission of Students

- 1) Use of website for information to candidates
- 2) Networking with University Online enrolment
- 3) Single window transaction

#### 6.4 Welfare schemes for :

Teaching	: Guest talks, workshops, staff welfare fund, health awareness program, Admission to wards
Non teaching	: Mediclaim, yoga
Students	: Health centre, counselling, free coaching, language skills program

#### 6.5 Total corpus fund generated

Rs.1,32,000/-

6.6 Whether annual financial audit has been done      Yes ☒      No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Senior faculty from other colleges	--	--
Administrative	Yes	ISO Certification	--	--

6.8 Does the University/ Autonomous College declares results within 30 days? : **N.A.**

For UG Programmes      Yes ☐      No ☐

For PG Programmes      Yes ☐      No ☐

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

**N.A.**

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

**N.A.**

6.11 Activities and support from the Alumni Association

- 1) Participation in social activities and cultural programmes
  - 2) Assistance in placements

6.12 Activities and support from the Parent – Teacher Association

Give useful feedback related to functioning of the college in formal interaction

#### 6.13 Development programmes for support staff

- 1) Yoga for support staff
- 2) IT training

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

The ISR of the college focuses on paper recycling, dry and wet waste management, no to plastic and reduce, reuse recycle policies. Solar energy is used in certain areas.

### **Criterion – VII**

#### **7. 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.

- 1) Introduction of skill based programmes and language skills programme
- 2) Environment awareness initiatives
- 3) Networking with external agencies like NGOs, Research Institutes and Government organisations.

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

- 1) IQAC calendar was drawn
- 2) Skill development programmes introduced with a focus on language skills
- 3) ICT presence in teaching was enhanced
- 4) Research program was consolidated
- 5) Student participation encouraged in all activities of the college

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

Annexure - IV

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Workshops, lectures and competitions are held to create awareness. Besides these, paper recycling, reduced use of plastic, dry and wet waste and e-waste management are practised. It is proposed to harvest rain water in the premises.

7.5 Whether environmental audit was conducted?      Yes ☒      No ☐

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

**SWOC ANALYSIS**

**Strengths:**

- Highly qualified, committed and dedicated faculty.
- Location of the college.
- Well established social service and extension activities network.
- Participatory style of governance.

**Weaknesses:**

- Insufficient physical space for further expansion.
- Poor student quality in terms of learning abilities and language skills at entry levels.
- Weak financial background of a majority of students along with conservative social mindsets.

**Opportunities:**

- Scope for diversification of skill development programmes.
- Community and social awareness programmes.
- Optimum use of all resources.

**Challenges:**

- Improvement of results.
- Creating and arranging financial resources.
- Reducing dropouts.
- Time management to execute the teaching-learning, evaluation and student development activities.

## 8. Plans of institution for next year

- 1) Second cycle of accreditation
- 2) Celebrations of Silver Jubilee year
- 3) Skill development for students
- 4) Developing research for staff and students in the pure sciences
- 5) Strengthening Alumni Association
- 6) Augmentation of existing infrastructure

