The Annual Quality Assurance Report (AQAR) of the IQAC
2014-15

Part – A

1. 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
naaccoordinator@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(SC)/05/RAR/004 dtd. 3rd March, 2015

1.5 Website address:

www.gurunanakcollegeasc.in

Web-link of the AQAR:

http://www.gurunanakcollegeasc.in / AQAR2014-15.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc
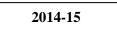
1.6 Accreditation Details

Sl. No.	Cycle	Grade	Score	Year of Accreditation	Validity Period
1	1st Cycle	B++	82.5%	2004	2004-2009
2	2nd Cycle	B	2.53%	2015	2015-2020

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

29/09/2006

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

2014-15

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

   i. **AQAR : 2007-2008   - 30/09/2012**
  ii. **AQAR : 2008-2009   - 30/09/2012**
 iii. **AQAR : 2009-2010   - 30/09/2012**
 iv. **AQAR : 2010-2011   - 30/09/2012**
  v. **AQAR : 2011-2012   - 30/09/2012**
 vi. **AQAR : 2012-2013   - 29/2/2013**
vii. **AQAR : 2013-2014   - 15/06/2014**

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)*   **University of 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 | 10 |

2.11 No. of meetings with various stakeholders: No. | 04 | Faculty | 05 |

   Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 04 |

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

   If yes, mention the amount | **Rs 3,00,000** |

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	04

   (ii) Themes

> **1) Workshop on PBAS & Career Advancement Scheme for teaching staff**
> **2) Teachers' training workshop for use of ICT**

2.14 Significant Activities and contributions made by IQAC

- √ **initiation of social programmes - environmental awareness, energy audit, green campus initiative**
- √ **development of skill oriented courses**
- √ **welfare schemes for non-teaching staff**
- √ **accreditation process and report compilation and uploading of AQAR**
- √ **student feedback, 2nd cycle of accreditation peer team visit, silver lecture series**
- √ **suggestions to various committees for conducting inter-collegiate and intra-collegiate activities e.g. Udaan , Youth festival**
- √ **strengthening Research promotion committee**
- √ **applying for new programmes to University of Mumbai and UGC**

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 2014-15

Plan of Action	Achievements
1) **Introduction of Skill oriented courses**	**Communication skills, ICT skills have been introduced**
2) **Strengthening of research**	**Sanction of Ph.D. centre in Hindi and Research projects**
3) **Reaccreditation of the college**	**College reaccredited with 'B' grade by NAAC**
4) **Celebration of Silver Jubilee of the college**	**Initiation of Silver lecture series with Dr. APJ Abdul Kalam ; speakers Dr. Raghunath Mashelkar, Dr. Narendra Jadhav, Mr. Kumar Ketkar, Dr. Raghuram Rajan were invited.**
5) **Strengthen placement cell through liaison with more companies**	**Job fair was conducted and opportunities for placements were enhanced**
6) **Introduction of Online Certificate courses**	**Skill enhancement of students and capacity building**
7) **Language Lab**	**'Chalo English Sikhayein' programme**
8) **Talent promotion**	**Establishment of Dance Academy, Sports coaching & Sikh study centre**

** 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 : **The AQAR was discussed in the IQAC meeting and further initiatives and action plan was discussed with the staff members.**

Part – B

Criterion – I
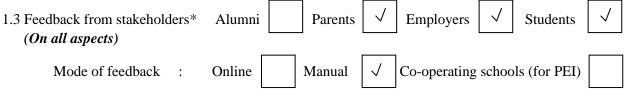
1. Curricular Aspects

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**	**01**	--	--
PG	**01**	**00**	**00**	--
UG	**03**	**00**	**05**	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	**02**
Certificate	--	--	--	**11**
Others	--	--	--	--
Total	**04**	**01**	**05**	**13**

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-II**

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

Yes. University of Mumbai periodically revises the syllabi of the various subjects every three years, through the Board of Studies.

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

Ph.D centre in Hindi ; Applied for Ph.D centres in Physics, Chemistry and Botany.

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 .

Asstt. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	--	--	--	--	--	--	--

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**	**--**	**--**
Presented papers	**--**	**05**	**--**
Resource Persons	**--**	**02**	**--**

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

1) ICT interface in teaching   (2) Games, puzzles, field trips, display of paper clippings, etc .   (3) Exposure to online lectures   (4) Inviting guest speakers of repute

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 (3) Photocopy of answer sheets   (4) Revaluation as per University of Mumbai guidelines.

