SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

JMF'S VANDE MATARAM DEGREE COLLEGE OF ARTS, COMMERCE AND SCIENCE

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Education is the only power pact resource which we have in our hands to built-up the true nature of an individual and a cast to mould a model law abiding citizen. But this notion is deteriorated, instead educational institution have become commercial money churning units to extort students in the name of education.

- In this scenario it is necessary to transform it one and for all by radicalizing and revolutionizing the entire education system.

- Therefore we **"The Jahnvis Multi Foundation's Vande Mataram Degree College of Arts, Commerce & Science located in old Dombivli (w), an Educational Institution for Graduate programme named BA, B.Com, B.Sc (CHEM, BOT, ZOO, CS & IT) also skill-based courses viz. BAF, BBI, BMS, BFM, BTM, BMM, BA in FILM, TV & NEW MEDIA PRODUCTION and Post-graduate programme viz., M.Com (Advanced Accountancy) have come into action to serve in the field of education.**

- **It also serves Certification courses viz. Stock Market Operations, Documentary Film Making, Nursery Teaching Certificate Course (Affiliated to University of Mumbai). Also we do practice to inculcate additional activities such as "Professional Enhancement Programme" in order to improvise student's personality to grab the future opportunities. This helps to enhance the knowledge of students apart from graduate courses so that students can impart extra skills simultaneously.**

- We would also like to address that this will be the first time in the history of Maharashtra that an Academic Institution is being setup, managed and run by an Academician Prin. Dr. Rajkumar M. Kolhe as a Founder President and Mrs. Prerana R. Kolhe as Secretary.

The Institution called as **"The Jahnvis Multi Foundation's Vande Mataram Degree College of Arts, Commerce & Science** is **ISO 9001: 2015** certified College in the state of **Maharashtra** from TNV UK based Company.

Vision

"JMF for Quality Education at par Excellence with great Potential and Vitality".

As an institution, we envision -

·   To create an environment in which every individual is cared for spiritually, morally, intellectually, physically, socially and emotionally.

·   Providing opportunities for students to achieve their fullest potential and participate in and contribute to all aspects of life.

·   Being a dynamic institution in all respects.

·   To promote critical thinking among the students and other members of the institution.

·   Developing scientific temper by enhancing the participative spirit among all.

·   To promote student self-assessment and motivation.

·   Offering an interactive learning environment that engages students in the learning process.

·   To create a provision for support services to be provided to the students within the institution.

·   To foster and inculcate principled and ethical behavior among the students.

·   To sustain and maintain a supportive environment within the institute.

·   To be the premier source of education for students belonging to diverse socio-economic backgrounds.

·   Encouraging community service programmes for the benefit of the community, the institute as well as the students.

·   Enhancing quality development of educational, intellectual, interpersonal and intrapersonal skills of the students.

Designing and timely upgrading programs for the students so as to enable them to meet the changing needs of the market place in future.

Mission

The mission of our institution is to make provisions for education and personality developments. This will serve the purpose of nurturing and shaping up the structure of an individual in and out to be an able citizen willing to serves his/her own family, society and nation with right attitude and gratitude.

- Our mission is also to create a holistic approach by making one strong in every aspect of life that is needed for overall growth and development such as physical, mental, social, spiritual and environmental factors to meet worldly challenges.
- Leading the institute to the depth of wisdom and create knowledge bank for the masses with multiple

options by nurturing values and humanity to serve himself/ herself and society and to see a big smile on the faces of all who are associated directly or indirectly with institute.

- To encourage self-evaluation, personality development & guide the students to strive towards perfection and competence.
- To impart quality education to rural and economically weaker students.
- To make the students creative and research oriented.
- To raise the standard of our students to global levels and make them employable.

To provide a platform to the students to exhibit their talents & creativity.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Participative Management & Transparent Policy.
- Conducive working environment both for faculty and students leading to faculty and students retention.
- Activities undertaken to promote social welfare and inculcate a sense of social responsibility.
- State of the art infrastructure with Wi-Fi campus and one of the best Libraries with large number of books, reference books, journals, magazines, e-journals of national and international repute with latest edition.
- Awards given to promote Management Excellence, Social Entrepreneurship and Alumni Achievement, Quality Research, Entrepreneurship and Academic achievement. Also conferred awards to renowned persons of Nation for their outstanding performance in multi-disciplinary field's viz., JMF Rashtrajyot Puraskar for urban areas and JMF Gramjyot Puraskar for rural areas.
- Continuous progressive evaluation system for students and Faculty members.
- Earn while learn strategy.
- Large number of initiatives undertaken for supporting number of slow learners and students from diverse backgrounds.
- Comprehensive system which ensures platform to promote faculty, students and staff development.
- Strong Industry linkages.
- Use of Innovative teaching.
- Emphasis on holistic development of students.
- Existence of an effective and efficient internal management system.
- Updated ICT Infrastructure.
- Overall adequate & reliable physical infrastructure properly allocated and assigned classrooms for all programs/courses.
- Increasing enrolment of students.
- Experienced, Well-motivated and dedicated staff.
- Activities being managed as per the academic calendar prepared in advance. It facilitates efficient planning, execution and timely completion of various programs, examinations, etc. as per the time and agenda decided.
- Curricular and Co-Curricular activities are promoted at both inter-collegiate and intra-collegiate levels.

Institutional Weakness

- Lack of flexibility in admitting International studies to degree programs.

- Lack of flexibility in introducing innovative and job/entrepreneurial development degree program.
- Intake of weak students as they prioritize the institutions less.
- Lack of time period to hold more numbers of Seminars, Workshops and Conferences at national and international level.
- We do not receive any grant for fulfillment of the institution's monetary needs. Therefore, it becomes difficult to regularly maintain the salary expenditure and regularly carrying out other curricular activities such as seminars, workshops etc.
- The ratio of intellectually weak students is more in our college. Therefore, sometimes it becomes difficult to cater to their diversified requirements.
- There is more intake of working students in the college. We allow them to work simultaneously as it is important for them to fulfill their daily needs. Ultimately this ends up affecting the college.

Institutional Opportunity

- To have a Campus of Global Standards.
- To introduce linkages programme with world class universities and institutes.
- Being only college in the region of Dombivli-west and attached to two major routes i.e. close to 3 railway stations in central lane and western line, walkable distance from rail transport, etc.
- Being geographically and reliably situated institute, we can attract maximum crowd and increase the intake from Central, Western and Harbor Line and can become an Educational Hub.
- Due to ICT approach we have the uniqueness to grab the crowd.
- To promote research activities in the institution.
- Making a global impact on society through education and philanthropic activities.
- Green initiatives are duly undertaken within the campus. However, we would want to contribute to the local area green initiatives by collaborating with the municipality and thus ensure sustainable development of the society and nation.
- Providing international exposure to faculty and students by developing international linkages.
- Promotion of inter-disciplinary and sponsored projects.
- Arranging specialized training programs for the faculty.
- Encouraging internship programs for the students, promoting "Earning while learning" strategy.
- Promoting the use of the digital medium in the classroom, such as video lectures, etc. This would foretell huge opportunities and possibilities for online and blended learning, instructional design, teacher development, management and support systems.
- To improve the standards of higher education, developing a strong integration of knowledge with co-curricular initiatives, supporting better learning and teaching is an opportunity before the institute.

Institutional Challenge

- Students are with diverse background and diverse needs mostly from economically weaker section.
- Enhancing number of students opting for education.
- More autonomy in admission procedure to attract students.
- Though the dropout percentage is minimal but to make it zero is a challenge.
- To meet the expenditure of both recurring and non-recurring nature with the minimum fees we offer.
- We encourage weaker section of the society to take education.
- We take efforts to transform the slow learner into rational one.
- Increasing the number of placement opportunities for slow learners.

- Resources Mobilization.
- To create a well-balanced system for disposal and recycle of various wastes generated within the college campus.
- Networking and strengthening relationship with stakeholders of the institute.
- Developing a multi-disciplinary and multi-faceted approach to learning and teaching.
- To overcome traditional methods of teaching that provide theoretical knowledge and replace it with modern teaching and learning methods promoting practical knowledge.
- To develop a self-evaluation culture within the institute.
- Tackling diversity, accessibility and affordability with respect to "Education for all."
- Attracting and Retaining the Qualified and experienced faculty.
- Diversities of culture in different part of the world are also challenges in maintain the use of ICT in present education system.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to the University of Mumbai. The curriculum of studies is designed by University of Mumbai as we don't have freedom to set up our own curriculum as an affiliated institution, but we implement new ideas, methodology, and information for best result. For the same, the Institute organizes meetings for various occasions to address students and keep them updated. We do arrange seminars, workshops, conferences & various competitions that help the students and also the faculty to enhance their knowledge and to implement curriculum effectively. We make the students the part of various occasions to develop leadership qualities in them. This includes preparation of agenda or action plan, invitation of guest, carrying out the particular program as per scheduled to make them practically aware about the working.

Apart from that we also practice the following:

- Each faculty member submits a syllabus plan at the beginning of every semester.
- An academic calendar is prepared in advance (i.e. in the starting of the year) and published in the college prospectus.
- Every department submits an activity calendar for the month. The progress of the department is maintained through regular tests, presentations and semester end exams.
- The meeting with Hon'ble President cum Principal is being scheduled at the end of every month and semester.
- Teachers are encouraged to attend seminars and workshops related to their subjects.
- Remedial classes, Guest lectures, etc. are arranged. Staff members of other colleges are called for extra guidance and guest lectures, and there is a fruitful exchange of ideas and practices through the specially designed **MOU (Memorandum of Understanding)**.
- We have ICT enabled infrastructure along with smart TV, Wi-Fi facility and stakeholder friendly campus which helps us to integrate teaching with technology.
- Our institute also has its own website (www.vandemataramcollege.com) to display information about curriculum.

Industrial visits are organized for the students to understand the implementation of theory in the real world.

Teaching-learning and Evaluation

The Teaching-Learning process is designed to the best of our knowledge so that we can impart knowledge to the learners in best possible manner.

- **Teaching Plan**: Preparation of the comprehensive teaching plan for the semester by individual teachers is mandatory. Proper Teaching plan is prepared by all teaching staff in diary and is monitored periodically by the HOD and Hon'ble President cum Principal to ensure that the entire portion of the syllabus is covered by the concerned faculty. Departmental time-table and allotment of work load clearly defines the role of each faculty. The teacher's diary maintained in each department gives details of the class work done by the teachers. The log book is periodically checked by the Head of the department to ensure adherence. Students feedback collected at the end of every semester is also considered while making the teaching plan and during its implementation for subsequent semesters.
- **Learning:** The Students are provided with latest facility and aids for learning. The learning is made easy through Projectors, Assignments, Project Works, Case Studies, Field Trips, Excursions, Industrial Visits, etc. 'Earn while learn' is one of the special programme provided to the learners. With this they can learn while earning for their needs. It's specially designed for economically unstable students.

Evaluation: At the end of each semester students are assessed internally on the basis of attendance, assignments, student seminars and two internal examinations. It includes internal assessment, external assessment, model answers, practical exam, semester work, etc. The moderators from the clusters are appointed to review the evaluation procedure.

Research, Innovations and Extension

The Research Committee undertakes the responsibility for the development of strategies to assist the college in meeting its research objectives. The institution has well-defined policies to promote research which is as follows:

1. To inculcate a research culture amongst students and faculty.
2. To provide appropriate infrastructure facilities.
3. To collaborate with renowned libraries for research.
4. To provide time off and duty leave to conduct research.
5. To organize conferences, workshops and seminars in the campus.
6. To invite eminent researchers to inspire the students and faculty.

The institute gives support to the students for attending National and International Seminars, Conferences, Workshops and Research related competitions at University level. The institution aims to create zeal amongst students and faculty members towards research and innovation.

Research interest in the students is promoted by:

- Motivating and encouraging the students to publish research papers in Journals/Conferences.
- Dissertation and project reports are made available to the students for reference.
- For e.g. Arranging exhibitions in association with Kalyan-Dombivli Municipal Corporation wherein

hundreds of Schools and Colleges advance and best selected projects such as Low cost portable charger, Water Purification Plant, Project of Currency of different countries, Project regarding Environmental issues, Global Warming, etc. are exhibited. Vande Mataram Degree College with many nearby colleges exhibited these projects.

- The Institute motivates the students for higher education; the staff is very supportive when it comes to encouraging students to pursue higher education and research.

Infrastructure and Learning Resources

The objective of the institution encompasses the policy for creation and enhancement of the infrastructure for facilitating effective teaching and learning in dynamic way and evolves as per the new requirements and trends. The management always thrives for imparting the best of the education with the state of the art facilities. The stated policy is as follows:

- To ceaselessly pursue excellence by acquiring new dimensions of education, working for the welfare of the students and the society.
- To upgrade and create the infrastructure to support world class quality education and enhance good teaching learning environment.
- To provide adequate and modern infrastructural facilities, promoting sports by carrying out responsibility towards weaker students.
- Optimum utilization of resources for curricular, co-curricular, extra-curricular and research activities.
- To sincerely respond to the varied demands of the academic community.
- Getting funds from various government funding agencies under various schemes.

