The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

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

> G.T.B.NAGAR

Address Line 2

> SION

City/Town

> MUMBAI

State

> MAHARASHTRA

Pin Code

> 400037

Institution e-mail address

> principal@gurunanakcollegeasc.in
> admin@gurunanakcollegeasc.in

Contact Nos.

> 02224071098 / 02224041944

Name of the Head of the Institution:

> Dr.Vijay V.Dabholkar

Tel. No. with STD Code:

> 02224041944

Mobile:

> 9930658855

Name of the IQAC Co-ordinator:

> Dr.Pushpinder G.Bhatia

Mobile:

9594611112

IQAC e-mail address:

pushpindergb@gmail.com
naaccoordinator@gurunanakcollegeasc.in

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)

MHCOGN 11973

1.4 Website address:

www.gurunanakcollegeasc.in

Web-link of the AQAR:

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

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   29/09/2006

1.7 AQAR for the year *(for example 2010-11)*   2015-16

1.8 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   - 29/02/2013
 vii. AQAR : 2013-2014   - 15/06/2014

1.9 Institutional Status

   University   State [-] Central [-] Deemed [-] Private [-]

   Affiliated College   Yes [✓]   No [ ]

Constituent College Yes ☐ - No ☑

Autonomous college of UGC Yes ☐ - No ☑

Regulatory Agency approved Institution Yes ☑ No ☐ -

(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 ☐ -

1.10 Type of Faculty/Programme

Arts ☑ Science ☑ Commerce ☑ Law ☐ - PEI (Phys Edu) ☐ -

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

Others   (Specify)

> .UGC recognised Community College in Retail Management
> Self Financing Programmes - Mass Media, Management Studies, Accounting & Finance, Banking & Insurance, B.Sc.-Information Technology.

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

University of Mumbai

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

Autonomy by State/Central Govt. / University **No**

University with Potential for Excellence ☐ - 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
<div style="border:1px solid">07</div>

2.2 No. of Administrative/Technical staff
<div>01</div>

2.3 No. of students
<div>01</div>

2.4 No. of Management representatives
<div>01</div>

2.5 No. of Alumni
<div>01</div>

2. 6 No. of any other stakeholder and
community representatives
<div>01</div>

2.7 No. of Employers/ Industrialists
<div>01</div>

2.8 No. of other External Experts
<div>01</div>

2.9 Total No. of members
<div>14</div>

2.10 No. of IQAC meetings held
<div>10</div>

2.11 No. of meetings with various stakeholders: No. **02**   Faculty **04**

Non-Teaching Staff **03**   Students **02**   Alumni **02**   Others (Parents) **02**

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

If yes, mention the amount   XII th Plan - 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 & CAS.**
> **2) Teachers' training workshop for use of ICT.**
> **3) Series of 04 workshops for faculty members.**
> **4) Workshop for Non-Teaching staff.**

2.14 Significant Activities and contributions made by IQAC

> √ initiation of social programmes - environmental awareness, energy audit, green campus initiatives, adoption of GTB Nagar Railway station.
> √ development of skill oriented courses
> √ welfare schemes for non-teaching staff
> √ Submission and uploading of AQAR to NAAC.
> √ student feedback, Silver lecture series
> √ suggestions to various committees for conducting inter-collegiate and intra-collegiate activities.
> √ strengthening Research promotion committee & Research activities in the College.
> √ applying for new programmes to University of Mumbai and UGC.
> √ New ISR activities.
> √ Adoption of GTB Railway Station.

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 *

Plan of Action	Achievements
1) Skill Development of Students	Recognition by UGC as Community College in Retail Management. Sent proposal to NAAC, Bengaluru for International Seminar on Skill Development.
2) Mentoring	Creation of mentoring program comprising mentor, mentees & parents.
3) Academic Audit	Monitoring of Departments through meetings with Principal, presentations by every department audited by external expert, Ex-Principal Dr.Bhagyashree Dabke Submission of application in prescribed format to University of Mumbai for Academic Audit. Uploading of AQAR 2014-15 to NAAC.
4) Research Promotion	04 Research Projects were sanctioned by University of Mumbai. Increase in the number of publications. 20 papers published. 2 National, 1 International Conference & a Research Meet hosted in the college. Recognition of 3 Ph.D. Centres & 3 Faculty Members as Ph.D. Guides. Proposals sent to UGC & ICSSR for research projects. Revised Teachers' log book. News Letters published by departments.
5) Teaching Learning	Widespread use of ICT & Online Resources. Mission Excellence program for advanced learners. Creation of Gymnasium, Study Circle.
6) Student Support	Student involvement in organizing events increased considerably. Extension Activities extended to Community on wider scale e.g.Chakachak GTB Nagar Mahotsav & Adoption of GTB

7) Teacher Quality enhancement	Nagar Railway Station. Completion of 4 modules of teacher training by all faculty members.(FDP) More teachers participated in National, International Seminars, Workshop. BOS workshop 02 teachers appointed in Board of studies.

* Attach the Academic Calendar of the year as Annexure - **Annexure (I)**

2.15 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. The LMC was apprised of the activities & management support was ensured for future plan.