*Name : Dr.(Ms.) Pushpinder G. Bhatia*

*Name: Dr. Vijay V. Dabholkar*

\_\_\_\_\_ -sd- \_\_\_\_\_

*Signature of the Coordinator, IQAC*

\_\_\_\_\_ -sd- \_\_\_\_\_

*Signature of the Chairperson, IQAC*

\_\_\_\_\_ \*\*\* \_\_\_\_\_

# ANNEXURE – I

## ACADEMIC CALENDAR (2013-14)

Sr. No.	DATE	DAY	EVENTS
1	10/06/2013	Monday	College reopens.
2	<b>17/07/2013</b>	Wednesday	Submission of <b>question papers for Internal Class Tests</b> for I, III & V Semester. (3 sets each)
3	22/07/2013 & 23/07/2013	Monday &  Tuesday	Issue of examination forms for: (a) Annual (Second Half) examination September 2013 & (b) I & III Semester ATKKT Examination October 2013. <i>(Only for A.T.K.T. and failed students)</i>
4	29/07/2013 & 30/07/2013	Monday &  Tuesday	Payment of examination fees <u>without fine</u> for: (a) Annual (Second Half) examination September 2013 & (b) I & III Semester ATKKT Examination October 2013. <i>(Only for A.T.K.T. and failed students)</i>
5	05/08/2013 & 06/08/2013	Monday &  Tuesday	Payment of examination fees <u>with fine</u> for: (a) Annual (Second Half) examination September 2013 & (b) I & III Semester ATKKT Examination October 2013. <i>(Only for A.T.K.T. and failed students)</i>
	09/08/2013	Friday	Ramzan Eid
6	<b>12/08/2013</b>	Monday	<b>Internal Class Tests</b> for I, III & V Semesters <b>begin</b> .
	15/08/2013	Thursday	Independence Day
	20/08/2013	Tuesday	Raksha Bandhan
7	<b>02/09/2013</b>	Monday	Submission of <b>question papers for I &amp; III Semester</b> Examination October 2013 including Semester ATKKT (old syllabus) if any. (3 sets each)
8	<b>03/09/2013</b>	Tuesday	<b>Last date for submission of assignments</b> of I, III & V Semesters.
9	<b>10/09/2013</b>	Tuesday	<b>Additional Internal Class Tests</b> (20 marks) & Assignments (10 marks) for Semesters I, III and V, &

			<b>ATKT projects (40 marks)</b> of Semester I & III. <i>(Applicable to absentees &amp; failed students only)</i>
10	<b>10/09/2013</b>	Tuesday	<b>Annual (Second Half)</b> Examination, September 2013 <b>begins.</b>

Sr. No.	DATE	DAY	EVENTS
	09/09/2013	Monday	Ganesh Chaturthi
11	12/09/2013	Thursday	Submission of assessed answer books of Internal Class Tests/Assignments of all classes.
12	<b>01/10/2013</b>	Tuesday	Submission of assessed answer books & <b>mark list of Annual (Second Half)</b> Examination.
	02/10/2013	Wednesday	Gandhi Jayanti
13	<b>05/10/2013</b>	Saturday	<b>Last instructional day</b> for F.Y., S.Y., and T.Y. classes.
14	<b>07/10/2013</b>	Monday	<b>First &amp; Third Semester Examinations begin.</b>  (for Regular, ATKT & Failed students)
15	<b>08/10/2013</b>	Tuesday	Submission of <b>compiled Mark Lists of Internals</b> /Practical of all courses of I, III & V Semester, and  ATKT projects of Semester I & III (40 marks).
	16/10/2013	Wednesday	Bakri Eid
16	<b>23/10/2013</b>	Wednesday	Submission of <b>mark lists of First/Third Semester</b> Examination of <b>B.A. and B.Sc.</b> classes.
17	<b>25/10/2013</b>	Friday	Publication of <b>result of Annual (Second Half)</b> Examination, September 2013; and  Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.
18	<b>26/10/2013</b>	Saturday	Submission of <b>mark lists of First/Third Semester</b> Examination of <b>B.Com.</b> classes after moderation.
19	<b>31/10/2013</b>	Thursday	<b>Last working day of First term.</b>
20	01/11/2013	Friday	Diwali vacation begins.

	04/11/2013	Monday	Diwali
	14/11/2013	Thursday	Mohurrum
21	<b>19/11/2013</b>	Tuesday	<b>Publication of results of First/Third Semester</b> Examinations.  Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.

Sr. No.	DATE	DAY	EVENTS
22	<b>25/11/2013</b>	Monday	College re-opens after Diwali vacation.  <b>Second Term begins</b>
23	<b>10/12/2013</b>	Tuesday	Submission of <b>question papers for Internal Class Tests</b> for II, IV & VI Semester. (3 sets each)
24	19/12/2013 20/12/2013	Thursday Friday	Annual sports.
25	21/12/2013 23/12/2013	Saturday Monday	Kala Utsav
26	<b>24/12/2013</b>	Tuesday	<b>Annual Prize Distribution Function.</b>
	25/12/2013	Wednesday	Christmas
27	26/12/2013	Thursday	Winter break (Vacation) begins.
	01/01/2014	Wednesday	New Year
28	<b>02/01/2014</b>	Thursday	<b>College reopens</b> after winter break.
	06/01/2014	Monday	Guru Gobind Singh Jayanti
29	<b>09/01/2014</b>	Thursday	<b>Last date for submission of assignments</b> of II, IV & VI Semester.
30	10/01/2014	Friday	Issue of examination forms for:  (a) Annual (First Half) Examination, February 2014, (b) I & III Semester Additional Examination March/ April 2014 & (c) II & IV Semester ATKT Examination March 2014 <i>(Applicable only to A.T.K.T. and failed students)</i>