The focus of the college is to create physical infrastructure with latest information technology in mind so as to facilitate effective teaching and learning in the classroom.

At the end of every academic year, the members of the college management assess the need regarding infrastructure, which are tabled in the IQAC, L.M.C. Meetings and then are forwarded to the concerned authority for further action.

A resolution is passed; estimates/quotations are invited and then approved by the management. The same is carried out and requirement would accomplish before next academic year.

In order to create technology enabled teaching and learning environment by deploying and upgrading IT infrastructure and associated facilities we have the faculty who are already good with computer skills. They also use IT to learn new developments in their subject and also as a teaching aid. The college has due emphasis on planning to introduce short term computer courses to those students who do not have any previous exposure to basic skills in computers.

Student Support and Progression

It is the duty of the Institution to make the students shine like a diamond, but it is responsibility of the student to mould themselves the way institutions want because without their support and cooperation the institution won't be able to supply the diamond in the market". The students after getting education and training from the institution acquires position as Software Developers, Executive Managers, Marketing Executive, Insurance Agents, Computer Data Operator, Electricians, as Laboratory Assistance in Blood Banks and Private Hospitals, etc.

The welfare schemes made available to the students by the institution are:

- Concession in admission fees are given to first 3 rank holders from every class, multiple installments in terms of payment of college fees is also provided by college for poor and needy students.
- Subsidized canteen facility is provided.
- Students are given easy access to computer and internet facility.
- Railway concessions are given to the students as per State Government norms.
- In collaboration with the Corporation Bank, Bank of India, Central Bank of India, Saraswat Bank, the college issues Zero Balance Account to the staff as well as the students. It empowers students to transact through the bank in the globalized world as digitalization is the emerging trend. It is also helpful to avail educational loan.
- Free ships, Govt. Scholarships, etc. are provided to the needy students by the Government. Special **JMF Scholarships** are available for the economically backward students of every category.
- Free reading room facility for extended hours and on holidays.
- A beautiful and clean campus. Basic to the educational philosophy of St. Stephen's is the insight that the learning environment needs to be both beautiful and clean. The institution campus ambience is, hence, in perfect sync with the Prime Minister's Swachh Bharat Abhiyan.

Governance, Leadership and Management

- Hon'ble President cum Principal along with the management plays a crucial role of providing services related to the contemporary requirements of higher education and training which covers all aspects in the development of the institution.
- The Institution is equipped with the latest infrastructure for proper functioning. There is a Quality Policy for the college. The responsibility of every member is communicated through regular Meetings.
- The Hon'ble President cum Principal follows a democratic and participative style of leadership, soliciting the total participation and active involvement of both teaching and non-teaching staff along with the students. The head of the College has long term vision for both, academics and administration. The Institute follows an open door policy and often allows the staff to come up with their constructive suggestions and grievances (if any) and goes out of the way to address them. The policy statements and action plans are formulated after careful consideration of all by the authority.
- All programs on teaching and learning have an emphasis that is conducive to the all-round development of aspiring youth of the 21st Century.
- New facilities are provided consistently and the existing ones are constantly renewed and upgraded in order to cater for the needs of the diverse and changing student population.

The Management and the Principal ensures that the institution marches ahead with all the planning, to consolidate and become one of the premier institutions in the state/country, providing Excellent Education to the most deserving and the weakest of the weak in our society by providing Scholarships, Free-ships and JMF Scholarships, etc.

Institutional Values and Best Practices

The Institution comes up with the power pact innovative ideas and factors for the better functioning, growth and development of the institution by lending a positive impact on its stakeholders by:

- Semester-wise teaching plans are prepared by the respective faculties.
- ICT enable computer labs are available for both faculty and stakeholders with free internet access.
- Transparency is maintained in all systems and policies that are adopted to avoid criticism or complaints, if any.
- Decision making power is given to lower level of governance with an objective to improve administrative efficiency, enhance better delivery and ensure adequate representation.
- Delegation – Responsibilities are given to department which will work with increased accountability. This is a more extensive form of decentralization.

Apart from the above mentioned innovative practices of the college there are a few inclusive practices of individual faculty worth to be mentioned.

THEME BASED ACTIVITIES

- The **objective** of all activities or programmes organized and conducted are based on specific themes. This gives a unique social message to all the stakeholders.
- The **Context** is its implementation in regular life with ease.
- The **Practice** is done by organizing certain events with variety of themes such as Guru Purnima with theme of Best out of Waste, Intercollegiate Ganraj Preranotsav imparting Indian Values, Rose Day Celebrations "Salute to Bravery" by visiting Police Station, Dombivli (w) to salute the bravery towards nation, Chocolate Day Celebrations by Spreading Happiness by visiting Orphanages and spreading love and care, College level Annual Fest Preranotsav with various trending themes like Digital India, Research, Discovery and Make in India, etc. Annual Sports was also based on various themes related to personal values.

Evidence of Success:

- Change in within as a person and outside as community.
- Developing healthy relationship with the society.

Change in behavior of students towards society.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	JMF'S VANDE MATARAM DEGREE COLLEGE OF ARTS, COMMERCE AND SCIENCE
Address	JMF Sanskriti Vihar Dr. Nemade Road, Telcoswadi. Kopar Cross Road, Near Diva-vasai Railway route, Dombivli (west).
City	Dombivli west
State	Maharashtra
Pin	421202
Website	www.vandemataramcollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajkumar Kolhe	0251-2460604	9892531965	-	jmf_degreecollege @rediffmail.com
IQAC Coordinator	Vanita Lokhande	0251-2801544	9930683755	-	lokhandevanita@y ahoo.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	27-07-2009

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	30-06-2014	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	JMF Sanskriti Vihar Dr. Nemade Road, Telcoswadi. Kopar Cross Road, Near Diva-vasai Railway route, Dombivli (west).	Urban	0.22	9753.6

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Humanities	36	HSC	English	180	5
UG	BA,Humanities	36	HSC	English,Marathi	360	209
UG	BA,Humanities	36	HSC	English	360	15
UG	BA,Humanities	36	HSC	English,Marathi	360	132
UG	BCom,Commerce	36	HSC	English	720	574
UG	BSc,Science	36	HSC	English	360	101
UG	BSc,Science	36	HSC	English	360	75
UG	BCom,Self Finance	36	HSC	English	180	31
UG	BMS,Self Finance	36	HSC	English	180	113
UG	BCom,Self Finance	36	HSC	English	180	144
UG	BCom,Self Finance	36	HSC	English	180	96
UG	BCom,Self Finance	36	HSC	English	180	25

UG	BA,Self Finance	36	HSC	English	180	56
UG	BSc,Computer Science And Information Technology	36	HSC	English	180	97
UG	BSc,Computer Science And Information Technology	36	HSC	English	180	116
PG	MCom,Commerce	24	BCOM	English	120	11

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	12	19	0	31
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	9	3	0	12
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	1	0	0	1
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	0	0	3

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	7	19	0	26

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	2	0	2

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**	
	1	1	0	2	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	28	0	0	0	28
	Female	25	0	0	0	25
	Others	0	0	0	0	0
UG	Male	1114	9	0	0	1123
	Female	475	2	1	0	478
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	8	0	0	0	8
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	69	45	44	29
	Female	30	19	14	10
	Others	0	0	0	0
ST	Male	9	9	3	0
	Female	1	2	0	1
	Others	0	0	0	0
OBC	Male	103	73	49	34
	Female	40	30	13	8
	Others	0	0	0	0
General	Male	485	376	164	249
	Female	197	143	55	105
	Others	0	0	0	0
Others	Male	51	28	23	8
	Female	18	13	7	2
	Others	0	0	0	0
Total		1003	738	372	446

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3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 13

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	3	3	3

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1326	909	546	527	434

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
983	796	575	575	557

File Description	Document
Institutional data in prescribed format	[View Document](#)

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
200	230	192	140	57

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	28	22	15	8

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
31	30	24	17	9

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 18

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
55.36	33.27	29.22	45.74	22.20

Number of computers

Response: 60

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

University Affiliation

- The college is affiliated to the University of Mumbai and recognized by Government of Maharashtra.

Syllabus

- College doesn't have freedom to set up the curriculum, but institution implements innovative ideas, methodology, and information for the best results.
- University designs syllabus for students. The University organizes various seminars & workshops related to syllabus and all the college faculties are invited to participate.

Academic Calendar

- An academic calendar is prepared in advance and published in the college prospectus.
- Institution follows the academic calendar strictly. If any changes that is informed in advance to the learners.
- This includes all the examinations, results, seminar/workshop, staff meeting, student council, all major and minor event schedules etc.

Systematic &Strategic Review

- The Hon'ble Principal establishes a core committee of senior faculty members, mainly consisting of the Heads of department, to monitor the overall operations of the college undergoing the transition to autonomous status.
- Under the guidance of the Hon'ble Principal the Chief Coordinator prepares the Time-table and distributes it to the appropriate subject's teachers for effective execution and taking into consideration about the availability of the classrooms, laboratories, faculties etc.
- Physical and soft copies of all the records are maintained in appropriate academic files and folders for future reference.
- The Hon'ble Principal conducts monthly meeting with all the Teaching and Non-teaching staff separately and severally in order to assess the progress made by the institution.

Teaching Plan

- Each and every staff member is provided with hard book (i.e Green Diary) in which staff members records various tasks which is performed on daily basis by the teachers such as planning /

completion of lectures / practical along with work- load adjustment (if any).

Communication with Students

* Student counseling meeting conducted every month by president sir. They discuss various topic related to syllabus, exams or any other program

Departmental meeting for planning

* Every month every department held the meeting internally. Departmental discussion is related with syllabus, teaching plan, practical, workshop, seminar.

Missing lectures arrangement

* The absent faculty will make the arrangement for their missing lecture with co-ordination of learners.

Identification of Slow & Advanced Learners

* The progress of the learners of particular department is evaluated on the basis of periodic test series, semesters and prelim exams.
* For Advanced learners, we guide them for Internship programs, live projects, and ppt presentations.

Guest Lectures

* We arrange seminars for learners to provide industrial guidance from various experts of Industries. It helps learners for their career planning and internship programs.

Use of E-Learning Resources

* Way of teaching includes audio-video techniques, In that we make use of smart TV with internet facility also we make use of YouTube to show learning videos to learners.

Study Material

* All the updated study material always available in library in form of hard as well as soft copy, also we provide syllabus on college website.
* Extra study related documents are also available in the library in the form of Magazine & Newspaper cutting.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 3

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)
Any additional information	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 4

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0.3

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	9	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

1. **Cross-cutting issues relevant to Gender**:

- As we the people of India, binded by the Constitution have fundamental responsibilities towards society to provide everyone with equal opportunities to study and work together, to lead in every activity.
- Gender differentiations are totally avoided and equality is obliged by the institution.

1. **Environmental studies (EVS)**

We are born with duties and responsibilities. Therefore our responsibilities are also towards the "Environment" as it is crucial part of the country, Steps to protect the environmental problems such as:

- Effective measures to control the pollution.
- Safety measures to protect the environment by disposing-off hazardous chemicals.

The Institution took the students for environmental camping at various places such as:

1. **Nature club:**

Visit to Nature trail at Pimpale village, Karnala Bird Sanctury, visit of Tanasa Dam etc; whereas the campus is full of greenery i.e various categories of trees such as Ashoka, Neem, Mango Ripe, Xmas Tree, Tamarind, AnnonaHexapetala, Amla, Tulsi, Banana, Coconut etc.

1. **Foundation Course (FC)**

Foundation Course as the name itself i.e foundation means to create base for the betterment of the society. This subject teaches us about the difference between legality, morality & ethics. We create awareness amongst the individuals about the fundamental responsibilities, rights & duties stated under Constitution of India:

- Right to equality (Article 14-18)
  - Abolition of Untouchability
- Right to Freedom (Article 19a, 19b, 19c,)
  - Right to Freedom of Speech and Expression
  - Right to Peaceful Assembly
  - Right to Freedom of Association
- Non-Discrimination on grounds of religion, race, caste, sex or place of birth (Article 15)
- Rights of Citizenship (Article 5-11)
- Right to Freedom of Association
- Visit to orphanage "Bharari", Old Age Home "AmayPalak"

1. **Business Communication (BC)**

- Business Communication is the subject of Professional Enhancement.This subject's primary aim is to provide the learners with the essential skills and knowledge of communication in the business environment.
- There is a strong focus on understanding the theory of communication in the business context and its application to effective business writing at a high level, persuasive and appropriate verbal and

non-verbal communication, and interpersonal skills across teams and cultures.

Institute conducts Elocution Competition (Shroff Memorial Trust).