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

| 02 | -- | -- |

2.10 Average percentage of attendance of students

| 76% |

2.11 Course/Programme wise
    distribution of pass percentage :

Title of the programme	Total no.of Students appeared	Division					University pass percentage
		Distinction %	I %	II %	III%	Pass%	
T.Y.B.A. (Sem: V)	43	10	15	25	3.49	53.49	48
T.Y.B.A. (Sem: VI)	43	5	10	28	10.49	53.49	51
T.Y.B.Sc. (Sem: V)	42	25	25	2.38	0	52.38	46
T.Y.B.Sc. (Sem: VI)	42	30	33	8.43	0	71.43	62
T.Y.B.Com. (Sem: V)	250	32	23	15	12.52	82.52	80
T.Y.B.Com.(Sem: VI)	250	55.8	19	11.2	4	90.00	90
T.Y.B.M.M. (Sem: V)	30	5	15	30	36.66	86.66	83
T.Y.B.M.M. (Sem: VI)	29	3.75	20	35	24	82.75	78
T.Y.B.B.I. (Sem: V)	48	16.25	22.5	15	15	68.75	61
T.Y.B.B.I. (Sem: VI)	48	39.58	30	14	6	89.58	85

T.Y.B.A.F. (Sem: V)	62	41	24	18	7.32	90.32	88
T.Y.B.A.F. (Sem: VI)	62	39	30	15	6.32	90.32	91
T.Y.B.M.S. (Sem: V)	53	10	28	22	2.26	62.26	61
T.Y.B.M.S. (Sem: VI)	53	8	20	10	10.07	48.07	46
T.Y.B.Sc.(I.T) (Sem: V)	85	10	28	30	10.82	78.82	77
T.Y.B.Sc.(I.T) (Sem:VI)	85	8	20	19	8.29	55.29	53

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

Contribution :
(1) ensures usage of ICT resources , conducts workshops for training of faculty in use of ICT
(2) suggests subject related activities like short term courses
(3) coordinates industry and research institute linkages

Monitor and Evaluate : (1) Regular feedback from students   (2) Feedback from placement Agencies (3) suggestion boxes are kept.

The IQAC discusses the suggestions and suitable action plan is drawn.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
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.	02
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**	**09**
Technical Staff	**--**	**--**	**--**	**01**

   *Support received from college administrative staff

Criterion – III

3. Research, Consultancy and Extension

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

> **1) Creation of Research promotion committee to encourage staff to apply for projects and research activity (2) Research fund from Management (3) Undergraduate Research project**

3.2   Details regarding major projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	**--**	**--**	**01**	**--**
Outlay in Rs. Lakhs	**--**	**--**	**7,72,300**	**--**

3.3   Details regarding minor projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	**--**	**--**	**02**	**04**
Outlay in Rs. Lakhs	**--**	**--**	**1,90,000**	**--**

3.4   Details on research publications : Total 30

	International	National	Others
Peer Review Journals	**21**	**01**	**--**

Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	08	--

3.5 Details on Impact factor of publications:

Range | 0 - 5.44 | Average | 2.5 | h-index | 3 | Nos. in SCOPUS | 18 |

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	2014-2017	UGC	7,72,300	--
Minor Projects	2014-2016	UGC	1,75,000	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	2014-2015	MU	15,000	15,000
Students research projects *(other than compulsory by the University)*	2014-2015	College	5,000	--
Any other(Specify)	--	--	--	--
Total			9,67,300	15,000

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | - |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from : **N.A.**

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 - **in** | In kind |

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   **02**

3.13 No. of collaborations   International   --   National   **02**   Any other   --

3.14 No. of linkages created during this year   **05**

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

From Funding agency   **Rs.7.72**   From Management of College   **Rs.1,00,000/-**

Total   **Rs.8.72**

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
02	**01**	**01**	---	---	---	---

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them   **02**

3.19 No. of Ph.D. awarded by faculty from the Institution   **02**

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 [**200**]   State level [**01**]

National level [**01**]   International level [Nil]

3.22 No. of students participated in NCC events:

University level [**07**]   State level [**05**]

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: **NIL**

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [Nil]   College forum [**04**]

NCC [Nil]   NSS [**09**]   Any other [**03**]