Part – B

Criterion – I

1. <u>Curricular Aspects</u>

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	01	03	00	
PG	01	03	00	
UG	03	00	05	
PG Diploma				
Advanced Diploma				
Diploma				02 - College
Certificate				11 - College Level
Others		01-UGC Community College		
Total	**08**	**06 + 01 = 07**	**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	12
Trimester	00
Annual	03

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 its syllabi for various subjects through the Board of Studies as per the CBSGS to keep the subjects relevant and of use to the industry & updated to meet**

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

Guru Nanak College has been recognised by the UGC as a Community College in Retail Management in July, 2015.
Three Courses; Certificate, Diploma and Advance Diploma are conducted under this skill development programmes. 50 Students were admitted to this program in August, 2015.The Courses are certified by NSDC & the industry partner is involved in the teaching & skill development in the Retail Management sector.
Research centres in Physics , Chemistry and Botany for M.Sc and PhD degrees were approved .

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   41   **15**   **02**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	
Presented papers	03	11	
Resource Persons		02	

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

ICT interface in teaching- Not only have teachers used various ICT methods for teaching but have also encouraged students to use the same thereby increasing their ICT skills be it making power point presentations, using the Internet or video lectures.

Teaching tools such as games, puzzles, field trips, newspaper clippings, posters, models are used not only to break the monotony of lecturing but also to keep the interest of the students in the subject alive.

Exposure to online lectures- through free internet resources such as the khanacademy.org, courser a org to give students an exposure to technology-enabled lectures as well as to learn from experts in the field. The library repository is a ready reference for staff & students.

Guest Lectures were organised to enable students to listen to & to learn from specialists, experts and renowned people from various fields. (The college had invited number of eminent persons from research institutes & industry such as -

- Prof.Datar from TIFR who spoke on the Nobel Prize, 2015
- Dr.Ameya Bhagwat from CEBS, DAE-University of Mumbai on Mathematical Techniques in Physics.
- Dr.Rashmi Oza - on Human Rights.
- Dr.Genady Shelumpor - Depart of Hindi, from Tel Aviv, University of Israel.
- Mr.Bharat Dabholkar on Advertising & Media Careers - BMM
- Dr.Mazumdar & Dr.A.P.Jayraman from TIFR, in the dept. of chemistry, interacted with the students in February, 2016.

- One day Lecture Series - International Year of light by Department of Chemistry was conducted in February, 2016.
- Visits are arranged to expose students to Industry & Research Institutions.
- An Industrial visit was arranged by Chemistry department.
- Visit to IIG by students of Physics department.
- Industrial visit to Chandigarh & Manali was arranged for students of BMM, BMS, BSc (IT), BAF & BBI.
- Book Club - Book live to manage reading among students.

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

18

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

The College implements rules laid down by University of Mumbai & conducts exams on behalf of University of Mumbai.

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

19 Faculty members attended workshops on curriculum Development

2.10 Average percentage of attendance of students

82%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYB.Com	266	32	38	58	62	71
TYBA	59	02	14	12	18	78
TYBSc (Chemistry)	27	04	06	10	03	85.2
TYBSc (Maths)	08	01	02	03	-	78
TYBMM	40	-	02	24	04	75
TYBSc (IT)	66	8	25	13	-	70
TYBMS	53	8	20	14	-	78
TYBAF	61	1	24	21	07	87
TYBBI	47	-	14	21	08	91.49
M.Com.	60	12	18	8	10	80

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

The IQAC has initiated the following measures to ensure quality in teaching learning.

- Diary for teaching plan & Daily execution Record.

- Suggested the Departments to submit their plans related to workshops/seminars/conferences before the commencements of the year.
- Suggestions given to faculty to use alternate or innovative methods of teaching & evaluation.
- Teacher training workshop on ICT methodology in classroom teaching.
- Suggestions given to Departments & all college committees to organize awareness lectures/popular lecture students to sensitise them towards Environmental/Social/Gender issues.
- Proposing certificate / add on courses in applied subjects.
- Head of Departments : Meetings with the Principal & IQAC gives an insight into the activities being conducted & exchange of suggestions/assistance required etc. are discussed during the meeting.
- Results are evaluated & feedback taken from students to monitor the effectiveness of the teaching learning process.
- Suggested a course on Gender sensitization & renewable energy.

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	02
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others	04

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	20	-	-	09
Technical Staff	-	-	-	02

Criterion – III

3. Research, Consultancy and Extension

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

IQAC gives suggestions to the Research Promotion Committee & departments develops strategies to ensure presence of research based activities in departments at under graduate students & staff levels. It also motivates teachers to apply for research projects.

Research (2015-16)

SCIENCE STREAM

- Students guided under the UG Research program - Anveshan, Literature survey (Research Methodology), Basic research module for 20 students.
- Processing of applications for departments as Research Centres led to departments being recognized for research in M.Sc.(Research) & Ph.D. programs.
- The department of Physics arranged a research scholar's meet attended by 55 research scholars from colleges, University departments & research institutes.
- Oration by Prof. Datar under the auspices of Indian Physics Association.
- Guest lectures arranged on Research areas by all departments.
- 04 Projects sanctioned by University of Mumbai.
- A Seminar on Research methodology by department of Chemistry for under graduate students.
- National Conference on Fungal Diversity - Department of Botany in December 2015.
- 03 Papers presented at international conferences.
- 01 - Ongoing UGC Minor research project.

ARTS

- Ongoing Major Research project in progress in Hindi - JRF appointed.
- Research papers were presented at the International Seminar organized by department of Hindi. in the college in January 2016.