1. **Organizational Behavior (OB)**

It is very important to study organizational behavior because it provides an understanding of why and how to behave in the organization.

The study of this subject helps learners to:

- Understand the Organization- Employee relationship in a better way.
- Motivate employee's morale.
- Improve Industrial/ Labor relations.
- Predict and control Human Behavior.
- Effective utilization of Human Resources.

v) MHRM

- Marketing and Human Resource Management (MHRM) study covers a broad range of fundamental business concepts includes recruiting, compensation and advancement, as well as specific tax issues and legal considerations.
- Human resource management is a specialized career path that provides a variety of job opportunities, but it is important for Non-HR personnel to study HR management as well.
- Human Resource Management study helps to maintain professional and official relationship with the following:

1. Entrepreneur
2. Employees
3. Supervisor
4. Leaders

Program promotes honesty, fairness, responsibility and judgment about what is right and what is wrong.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

Response: 00

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

File Description	Document
Any additional information	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	[View Document]()
URL for feedback report	[View Document]()

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.35

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	2	1	4

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 52.06

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1326	909	546	527	434

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2520	2040	1476	1476	480

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 40.5

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
368	388	275	174	213

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Following facilities are common for advanced learner & slow learner:

*Adoption Scheme: Institution follows adoption scheme wherein every mentor is given the responsibility of a certain number of learners. Mentor communicates periodically with the adopted learners as per schedule. The learners are provided space to open-up them and share their feelings, suggestions, problems, etc.

* Book bank: Book bank facility aims to provide the learners with set of books of their course which will help them to save finances. This is basically for economically weak and backward class learners who drop education just because they are not able to manage economically.

* Counseling: Institution provides counseling sessions where learners are helped in dealing with their personal & educational conflicts. Institution has appointed qualified counselor to meet the needs of learners.

* Digital Classroom: The facilitators use digital means to meet the needs of technologically advanced learners. They use projectors, smart TV, Wi-Fi facilities, even the notes are uploaded in website to provide ease for studies.

Learning needs of advanced learners

From the very beginning the Institution takes special interest in identifying and promoting the needs of advanced learners. The institution plans the yearly activities in advance with specific concentration in terms of advanced learners of UG/PG classes. The student thus learns:

*Motivation to participate in value-added activities: The Institution motivates the learners to participate

in various workshop, seminars and conferences, etc. that are arranged by our own college and even other institutions too.

*Add-on courses: These courses are organized for advanced learners to enhance their learning abilities and increase their participation in global employability.

*Enrichment Courses: To meet the needs of highly changing corporate world the institute provides special emphasis on enrichment courses. For the same we have started certain programmers viz. android application, ethical hacking, etc. The institute also started experimental course of foreign languages viz. Japanese, German, etc. to develop their personality.

*Special Recognition: The learners who participate in activities are recognized by the Hon'ble Principal for outstanding performance and participation through awards, prizes, certificates, etc.

*Bridge course: The learners are encouraged to take participation in bridge courses to improve their knowledge & skills which in turn will be beneficial for their future.

Learning needs of slow learners

*Remedial Teaching: The learners are provided with necessary guidance to overcome their problems after identifying their areas of difficulties. It improves the confidence level of learners' which in turn reduces their fear of examination and stage phobia etc.

*Extra Time & support: Slow learners are provided with extra time and care during examinations. Even the facility of scribe is provided to the learners who are physically and mentally disable.

*Special Attention: Special attention is given to slow learners by finding out creative ways to cope with their weak cognitive skills. This helps to maintain the pace of class teaching which in turn does not gets affected. They are also encouraged to participate in various activities and recognized with rewards for the same.

2.2.2 Student - Full time teacher ratio

Response: 45.72

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.23

2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The institute takes due emphasis for designing student centric methods for enhancing their learning needs. For the same the students' interests are put first & acknowledged to provide extra-ordinary learning experience. They are also provided with due space to recognize their learning needs such as what to learn, how to learn and how to assess their own learning.

Experiential Learning: It is the process of learning through experience. It can be more specifically defined as "learning through reflection on doing". Our institution provides various ways to its students for learning such as working on projects related to research activities. They are also given exposure through field visits, study tours, excursions, educational tours, Industrial visits, etc. for example, the excursion is arranged for students of Chemistry department in various chemical companies. They are also engaged in various community services to learn things related to life and society needs.

Specials visits organized for the students in reputed firms are as follows:

Skill-based courses' students : Bombay Stock Exchange (BSE),

Meeting with Railway station Managers,

Brahmakumari's Ashram, Mt. Abu

Solar Energy Plant.

Science students   : Brijal Bisleri plant, Dom

                                        S.K Industry,

                                        Study of Nature (Asangaon).

Commerce students   : Bharari old age home,

Kshitij School for handicapped,

Arts Students   : Amey Palak Sanghatana

These visits provide students with necessary experience that shapes their personality.

- **Participative Learning:** Concentrating on the idea of making students to learn through proper participation, teachers involve students in a good number of college activities. These activities are not only concerned with personal development but also societal and community development. Activities includes group discussions on various topics such as Demonetization, Corruption, role of females in society and more; Competitions that covers skills like dancing, singing, elocution and various sports. Seminar on voice modulation, dental care, rules for safe driving, MPSC and UPSC exams. Participation in inter collegiate events also increases knowledge and learning of students. Students also gain a deeper understanding of social responsibility and prepare to serve themselves in particular and community in general.

- **Problem Solving Methodologies:** Many subjects offer the teaching learning process that enables a teacher to make their students learn problem solving skills. Mathematics, systematic operations, scientific studies and market analysis proves a helping hand to the students for their further life by enhancing their critical thinking skills. Problem solving is not only directed towards subject learning but also taught in concern with real life.

For such enhancement of students, the facilitators first guide their students to study the problem and gather details of it. They are encouraged to find out possible causes of the problem, continuing with framing alternative solutions and lastly arriving to the best possible solution.For instance- Psychological counseling sessions are provided to the students for training them to tackle problems and learning difficulties in their daily sphere of life. Learning problems are catered with a solution through online means. Videos, biographies and talk shows are presented in classrooms that help the student to understand concepts well and solve their communication problems.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 86.21

2.3.2.1 Number of teachers using ICT

Response: 25

File Description	Document
List of teachers (using ICT for teaching)	[View Document]

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 1326

2.3.3.1 Number of mentors

Response: 01

2.3.4 Innovation and creativity in teaching-learning

Response:

- : Students are provided with perfect knowledge through various innovative techniques; teachers in our institution conduct various class activities that come under co-operative learning such as:
    - **Think-Pair-Share:** It starts with giving few topics to the learners to be thought individually followed by pairing students interested in same topic and then are allowed to discuss the topic details with each other and lastly they are asked to share information and their views on the topic with the class.
    - **Problem Solving Attitude:** To develop the problem solving attitude among the students, teachers give assignments to the students related to situation analysis in which they are made to visualize the scenario, also gain related practical knowledge and then list down the possible solutions.
    - **ICT Tools** Most of the lectures are conducted with the aid of multimedia presentations.
    - **Group discussions and debates** are organized to expand the students' knowledge and also to shape their communication. Seminars and conferences on varied topics are conducted by college.
    - **Career counseling** is done as well.
    - **Field Work** Institute allows the students for field work related to their course, academic projects on market study. Also students are motivated and directed to participate in intercollegiate events. Institute encourages the students to participate in various workshops, seminars, debates and street plays conducted by other colleges.

- : Institute embraces creativity as a part of learning. Effective methods are used that makes the learning process creative and interesting. Institution allows students for field work; academic projects etc. Also students are motivated and directed to participate in
    - **Intercollegiate events** Institute encourages the students to participate in various workshops & seminars conducted by different colleges. Institute makes students to participate in or organize a program to develop creative skills.
    - **Celebrations** of various days are organized in the college where students are given different responsibilities which in order makes them learn to be accountable for their work.
    - **Set Induction, Inductive Deductive and Questioning** methods are used in the lectures to ensure students' engagement. Set Induction techniques such as introducing the topic with a story helps to gain student's interest for the topic while inductive deductive fills the lecture with examples and clarifies the topic in students' mind; questioning makes students think critically and then enables them to arrive on the topic easily.

Role play technique is also used in which students are given particular roles to perform and these roles are characters from stories of related subject that helps them to think in the direction of what story demands, other than theirs. Also role play technique makes students confident and eliminates stage fear from their personality. Sometimes students are asked to imagine the scenario that gives them freedom but also

restricts at the same time so as not to go off track. All these methods make students curious and resourceful which directly enhances the quality of teaching learning process.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 91.13

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 8.46

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 3.31

2.4.3.1 Total experience of full-time teachers

Response: 96

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 9.8

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The system of internal assessment can inculcate good study habits in learner. Internal assessment helps in accelerating personality development of the learner.Internal assessment caters much to the acquisition of expected behavior modification in them. The teacher who teaches the student is the suitable person to assess them because they know their learners better than others. It encourages learner to work regularly.The teacher-student relationship are enhancing through this process. The evaluation methods are communicated to the students and other institutional members are as follows:

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- Regular assessment has helped to keep pace with the present trends and demands of the profession in the academic curriculum. This also helps in monitoring the learning skill of the student. Monthly / weekly tests are arranged for all courses as per given schedule which follows proper pattern of papers framed by university.
- Internal marks are assigned after completion of various such tests.
- Projects are the parts of all courses, which is compulsory to fulfill the spectrum of knowledge. Viva, participation ratio and overall class behavior is also counted as well.
- The members of institution are informed about the progress and evaluation results of overall performance of the student through Month End meetings with staff members, periodical Parent-Teachers Meetings & monthly Student Council meetings etc.
- Before leaving the premises at the end of the day, every staff member has to meet the head of the institution to report about the day's progress compulsorily.
- All the reforms related to evaluation, procedures and rules of the examinations are mentioned in the prospectus. Schedule of the results and the additional / ATKT examinations are given at the time of admission, which takes away the fear from the minds of the students as they can preplan their studies.
- Allows students to build up knowledge and become part of the teaching-learning process.
- The overall performance of the student is the main concern along with the class attendance. Participation of students in various discussions, seminars and oral work is always given preference at the time of internal assessment. This helps students to explore the topics in depth that they are passionate about.
- A key objective of teacher evaluation is to identify areas of improvement for individual teachers, leading to the preparation of individual improvement plans including professional development which takes place into account the overall institutional development plan.
- Every year, with the guidance of Hon'ble Principal, the Coordinator arranges the schedule for self-appraisal of each and every staff member. This process is carried out in the months of March-April. This gives chance to the staff member's to explore themselves and discuss openly in one-to-one discussion.
- Evaluation of a staff member by staff members' i.e. **star performance** is done through a proper procedure. The Hon'ble Principal, coordinator and departmental heads maintain documents for each staff member that includes performance grading. In this way, star performer is announced every month which creates excitement and willingness for better working environment and healthy competition among staff members.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment in college is so transparent that every student has an idea about the standard internal evaluation process of the theory & practical subjects. The institute follows the guidelines and regulations adhered to the University of Mumbai. Marks for the examinations (theory and practical) are displayed in the institutions notice board within a week time. Marks obtained in all examinations are noted down. "Slow learners are permitted to improvise their marks by rewriting the examination if they have scored less. All such modifications are displayed in the institutions notice boards as per given schedules." Head of the departments are allowed to look at the re-examinations for the slow learners.

- The college prepares an Academic Calendar in line with University calendar prior to the commencement of the academic year in consultation with Hon'ble Principal.
- The College organizes orientation programs to acquaint the learners with the rules and regulations of the affiliating University, in regards to the college atmosphere, examinations, and evaluation process, Extra-curricular activities are also organized in the college.
- Parent-Teacher Meeting (PTA) is conducted at the end of every semester to acknowledge the parent regarding their ward's improvement in examinations and overall systemization of the Institution.
- The head of the institution discusses directly with the parents as the pre-designed agenda for the meeting which includes students overall development, examination and result schedule, NSS camp, events conducted in the next semester, etc.
- Each and every teacher introduces themselves in front of all parents during the meeting in order to make them know about each staff members for further interaction.
- The test answers and marking scheme is discussed by the faculty with the students at the time of various meetings conducted in the institution.
- The attendance record of each student is maintained and due weightage is given for attendance in theory class and practical sessions, performance in tests/tutorials and timely submissions of project work or assignments. The schedule of submission is displayed on notice board well in advance for smooth and on time submission.
- The institute encourages independent learning through participation in projects, assignments, exhibitions, etc. by the students.
- Practical and oral examinations conducted by the University are evaluated by internal and external examiners appointed by the University.
- Facilitators give various topics for case study to the Learners in group or individuals. The learners analyze the topic and present the same in front of all class. Learners are benefited according to their performances as they get motivated, enhance their skills, develop problem solving attitude, etc.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

College has created a mechanism for redressal of student's grievances related to the academics such as assessment, attendance, charging of fees, conducting of examinations, results etc.