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

- **Environment awareness programme ; bio-composting, paper recycling programmes are being undertaken**

- **Health awareness for community and Health Camp**

- **English language programme (Chalo English Sikhayien)**

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 (≥ 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/-**	**---**	**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**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**7344**	**772785.02**	**1676**	**198145.00**	**9020**	**970930.02**
Reference Books	**10218**	**315257.07**	**329**	**142858.00**	**10547**	**458115.07**
e-Books	**51746**		**--**	**--**	**51746**	
e-Journals	**2154**	**5000**	**--**	**--**	**2154**	**5000**
Journals	**88**	**45098**	**--**	**--**	**88**	**128637**

Digital Database	--	--	--	--	--	--
CD & Video	188	42262	--	--	188	42262
Others (specify) - Audio Books - Books in Braille	50 24	8175 1319	-- --	-- --	50 24	8175 1319

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	119	02	wifi	02	02	02	3 - Science 1 – Library 1 – I.T.	27
Added	14	---	wifi	02	---	01	1 – Social Science Lab.	2
Total	133	02	100% wifi	04	02	03	06	29

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

> - **Training on use of interactive board**
> - **Video lecturing through 'A view'**
> - **Online courses introduced to students**
> - **e-book library**

4.6 Amount spent on maintenance in lakhs :

i) ICT
    0.58

ii) Campus Infrastructure and facilities
    3.39

iii) Equipments
    4.39

iv) Others

Total :
    8.33

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1) **Publicising student support committees/facilities through website, notice boards**
> 2) **Engaging student council in social activities**
> 3) **Meetings and giving suggestion to student committees**
> 4) **Taking regular feedback on usage and quality of facilities**

5.2 Efforts made by the institution for tracking the progression of students

> 1) **Result analyses of students**
> 2) **Monthly tracking of attendance**
> 3) **Feedback from placement cell and industry**
> 4) **Student mentoring programme**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
2272	**20**	**--**	**--**	**2292**

(b) No. of students outside the state

--

(c) No. of international students

Nil

No	%

Men

No	%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1838	**105**	**01**	**79**	**01**	**2023**	**1811**	**140**	**05**	**117**	**02**	**2075**

Demand ratio : **varies course-wise**   Dropout % : **10%**

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

> 1) **The AIM centre in the college trains students for UPSC, MPSC, CPAT exams**
> 2) **Dr. Sivanandan and Dr. Mahesh Bhagvat were invited to guide students.**
> 3) **Students undergo training by faculty members and visiting faculty**

No. of student beneficiaries

12

5.5 No. of students qualified in these examinations : **NIL**

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [　] 　 State PSC [　] 　 UPSC [　] 　 Others [　]

5.6 Details of student counselling and career guidance

> 1) **The Career counselling cell arranges training programme and guidance lectures by**
>   **Industry experts.**
> 2) **Aptitude testing, interview skills programme, career fair were arranged**
> 3) **06 programmes on career opportunities have been arranged at departmental**

No. of students benefitted 　 | **250** |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
22	**All T.Y classes approx.300**	**11**	**--**

5.8 Details of gender sensitization programmes

> 1) **NSS programme under VACHA and MAVA – women's day celebration**
> 2) **Martial arts 'self defence' session was arranged for the girl students**
> 3) **A talk on health was arranged by a gynaecologist**
> 4) **Police contact programme for the girl students**

5.9 Students Activities

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

State/ University level [**104**] National level [--] International level [--]

No. of students participated in cultural events

State/ University level [**199**] National level [--] International level [--]

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

Sports : State/ University level `00`   National level [ ]   International level [ ]

Cultural: State/ University level **35**   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 **03**   National level - International level -

Exhibition: State/ University level **02**   National level - International level -

5.12   No. of social initiatives undertaken by the students   **06**

5.13 Major grievances of students (if any) redressed: **02 - Boys common room have been created**
- Canteen rates were subsidised for students

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

> - **Board of studies workshop in Chemistry in the college**
> - **Introduction of 3 Certificate/Diploma programmes**
> - **Applying for UGC schemes and new programmes**

6.3.2 Teaching and Learning

> - **ICT usage in teaching is insisted upon**
> - **Training of faculty in use of interactive board and video coaching**
> - **Projects at UG level and supplementary assignments to enhance**

6.3.3 Examination and Evaluation

> - **Credit based grading system and continuous assessment**
> - **Semester end exam with 75:25 weightage as per University guidelines**