COMMERCE

- An inter disciplinary National Seminar on 'Sustainable Development' was organized in April 2016; 22 papers were presented.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs.lacs	-	7.75	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01 (UGC)	04 (MU)	-
Outlay in Rs. Lakhs	-	1,75,000/-	1,18,000/-	-

3.4   Details on research publications - **Total - 36**

	International	National	Others
Peer Review Journals	02	17	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	17	-

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	2014-17	UGC	7.72 lakhs	5 lakhs
Minor Projects	2015-17	UGC	1.75 lakhs	1.75 lakhs
Interdisciplinary Projects		2015-17	1.75 lakhs	
Industry sponsored				
Projects sponsored by the University/ College	2015-17	University of Mumbai	1,18,000	1,18,000
Students research projects *(other than compulsory by the University)*	2015-16	Management research fund	1,00,000	-
Any other(Specify)	-	-	-	-
Total	-	06 Projects	11,65,000	-

3.7 No. of books published   i) With ISBN No. | 02 | Chapters in Edited Books | - |

ii) Without ISBN No. | 02 |

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 Rs.75,000/-

3.11 No. of conferences organized by the Institution - **Total - 05**

Level	International	National	State	University	College
Number	011	02	01	-	-
Sponsoring agencies UGC	01 (UGC)	Sponsors Industry	Royal Society of chemistry		

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 02

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

From Funding agency (UGC) 5,92,000/- From Management or University/College 1,00,000+1,18,000 = 2,18,000/-

Total 6,92,000/-

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
who are Ph. D. Guides 05
and students registered under them 07

3.19 No. of Ph.D. awarded by faculty from the Institution 03

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

JRF 01 SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level | 094 | State level | 02

National level | - | International level | -

3.22 No. of students participated in NCC events:

University level | 06 | State level | 04

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:

University level | 02 | State level | -

National level | - | International level | -

3.25 No. of Extension activities organized

University forum | 01 | College forum | 08

NCC | - | NSS | 07 | Any other | 04

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

- Cleanliness drive through GTB Nagar Railway Station Adoption Program.

- Chakachak GTB Nagar Mahotsav, Activities highlighting Awareness of Human Rights, Women Rights, Stress Management of Commuters, fitness were conducted on GTB station.

- NSS - Blood Donation Camp & Camp (Residential) at Kashele, Neral.

- Free Health Check up partnered with Nair Hospital on GTB Station.

- Guru Nanak Prakash Utsav celebration by Sikh Study Circle.

- Visit to Aquarium, Nehru Centre arranged for children of orphange with an NGO-Muskaan

- Composting of waste from Canteen.

- Address to students Hon'ble Vice-Chancellor Dr.Sanjay Deshmukh, Mr.Ujwal Nikam, Padmavibhushan Dr.Kiran Bedi & Padmavibhushan Prof.M.M.Sharma.

- Waachan Prerana Diwas by Library to promote reading.

- Road Safety drive by NSS.

- DLLE annual event UDAAN was hosted in the college with the University of Mumbai.

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 mtrs	-	-	
Class rooms	27	-	-	27
Laboratories	07	-	-	07
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	02	02 01	UGC Metlar's Lab (Sponsored)	02
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Newly created	UGC	23.8 L

Others - Gymnasium
        Study Circle
        Canteen
	-	01
		01
			Management	02

4.2 Computerization of administration and library

The library is fully automated with the computerised OPAC system which enables efficient search for information. The library also subscribes to Nlist- an online compilation of journals which is comprehensive in its coverage and serves the requirements of teaching and research adequately.

4.3 Library services:

	Existing		Newly added (01/04/2015- 31/03/2016)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9014	1007245.02	1328	165960.05	10342	1173205.07
Reference Books	10554	492754.66	105	45190.25	10659	537944.91
Journals	53	45098.00	-	-	53	64810.00
e-Books (N-List)	30,00,000	5.000.00	-	-	30,00,000	5.000.00
e-Journals (N-List)	6.000		-	-	6,000	
Digital Database	-	-	-	-	-	-
CD & Video	188	42262.00	01	2100.00	189	44362.00

Others (specify)						
Audio Books	50	8175.00	-	-	50	8175.00
Books in Braille	24	1319.00	-	-		1319.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	133	02	Wifi	04	02	03	06	29
Added	25	02	-	02	-	-	-	6
Total	158	04	Wifi	06	02	03	06	35

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

All classrooms are equipped with ICT facilities. In addition, the college also has number of laboratories such as the media lab, language lab and IT lab for students to utilise. Teachers provide training to the students to use these laboratories and thereby enhance the skills of the students. Teachers also have access to computing facility and internet services.
Interactive Board Training to Teachers is arranged.
Language Lab Software training for staff & students is given.

4.6 Amount spent on maintenance in lakhs :

   i) ICT

   2.17

   ii) Campus Infrastructure and facilities

   1.66

   iii) Equipments

   1.79

   iv) Others

   1.36

           Total :

   6.98

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Various facilities are provided to support the development & holistic growth of students. Fully equipped gymnasium, dance academy, sports coaching in cricket, taekwondo, football are the services that the students avail. Yearlong activities are conducted & publicized on the college website & notice boards. This creates awareness and encourages participation. A counselor & a lady doctor are available on the premises. The counselor reaches out to students through the stress management & goal setting sessions with them.

The WDC conducts contact programs with the girl students about the various government support facilities & rights available to them.

The anti ragging rules are displayed in the prospectus & on the college premises. Suggestion boxes & a transparent feedback system ensure smooth functioning.

A regular placement officer is appointed in the college.
CCTV cameras installed in all areas

5.2 Efforts made by the institution for tracking the progression

Heads of Department make year end presentations to appraise the Principal and administration.

Teachers are given a diary which is filled in daily, with a record of teaching plan & activities including research engagements.