Transparent policy: The institution ensures full transparency in the process of examination. The institutions policies are so transparent from start to end that mostly any grievance arises gets solved in less than 24 hours.

Procedure of examination: The examination is conducted by the University of Mumbai. The link for downloading the question papers is provided to the registered colleges one hour before the commencement of examination. The college has to download the question paper according to the question paper code and photocopies of the same are to be taken out within the time span of starting of the examination. The downloaded question papers are sealed in front of higher authorities i.e. Hon'ble Principal and the question papers are unsealed in front of students just before the examination starts. Signature of student from particular course is taken so as to keep it as a proof that the seal is broken in front of students. These

activities are taken place under the surveillance of CCTV.

Examination: The examination pattern is revised by the University of Mumbai from the academic year 2015-16 for all classes of FY and SY. Till the academic year 2014-15 college used to prepare time-tables of the examination and display it on notice board in advance of around one month. Any grievances arises during the time of examination is resolved by the Examination Committee under the due guidance of Hon'ble Principal.

No or less Unfair means: As at the very beginning of the examination process Hon'ble Principal takes care of each and every activity, there are no or less chances of arising grievances.

Evaluation of papers: From the very first day of the examinations the teachers are given deadlines for checking papers in accordance to display result within the time of not more than 40 days of the completion of examination. The evaluated papers are cross-checked by the chief-coordinator, appointed moderators from the cluster followed by Hon'ble Principal to avoid any grievance. Evaluated answer books of preliminary examinations are shown to the students with detailed feedback for their improvement and clarification.

Result: As the examination is conducted the result is declared within the time of 40 days from the date of last paper. The procedure is made fast in order to make students know whether they have got through the examinations. All the students are given dates of result declaration well in advance and assembled in assembly wherein they are being provided with the hard copies of their results. Also at the same time the students with outstanding performance are honored by Hon'ble Principal.

Post result: After the declaration of result, students who have not got through have to fill up the forms for re-checking within seven days. The result for the same is displayed within seven days. Evaluation is completed through the procedure of Rechecking of marks.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar is prepared in advance of the starting of new academic year. The calendar is prepared by Hon'ble Principal and the subordinate by analyzing each and every event and activity with due care. The activities are conducted as per the academic calendar through-out the year. The institute follows the calendar 99.99% as per the schedule. The schedule of the meetings related to Academic Staff, Students Council, Parent-Teacher meeting, IQAC, etc. are being followed strictly.

Each and every student is provided with the academic calendar attached with the prospectus in order to make them aware of the key dates.

This plays a good impact as the students are aware of the events, examination dates related to theory and practical, results, seminars, workshops, conferences, holidays, sports, convocation ceremony, etc.

Dates specified in the calendar are strictly followed and rarely changed. The staff members and students are expected to strictly adhere to them in finishing their activities of teaching, learning, revision and

evaluation exercise.

For the Continuous Internal Evaluation, the college uses to schedule it as under:

At the starting of the academic year class tests for semester end of I, III & V are arranged in last week of July for the classes of SY & TY. The class test for FY class is arranged in the last week of August followed by second class test in the last week of September for all FY, SY and TY classes.

Two class tests for the II term is conducted in the months of December and January end respectively.

As the semester end examinations are conducted by the University of Mumbai the dates keeps on changing as per their convenience but usually is conducted in the months of October and November for semester end of I, III & V and March and April for semester end of II, IV & VI.

The college also keeps a hold on timely syllabus completion for providing space to the students to learn, understand and explore their thinking. It is primarily the duty of Teachers to fulfill the demands of the students in imparting knowledge than the institute as a whole.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Program Outcomes: Numerous graduate and post-graduate courses are offered by the institution. These programmers are designed by the University of Mumbai and executed by the institution. While executing these programmers, the institution tries harder to make it more skilled, analytical and job oriented so the learners can learn it more practically than theoretical. The learners can also apply for various competitive examinations that help to expand their knowledge in respective fields as we do provide guidance for the same. Along with this students also have an opportunity to open their own corporate houses & consultancies and start as an entrepreneur.

Program Specific Outcomes: The Institute offers various programs for graduate courses in Arts, Commerce and Science and post-graduate course in commerce. Student can go either for History, Economics & English Literature in Arts whereas the addition of skill-based courses like **BMM and BA in Film, TV and New Media Production** are in due demand. In B.Sc. there are outcomes related to Chemistry, Botany & Zoology, Computer Science, and Information Technology. For the stream of Commerce, there are regular plus skill-based courses such as **B.Com, BAF, BBI, BMS, BFM, BTM**, etc. to choose from. After Graduation, students can appear for higher studies from which we offer M.Com as a part of higher education programme.

For the enrichment of students and providing them a strong base we also offer Certificate Courses affiliated to University of Mumbai. The titles of the programmers are Stock Market Operations, Documentary Film

Making and Nursery Teaching Certificate Course. The students are also encouraged to appear for B. Ed courses, competitive exams such as MPSC / UPSC / Banking Sector Exams, etc. to secure jobs in various reputed firms and sectors.

Course Outcomes:

·   The B.Com degree can help students to make their career as a Tax consultant, market researcher, accountant, banker, human resource, auditor, stock broker & depending on the course specification opted for.

·   There are various opportunities available for the students after B.Sc the students can go in research field as well as in academics. Apart from the research jobs, students can also work in Marketing, Business & other technical fields. Hardware, software, networking, application, administration, banking etc. are number of fields available for IT/ CS students. Students can choose any field for their future. Regarding this, syllabus includes project for final year students to gain industry related knowledge.

·   The students opting the professional degree courses in Arts and Commerce are also benefitted with various job opportunities in various sectors like Accountancy, Banking, Finance, Insurance, Aviation & Transport, Communication, etc.

·   Our institution is the only college in the central lane to offer course of BA in Film, TV and New Media Production wherein the students can make good career in future as we organize special lectures, seminars, workshops and visits to make them learn in a better way. The students opting for this course have ample amount of on-screen and off-screen opportunities as Mumbai is the Hub for Bollywood wherein lakhs of job opportunities are available.

File Description	Document
Any additional information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institute takes due care for the attainment of the quality policy made for the welfare of staff members and students as well. Though the curricular is designed by the University of Mumbai and the college has no rights to change it than too we try our best to impart the knowledge in a better way. The policies are designed in such a manner that it benefits the institution as a whole.

Attainment of program outcomes: The institution takes due care to enhance the learning capacity of the students. For the same we use to organize various events like seminars, workshops, conferences, guest lectures, field trips, visits, etc. to provide them guidance and make them participate for the same. It helps students to know their areas of interest after various class discussions which are a part of seminars &

workshops sessions. Also, their knowledge gets widened, their communications skills upgrades which leads to increase in their confidence. This encourages them to move forward for better career. Our counselors are available for full time, all days in a week to motivate and guide the students regarding any doubts that they face. They support them with due understanding and care.

Attainment of program specific outcomes: The students getting graduated are provided with the opportunity to go for job opening as the college conducts job-mela atleast twice in a year at the end of every semester. This gives an opportunity to the students to enlarge their horizons and advanced Workshops enables students to get free hands on practical experience. Information on leading companies and job availability in that sector or market is also provided to the students.

Attainment of course outcomes: The Learning process is designed in such a way that the students are benefitted from the course, the knowledge that they have gained in the course of graduation. The co-curricular activities such as seminars, workshops, conferences, guest lectures, career guidance sessions, guidance sessions for competitive examinations, etc. helps them get through the obstacles of their career. Doubt solving sessions are arranged to choose best for themselves and also thus make their career in the fields they are interested in.

Institution provides counseling to the students at the time of admission as well as when they are about to graduate. At the time of admission day's students are guided for the options they have in regard to choose the courses from arts, science, commerce and skill based Arts and Commerce degree courses. At the time of graduation, students have already studied about the course subjects, are counseled for what job should they be applying for or should be going for further studies. Sessions are arranged in the institution for the students to serve this purpose of counseling. Experts, resource persons and related faculty are the people who guide students in these counseling sessions. In these sessions, the students are given entire knowledge on specific fields and job opportunities after the course.

2.6.3 Average pass percentage of Students

Response: 30.77

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 68

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 221

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 6.9

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Any additional information	[View Document]

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.1

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 102

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

- **Memorandum Of Understanding** - A memorandum of understanding (MoU) is an agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action.Our institution has sent letter of MOU to different Colleges and nearby institution for exchange of students and faculties & Resources including Infrastructure in which the other learners and facilitators can exchange their knowledge and views.
- **Field & Educational Trips** – Our Institution had planned Field trips and Educational trips for students like Fort Visit at Alibaug which is useful for Arts learners to learn history of Shivaji Maharaj,The Karnala Bird Sanctuary is located in Panvel Taluka of Raigad District, outside Mumbai, India near Matheran and Karjat. The sanctuary is quite small with an area of 12.11 square kilometres but along with the Sanjay Gandhi National Park and Tungareshwar sanctuary is one of the few sanctuaries to be within reach of the city of Mumbai, were learners of Arts and science learnt variety of birds, animals and flowers which useful in their study.
- **Bombay Stock Exchange Visits**- Bombay Stock Exchange Visits for understanding of practical knowledge of how trading is done practically in Bombay stock exchange where they explained us the concepts of Stock market related terms like bear, bull, how the market fluctuates and how trading to be executed. When we went to BSE by playing activity they help our learner to learn stock market working as well as management of working like planning, directing, co-coordinating, organizing, etc..
- **Excursions** - For science students to know their subject deeply like Biology, Zoology, Sociology, Botany, and Chemistry which they can observe and learn in practical sessions.
- **Chemistry** - is the scientific discipline involved with compounds composed of atoms, i.e. elements, and molecules, i.e. combinations of atoms: their composition, structure, properties, behavior and the changes they undergo during a reaction with other compounds.
- **Biology**- Biology is the natural science that involves the study of life and living organisms, including their physical and chemical structure, function, development and evolutionBotany, also called plant science, plant biology or phytology, is the science of plant life and a branch of biology. Sub-disciplines of biology are defined by the scale at which life is studied, the kinds of organisms studied, and the methods used to study them: biochemistry examines the rudimentary chemistry of life; molecular biology studies the complex interactions among biological molecules; cellular biology examines the basic building-block of all life, the cell A botanist or plant scientist is a scientist who specializes in this field where they can study about plants species by visiting different places.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.03

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	13	2	2

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.29

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	6	0	0	0

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college has a very active and enthusiastic NSS team that regularly organizes Blood donation camps each year in collaboration with Plazma Blood bank, Dombivli. More than 50 students donated blood and participated in this camp. The NSS team has taken part in many Gram Swach Abhiyans, Adoptation of

Kopar Railway Station as Swachata Abhiyan and held awareness Programmes to discuss social issues. Poster Exhibition for Environmental Awareness was arranged for students of the college by NSS.

A student record file is maintained for all the students at the departmental level which includes all necessary details of the students, including their personal details, performance in technical and cultural events. This ensures a proper tracking mechanism of student.

The various activities involving students which promote citizenship are as follows:

- The Institute is committed to attract students for participating in various social activities like NSS, blood donation, social awareness Programmes, by ensuring consistent encouragement and motivation.
- The student committee members of NSS are appointed through interviews and monitored by senior faculty members.
- NSS training camps are conducted for students where students promote awareness about issues related to
- Women empowerment
- Importance of education
- Formation of trenches for rain water harvesting.
- The Institute has motivated the students to maintain a plastic free campus by banning the use of plastic on the campus.
- Orientation Program
- Pulse Polio Campaign (3years before)
- Tree Plantation
- NSS Seven Days Residential Camp
- Special Residential Camp
- Daily Shramdan (Dawasa, Chanduni Bardi & Pali Village)
- Guest Lecture on Star Gazing Andhashraddha Nirmulan.
- Shetkari Melava for village people
- Rojgar Mela
- Employment Exchange card availed to the villagers
- Cleanliness Drive for villagers
- Cataract Operations of more than 350 patients with the support of "Mahatma Hospital"
- Visits to rural areas and spreading awareness about social issues such as the dowry system, female Feoticide and Environment protection to name a few.
- Educating the youth about following traffic rules.
- Chetna parivar jointy wid vande mataram Mega Health program also in dobvli and dawsa and more than 1000 patients were benefited.
- Hindiviswaraj visited ravindra chavan –akhil naidu
- Diwali distribution Health and clothes distributed clothes in shivner
- Health camp in Vande Matarm Degree College
- Conducetd health awareness program and sanoitary issues amongst by appointed 20 students of our college also paid with Rs. 200 per day for 45 days.
- Conducted economic 45 days surveys with the help of students also paid with Rs. 200 per day.

Surveys were conducted by students during these camps where students visited homes and schools in the

villages.