	13/01/2014	Monday	Milad-un-Nabi
	14/01/2014	Tuesday	Makkar Sangranti
31	<b>15/01/2014</b>	Wednesday	Submission of <b>question papers for Annual (First Half &amp; Second Half)</b> Examinations of F.Y. & S.Y. Classes.  (3 sets, if students are available)

Sr. No.	DATE	DAY	EVENTS
32	15/01/2014 & 16/01/2014	Wednesday & Thursday	Payment of exam fees <u>without fine</u> for:  (a) Annual (First Half) Examination, February 2014, (b) I & III Semester Additional Examination March/ April 2014 & (c) II & IV Semester ATKT Examination March 2014 (Applicable only to A.T.K.T. and failed students)
33	<b>20/01/2014</b>	Monday	<b>Internal Class Tests</b> for II, IV & VI Semester <b>begin</b> .
34	21/01/2014 & 22/01/2014	Tuesday & Wednesday	Payment of exam fees <u>with fine</u> for:  (a) Annual (First Half) Examination, February 2014, (b) I & III Semester Additional Examination March/ April 2014 & (c) II & IV Semester ATKT Examination March 2014 (Applicable only to A.T.K.T. and failed students)
	26/01/2014	Sunday	Republic Day
35	<b>28/01/2014</b>	Tuesday	Submission of <b>question papers for II &amp; IV Semester</b> Examination, March 2014 including Semester ATKT (old syllabus) if any. (3 sets each)
36	<b>12/02/2014</b>	Wednesday	<b>Additional Internal Class Tests</b> (20 marks) & Assignments (10 marks) for Semesters II, IV & VI, and <b>ATKT projects (40 marks)</b> of Semesters II & IV.  (Applicable for absentees & failed students only)
37	<b>12/02/2014</b>	Wednesday	<b>Annual (First Half)</b> Examination - February 2014 begin
	19/02/2014	Wednesday	Shivaji Jayanti
38	25/02/2014	Tuesday	Submission of assessed answer books of internal class tests/Assignments of all classes.
39	<b>25/02/2014</b>	Tuesday	Submission of <b>mark lists of Annual (First Half)</b> Examination, February

			2014.
	27/02/2014	Thursday	Mahashivrathri
40	<b>07/03/2014</b>	Friday	Submission of <b>compiled Mark Lists of Internals</b> / Practical of all courses of II, IV & VI Semesters, and  ATKT projects of Semester II & IV (40 marks).
41	<b>08/03/2014</b>	Saturday	<b>Last instructional day</b> for F.Y. /S.Y. & T.Y. Classes.
42	<b>10/03/2014</b>	Monday	<b>II &amp; IV Semester Examinations</b> (for Regular, ATKT & Failed students <b>begin.</b>

Sr. No.	DATE	DAY	EVENTS
43	15/03/2014	Saturday	Publication of results of Annual (First Half) Examination February 2014.  Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.
	17/03/2014	Monday	Holi
44	<b>24/03/2014</b>	Monday	Submission of <b>mark lists of II &amp; IV Semester</b> Examination of <b>B.A. and B.Sc.</b> classes.
45	<b>27/03/2014</b>	Thursday	Submission of <b>mark lists of II &amp; IV Semester</b> Examination of <b>B.Com.</b> classes after moderation.
46	<b>28/03/2014</b>	Friday	<b>Additional Semester Examinations</b> of <b>First/Third</b> Semesters begin.  <i>(Only for Absent, A.T.K.T. and failed students).</i>
	31/03/2014	Monday	Ugadi/Gudipadwa
	08/04/2014	Tuesday	Ram Navami
47	<b>10/04/2014</b>	Thursday	Submission of <b>mark lists of Additional Semester</b> Examination of First/Third Semesters.
48	<b>12/04/2014</b>	Saturday	Publication of <b>result of II &amp; IV Semester Examination.</b>  Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.

49	12/04/2014	Saturday	Issue of application forms for Additional Semester Examination of II & IV Semesters.  <i>(only for absent and failed students)</i>
	14/04/2014	Monday	Baisakhi/Ambedkar Jayanti
50	<b>15/04/2014</b>	Tuesday	<b>Admission to S.Y. &amp; T.Y. B.Sc.</b> classes for the academic year 2014-15.
51	15/04/2014 & 16/04/2014	Tuesday & Wednesday	Payment of fees for Additional Examination of II & IV Semester <u>without fine</u> .  <i>(Only for Absent, A.T.K.T. and failed students).</i>
52	<b>16/04/2014</b>	Wednesday	<b>Admission to S.Y. &amp; T.Y. B.A.</b> classes for the academic year 2014-15.