Confidential Reports & departmental reports are prepared at the end of the academic year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2441	121	03	2565

(b) No. of students outside the state

42

(c) No. of international students

NIL

Men

No	%
-	-

Women

No	%
-	-

Last Year 2014-15						This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1811	140	05	117	02	2075	2447	139	5	111		2702

Demand ratio | 1 : 1 | Dropout % | 3%

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

During Orientation for FY classes, information about career option in government institutions & organizations is given to students & parents.
The (AIM) program for competitive exam coaching & guidance books after coaching for these exams.
Seminar was arranged for preparation for competitive exams.
Training the Trainer' was a workshop for teachers who are engaged in competitive exam coaching.
Besides these, interview skills & communication skills were developed through the grow your skills program.

No. of students beneficiaries   14

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

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	01

5.6 Details of student counselling and career guidance

200 students have availed guidance under the career counseling program. Seminars on Career options were arranged by departments of Chemistry, B.Sc.(IT), BMM & BMS. A career fair was arranged. 32 Companies approached the students through stalls & awareness was created.

No. of students benefitted   62

5.7 Details of campus placement

On campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed
L & T Pvt. Ltd.	18	01
TCS	20	09
Kotak Mahindra Pvt. Ltd.	28	05
L.I.C. Ltd.	51	22
Neon Lab. Ltd.	40	07
Syntel	31	04
Karnani Associates Pvt. Ltd.	20	02
Kraft Financial Pvt. Ltd.	42	05
Accenture	28	01
Infosys	43	01
Pi Tech	21	03
CMS	21	02

5.8 Details of gender sensitization programmes

> The Women Development Cell & NSS conducted activities for 'Gender Sensitization' in collaboration with MAVA & WACHA which are NGOS dedicated to the cause of women empowerment.
> NSS conducted two day programs for awareness of women rights.
> A talk by Laxmi Narayan Tripathi was conducted to highlight transgender rights.
> A drive highlighting women's rights was conducted at GTB Railway station during GTB Nagar Mahotsav.

5.9 Students Activities

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

State/ University level **Intercollegiate** | 38 | National level | - | International level | -

        No. of students participated in cultural events

State/ University level **Intercollegiate** | 150 | National level | - | International level | -

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

Sports : State/ University level **Intercollegiate** | 14 | National level | - | International level | -

Cultural: State/ University level | 34 | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	08	43000/-
Financial support from government	125	Fees of every student
Financial support from other sources	various events	3,98,000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | National level | - | International level | -

Exhibition: State/ University level | 02 | National level | 01 | International level | -

5.12   No. of social initiatives undertaken by the students | 15

5.13 Major grievances of students (if any) redressed: | NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION
The college shall
- Strive to become a centre of excellence in teaching and research in Higher Education.
- Work for transforming students into a globally competent human resource. 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 of students to participate in co-curricular and extracurricular activities.
- To sensitize students towards global, social, cultural and religious diversities and to promote tolerance and respect for them.
- 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 globalised economic environment

6.2 Does the Institution have a management Information System

Yes. College information is organized & managed through the Centralised college management Systems.

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

6.3.1 Curriculum Development

College follows the Curriculum set down by the University of Mumbai, Board of studies. Some staff members are a part of BOS on their subjects. Most faculty members attend workshops in which syllabi are discussed & suggestions made.

6.3.2 Teaching and Learning

- Faculty training is undertaken seriously by the management.
- Teachers underwent training in use of interactive boards & other ICT tools including language software to enable language training for students.
- Guests lectures by Prof.Ameya Bhagwat and Prof.Datar on nobel prize for Phy2015 were arranged by Department of Physics .
- Dr.Genady, Tel University of Israel visited the Hindi department .
- Dept.of Commerce, History, Economics also invited experts to interact with students
- Activity based learning was promoted by department of Chemistry - Chem Fiesta, Poster Competition by Physics & Economics students.
- A 'Marketing' event called 'Katta' was arranged by the BMS students.
- Industrial visits by were arranged by Department of Chemistry and the Departments of self financing courses.

6.3.3 Examination and Evaluation

Credit based system has been introduced as per University of Mumbai rules. It includes continuous assessment & end semester examinations with 75/25 weight age. The College conducts examinations on behalf of the University of Mumbai.
Transparency & Confidentiality are maintained during conduct of exams.
The Unfair means Inquiry Committee monitors the situation very deftly through regular rounds & announcements by the members & zero tolerance for use of malpractices.