6.3.4 Research and Development

> 1) **Research promotion committee creates awareness about research funding**
> 2) **04 faculty members have applied to MU for projects and 05 to UGC for minor projects.**
> 3) **Applying for Ph.D. centres in science**

6.3.5 Library, ICT and physical infrastructure / instrumentation

> 1) **Upgradation of ICT in library; operation with SLIM 21 software**
> 2) **Barcoding of books**
> 3) **Library blog to popularise library usage**
> 4) **Publicising OPAC**
> 5) **Creation of institutional repository**
> 6) **Infrastructure – Gymnasium was created, LED bulbs are being used, Smart classrooms**
> 7) **Exhibitions in library**

6.3.6 Human Resource Management

> 1) **Appraisal of staff is taken from students and suggestions are made**
> (2) **Felicitation of 01 faculty member by Dr. APJ Abdul Kalam**
> (3) **Teachers attended UGC/non-UGC sponsored workshops/seminars**
> (4) **Training programme for teachers** (5) **Yoga and Art of Living for teachers and non-teaching staff** (6) **Canteen subsidy for support staff.**

6.3.7 Faculty and Staff recruitment

> 1) **Vacant posts filled**
> 2) **Transparent process of recruitment as per Government of Maharashtra and University of Mumbai guidelines**

6.3.8 Industry Interaction / Collaboration

> 1) **Established MOUs in collaboration with 04 organisations – MAVA, WACHHA, Research Collaborations with IIG, ICT, NGO-Cry, Zeal**

6.3.9 Admission of Students

> 1) **Admission is as per rules and regulations of University of Mumbai**
> 2) **College website is updated and information displayed**
> 3) **Inquiry counters with student volunteers are set up**
> 4) **Admission is computerised**

6.4 Welfare schemes for :

    Teaching   **: 01 – Staff welfare fund**
    Non teaching   **: 03 – Provident Fund, Mediclaim, non teaching staff outing, canteen subsidy,**

                              Admission to wards and free education
    Students   **: 04 - Health centre, counselling, gymnasium, dance academy**

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**	**NAAC**	**Yes**	**--**
Administrative	**Yes**	**ISO Certification**	**Yes**	**--**

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?

> **The college is affiliated to University of Mumbai and exams are conducted on behalf of University. OPDS is introduced.**

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) Alumni association is active in the college activities.
> 2) Celebration of Republic Day and Independence Day.
> 3) Placement of students
> 4) Alumni contribution for the Best Student Award and welfare of non teaching staff

6.12 Activities and support from the Parent – Teacher Association

> - **Orientation for parents at commencement of the academic year**
> - **Parents participate in Annual Day programme and interact with staff.**

6.13 Development programmes for support staff

> - **Health insurance for support staff**
> - **ICT workshop for empowerment**

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

> - **ISR policy ; environment mentoring programmes are conducted to create a green campus**
> - **Compost and waste management**
> - **Paper recycling programme in the college**

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) **Online resources used in teaching learning**
> 2) **Theme based functioning focus on research enhancement among staff and students**
> 3) **Educational quiz, games conducted**
> 4) **Earn and learn programme for the underpriviledged students**

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

> 1) **College offered itself for Reaccreditation to NAAC. Peer team visited the college and graded it 'B' with CGPA: 2.53**
> 2) **To promote activities, college hosted Youth Festival, DLLE, UDAAN, University sports meet**
> 3) **Silver Jubilee celebrations were carried out and Silver Lecture series with guests Dr. APJ Abdul Kalam, Dr. Raghunath Mashelkar, Dr. Narendra Jadhav,**
>   **Dr. Raghuram Rajan, Mr. Kumar Ketkar**

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

> 1) **Education for all**
> 2) **Chalo English Sikhayein**

Annexure Attached - **III**

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

7.4 Contribution to environmental awareness / protection

> **An energy audit is done in the college**
> **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. 04 Solar panels have been installed to illuminate the study area. 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) **To strengthen Research among staff and students**
> 2) **Launch an Advanced Learner's programme for Result enhancement**
> 3) **Organising seminars and conferences**

Name : Dr.(Ms.) Pushpinder G. Bhatia   *Name: Dr. Vijay V. Dabholkar*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

ANNEXURE – I

ACADEMIC CALENDAR 2014-15 (AIDED SECTION)
(For Teachers & Students)