Sr. No.	DATE	DAY	EVENTS
53	<b>17/04/2014</b>	Thursday	<b>Admission to S.Y. B.Com.</b> class for the A.Y. 2014-15.
	18/04/2014	Friday	Good Friday
54	<b>19/04/2014</b>	Saturday	<b>Admission to T.Y. B.Com</b> class for the A.Y. 2014-15.  <i>(for students <b>passed in both</b> F.Y. &amp; S.Y. classes).</i>
55	<b>21/04/2014</b>	Monday	<b>Admission to T.Y. B.Com.</b> class for the A.Y. 2014-15. (for students with <b>ATKT</b> in F.Y. / S.Y. class).
56	21/04/2014 & 22/04/2014	Monday & Tuesday	Payment of fees for Additional Examination of II & IV Semester <u>with fine</u> .  <i>(Only for Absent, A.T.K.T. and failed students).</i>
57	<b>25/04/2014</b>	Friday	Publication of <b>results of Additional Semester</b> Examinations of <b>I &amp; III</b> Semester.  Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.
58	<b>26/04/2014</b>	Saturday	<b>Admission to all S.Y. &amp; T.Y. classes</b> for A.Y. 2014-15.

			(for students qualify from Additional I & III Semester Exams, <b>if seats remain vacant</b> ).
59	<b>30/04/2014</b>	<b>Wednesday</b>	<b>Second Term ends.</b>
	01/05/2014	Thursday	Maharashtra Day
60	<b>03/05/2014</b>	Saturday	<b>Additional II &amp; IV Semester Examination begins.</b> <i>(Only for Absent, A.T.K.T. and failed students).</i>
	13/05/2014	Tuesday	Buddha Purnima
61	<b>16/05/2014</b>	Friday	Submission of <b>mark lists of Additional Semester</b> Examinations of <b>II &amp; IV Semester</b> .
62	<b>02/06/2014</b>	Monday	Publication of <b>results of Additional Semester</b> Examinations of <b>II &amp; IV Semester</b> .  Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.
63	<b>03/06/2014</b> <b>&amp;</b> <b>04/06/2014</b>	Tuesday <b>&amp;</b> Wednesday	<b>Admission to all S.Y. &amp; T.Y. classes</b> for A.Y. 2014-15.  (for students qualify from Additional II & IV Semester Exams, <b>if seats remain vacant</b> ).

## ANNEXURE – II

### FEEDBACK ANALYSIS

Feedback and appraisals are sought in every area of functioning within the college. Feedback on curriculum is obtained from all students through a proper format and this is communicated by the teachers to their respective Boards of Study. Teachers are either members or invitees to the workshops organized by BOS for finalization of syllabi. Industry gives a feedback through its interaction with the institution. For e.g.: “Aspiring Minds” is a placement group which conducts online employability test for students. It shares its report with the college and further skill based and enrichment programmes are planned as per their observations. The visiting guest speakers, alumni, parents interact with the Staff and Principal and give their suggestions. All of these are incorporated in enriching the content and quality of curricular engagement.

Alumni meet formally and informally, discuss the growth of the college and suggestions are sought. Interactions with the Student’s Council are also helpful in monitoring the success of the enrichment programmes.

The Boards of Study revise and design the syllabus in consultation with the stakeholders keeping in mind the recent developments in the subject and market needs. Staff members are members of Boards of Study or invitees to workshops on syllabus revisions. They give valuable suggestions to help in framing the syllabus.

Curriculum feedback is taken from the students and alumni in formal and informal interactions. The feedback forms of the students have questions on curriculum quality and students’ answers are a vital reflection on curriculum efficacy. Classroom interactions too help in gauging the same. Alumni and parents give their feedback informally at institutional gatherings and personal meetings with the staff. Alumni placed in the industry give important suggestions on curriculum content. Companies coming for recruitment drives and offering short term internships also give significant suggestions. These observations are communicated by staff members to the Boards of Study when they attend seminars and workshops.