Following surveys were conducted during the visit:

* Number of members including children in a family.
* Educational qualification of family members.
* Facilities available in the local school.
* Drinking Water facility to villagers and in school.
* Medical facilities.
* Cleanliness of village.
* Earning souces detailed was availed.

Recently Institute has donated books and clothes to the underprivileged sections of the society, during the campaign.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 62

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	16	11	13	9

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 1.07

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	8	8	6

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 7

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	1	1	1

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 7

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	1	1	1

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

PHYSICAL FACILITIES:

- The Institute comprises the building of ground plus four floors where each floor is dedicated to some legend personalities. The institute premises along with classrooms and offices are under complete CCTV surveillance. Water coolers with RO-UV filtration systems is available on each floor. The institute building is covered by advanced firefighting system.

GROUND FLOOR –

The area of ground floor has messages and quotes related to all the great national personalities.

- Two Sports Ground of 10,000 sq.ft of lush-green lawn and 7,000 sq.ft of playground respectively.
- NSS room
- Security Guard's Cabin
- Mobile Canteen with veg-hygienic food served.
- The assembly hall of 3500 sq. ft. for multipurpose activities.

FIRST FLOOR

First floor is dedicated to enhance spiritual balance for which we have a meditation room with air-conditioned school and junior college office and bio-metric system for attendance.

- Biometric
- Secretary's Office

ON SECOND FLOOR: Institution has-

- Hon'ble President cum Principal's office
- Air-conditioned college office with adjoined pantry
- Girls Common Room/ rest room with attached washroom,
- Enquiry cum reception area

THIRD FLOOR

- Chemistry Lab
- Physics Lab Cum Mini-Studio
- Life Science Lab
- Two Computer Lab
- Library and Reading Room
- Staff Room
- Class Rooms

CHEMISTRY LAB:

- **Chemistry lab** has chemicals like **Acid, Base** and **Organic solvents & inorganic salt.**
- **Glass Wares like Burettes, Pipettes, Conical flasks, Burners, Standard flasks, RB Flask**
- Equipment's like **Potentiometer, PH- meter, Conductor meter, Weighing Balance** etc.

PHYSICS LAB :

1. Well-equipped physics lab is available with all instruments.
2. This lab is also used as mini studio for the students of TV & Film Media.

LIFE SCIENCE LAB

- Microscope
- Centrifuged Machine
- Approx. 100 plants and Animals material
- Bottle samples various chemicals plants
- Experiment slides
- Compound Microscope
- 60 permanent slides of Plants and Animals

COMPUTER LAB:

- The computer lab is equipped with 50 computers, Wi-Fi facility, White boards and Projector.
- Air conditioner helps to keep the room cool while curtains restrict sunlight so as to protect electronic machines
- WI-FI Router

LIBRARY AND READING ROOM:

- Basic and advanced reference books for all subjects of various streams of renowned authors and publications are available. For advance learning, the library also has various competitive examinations, huge stock of novels in multiple languages and other learning materials.
- While E-resources includes Journals, E-books from OPAC and other e-sources with lakhs of reading material on variety of subjects/genre.

FOURTH FLOOR

Fourth floor is dedicated to famous Authors and learned personalities. The classrooms are given the names of famous personalities that are related to the particular field. The classroom cum conference room with the capacity of around 200 at a time is available. The conference room is well equipped with latest amities like projectors, advanced sound system, CCTV and sitting arrangement.

INFORMATION RELATED TO INSTITUTION

- Annual Maintenance Contract (AMC) for the upkeep and maintenance of Computers, Projectors, Air Conditioners and other machinery is placed in advance of each year to avoid inconvenience.
- Resident hardware engineer and an IT administrator look after the hardware, software and network facilities.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

Adequate facilities for

The infrastructure of the institution is designed in user-friendly way to enable its easy usage. For conducting the sports of indoor and outdoor nature, facilities in regards of space, sports-equipment, etc. are revised in advance and the schedule is displayed in notice boards. This helps the stakeholders to be aware of every detail regarding sports.

Gymnasium:

The college premises offer gymnasium with all latest high-tech equipment's. The students and staff-members too can take the advantage of it.

Sr. No	Type of Facility	Description	Size	Details of the facilities
1.	Two Play grounds	One play ground is available for learners.	10,000 sq. ft. & 7,000 sq. ft.	Outdoor and indoor games ca the ground. The same is used
2.	JMF Sanskriti Vihar Rangmanch	Open stage is available on the basement of the building with lush-green lawn as seating area	30*40 sq. ft.	It is used to conduct competit workshops & Conferences.
3.	NSS room with adjoined washroom and storage	On the ground floor of the building.	20*15 sq. ft.	All documents and NSS relat arranged.
4	Conference room cum AV Room	It is on 4th floor	20*40 sq. ft.	It is can be used as an auditor seated. LCD Projector, sound television facility for learning
5	Common Rooms (girls &Boys)	Girls common room on second floor	15*15 sq. ft.	They have seating arrangeme
6	Wash Room	On each floor. Floor wise washrooms are available for girls and boys.	20*20 sq. ft.	On Ground floor- boys and gi On First and third floor for gi

7	Gymkhana(Gymnasium)	It is on the ground floor	20*20 sq. ft.	All the latest	
8	Sports room	Sports kits are available	20*10 sq. ft.	Football, Cricket, Badminton, Volleyball, Chess, Carrom, K
9	IQAC cell	Staff room	20*20 sq. ft.	Open discussion with college Teaching staff

File Description	Document
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 33.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 92.55

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
53.00	32.00	25.00	42.00	20.75

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Library has an Advisory Committee. The Hon'ble Principal and all HOD's are the member of advisory committee that meet and recommends many reference books and the same along with an annual budget approved in Advisory Committee meeting.

- A book bank facility for regular and remedial coaching.
- Display and compilation of interesting and important articles.
- Spate magazine section with availability of archived issues.
- Maintained student attendance register in library.
- College provides newspaper in library.
- Syllabus file
- Question bank
- Availability of past examination question paper

E– Granthalaya: A digital Agenda for library Automation and Networking.

National Informatics Center

eG3   Rev.No.28   DEC 2015

Library Services

1	**Home Issue:**Students and Teachers can borrow books for home lending in between 9.30 am to 5.00 pm. on all working days of the week.
2	**Reference Service:-**The library staff assists the readers in finding their relevant books. Readers are also provided with relevant documents, which are of their interest. Question Paper sets are provided for reference as well as photocopying. Project and Syllabus of all classes are available for reference.
3	**Computerization of the Library:**The computerization of the library is in the process. The Library is using *E–Granthalaya:* A digital Agenda for library Automation and Networking developed by **National Informatics Center** Online Public Access Catalogue (OPAC) provides access to the bibliographic database.
5	**Internet Facility:**The library provides Internet browsing facility to Students and Teachers of the college.
7	**Book Bank:-** For one academic year at a time, sets of books are given to the deserving students from the Book Bank Scheme of the Library.

S.R.No	Curriculum	Numbers of Curriculum

1.	Author	1186
2.	Membership	1286
3.	Number of Books	5155
4.	Number of Title	2275
5.	Publisher	358
6.	Subject	44

Journals & Magazine

- **University News:** 'University News'-- a weekly news journal brought out by the Association, contains a mammoth of information about higher education in general and Indian higher education in particular.
- **Competition Success Review:** Competition Success Review is an immensely popular magazine meant for students preparing for competitive examinations in different areas. It covers everything that is asked in different examinations held for selection of candidates for jobs throughout India.
- **Educational World:** the magazine 'education world' belongs with humans development his source of E-learning www.educationworld.in
- **Employment News: Employment News** is the flagship weekly job journal from Ministry of Information and Broadcasting, Government of India. It was launched in 1976 with a view to provide information on employment opportunities to the unemployed and under employed youth of the country. The journal is published in English(Employment News), Hindi (Rozgar Samachar) and Urdu (Rozgar Samachar) and has a circulation of nearly 3 lakhs per week.
- **India Today: India Today** is a fortnightly Indian English-language news magazine and news television channel.
- **Lokprabha:** Lokprabha is a weekly marathi magazine, published every Friday from the Loksatta Marathi Newspaper.
- **Spardha Pariksha**: Monthly magazine for aspirants of Civil Services Examinations.

News Paper

- **The Times of India (English)**
- **DNA (English)**
- **The Free Press (English)**
- **Maharashtra Times (Marathi)**
- **Loksatta (Marathi)**
- **Navbharat Times (Hindi)**

File Description	Document
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Spiritual Books: Reading **books on spirituality** improves our mental and physical health and makes us free of stress. Studies have also proved that the person who reads tend to stay calm and relaxed in positive as well as stressful situations. See how wondrous is this? Reading can bring a total change in our lifestyle and thinking process.

General knowledge: General knowledge is an important aspect of human life. A little knowledge of various topics can greatly help us initiate a conversation with people, finding a topic with them having some amount of mastery in that particular topic.

Reference Section:

Students need to go beyond the textbook in order to learn and discuss topics in a creative, problem-solving and innovative manner; it also helps to teachers to gain more knowledge about the topic. There are some reference books available on Accountancy, Management, Economics. Law, Marketing, Statistics & Mathematics, English literature, History, IT, Science etc.

Newspaper:

Reading newspaper is a good habit that can provide a great sense of educational value. It carries information about politics, economy, entertainment, sports, business, industry, trade and commerce. With this habit, it will not only enhance our knowledge about general information but it will improve our language skills and vocabulary.

Newspapers available in our Library

- **The Times of India** (English)
- **DNA** (English)
- **The Free Press** (English)
- **Maharashtra Times** (Marathi)
- **Loksatta** (Marathi)

- **Navbharat Times** (Hindi)

E-Resource:

- *International Journal of Business and Administration Research:-* double blind peer reviewed refereed quarterly journal that publishes empirical, conceptual
- **Economics Discussion:-** involves a large research community in an innovative open peer review process
- **National Digital Library of India:-** It designed to hold content of any language and provides interface support for leading Indian languages. It is being arranged to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular form of access devices and differently-abled learners
- **Shodhganga :-** Online availability of electronic theses through centrally-maintained digital repositories, not only ensure easy access and archiving of Indian doctoral theses but will also help in raising the standard and quality of research
- **ERIC:-** it is an online library of education research and information, sponsored by the Institute of Education Sciences of the U.S. Department of Education.
- **INFOLIBRARIAN**:-Infolibrarian embarked on its journey to provide useful information to Library and Information Science.
- **Books-on-Line**:- It Offered the whole book is available free of charge, sometimes it is a special 'electronic edition, or an earlier version, and in some cases just a few sample.

Magazine:

In the today's world, the more and better information you will got from magazines. Thus magazines are very important because they provide the depth and concise information to the reader in a portable and readable form. It also provides general as well as complicated knowledge about different topics.A good source of gathering knowledge in public places like hospitals, railway stations and many more places.

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.14

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.34	1.4	1.24	1.31	0.42

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 0

4.2.6.1 Average number of teachers and students using library per day over last one year

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- Internet is an ocean of information and it has radically transformed the learning environment. Knowledge building with the use of internet and digitalization can also be given to the students for better studying.

- There are two Computer Labs in the College well equipped with Internet connectivity having LCD Projector Systems and Projector Screens. Along with this, Three rooms are equipped with LED Screens were the exposure to the near future few more rooms are soon going to be equipped with LED Screens.
- It has changed the way of teaching which is imparted in the classroom. The college offers well-furnished IT facility to its students, teachers and administrators for its smooth functioning of work. The whole premises is covered and connected by computers and Wi-Fi facility. Users are provided a secure access with a login ID and password for using Wi-Fi facility through laptops.
- The college facilitates extensive use of Information Communication Technology (ICT) resources including development and use of computer aided teaching / learning materials by its staff members and learners.
- The computer lab remains open from 7.30 A.M to 4.00 P.M in all working days. Teachers are encouraged to use ICT as technology for imparting knowledge. The teachers having expertise in computer assists other teachers in the development their subject teaching using ICT. Students are also encouraged to make use of ICT for their presentations.
- Library with internet facility is available for learners, library staff and faculties. Students of all streams have open access to ICT resources. Faculty of Information Technology Department assists the staff and students in the use of ICT resources. Audio visual/ ICT Room are used by the faculty, guest lecturers, at meetings and for seminars and conferences.
- All the computers in the centers are provided with the latest updated software and hardware. Internet, printing facilities are also available through network.
- In addition, the centers are also available for the students for accessing internet, practice and for preparation of their projects. Internet with more than 5mbps data transfer rate is available.
- The seminar room no. 405 with a seating capacity of about 150 to 200 people, is equipped with audio-visual facilities along with recording facilities and an excellent sound system. It also features a projector screen, Green board, and a podium. The Seminar Room is used for holding seminars, Workshops, group discussion, lectures etc.
- Extensively used by the students for extra-curricular activities and for hosting functions of the College, has a seating capacity of about 75 to 100 peoples. It has an advanced light and sound system that is managed by specially designated support staff along with the students. It is equipped with a large stage, comfortable seating, carpeting, , washrooms, a podium.
- The College has a distributed computing environment, which provides high speed connection to appropriate services and Internet through a number of high performance local area networks (LAN) using a high-speed backbone. Our facilities are powered by Windows and Unix (Linux) physical and other services of the College.