6.3.4 Research and Development

To inculcate research temper among staff & through them, the students, the college has taken various measures. The research promotion committee, which is a subcommittee of the IQAC, facilitates application for research projects by staff and promotes research activities among under graduate students. The UG research, Anveshan has conducted a workshop on 'Research Methodology' & research module for 1 year.
Departments joined hands to arrange conferences in interdisciplinary areas like Sustainable Development, International Year of Light Research Meet. These have created an atmosphere conductive to research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college Library is a temple of learning which houses diverse collection of books (print, Braille, audio books & e-books), journals & periodicals (print & Braille), Educational CDs, Feature Films in English, Marathi & Hindi, Documentary Films, VCDs on SIKHISM, Maps, Charts, Audio Cassettes, etc
  ➢ Reference Library-6th floor: Separate IT Zone/Multimedia carrel is created for accessing e-resources, listening to Audio Books, viewing CD-ROMs, etc in the Reference Library. Free Internet access is provided to the staff as well as students in this area. Two tables and two notice boards are kept separately an exclusively for accessing reading material on Career Guidance, Competitive Examinations, Personality Development and Women's Studies in the Reference Library for the convenience of interested students. Book Issue counter is also located in the Reference Library-6th floor. Space is provided exclusively to faculty and research students for their reference work next to the Librarian's cabin.
  ➢ Reading Room-3rd floor: Reading Room is provided with separate IT Zone too. Archival issues of Academic Journals, newspapers and popular magazines are maintained in the Reading Room.
  ➢ The Library is fully automated with software having International Standards-SLIM21. OPAC-Open Access Catalogue has been installed on all computers in the Reference Library..**http://libserver/w27/**
  ➢ Library Orientation is given to all beginners at the commencement of every year. The faculty and staff are updated about the new facilities and acquisitions of the library through email and regular notices which are displayed on the Notice Boards.
  ➢ Theme wise exhibitions are organized throughout the year in the library.
  ➢ Reprography, Printing and Scanning facility: Photocopying, printing and scanning facility is available to staff and students.
  ➢ Journal TOCs: '**Journal TOCs'- Journal Table of Content Service** has been initiated for the benefit of faculty and students. The content pages are scanned and sent to the respective users (Faculty & Students) by email as per their profile.
  ➢ The Library subscribes to UGC N-LIST Programme which provides access to e-resources to students, researchers and faculty. It facilitates access to scholarly e-journals and e-books.

- The Library follows OAS (Open Access System) in order to achieve Library Science Laws- 'Every reader has her/his book' and 'Save the time of the readers'.
- Institutional Repository/Digital Library: GNC Library & Learning Resource Centre: DSpace- an Open Source Institutional Repository Software has been used for it. Initially, College Prospectus for 12-13, 13-14 & 14-15, some college examination question papers, Educational videos, E-Books & some library book exhibition photographs have been uploaded on IR and made available in the 6th floor Reference Library.
- Earn and Learn Scheme has been launched for needy students.
- Library Blog: The Library has its official blog which shares the activities of the Library with its readers: **gnclibrary.blogspot.in**
- Departmental Library: Departmental Library is functional in the Department of Chemistry, Physics, Botany, Hindi & Commerce.
- Library shares its learning resources with differently abled students- especially visually impaired students.
- Library has its own in house Annual Newsletter-'*Bibliotheque Bulletin*'
- Physical Infrastructure / instrumentation : Smart class rooms, language, laboratory, seminar halls, conference rooms, audio visual rooms, administrative offices, staff rooms, well equipped laboratories, library, student's common rooms, canteen, health centre, media lab, study circle which is used by students, large play ground, gymnasium.

6.3.6 Human Resource Management

Interaction with renowned speakers & felicitation of faculty members completing 25 years of service is done on an annual basis. This year 02 teachers were felicitated by Dr.Kiran Bedi, Mr.Ujwal Nikam, Prof Jayashankaran Ayyar & Principal Ms.Manju Nichani, Padmavibhushan Dr.Sharma interacted with the staff members.

IQAC arranged a Medical check up for staff with UNICARE India & NAIR Hospital.

Workshop on Stress Management, Trace Management & Team building were arranged for faculty.

03 Teachers attended orientation Courses which will lead to their further promotion. Career Advancement of faculty is facilitated.

Yoga workshop were conducted for Teaching & Non Teaching Staff.

Coffee Mornings are regularly held for informal interaction among staff members.

Parents are invited to the college on occasions like Orientation Day, Convocation program & interaction occurs.

6.3.7 Faculty and Staff recruitment

Faculty & Staff are recruited as per Maharashtra State Government regulations. The selection panel is decided as prescribed by the Government standard code. Selection is done according to the Government Norms.

6.3.8 Industry Interaction / Collaboration

Research collaboration with IIG, ICT & University of Mumbai has been established by individual staff members.

6.3.9   Admission of Students - A single window admission process has been developed.

The admission process is as per the rules & regulations of the University of Mumbai. The College website & Prospectus contain information about the institution & the programmes offered. The prospectus that highlights the details of various programmes of the college is prepared by IQAC prior to the commencement of admissions. The prospectus also gives details of norms for admission, cancellation, exam pattern & also the Academic calendar. It is given to the applicants along with the application form. A Help Desk is set up during admissions. College has a web based centralized college management system (Master Software) for managing Academic & Administrative activities. Preadmission for is online. A separate counselling section for admissions is setup where students are also guided about the courses most suited to their aptitude.

6.4 Welfare schemes for

Teaching	Financial assistance to teachers for participate & presenting papers in seminars & conference; Maternity leave for contractual staff is given by the Management, Administration. Management also gives support to pursue research. (Medical insurance to Non Teaching Staff is given.)
Non teaching	Educational Aid towards of Non Teaching Staff. Leave for completing PG course. Services of a Doctor & a Counsellor are provided.
Students	Staff members have also supported the education of some students. Yuva Raksha can be elaborated Earn & Learn.can be elaborated Student counselling support can be elaborated

6.5 Total corpus fund generated   **200000/-**

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	No		Yes	External Experts appointed
Administrative	Yes	Govt.	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes -   No ✓

For PG Programmes   Yes -   No ✓

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

> University of Mumbai has introduced credit based semester grading system; Question papers are delivered online to colleges for transparency & speed.

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

> University of Mumbai conducted a meeting of Principals of the Colleges with B & above grade in NAAC accreditation.