## Annexure - III

	<b>(RESULT ANALYSIS)</b>									
	Information about the results of the college for the last 3 years									
Examination	Year	Semester	Appeared		Total	Passed		Total	College	University
			Men	Women		Men	Women		Pass %	pass %
T.Y.B.A.	2013-14	VI	12	31	43	9	29	38		
	2013-14	V	12	31	43	8	31	39	81.05%	65.35%
T.Y.B.Sc.	2013-14	VI	25	17	34	8	7	15	51.7%	47.61%
	2013-14	V	25	17	34	5	3	8	27.58%	52.72%
T.Y.B.Com.	2013-14	VI	115	124	239	90	105	195	81.59%	55.68%
	2013-14	V	110	135	245	95	84	179	73.06%	65.26%

Examination	Year	Male	Female	Total Students Appeared	College Pass Percentage	University Pass Percentage
TYBMM	2013-14 (Sem-6)	22	8	30	70.00%	84.26%
	2013-14 (Sem-5)	22	8	30	83.33%	82.72%
T.Y.Bsc (IT)	2013-14 (Sem-6)	67	14	81	67.90%	56.60%
	2013-14 (Sem-5)	67	14	81	64.19%	45.09%
T.Y.B.B.I.	2013-14 (Sem-6)	16	35	51	82.35%	65.16%
	2013-14 (Sem-5)	16	35	51	82.35%	
T.Y.B.M.S.	2013-14 (Sem-6)	33	16	49	79.59%	
	2013-14 (Sem-5)	33	16	49	83.67%	51.20%
T.Y.(BAF)	2013-14 (Sem-6)	24	32	56	94.44%	
	2013-14 (Sem-5)	23	31	55	89.09%	83.81%

## Annexure – IV

### Best Practices

#### **Best Practice – I** **Education For All**

##### **Goal**

To support students belonging to financially deprived sections of society by providing access to higher education leading to transformation and ensuring inclusiveness.

##### **Context**

GN College is situated in the heart of Mumbai, close to the Dharavi and Antop Hill areas which are predominantly slums and low cost housing localities. Majority of our students hail from the lowest strata of society with deficiencies in resources and means. They are first generation learners comprising minority groups and female students. This category will also be part of the demographic dividend that the nation hopes to actualize in the next decade. This will only be possible if all such students are given an opportunity to complete higher education so as to allow them to become productive human resources.

Access to higher education is a dream for such students and thus making higher education affordable for them over and above the government subsidies, is required to ensure that these students fulfill their dreams. The diverse nature of students seeking admission poses a challenge to the institution in terms of financial, infrastructural and manpower availability. The college has risen to this challenge and is striving to ensure that goals are met.

##### **The Practice**

The goals of this practice are addressed at various levels:

##### **ADMISSIONS:**

The college facilitates Government freeships and scholarships right from publicizing their availability to providing administrative support to the students from the non-creamy layer. Besides these, the college extends special fee concessions and easy instalment facilities in payment of fees to the students. Parents of a majority of students are employed as labourers, vendors and run very small enterprises or businesses. The college, through this practice has afforded them the satisfaction of educating their wards.

An earn-and-learn policy provides students the opportunity to fund their education while working in the college. Students seeking freeships, are absorbed in the office and library on a part-time basis.

It has been observed that many of the girl students are married off during their college tenure and lose focus on education due to parental pressure. These girls also tend to drop out of college. There have been many such instances where faculty members have spoken to parents and brought the girls back into the education system.

Talks on health and hygiene by gynaecologists, skin and hair care by dermatologists are arranged. The GNVS girl scholarship offers freeship to deserving girl students. The Management funds this scholarship and a number of girls have availed of this facility.

## **FACILITIES AND INFRASTRUCTURE:**

The safe environment in the college attracts girls from conservative communities (especially Muslims) to the college. The proximity of the college to the GTB Nagar railway station and bus routes, combined with girl-friendly infrastructure encourages parents to send their daughters/wards to the college. CCTV cameras, adequate female support staff, active WDC and discipline committee provide a secure learning atmosphere.

Ramps, wheelchair and special washrooms are available for physically challenged students. Library facilities for the visually challenged are present. Book bank facility has benefitted a large number of students. The library is also kept open on Sundays for use by students and alumni.

These students cannot afford personal computers. The College has a wi-fi enabled campus with a large number of computers in the library and departments for use by students. Space for self – study is made available through the reading room and large corridors and hangout areas for students. These are kept open well beyond college hours as students have no space in their tiny, congested slum dwellings.