4.3.2 Student - Computer ratio

Response: 22.1

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 85.91

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
51.34	28.76	22.50	34.12	21.93

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

- The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of the said facilities through properly constituted Maintenance Committee. We have also insured our premises in regards with fire, earthquakes, theft, etc.
- The Maintenance Committee physically examines these facilities and shortcomings that are discussed in their meetings, suggestions are welcomed from the committee members.
- The major maintenance budgets are allocated for building maintenance. The information given below indicates the expenditure incurred for major maintenance works carried out in the college.

We also give AMC for AC, Water-cooler, Water purifier, computer, invertor, lights, fans, etc.

- Major steps taken for the infrastructure to be in line with the academic growth are: The institution not only procures but also ensures proper maintenance of the infrastructure at frequent intervals.

- The basic Infrastructure required to run the institution is continuously upgraded depending upon the requirements. Keeping in mind the increasing number of students new computers in the laboratory have been set up with increased number of PCs', etc.

- **LABORATORIES**
  1. **Chemistry Lab** : The Department offers two spacious laboratories having the required infrastructure for undergraduate curriculum. The lab also consists of the models related to the topics for the exam.
  2. **Life Science Lab :** The labs have all the reagents and chemicals required for Practicals. Chemistry being a common subject in Life Sciences helps in bridging the gap for all areas of biology combinations. The lab is also providing with this specimen related to botany and zoology. The lab also consists of the models related to the topics for the exam; it also has the incubator, colorimeter and the glassware that are required for the Practicals. There are also presents of the charts and slides, microscopes available in the labs.
  3. **Computer Science / Information Technology Lab :** The computer science laboratory has computers installed to cater to the needs of students from various combinations in Computer Science and commerce including Professional courses. Variety of programme are administered through our central computer lab facility - academic Practicals, career oriented programs, software certification, student faculty interaction, internet browsing, PC hardware Troubleshooting tools and Software exhibitions in addition to competitions and power point presentation preparations.
- **Medical emergencies** for medical emergencies doctors are available on call.
- **A First-aid Kit -** is available for quick and convenient handling of minor medical   emergencies on campus. Sanitary napkin vending machine is placed in staff room with nominal charges.

- **Group health insurance-** All students have been provided with insurance. The College has taken a group insurance scheme for student safety with Oriental Insurance Company for accident cover. Every student makes contribution of Rs.40 for group insurance policy under which they are covered up to Rs.1,00,000/- for any accidents.

In the last year financial support was provided to the accident victim Karishma Birsone's family Rs. 50,000. Medi-claim provided by the college to two students during accident**.**

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 3.2

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	32	26	21	7

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.32

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
91	38	24	06	00

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

    1. For competitive examinations

    2. Career counselling

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 5.5

5.2.2.1 Number of outgoing students progressing to higher education

Response: 11

File Description	Document
Details of student progression to higher education	

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

A Student council is a group of representatives through which students of college gets involved in the affairs of the institution actively. Students' Council through students represents their interests, problems & views in front of institute administration for the smooth working. The Hon'ble Principal plays a vital role in the establishment and operation of the Students' Council. In the initial stages, the Hon'ble Principal & Chief Coordinator assists in the development of the Council, example, by discussing with students the role of Student in students' Council and the role of individual representation. It is a representative structure through which students of our institution can be involved in the affairs of the institution & actively works with teaching-learning process for the benefit of the institute in general and its stakeholders in particular.

The establishment of Student Council gives students an opportunity to acquire the skill related to planning, leadership, communication, organizational skills, etc. which will benefit them in their future. Student's council is a body of students selected from each class to discuss students' related problem with the higher authorities. From each class we select Class Representative (CR), Assistant Class Representative (ACR), NSS, Sports, and Cultural Representatives respectively on the basis of their academic performances, related skills and competence. General Secretary (GS) & college level leaders are selected by Hon'ble Principal.

The list of Student Council Members for the Academic Year 2017-18.

Sr. No.	Name of Student	Designation	
1	Khushboo Mishra (TYCS)	General Secretary	
2	Ms. Sharayu Gangurde (TYBSc)	Cultural Leader	
	Ms. Suchita Kardak (SYBAF)	Asst. Cultural Leader	
3	Mr. Akshay Mange (SYBAF)	NSS Leader	

	Ms. Vaishali Jadhav (SYBMM)	Asst. NSS Leader	
4	Mr. Aniket Gopal (TYBCom)	Sports Leader	
	Mr. PrathmeshSawji (SYBCOM)	Asst. Sports Leader	
5	Mr. LalitDhanurkar (SYBMM)	Team Leader	
6	Mr. Anurag Singh (Alumni – B.Sc. CS)	Alumni Leader	

As the Council starts its working under the guidance of Hon'ble Principal, the teachers assist them in Council's development. Student council meeting is conducted in the last week of every month to discuss various issues faced by the students in the college leaving them with the solution for the issue put forth. This meeting also discusses the planning of the activities and events to be conducted in next month's. It helps students to take responsibility of particular event and lead them. For the same the students list and gather all the things that are required for a particular event. Every year students manages grand events like Gurupournima, Marathi Vangmay Divas, Hindi Divas, Teachers Day, Annual function Preranotsav of college. Moreover, the contribution made by a Student Council to the development of institution in a number of areas can have significant benefit for the students.

Objectives of Student Council:

- To enhance communication between students, management & staff.
- To promote an environment conducive to educational and personal development.
- To support the management and staff members in the development of the institution.
- To represent the views of the students on matters of general concern.
- To promote the students talent and leadership qualities.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 25.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	25	30	22	18

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Our Institution's alumni association is an association of graduates or, more broadly, of former students (alumni). Our alumni association often organizes social events; publish newsletters or magazines, etc. We are always trying the new way of interacting with our alumni community. With the advent of Social Media, alumni relationship has taken a different flavour altogether. We have started to harness the power of alumni through various networking platforms like LinkedIn, Facebook, Twitter and WhatsApp etc., by creating their alumni groups and profiles on them.

Alumni relations are essential to higher education institutions. Here are a few reasons, why these alumni relationships are important for our institution.

- **Recruitment of students**
- **Boosts employment**
- **Encourages donations**
- **Brings together**

- Strong connection

We are Institution maintains addresses, E-mail IDs and contact numbers of alumni and ex faculty of the institution.

Here are some goals in managing our alumni.

- **Fund-raising** - A strong alumni association can be one of the biggest benefactors of an institution that can contribution towards various developmental activities of the institution. Our alumni may help in fund-raising, which will be beneficial to us in near future.
- **Placements** - The alumni network of a college is one of the biggest sources of placement opportunities to the students. Our Institution's alumni help students to get placed at respective organizations.
- **Mentorship and Scholarships** - Alumni can play an active role in voluntary programs like

mentoring students in their areas of expertise. They also play a significant role in contributing scholarships to deserving students.

- **Career Guidance** - Aumni is a huge talent pool whose guidance can be beneficial to many students and other fellow-alumni in their respective areas of study.
- **Networking Platform** - Alumni network by itself is one of the best professional networking platforms available today.

Our institution keeps engaging alumni by inviting them on various functions such as:

- Prernotsav celebrations i.e. the annual fest to the college
- Teachers day celebrations
- Convocation ceremonies
- Cultural and sports events on Campus
- Diwali Celebrations
- Ganraj Event
- Alumni Get-together

Our alumni contribute our institute in many ways:

- By managing annual fest viz. Preranotsav.
- By giving their time to NSS activities and camps.
- By helping junior students for getting placements.
- Through Alumni Association the college has established a good rapport with the graduates of the institution.
- By conducting various programmes for students' progression and their overall development.
- Whenever job opportunities are available our alumni inform us about the placement opportunities in their organizations.

File Description	Document
Any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	<u>View Document</u>

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<u>View Document</u>

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision:

The vision of JMF is to provide qualitative education at par excellence with potentials & vitality

Mission:

To make provision for education & personality development that nurtures an individual to be an able citizen willing to serve his/her own family, society & nation with a right attitude

Nature of Governance:

The Institution has very transparent policy of governance. The governance of the institution is undertaken by Respected Dr. Rajkumar M. Kolhe (Founder President) of Jahnvis Multi Foundation who is the Principal of the College too. As the management is totally in the hands of the Principal (who is the President of the JMF Trust under which the administration and working of Vande Mataram Degree College is undertaken), the decisions are effective and prompt. Also the right decisions are taken at right time and the implementation plays effective impact on the all-round development of the institution.

For example, the management decided to build the premise in the golden location wherein it ensures easy accessibility to the students i.e. close to three Railway-Stations (walk-able distance of about 10-12 minutes approx.)

The environment of the institution is developed in the sense that it serves the attitude of "One institute, One family".

Perspective planning

The perspective institutional plan is developed by the Principal who is the administrative head in consultation with members of the Management, Chief-coordinator, and Head of various Departments. The Academic Committee comprises of the Respected Principal as the head of the chair and sub-ordinates including the Heads of Departments. They meet up whenever the need arise for designing the perspective plan for the development of the institution. Also for the ease, Academic Calendar is made in advance of one-academic year wherein the dates of events, examinations, results and many more important dates are disclosed for the ease of the students. The plans are improved regularly to ensure the development of the College. The blue print of the institution in advance for five years is made and the faculty members are included in the planning process which results in transparency and reliable in nature.

Participation of Teachers in decision making

The institute prefers a transparent management policy. The head of the institution prepares the policies in relation to the development of the institution and discusses it with the staff members too. They are included in the decision making process which makes execution of the plans and policy easy and effective. As we believe in the policy of "one institute, one family", the work environment here becomes friendlier for the teachers. This results in the scenario that many of the staff members in the institution are right from the inception of the institution.

6.1.2 The institution practices decentralization and participative management

Response:

Vande Mataram Degree College has always adopted decentralization and participative management and thus the work done is always efficient.

Decentralization helps to develop initiative and managerial talent among all. It helps management in quick decision making along with facilitating growth. Also it acts a relief the top level management. As the process of decentralization renders too many benefits, it is incorporated in our institution too. As students are the major aspects of an educational institution, our management includes them and day-to-day activities of Management.

Every month student council meeting is organized and the members of the student council are made to participate in the meeting. Not only various topics are discussed but also various tasks are short listed that are to be done in that month. President sir divides the duties among the staff members and also among the student. Students from different classes represent the various grievances and suggestions in front of President Sir. They are resolved accordingly. Suggestions and opinion from the staff members and student are invited and then efforts are taken for the same. Many a times issues related to timetable, arrangement for extra lectures, books availability, etc. are solved through these student council meetings. This is an appropriate example of decentralization, as President/ Principal delegates the authority of different administrative and academic works to the students. This depicts participative management of the institution.

Some of the major activities that are being initiated in student council meeting and then done by students & supervised by our staff members include:

- Organization of Cultural Activities
- Discussion relating to intercollegiate events
- Suggestions for improvement in administration works
- Any grievances of the students
- NSS, NCC related talks, etc.

Therefore every individual, who is connected to our institution thinks, suggests and works for the betterment of our institution by giving quality contribution in the overall management.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Strategic planning:

- The perspective institutional plan is developed by the Hon'ble Principal, who is the administrative head in consultation with members of the Management, Co-coordinator, and Heads of various Departments.
- The Academic Committee comprising of the Principal, Co-coordinator and Heads of Departments meet as and when need arises for preparing the perspective plan for the development of the institution.
- On the basis of the admission schedule, the numbers of teaching days and examination schedule is decided, the Hon'ble Principal and the sub-ordinate of the academic committee prepares calendar for the academic year. This calendar includes a list of the pre-planned lectures, programmes and activities to be conducted. It is prepared in consultation with teachers along with administrators; hence they are automatically involved in the planning process. These plans are improved regularly to ensure the development of the College.

Quality Education:

The Institution does have a formally stated Quality policy. The College is committed to impart Quality education to the youth enabling them to develop the right attitude, professional competence and inculcating the right ethical values.

The deployment of quality education:

- For the deployment of quality education, the institution prepares the academic calendar well in advance as a part of strategic planning. The dates of the events are decided in advance of one academic year and executed in the next academic year with ease. They are rarely changed or shifted due to any inconvenience. This is possible as the institution has very effective internal co-ordination and monitoring mechanisms.

Effective coordination:

- The Hon'ble Principal of the College takes initiative to ensure effective co-ordination between and among the functionaries of the College. On the basis of various policies formulated, objectives are laid down and plans are made, a regular follow-up is maintained, thereby encouraging greater support and co-ordination.