6.11 Activities and support from the Alumni Association

> The Alumni association participates in a number of activities. On the Occasion of Republic Day, Independence Day, Alumni, Chakachak GTB Nagar, NSS Camp attend & interact with current students.

6.12 Activities and support from the Parent – Teacher Association

> Parents are familiarised about the program, facilities available & career option that will follow.
> Individual class mentors are in touch with parents on a regular basis to apprise them about attendance of their words & discipline issues, if any.
> In the beginning of the academic year it is necessary for the parents of First Semester students to attend an Orientation which is addressed by the Principal.

6.13 Development programmes for support staff

> Meditation & Yoga Classes, Gym facility free of charge, informal get together for relaxation are some steps taken by the Management to ensure well being of the support staff.
> A Health check up of support staff is also conducted in the College.

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

> 1)Mr. Rajendra Singh - Water man of India delivered an information talk on the 'need for water conservation'.
> 2) A National Conference on 'Sustainability' was hosted in the college.
> 3) Students & Staff presented the college at a national Conference can be elaborated
> 4) A Solar Unit is functional in the college. Waste is separated & recycled.
> 5) The 'Environment Mentoring Cell' undertook tree plantation & around the college premises & distributed cloth bags in the community around the college.
> 6) Workshop
> 7) Energy
> 8) Waste management

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.

> College has introduced skill based programs, a UGC recognized Community College in Retail Management was introduced from July, 2015. Students were enrolled for the certificate, advance diploma program. This has given a boost to the skill enhancement of students.
> Students initiatives in arranging programs.

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

> Skill based Community College in Retail Management sanctioned by UGC.
> Applied for new courses, Financial Management , B.Com.extra division, B Voc to UGC.
> Strengthening of Research culture in the college - leading to increase in research projects & research related events, conferences, seminars. Teachers applied for projects to UGC.
> Recognition of Physics, Chemistry, Botany as Ph.D. Centre.
> Exploring Rain water harvesting.
> Initiated the 'Mission Excellence' program for advanced learners.
> Unit tests & extra assignments to enhance performance.
> Created formats for streamlining teachers' data at the end of academic year, to facilitate placements & promotion of teachers.
> Submitted data to University of Mumbai for Academic Audit.

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

> Title of practice :
>   1. Research promotion
>   2. Result enhancement program

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

7.4 Contribution to environmental awareness / protection

> 1) Mr.Rajendra Singh - Water man of India delivered an information talk on the 'need for water conservation'.
> 2) A Solar Unit is functional in the college. Waste is separated & recycled.
> 3) The 'Environment Mentoring Cell' undertook tree plantation in & around the college premises & distributed cloth bags in the community around the college.
> 4) A National Conference on 'Sustainability' was hosted in the college.
> 5) Students & Staff represented the college at a national Conference on Environment conservation.
> 6) Swachh Bharat Abhiyan was Implemented.

7.5 Whether environmental audit was conducted? | Yes |

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

Strength	Weakness
1) High demand for Commerce related programmes & the self financed courses. 2) Rich Library Resource 3) Qualified & dedicated faculty 4) Excellent infrastructure	1) Human resource management with many faculty on contractual or visiting basis. 2) Space in Urban Mumbai
Opportunities	Challenges
1) Skill development of students 2) Building Industry linkages 3) grants from UGC 4) Introducing inter disciplinary courses & research	1) Placement of students in conventional courses 2) Optimum Library usage by students

8. **Plans of institution for next year**

new courses to be added.
Students mentoring
Conducting AA
Strengthen placements
arrange a Seminar on Skill Development & cover all students in skill enhancement exercise.
Introduce a Revised teacher diary for faculty
E-content development & use in teaching
Enhancement of academic performance of students expansion of infrastructure to accommodate growing strength.

Name: Dr Pushpinder Bhatia   *Name :   Dr Vijay Dabholkar*

_____-sd-_____   _____-sd-_____

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

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure I

GURU NANAK COLLEGE OF ARTS, SCIENCE & COMMERCE, G.T.B. NAGAR, MUMBAI-37

ACADEMIC CALENDAR 2015-16 (AIDED SECTION)

(For Teachers & Students)

Sr. No	DATE	DAY	EVENTS
1	08/06/2015	Monday	**I Term begins**
2	09/06/2015	Tuesday	Lectures of S.Y. & T.Y. classes commence
3	21/06/2015	Sunday	**International Yoga Day**
4	25/06/2015	Thursday	**Lectures of F.Y. classes commence**
5	04/07/2015	Saturday	**Orientation** for F.Y.B.A, B.Sc. and B.Com. classes
	18/07/2015	Saturday	Ramzan Eid
6	03/08/2015	Monday	**Issue of examination forms** for: (a) Annual examination, Sept./Oct. 2015 (**Last chance for F.Y. classes**), (b) I & III Semester (ATKT) Examination Sept./Oct. 2015 (For failures in Semester exam and /or Internal evaluation) *(Applicable only **for Absent, A.T.K.T. and failed students**)*
7	04/08/2015	Tuesday	Submission of **question papers for Internal** Class Tests for I, III & V Semester. (3 sets each)
8	06/08/2015	Thursday	**Hiroshima Peace Day**
9	10/08/2015 & 11/08/2015	Monday Tuesday	Payment of **examination fees** without fine for: (a) Annual examination, Sept./Oct. 2015 (**Last chance for F.Y. classes**), (b) I & III Semester (ATKT) Examination Sept./Oct. 2015 (For failures in Semester exam and /or Internal evaluation) *(Applicable only **for Absent, A.T.K.T. and failed students**)*
10	15/08/2015	Saturday	Independence Day
11	17/08/2015	Monday	Payment of **examination fees** with fine for: (a) Annual examination, Sept./Oct. 2015 (**Last chance for F.Y. classes**), (b) I & III Semester (ATKT) Examination Sept./Oct. 2015 (For failures in Semester exam and /or Internal evaluation) *(Applicable only **for Absent, A.T.K.T. and failed students**)*
	18/08/2015	Tuesday	Parsi New Year
12	20/08/2015	Thursday	**Internal Class Tests** (20 marks) for I, III & V Semesters begin.
	29/08/2015	Saturday	Raksha Bandhan