Sr. No.	DATE	DAY	EVENTS
1	09/06/2014	Monday	**I Term begins**
2	25/07/2014	Friday	Submission of **question papers for Internal** Class Tests for I, III & V Semester. (3 sets each)
	29/07/2014	Tuesday	Ramzan Eid
3	01/08/2014 & 02/08/2014	Friday Saturday	Issue of examination forms for: (a) Annual (Second Half) examination Sept./Oct. 2014, (b) I & III Semester (ATKT) Examination Sept./Oct. 2014 (Failure in Semester end exam and /or Internal evaluation) *(Applicable only for A.T.K.T. and failed students)*
4	08/08/2014	Friday	Inauguration of Silver Jubilee by Dr. A.P.J. Abdul Kalam
5	11/08/2014 & 12/08/2014	Monday Tuesday	Payment of examination fees <u>without fine</u> for: (a) Annual (Second Half) examination Sept./Oct. 2014, (b) I & III Semester (ATKT) Examination Sept./Oct. 2014 *(Applicable only for A.T.K.T. and failed students)*
	13/08/2014 &	Wednesday	Payment of examination fees <u>with fine</u> for: (a) Annual (Second Half) examination Sept./Oct. 2014, (b) I & III Semester (ATKT) Examination Sept./Oct. 2014

	14/08/2014	Thursday	*(Applicable only for A.T.K.T. and failed students)*
6	14/08/2014	Thursday	Youth Festival
	15/08/2014	Friday	Independence Day
7	16/08/2014	Saturday	**Internal Class Tests** for I, III & V Semesters **begin.**
	18/08/2014	Monday	Parsi New Year
	29/08/2014	Friday	Ganesh Chaturthi
8	05/09/2014	Friday	**Additional Internal** Class Tests (20 marks) & ATKT projects & Viva-Voce (40 marks) of Semester I & III starts. *(Applicable to absentees & failed students respectively)*
	08/09/2014	Monday	Anant Chaturdashi
9	09/09/2014	Tuesday	Submission of **question papers for I & III Semester** Examination October 2014 including Semester ATKT (old syllabus) if any. (3 sets each)
10	15/09/2014	Monday	Submission of **compiled Mark Lists of Internals** /Practical of all courses of I, III & V Semester, and ATKT projects of Semester I & III (40 marks).
11	26/09/2014	Friday	Last instructional day for F.Y., S.Y., and T.Y. classes.
12	27/09/2014	Saturday	**I & III Semester** Examinations &Annual (Second Half) Examination, Sept./Oct. 2014 **begin.** (for Regular, ATKT & Failed students)
Sr. No.	DATE	DAY	EVENTS
	02/10/2014	Thursday	Gandhi Jayanti
	03/10/2014	Friday	Dasara
	06/10/2014	Monday	BakriEid
13	17/10/2014	Friday	Submission of **mark lists of I & III Semester**, &Annual (Second Half) Examination of B.A. and B.Sc. classes & B.Com. classes after

			moderation.
14	17/10/2014	Friday	**Last working day of First term.**
	18/10/2014	Saturday	Diwali vacation begins.
	23/10/2014	Thursday	Diwali
	24/10/2014	Friday	Diwali (Gowardhan Puja)
	25/10/2014	Saturday	Diwali (*Bhaubeej)*
	04/11/2014	Tuesday	Mohurrum
	06/11/2014	Thursday	Guru Nanak Jayanti
	08/11/2014	Saturday	Diwali vacation ends
15	10/11/2014	Monday	**II Term begins**
16	17/11/2014	Monday	**Publication of results of I& III Semester**, &Annual (Second Half) Examinations. Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.
	24/11/2014	Monday	Guru Tegh Bahadur's Martyrdom Day
17	13/12/14	Saturday	Kala Utsav
18	24/12/14	Wednesday	Sports Day
	25/12/2014	Thursday	Christmas
19	26/12/2014	Friday	Winter break begins
20	01/01/2015	Thursday	Winter break ends
	03/01/2015	Saturday	Milad-un-Nabi
	05/01/2015	Monday	Guru Gobind Singh Jayanti
21	09/01/2015 & 10/01/2015	Friday & Saturday	Zeal