The Heads of Departments and teachers co-ordinate to plan their individual departmental activities and report the outcomes of the same to respected Principal accordingly. The non-teaching staff also works under the instructions of respected Principal, thereby coordinating the entire administrative work as per the dates mentioned in the academic calendar.

File Description	Document
Any additional information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

MANAGEMENT & GOVERNING BODY

- The College is managed by JMF Trust, which has its own governing body to take care of various educational institutions. However, the administration is the responsibility of the Principal who is also the founder President and CEO of the trust, directly accountable to the parent body. The Managing Council of the Trust controls and plans the finance and also approves the schemes of development. The Hon'ble President and Secretary is itself the patron of the governing body.
- The Governing Body is responsible for Policy making and to verifying the reports. The decision making procedures are made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC Cell, Anti-ragging Cell etc., as per the university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation.

Service Rules:

- The institution strictly follows the service rules according to the University of Mumbai and Government of Maharashtra norms. It's been uploaded on the website too. The institution runs for 8 hours. The teaching and non-teaching faculty have the benefits of PF, Casual Leaves, Earned Leaves , Medical Leaves and Maternity leaves etc.,
- Recruitment is taken place according to the norms of the University of Mumbai, a body comprising of VC nominee, two subject experts, Joint director nominee of the Government of Maharashtra, Chairman of the institution having the sole decision power of the recruitment, Principal decides the worthiness of the faculty member by his/her performance in the panel interview according to the parameters they are looking for.

Promotional policies:

- The institution follows the good academic standards, provide free books under book bank facility to the students of general category from the side of the institute, JMF scholarships are given to the meritorious students to those who have secured good marks in Intermediate and also to the students from poor economic background. Also the college has stressed in the initiative of Earn while learn campaign wherein the students are given opportunities to earn while they are completing their education.

Grievance Redressal Mechanism:

- We, in the institution, as a part of it follow the mantra of 'one institute, one family'. Due to carrying this attitude chances of grievances lessen down and we work under peaceful and friendly environment.
- The relationship between the teacher and the students strengthens due to the practice of Adoption scheme lead down by the head of the institute. This scheme helps in understanding the behavior of the students and teachers in certain situation. They can solve the issues that arise in the due course of time.
- The college also undertakes personal i.e. one-to-one counseling facility to students and teachers too. The counseling of the students is done by the counselor appointed by the institute under the guidance of Hon'ble Principal as the chief governing body and the counseling of the staff members is done by the head of institution.

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The college has constituted different Committees, which play an important role in the planning & implementation of activities in different spheres of institutional functioning. The Hon'ble Principal assesses all these in day to day & monthly meeting with Teaching & Non- teaching staff members.

The institution functions based on various agendas set in advance. Each agenda is worked upon and propagated with the help of various committees like head of the institution, academic Committee, Staff committee, Women Development Cell, Grievance Redressal Committee, Disciplinary Committee, Student Welfare Committee, Anti-Ragging Committee, etc. During the meeting all this committee come together and discuss on the necessary agenda which they had gather during handling of their committee in front of our Hon'ble Principal & with other committee members also to share and find out the solution and ideas to solve the issues.

All the committee head and other member are connected with each other in taking and sharing ideas. During the meeting agenda also cover the new innovation & invention for more development & Awareness of the student. Our Hon'ble Principal always support to new creative, innovative & inventive ideas. These Committees meet often, discusses the related issues and take appropriate decisions as per the requirement.

In general, we keep Month end meeting every month without failure and if in any special circumstances also keep sudden/ special meeting. Whatever discussion done and resolution taken and the work proceed after resolution have to discuss in next meeting for more update.

Assessment:

The Respected Principal assesses all the Teaching & Non-teaching staff at the end of every Academic Year through personal assessment & makes sure to implement the suggestions obtained from the feedback of all the stake holders for the betterment of the institution in general & members in particular.

The participatory role of the staff in the management encourages & sustains their involvement which is necessary for the efficient & effective running of the smooth administration of the college.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The college authorities believe in Open Door Policy for students and staff members.

- **Budget preparation:** The Finance Committee prepares the budget which is placed before the Local Managing Committee for the approval.
- **Finance assistance for seminars, workshops & Conferences:** The institution is providing financial assistance to the faculty members for presenting papers in Seminars, undertaking field studies, etc. Teachers are granted for attending seminars/conferences workshops. The faculties are provided with the facility of half-days and leave for appearing NET/SET examinations.
- **Assistance in Ph.D.:** The Institution in Association with Bhagwant University provides scope to its faculty members to register for Ph.D. Courses and thus contributing in their professional development with concessional fees and guidance.
- **Regular Seminars, Workshop & Conferences:** The teaching and non-teaching staff are provided training programme through conduction of regular workshops, seminars and conferences on various topics of interest. The institution's initiatives for promoting co-operation, sharing of knowledge, innovation and empowerment of the faculty include the following:

The institution organizes numbers of activities for the welfare if its staff members viz.,

- Organizing Health Awareness programs
- Happy club (recreational activities)
- Organizing sports and cultural activities in which all staff members participate and exhibit their talent and competence.
- Outdoor activities including recreational tours for staff for example Chennai-Pondicherry tour organized in June, 2016.
- Providing temporary advances against salary on demand of the faculty.
- Financial assistance for availing Medi-claim Policy, LIC Policy, Postal Insurance Policy, etc.
- PF facility is provided to the faculty completing two years in the institution.
- Vacation and May month salary is given to faculty who has worked more than 50 percent of the academic year.
- Non-teaching staff members also get all sorts of facilities provided by the institution.
- Special events like Birthday Celebrations of all faculties, Fare-Well Parties, Festive Celebration like Diwali (Staff Talent Hunt), Ganraj Preranotsav, Guru Poornima Celebration, Teachers Day and New Year celebrations are organized on grand scale by involving all the stakeholders.
- Residential Accommodation is provided for some of the teaching viz. Prof. Alpesh Khobragade, Prof. Vitthal Kolhe, Prof. Mohan Adude, and non-teaching staff member's viz. Mr. Kewal Tandulkar, Mr. Ghanshyam Sirsath, Mr. Amol Khadse (Housekeeping), etc.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 25.85

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	4	7	2	2

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	2	4	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 90.65

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	20	18	15	8

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- **Performance appraisal Technique:** Performance appraisal is done every year based on feedback from learners, peer faculties and through other sources. The same is analyzed by the Respected President cum Principal. Based on the skills of the faculty the departments or fields or committees are given to them and the same is monitored by the higher authority of the institution.
- **One-to-one discussion:** One-to-one discussion is done for the betterment of the institution in particular and staff in general.
- **All round Feedback:** The students' feedback is taken at the fag-end of the year and the same is analyzed and implemented at the beginning of the next academic year for the benefit of the learners. Every year confidential reports are generated for every faculty as a process of performance appraisal.
- **Staff Selection Procedure:** The faculty members are selected as per the norms of University of Mumbai, University Act & Govt. Act. Preparation and imparting of knowledge/instruction is done as per curriculum, and syllabus enrichment is highlighted by providing additional resources to students.
- **Faculty assessment:** Faculty assessment is made on the basis of self-appraisal report which is generated confidentially and student feedback is taken at the end of the academic year. Important feedback on teaching is also obtained from guardians during the Parents meets, which are organized in the College twice in the year generally. But it also arranges the same whenever it is required.

- For performance assessment of the non-teaching staff, feedback is obtained from the primary recipients of the support services provided by them, viz., students and guardians.
- The overall supervision of the academic and administrative functions of the Institution is performed by the Hon'ble Principal who receives a report on all feedback and also interacts directly with the faculty, staff, students and guardians to gain first-hand information on the academic and administrative functions of the Institution.
- The feedback received is used to identify areas of improvement in, both academic and administrative functions and the concerned Department or individuals are informed by the Hon'ble President cum Principal and asked to implement the desirable changes.
- In every month during Students-Council Open Session, students discusses their issues with the Hon'ble Principal directly and gets the immediate action on their issues.

Exit Assessment: At the time of Exit of any faculty member from the institution, the head of the institution takes an interview and discusses about the reason of exit and suggests for their better career.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

JMF's Financial audits are typically performed by experts in financial reporting. The financial audit is one of many assurance functions provided by accounting firms. Like many organizations JMF also hire internal auditors, who is attest with financial reports & also focus mainly on the internal controls of the Institution.

An external auditor performs an audit, in accordance with specific laws or rules, of the financial statements of a institution being audited. Purpose of having this external Auditor is to provide trust to outside related to Institution financial position with unbiased and independent audit report.

The accounts of the College are audited regularly as per the Government rules. An internal auditor with their team audits our accounts every quarter. The internal auditor checks all Accounts of the institution & to insure themselves also check related receipts with fee receipts, payments with vouchers and necessary supporting. They also ensure that all payments are duly authorized. Internal auditor hire to insure our self that institution are free from error. At the end of the financial year it is very difficult to arrange all the Vouchers, entries, proofs, so to update all the things on every time internal auditor balance all the things on quarterly basis

We are having external auditor, having full of knowledge, qualified &defined by statute conducts are statutory audit at the end of financial year. External auditors are members of the recognized professional accountancy bodies.

If an external auditor detects fraud, it is their responsibility to bring it to the management's attention and consider withdrawing from the engagement, He also update us all the new updated things available in the market and provide suggestion to keep it the things in proper manner every time Normally, external auditors review the entity's information technology control procedures when assessing its overall internal controls. External auditoralso investigate any material issues raised by inquiries from professional or regulatory authorities, such as the local taxing authority.

With the good staff & concentration in their work there are no audit objections so far in our institution.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 1.33

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.33710	0.68812	0.12400	0.09220	0.08500

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of funds:

- **Donation-free Institution:** The major sources of the institutional receipts are from the fees collected from the students under various heads as prescribed by the University of Mumbai. And Govt. of Maharashtra.

- **Funding:** Funding is the act of providing financial resources, usually in the form of money, or other values such as effort or time, to finance a need, program, and project, usually by an organization or company. Institution has taken loan of 8.05 crores from corporation bank, Ghatkopar and 4 crores unsecured loans for its building and infrastructure. Since the institution is self-financed and unaided it does not get any sort of financial aid from the government as institution is permanently non-granted sanctioned by Govt. of Maharashtra.

- **Reserve and other funds:** "Reserve" always has a credit balance in the accounts. A Reserve fund is a savings account or other highly liquid asset set aside by institution. The institution has corpus fund and reserve fund of as per norms of University of Mumbai it is mandatory to have Rs.15 lakhs of reserve fund which can't be withdrawn without the permission of the University of Mumbai. Since institution is still in the budding stage and would increase its fund as number of students grows.

Optimal utilization of resources:

The institute takes cares of the optimal utilization of resources. The resources that are mobilized from the

above stated sources of funds are utilized with great care keeping in mind the after effects that may occur.

The institute premises built is so environment friendly that during the morning time by which the lectures start till the evening time the electricity is used in lesser proportion and natural light is used in maximum. Also the stakeholders takes due care that the institution should bear any loss due to their practices. Financially too it helps to save due to the care taken by the stakeholders itself.

Not only the Teaching staff, Non- Teaching staff of the Institution but students also participated in savings the institution Assets, helping in saving electricity by switched off the lights, fans & Air conditioners, Benches, Computers, Water, etc.

Class wise distribution in sessions:-

We are having class wise distribution of students viz.

In Morning session F.Y., B.M.S, F.Y.B.F.M, F.Y.B.B.I, F.Y. & T.Y. B.A.F., F.Y. & T.Y.B.T.M, F.Y.B.M.M, and all Commerce & Arts Bachelor

In Afternoon Session S.Y., T.Y B.M.S, S.Y., T.Y. B.F.M, S.Y., T.Y. B.B.I, S.Y.B.A.F, S.Y., T.Y. B.T.M, S.Y., T.Y. B.M.M and All Science class (CS & IT)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

- The institute has formulated the IQAC Cell as per the guidelines of the appropriate authorities as the details below.
- **Primary Goals**

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institution

2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

- Most of the decisions of the IQAC have been approved by the Management. Our College has become fully aware of the need for quality and keeping in line. The Institution has received the certification under **ISO 9001:2015** during the **academic year 2016**. To sustain and grow in this competitive world, it is of utmost necessity to have uniform standards and compliance to the same in order to facilitate our efforts to provide the best possible education to our students

Example 1: Energy Conservation Mode

The institute believes in safeguarding the environment by various practices put forth:

- The institute ensures minimal energy consumption through various measures of energy conservation.
- All the classrooms are well ventilated and have enough natural light, hence the use of fans and lights are kept minimal and whenever needed. Continuous awareness on the need for energy conservation is being given to students.
- The class leaders are given charge to verify whether the lights and fans are switched off when not required. Energy conservation messages are displayed in various parts of the campus.
- Institute has made maximum use of natural light and turning off all non-essential lights & fans whenever possible and not in use.
- Care has been taken by faculty and stakeholders regarding the powered equipment's when not in use. Sharing the equipment's to reduce the load in the office. Turning off all the electronic devices at the end of the day.
- LCD monitors are used in the computer labs to consume less energy. Most of the computer peripherals are modernized and updated.
- It is advised to consume energy economically in the staffroom, classrooms and the laboratories.
- LED is used in saving lighting in the campus.