13	05/09/2015	Saturday	Gokul Ashtami/Teachers Day
14	07/09/2015	Monday	**Additional Internal Class Tests** (20 marks) of Semester I, III & V starts. *(Applicable to absentees only)*

15	10/09/2015	Thursday	Submission of **question papers for** Sept/Oct Examinations 2015**:**
			    (a) I & III Semester Examination (3 sets),
			    (b) I & III Semester ATKT (old syllabus) if any, and
			    (c) Annual Exam (3 sets each if students available).

16	14/09/2015	Monday	Submission of **compiled Mark Lists of Internals** /Practical of all courses of I, III & V Semesters, and ATKT projects of Semester I, III & V (40/25 marks, as applicable).
17	26/09/2015	Saturday	**Last instructional day** for F.Y., S.Y., and T.Y. classes.
	27/09/2015	Sunday	Anant Chaturdashi
18	28/09/2015	Monday	**I & III Semester** & **Annual** Examinations, Sept./Oct. 2015 begin. (for Regular, ATKT & Failed students)
19	02/10/2015	Friday	Gandhi Jayanti/ Swachh Bharat Abhiyan/ Chakachak Sion-Koliwada
20	20/10/2015	Tuesday	Submission of **mark lists of I & III Semester** & Annual Examinations (After moderation)
21	21/10/2015	Wednesday	**I Term ends**
22	22/10/2015	Thursday	Dasara/Diwali Vacation begins
	24/10/2015	Saturday	Mohurrum
	11/11/2015	Wednesday	Diwali (Lakshmi Pujan)
	12/11/2015	Thursday	Diwali (Balipratipada)
23	14/11/2015	Saturday	Diwali vacation ends
24	16/11/2015	Monday	**II Term begins**
25	20/11/2015	Friday	**Publication of results of I & III Semester**, & Annual Examinations, Sept/Oct 2015. Issue & acceptance of application forms for verification of Marks, revaluation and/or Photocopy of assessed answer books.
	24/11/2015	Tuesday	Guru Tegh Bahadur's Martyrdom Day
	25/11/2015	Wednesday	Guru Nanak Jayanti
26	26/11/2015	Thursday	**Indian Constitution Day/National Law Day/Kala Avishkar**
27	10/12/2015	Thursday	**Human Rights Day/Literary Fest**
28	18/12/2015 & 19/12/2015	Friday & Saturday	**Annual Sports**
29	21/12/2015 &	Monday & Tuesday	**Zeal**

	22/12/2015		
30	23/12/2015	Wednesday	**Kala Utsav**
	24/12/2015	Thursday	Id-E-Milad
	25/12/2015	Friday	Christmas
31	26/12/2015	Saturday	Winter break begins
32	01/01/2016	Friday	Winter break ends
33	02/01/2016	Saturday	**College reopens after winter break**
	05/01/2016	Tuesday	Guru Gobind Singh Jayanti
34	11/01/2016	Monday	Submission of **question papers for Internal** Class Tests for II, IV & VI Semester. (3 sets each)
35	12/01/2016	Tuesday	**Issue of examination forms** for: (a) Annual Examination, Feb/Mar.2016(**for S.Y. classes only**) (b) I & III Semester Additional Examination, Feb/Mar. 2016 (c) II & IV Semester (ATKT) Examination, Feb/Mar. 2016 (For Failures in Semester exam and /or Internal evaluation) *(Applicable only **for Absent, A.T.K.T. and failed students**)*
36	15/01/2016 & 16/01/2016	Friday & Saturday	Payment of **examination fees** <u>without fine</u> for: (a) Annual Examination, Feb/Mar.2016 (for S.Y. classes only) (b) I & III Semester Additional Examination, Feb/Mar. 2016 (c) II & IV Semester (ATKT) Examination, Feb/Mar. 2016 (For Failures in Semester exam and /or Internal evaluation) *(Applicable only **for Absent, A.T.K.T. and failed students**)*
37	22/01/2016 & 23/01/2016	Friday & Saturday	Payment of **examination fees** <u>with fine</u> for: (a) Annual Examination, Feb/Mar.2016 (for S.Y. classes only) (b) I & III Semester Additional Examination, Feb/Mar. 2016 (c) II & IV Semester (ATKT) Examination, Feb/Mar. 2016 (For Failures in Semester exam and /or Internal evaluation) *(Applicable only **for Absent, A.T.K.T. and failed students**)*
38	26/01/2016	Tuesday	**Republic Day**
39	27/01/2016	Wednesday	**Internal Class Tests** (20 marks) for II, IV & VI Semesters begin.
40	30/01/2016	Saturday	Submission of **question papers** for, a) II & IV Semester Examination, March 2016 (3 sets) b) II & IV Semester ATKT (old syllabus) if any, and