22	10/01/2015	Saturday	Submission of **question papers for Internal** Class Tests for II, IV & VI Semester. (3 sets each)
23	12/01/2015	Monday	**Issue of examination forms** for: (a) Annual (First Half) Examination, March 2015, (b) I & III Semester Additional Examination, March 2015 (c) II & IV Semester ATKT Examination March 2015 (Failure in Semester end exam and /or Internal evaluation) *(Applicable only for A.T.K.T. and failed students)*

Sr. No.	DATE	DAY	EVENTS
24	19/01/2015 20/01/2015 & 21/01/2015	Monday Tuesday & Wednesday	Payment of exam fees <u>without fine</u> for: (a) Annual (First Half) Examination, March 2015, (b) I & III Semester Additional Examination March 2015 (c) II & IV Semester ATKT Examination March 2015 *(Applicable only for A.T.K.T. and failed students)*
25	22/01/2015 & 23/01/2015	Thursday & Friday	Payment of exam fees <u>with fine</u> for: (a) Annual (First Half) Examination, March 2015, I & III Semester Additional Examination March 2015 (b) II & IV Semester ATKT Examination March 2015 *(Applicable only for A.T.K.T. and failed students)*
	26/01/2015	Monday	Republic Day
26	27/01/2015	Tuesday	**Internal Class Tests** for II, IV & VI Semester **begin.**
27	30/01/2015	Friday	Submission of question papers for, a) II & IV Semester Examination, March 2015 including Semester ATKT (old syllabus) if any. (3 sets each), and b) Annual (First Half & Second Half) Examinations of F.Y. & S.Y. Classes. (3 sets, if students are available)
28	13/02/2015	Friday	**Additional Internal** Class Tests (20 marks) for Semesters II, IV & VI, and ATKT projects (40 marks) of Semesters II & IV. *(Applicable for absentees & failed students only)*

Sr. No.	DATE	DAY	EVENTS
	17/02/2015	Tuesday	Mahashivratri
	19/02/2015	Thursday	Shivaji Maharaj Jayanti
29	28/02/2015	Saturday	Submission of **compiled Mark Lists of Internals**/ Practical of all courses of II, IV & VI Semesters, and ATKT projects of Semester II & IV (40 marks).
30	28/02/2015	Saturday	Last instructional day for F.Y. /S.Y. & T.Y. Classes.
31	02/03/2015	Monday	**II & IV Semester Examinations** (for Regular, ATKT & Failed students) & Annual (First Half) Examination **begin.**
	06/03/2015	Friday	Holi
32	16/03/2015	Monday	**Additional I & III Semester** Examinations **begin.** *(Only for Absent, A.T.K.T. and failed students).*
33	17/03/2015	Tuesday	Submission of **mark lists of II & IV Semester** Examinations & Annual Examination of B.A. and B.Sc. & B.Com classes. (After moderation)
	21/03/2015	Saturday	Gudhipadwa/ Ugadi
	27/03/2015	Friday	Ram Navami
34	28/03/2015	Saturday	Submission of **mark lists of Additional I& III** Semester Examinations.
Sr. No.	DATE	DAY	EVENTS
35	01/04/2015	Wednesday	**Publication of results of II & IV Semester** Examinations and Annual examination. Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.
	02/04/2015	Thursday	Mahavir Jayanti
	03/04/2015	Friday	Good Friday
36	04/04/2015	Saturday	Issue of application forms for Additional II & IV Semester Examinations. *(only for absent and failed students)*

37	06/04/2015 & 07/04/2015	Monday & Tuesday	Payment of fees for Additional II& IV Semester Examinations <u>without fine</u> . *(Only for Absent, A.T.K.T. and failed students).*
38	08/04/2015 & 09/04/2015	Wednesday & Thursday	Payment of fees for Additional II & IV Semester Examinations <u>with fine</u> . *(Only for Absent, A.T.K.T. and failed students).*
39	13/04/2015	Monday	**Publication of results of Additional I & III** Semester Examinations. Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.
	14/04/2015	Tuesday	Ambedkar Jayanti
40	15/04/2015	Wednesday	**Admission to S.Y. & T.Y. B.A. / B.Sc.** classes for the academic year 2015-16.
38	16/04/2015 &17/04/2015	Thursday& Friday	**Admission to S.Y. B.Com** class for the A.Y. 2015-16.
41	18/04/2015& 20/04/2015	Saturday & Monday	**Admission to T.Y. B.Com** class for the A.Y. 2015-16.
42	21/04/2015	Tuesday	**Additional II & IV** Semester Examinations **begin.** *(Only for Absent, A.T.K.T. and failed students).*
43	30/04/2015	Thursday	Submission of **mark lists of Additional II & IV** Semester Examinations.
44	30/04/2015	Thursday	**II Term ends**
	01/05/2015	Friday	Maharashtra Day
	03/05/2015	Sunday	Buddha Purnima
45	01/06/2015	Monday	**Publication of results of Additional II & IV** Semester Examinations. Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.