## **TRAINING:**

Skill development courses focusing on the enhancement of employability skills of these students viz. English language, personality development, research methodology, are conducted along with the regular Programmes. ICT skills are imparted. The college has tied up with the NSDC (National Skill Development Corporation) to Further provide skills training to boost employability of the students. Certificate Courses in financial marketing, retail management, and tally have ensured this.

The college goes a step further by providing free coaching in sports, dance and music on the campus. Nutritious diet is given daily to the sports trainees. A huge playground is made available to the students to engage in sports activities and space and equipment are provided for music and performing arts. This has also led to girl students shedding their inhibitions to take up martial arts like taekwondo and boxing. The college has produced a female ‘Boxing Champion’.

The active participation of these students in various clubs and associations like the NSS, WDC, cultural programmes and sports events has seen a transformation in the students. A belief in their own abilities empowers them to approach job markets confidently when they pass out of college.

## **Evidence of Success**

A majority of students are beneficiaries of this programme. This has led to a large number of girls seek admission to the college. Dropout rate has fallen considerably in the last few years. Student quality has improved and this is reflected in the job profile of students who pass out. The attendance of students has improved and students' morale is high. Staff members too feel gratified when they observe the change in students' attitudes.

## **Problems encountered**

- The problems faced by the administration:
- Shortage of funds to finance the practice.
- Changing patriarchal mindsets especially in situations related to gender bias.
- Difficulty in identifying genuine beneficiaries and sustaining the programme.

## **Best Practice – II**

### **Title: Chalo English Sikhayein...! (Service beyond self-NSS)**

#### **Goal**

To train college students in conversational English skills and to extend this training to students from under privileged sections of society through the schools.

#### **Context**

Guru Nanak College is located in the Sion-Koliwada area surrounded by Dharavi, Antop Hill and Indira Nagar slums, catering to the higher educational needs of students from the socially and economically backward strata of society. Most of the students of this strata lack Basic English conversational skills and hence are low in confidence. This adversely affects their employability and self esteem. They do not have access to any coaching in this domain. Such students undergo this skill-based training and improve their communication abilities. They give back to society by going to schools in this area and imparting training to young school children.

#### **The Practice**

This is the age of globalization and communication. Good English speaking skills are a pre-requisite for students not just to attain academic success but to succeed in the job markets as well. The students in the Guru Nanak College hail from a vernacular background. Hence, concept understanding and expression in English are a challenge for these students. It was realized that unless language skills are imparted, the students will remain at a disadvantage. What began as a basic English speaking course has now blossomed into a 'Chalo English Sikhayein' programme with college staff, students, school students of the community and an NGO (Dharma Bharti Mission) as its partners.

The NGO assists college staff under the banner of NSS in training the college students by providing study material, tools and expert guest teachers too. A commitment is taken from the students to train children of other schools (mainly municipal schools and government schools in the area).

A number of students have undergone training from social workers of DBM in the college itself. Some students from this group are then chosen to meet school children and to impart similar training to primary school children. The schools that are associated with the college through this practice are Shri GauriDatta Mittal Vidyalay, Priyadarshani Vidyamandir secondary school and our own Guru Nanak High School (Hindi Medium). The student trainers visit the schools once a week for three hours and impart holistic education to school children through interesting games, skits, posters and various other activities. The focus is on training using effective and interesting methods. Study material in the form of notes and work books has been created for these children.

#### **Evidence of Success**

This programme has been very well received by students and the schools. College students who are trainers experience a boosting of confidence and a sense of satisfaction. School students look forward to these sessions every week and their parents encourage them to enroll for this programme. The school administrations' approach the college and the NSS unit in advance to plan Programmes for the next year. The DBM members have appreciated the efforts of the college in conducting this programme and have agreed to associate with the college every year by conducting free English speaking classes. This "Train the Trainer" model of social service programme has trained more than 100 students so far and the number is increasing every year.

### **Problems encountered and resources required**

In the initial stages of the programme, creating awareness about the need for training in spoken English had to be emphasized. The NSS students were hesitant about taking responsibility as trainers and this was gently sorted out through an orientation programme conducted by – DBM. Once the programme took off, co-ordinating the timetable with the space requirement was a constraint. The administration in the partner schools also evinced reluctance initially since school timing had to be co-ordinated with college hours. Financial constraints in supplying study material and provide teaching aids had to be tackled. The Management provided all support to the college and NSS unit in carrying out this best practice. It is further proposed to create a mobile language lab and library to reach out to a larger number of students in other Government and BMC schools in the city. However, financial constraints remain.