			c) Annual Examinations of S.Y. classes only. (3 sets each, if students are available)
41	13/02/2016	Saturday	**Additional Internal** Class Tests (20 marks) for Semesters II, IV & VI *(Applicable for absentees only)*
	19/02/2016	Friday	Shivaji Maharaj Jayanti
42	22/02/2016	Monday	Submission of **compiled Mark Lists of Internals**/ Practical of all courses of II, IV & VI Semesters, and ATKT projects of Semesters II, IV & VI (40/25 marks, as applicable).
43	25/02/2016	Thursday	**Last instructional** day for F.Y. /S.Y. & T.Y. Classes.
	26/02/2016	Friday	Mahashivratri
44	27/02/2016	Saturday	**Marathi Bhasha Diwas**
45	27/02/2016	Saturday	**II & IV Semester Examinations** (for Regular, ATKT & Failed students) & Annual Examinations begin.
46	08/03/2016	Tuesday	**International Women's Day**
47	18/03/2016	Friday	**Additional I & III Semester** Examinations **begin.** *(Only for Absent, A.T.K.T. and failed students).*
48	19/03/2016	Saturday	Submission of **mark lists of II & IV Semester** Examinations & Annual Examination (After moderation)
	24/03/2016	Thursday	Holi
	25/03/2016	Friday	Good Friday
49	28/03/2016	Monday	**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.
50	31/03/2016	Thursday	Submission of **mark lists of Additional I & III** Semester Examinations.
51	01/04/2016	Friday	**Issue of examination forms** for Additional/ATKT - II & IV Semester Examinations. (For Failures in Semester exam and /or Internal evaluation) *(Applicable only for Absent, A.T.K.T. and failed students)*
52	04/04/2016 & 05/04/2016	Monday & Tuesday	Payment of **examination fees** without fine for Additional/ATKT- II & IV Semester Examinations. (For Failures in Semester exam and /or Internal evaluation) *(Applicable only for Absent, A.T.K.T. and failed students)*
	08/04/2016	Friday	Gudhipadwa/ Ugadi
53	11/04/2016 & 12/04/2016	Monday & Tuesday	Payment of **examination fees** with fine for Additional/ATKT - II & IV Semester Examinations. (For Failures in Semester exam and /or Internal evaluation) *(Applicable only for Absent, A.T.K.T. and failed students)*

54	13/04/2016	Wednesday	**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.
	14/04/2016	Thursday	Ambedkar Jayanti
	15/04/2016	Friday	Ram Navami
55	18/04/2016	Monday	**Admission to S.Y. & T.Y. B.A.** classes for the academic year 2016-17.
56	18/04/2016	Monday	**Additional II & IV Semester** Examinations begin. *(Only for Absent, A.T.K.T. and failed students).*
	19/04/2016	Tuesday	Mahavir Jayanti
57	20/04/2016	Wednesday	**Admission to S.Y. & T.Y. B.Sc.** classes for the academic year 2016-17.
58	21/04/2016 & 22/04/2016	Thursday& Friday	**Admission to S.Y. B.Com.** class for the A.Y. 2016-17.
59	23/04/2016 & 25/04/2016	Saturday & Monday	**Admission to T.Y. B.Com** class for the A.Y. 2016-17. (A detailed schedule will be displayed before admission starts)
60	29/04/2016	Friday	Submission of **mark lists of Additional II & IV** Semester Examinations.
61	30/04/2016	Saturday	**II Term ends**
	01/05/2016	Sunday	Maharashtra Day
62	05/05/2016	Thursday	**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.
	21/05/2016	Saturday	Buddha Purnima

Note: The above list is purely tentative and is subject to change.

N. B.

1) ***** All **students qualifying for admissions** for the A.Y. 2016-17 from the II & IV additional examinations will be admitted during the first week after reopening of the College subject to availability of seats**.** A detailed schedule will be displayed before admission starts

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

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

4) The **Annual examinations** 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). **The last chance to appear for the said exams under non-semester will be September/October 2015 for First year students**.

5) **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 Exams.

   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.

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

7) **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 evidence within 7 days after the regular Test is conducted.

8) 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** and practical examinations.

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

10) **Internal Class Tests** are generally conducted from **8.00am to 9.00am**. Two tests will be conducted in a day and on alternate days for a class. Lecture/tutorial/practical @ 40 minutes per period will be conducted on all days 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.

Best Practices of the Institution in 2015-16

1. **Result Enhancement-** through its 'Mission Excellence'. The main objective of 'Mission Excellence' was to enhance results in 2015-16. For this, top 10 students of First Year and Second Year were identified from each class in the unaided section and were given previous years' question papers as well as question papers from other colleges to solve so that they would become more thorough in answering questions in the exams and score higher marks in the college exam and subsequently in the University exam. Regular meetings were conducted with the students and feedback was given to them based on their performance so that they could improve their results. The first batch of toppers were selected and felicitated by Ms. Manju Nichani, Principal of KC College, Mumbai. This was done to further incentivise and motivate students to improve their performance in the exams.

2. **Research Promotion**- the Research Promotion Committee has encouraged teachers and provided them with the information and assistance required to submit proposals for Major and Minor research projects, the impact of which was clearly seen in 2015-16 as the college was awarded 4 minor projects from the University of Mumbai and one from the UGC. There were also higher number of publications by teachers across disciplines in the year 2015-16 thereby increasing the research output of the college as well as the research environment. The college has constituted a cash award of Rs 2000/- per paper publication by way of incentive for teachers to publish and a number of teachers received this award in 2015-16.

Dr. Vijay V. Dabholkar
Principal