46	03/06/2015 & 04/06/2015	Wednesday & Thursday	**Admission to all S.Y. & T.Y.** classes for A.Y. 2015-16. (For students qualifying from **Additional II & IV** Semester Examinations, if seats remain vacant).

Note:

1) From the Academic Year 2014-15, the **new examination scheme 75:25** will be applicable to all classes from F.Y. to T.Y. (for semesters :I, II, III , IV , V & VI) The semester end examination will be held for 75 marks, & for 2 ½ hours duration. The same is applicable to additional & A.T.K.T. examinations for students under the new scheme.

2) For the students admitted in the year 2013-14 & earlier, under the semester system, the **old scheme of 60:40** will be applicable until further notice.

3) The **Annual examinations** (Second Half &First Half) are conducted for 100 marks with the duration of 3 hours. These exams are applicable only to students failed under the old course (Non-semester).

4) **Additional Semester Examinations** are conducted once in a year for each of the semesters viz, I, II, III & IV. This is applicable only for those who have failed (or) were absent in any of the courses in the regular Semester Examinations.

   a) Additional examinations for **semesters I and III** are conducted immediately after the regular II & IV Semester Examinations.

   b) Additional examinations for **Semesters II and IV** are conducted after 20 days and before 40 days after the declaration of the result of the respective examinations.

   c) Students become eligible to appear in any Additional Semester Examination only if they have applied for it during the declared period.

5) **ATKT Examination**: Students who failed in any course in the Regular and/or Additional Semester Examination scan appear for the same course in the ATKT Examination along with the regular students when the respective regular semester exams are conducted.

6) **Additional Internal Class Tests** are applicable to only absentees in regular Internal Class Tests and with valid reasons. Students become eligible only if they have applied for it with the necessary documentary evidences within 7 days after the regular Test is conducted.

7) Application forms for **verification of marks, revaluation and photocopy** of assessed answer books of any theory examination (Semester/annual) should be submitted within seven working days after the publication of results of the respective examinations. Verification of marks, revaluation and photocopying of answer books are **not applicable for internal assessment**.

8) Dates for submission of Question Papers & Mark Lists are the last dates for submission by HOD's / In-charges to Convener, Examination Committee.

9) **Internal Class Tests** are generally conducted from **8.00am to 9.00am**. Two tests will be conducted in a day and on alternate days. Lecture/tutorial/practical @ 40 minutes per period will be conducted for all classes during the test period from 09.20am onwards as per the regular time table.

ANNEXURE – II

FEEDBACK ANALYSIS

Feedback is taken from stakeholders through formal and informal mechanisms.

1) A Questionnaire is circulated among students at the end of the academic year to obtain feedback about teachers. Teachers are briefed about this and are suggested measures to improve and modify their teaching-learning.

2) At the Departmental meetings, the Principal solicits teachers' opinions and suggestions related to development of teaching, evaluation, research and activities.

3)   The LMC meetings enable on management- staff interaction wherein an action plan is drawn to enable and facilitate quality education. Suggestions made at the IQAC are presented at this forum.

4)   Suggestion boxes are opened periodically by the IQAC and measures are taken to address the issues that emerge.

5)   The Principal has an open-door policy for parents and students. Many issues see redressal at the earliest due to this.

6)   A library and administration feedback is also taken from students to ensure smooth functioning.

PARENT-TEACHER INTERACTION

1)   Parent-Teacher meetings held at the commencement of the year. An orientation for parents of the fresh batch is held. Their expectations from the institution are recorded and the IQAC proposes action plans to meet them.

2)   The parents suggest that students be trained in spoken English skills. The language lab facility was strengthened with updated software and students were motivated to use this.

3) Another meeting was arranged at the end of the year in April, 2015. Parents appreciated the efforts made by the administration in providing opportunities to students. They expressed their satisfaction about the college functioning.

ANNEXURE – III

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' pogrammeme 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 goverrnment 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 Scholl (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.