Example 2: Academic Audit

Academic Audit is conducted once every semester by the Hon'ble Principal. Every department maintains course files for the theory as well as practical subjects. The following documents are maintained in the course of academic audit.

- Attendance Record.
- Internal Marks Statement.
- Copies of Test Question Papers.
- Model Answer.
- Assignments.
- Quality Assessment.
- Sample of PPT slides and other teaching materials.
- Laboratory manual, observation book, record note book, and list of experiments conducted.

The Academic audit is undertaken to ensure that every faculty member is performing well. It also helps provide feedback to the faculty members on the areas of improvements if any.

The purpose of practicing it is that the work culture and outcome improves when there is monitoring and through continuous development the quality of the Institution also improves. This results in the all-round development of the institution in general and its stakeholders in particular.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

- o Micro-conferencing with ISBN number:
- o The College authority evaluates delivery effectiveness of teaching methods. The knowledge absorption / assimilation by students are also gauged suitably.

The students' educational needs and college administrative needs are managed through various operational committees. These committees have representation from faculty, staff and students. Each committee frames plans for its activities, schedules and monitors these activities to meet stipulated requirements. The committee seeks approval from respected Principal and briefs it on the status of its activities regularly. The convener of the committee is authorized to release final outcome / document of work in consultation with Principal. In this way the College has an integrated framework for quality assurance of the academic and administrative activities. The Teaching Learning process is reviewed by HOD for the concerned teaching faculty and feedback communicated. The concerned faculty then plans for improvements which are monitored on a regular basis for their effectiveness. Students feedback Results of internal tests Quality of assignment submitted. Final results of semester / year.

The effectiveness of teaching – learning process is reviewed on a regular basis. The inputs for such review may be from: Teaching Plan and Learning Process (TLP): Teaching plans are prepared for a term. These gets verified / checked at different stages in accordance with syllabus and scheme of examination given by University of Mumbai/ UGC. The teaching – learning process is facilitated through qualified, trained and experienced faculty with support from office staff. Apart from class-room teaching, students are encouraged to use library and internet facilities. The teaching staff maintains diaries and records their daily instructions delivered, practical conducted and other such activities performed. Any short term responsibilities (Extra lecture, duties for seminar etc.) are properly recorded and informed to concerned authorities.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

- Teaching & Non- Teaching staff of the Institution are most valuable parties to run the organization after students. Institutions are taking care of not only students but also to Staff of Institution. Institution are continuously working in Staff Members Growth, grooming, Career Enhancement, Physical & mental fitness.
- The Head of the institution provides all sorts of help for the self-groom of the faculty by providing certain facilities like study leave, opportunity for paper presentation, prizes for teachers on annual day and arrange or send faculties to attend the seminars or workshops.
- Every year after appraisal, with respect to the review of the faculty performance, 10-20% increments are awarded on the basis of time devotion, having experience & qualification. In some case additional incentives are also paid to the faculty for outstanding performance.
- Faculty members are given weightage for publication in national and international journals for the updation of their knowledge. Institutions are also having ISBN Code for their Virtual Seminar & Conferences. To improve the teaching learning process and to provide a better transfer of knowledge SMART class rooms are provided to each department. The institute has placed 5 SMART class rooms with tab and android TV facility initially and within short span of time all class rooms will be converted into SMART class.

- For the convince of the every lecture for teachers and students having different classrooms of every field viz. Physics Lab, Chemistry Lab, Life Science Lab, Computer Lab, etc.
- The institute supports the staff members not only monetarily but also non-monetarily. It is in the view that the staff member feels secured and safe as a family member and not as an employee.
- The staff members are also motivated to go for further studies and enrichment of their career. They are encouraged for Ph.D., M.Phil., appearing for quality based examinations of NET/SET, etc.
- As the institution has secured 10 ISBN numbers, the faulty of the institution is encouraged to publish papers in various conferences and seminars organized at national level by institute itself.
- Apart from this career enhancement we are also celebrating Birthdays of all teachers, provide gift and make special day for them.
- We Conduct Month Ending Meeting without failure for discussing about last month's progress, record, issue & achievements and also coming month's Planning, events, Ideas & Progress.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 16

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	3	3	3

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
   1. Safety and Security
   2. Counselling
   3. Common Room

Response:

Co-Educational Institute-

Gender integration at a young age goes far away in ensuring gender equality. For the sake of same the institution promotes co-education. This helps the upcoming generation to enable it to change the status quo for both genders; they are recognized as equals from a young age.

Our institution, for promoting gender equality, engages every learner though it is a girl or a boy in each and every activity, equally. In fact, enrolment of girls is generally more in all the courses, and all are welcomed for admissions without any gender bias.

1. **Safety & Security**-

   ○ The primary responsibility of every educational institution is to ensure a safe and secure environment to its stakeholders i.e. students, teachers, etc. Such safety and security is provided without any kind of gender discrimination.

- The entire premises of the institute is covered by CCTV including the classrooms, office, corridor at each for keeping an eye on each an every movements of its user.
- For any issues, such system helps to track the exact scene and detect the situation properly to take necessary actions.
- The footage of classrooms and examination room during examinations are preserved for a longer time for future references.
- Our institution has appointed **three** security guards to guard the entire institutional premises against all the odds. The security guards are provided with a phone extension facility to enquire and inform about the emergencies. For the smooth functioning of the events the girls are allowed to leave first followed by boys. This ensures the feeling of safety and security to them.

b) Counseling-

- College life is an exciting time for learners, but for some of them it can bring about common emotional challenges, like depression, anxiety, addiction, etc.
- Our Counseling facility is available to all. The head of the institution is always available for solving the problems of all the students, even the male student's approaches the respected Principal more frequently without any fear.
- Ms. Tejawathi Kotian is appointed as the 'Counselor Head' of our institute. Through her expertise and various experiences, she counsels the students for personal, emotional, social, educational problems. Whether male or female, they are helped with the best possible means to deal with their issues.

C) Common Room

- Common room is a most common facility provided by the colleges in today's time.
- Keeping in view, our college has incorporated two common rooms, for boys and girls separately.
- This depicts our deliverance of "Gender Equality" in providing this sensitized facility to both the genders.
- **Common Room for Boys- Gymnasium Room (Ground Floor)**

Physical Facility:

The boy's common room is well equipped with necessary seating arrangements and gym equipments. First Aid Box is also available in the room. It is a multipurpose room available for different activities and relaxation.

- **Common Room for Girls- Rest room (2nd floor)**

Physical Facility:

Girls Common Room is well equipped with basic amenities. First aid box is available for medical emergencies. Even a washroom is attached to the common room for ease.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 16727

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 50.01

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1673

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 3345

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

1. **Solid waste management**:

   ○ The solid waste is generated by all sorts of routine activities carried out in the college that

includes paper, plastics, glass, metals, foods, etc.

- ○ The block cleaning workers on each floor collect, clean and compile the waste in the

    dustbins provided at each floor.

- ○ The floor dustbins are emptied in huge garbage-carrying containers/dustbins provided for each block and the entire solid waste is dumped in the KDMC vehicle in the daily basis as and when it comes in the area.

- • All the solid waste is properly disposed with the help of KDMC solid waste management program.
- • Wet solid waste is composted and further is used for plants as fertilizer which are available in campus.
- • Throughout the Campus, the garbage bins have been placed on all floors and in each classroom within the institution for better disposal.
- • p-Nitroaniline is used For synthesis of p- nitroacetanilide which is prepared by student in another practical.
- • **L**iquid **waste management**:

- ○ Rain water is used as distilled water for all practical purpose.
- ○ Lab & washroom waste water is used for campus irrigation process.
- ○ For example, during the time of practical's Alcohol is distillated from "alcoholic KOH"after titration which used as a burrete solution for estimation of ibuprofen.
- ○ During Crystallization of Organic compound used solvent collected in a beaker, distilled and reused for other practical.

C. E-waste management:

- ○ The minor repairs are set right by technical staff and the laboratory assistants of the institute and the major repairs by the professional technicians, who are available on call basis and are reused.
- ○ Bins are kept at certain places in the college campus to collect e-waste such as Flip flops,

    memory chips, motherboard, compact discs, cartridges etc generated by electronic quipments

  such as Computers, Radio, TV, Phones, Printers, and This helps to create awareness on e-waste among students.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

- ○ The system of Rain water harvesting is completely installed within the campus which is the part and parcel of the institute building. This helps the institution to become green institute.
- ○ Rain water is channelized towards bore-well within the campus. Tube well is also connected to the

Rainwater harvesting.
- Frugal use of water has ensured constant supply of water for the stakeholders in the premises.
- The water facility is available round the clock within the institute because of the active initiatives taken by the management to make the institute a green institute.
- Through the borewell the water is supplied to the whole institution via pipes to the laboratories, washroom.
- The rainwater through the borewell is also supplied to the student for drinking purpose.
- The water is purified with the help of purifier attached in the college for the students and staff members drinking purpose.
- The rainwater harvesting is a viable option to supplement city water non portable human uses such as college campus gardening.
- The overall efficiency of rainwater harvesting system to supplement city water increases as area increases.
- The water collected from harvesting system is actually cleaner than many water sources found in developing regions.
- In devloping regions with growing industry sector , water source are often contaminated by out flow of waste from the industries.
- In college and in its campus the rainwater which is harvested is used for cleaning of the classrooms, staffrooms , laboratories,garden, lawns and campus.

Rain water harvesting prevents the need to travel for distances to obtain water and can help the overall health and growth of communities.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

- **Students, staff using-**

a) Bicycles:

- College is giving more emphasis on save and safe environment.
- On the basis of this, posters have been displayed within campus regarding the use of environment friendly system of transport. Due to this initiative, many students turned to use Bicycles.

b) Public Transport:

- Mumbai's lifeline is local trains which are majorly used as a public transport and also institution is located connecting three Railway stations of central and western lane, the stakeholders preferably

use it.
○ Institution has actively participated with KDMC to construct vehicle road for its stakeholders which help everyone to connect the campus and Railway stations through private and public transport.

c) Pedestrian Friendly Roads:

○ The institution ensures regular maintenance of "Pedestrian friendly road"which was constructed by KDMC (Kalyan Dombivli Municipal Corporation).

• **Plastic free campus :**

○ The campus has been declared as 'green-campus' for no or less use of Plastic materials. The use of plastic is strictly restricted in the campus.
○ The policy of "**R**efuse, **R**educe and **R**euse" is promoted in the campus. Separate bins are maintained to collect different kind of wastes. Students are advised to follow a plastic-free culture not only in the institute but in their homes as well.

• **Paperless office:**

○ Use of electronic forms is promoted in order to reduce the use of paper.
○ Students are advised to submit the draft copies of assignments and projects in softcopy format in order to reduce paper consumption.
○ Whenever possible all official information and communication among faculty members are made via electronic media. An email group and WhatsApp group have been formed for the same purpose and smooth functioning with prompt reply.

• **Green landscaping with trees and plants:**

○ The entire surrounding with all four corners of the institution is planted with hundred varieties of plants.
○ The green ambience of the institution is largely due to tree plantation and lush green lawn which helps in maintaining the ecological and environmental balance.

Name of Tree/Plant/Herb	
Ashoka	Coconut
Neem	Guava
Mango Ripe	Chickoo
Xmas Tree	Jackfruit
Tamarind	Black Berry
AnnonaHexapetala	Custard Apple

Amla	Lemon
Tulsi	Hibiscuss
Banana	Beetle Leaves

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 11

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	2

File Description	Document
Report of the event	[View Document](#)

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: No

File Description	Document
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 12

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	2	1	2

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The personality of great leaders is a motivating factor for young generation. At our institution, we celebrate the birth anniversaries not only the social leaders such as respected Mahatma Gandhi, Dr. Babasaheb Ambedkar, etc. but also religious and spiritual leaders such as Lord Gautam Buddha, Lord Mahavir, Shri Guru Nanak, Swami Vivekananda, etc. Celebration of National days also marks the birth anniversary of great personalities to inculcate the social values and spirit of national integration among the students.

We celebrate birth anniversaries of great teachers Dr. Sarvepalli Radhakrishnan every year on 5TH September as teachers Day. On Teacher's day, students dress up as their teachers and take lectures in classes that are assigned to the teachers they represent. This is done in order to make students understand the importance of role played by their teachers. Teachers sit in their classes as students, trying to relive the time when they themselves were students.

We celebrate birth anniversaries of Prime Minister of India Jawaharlal Nehru also called 'Chacha Nehru' every year on 14 November as Children's Day. Similar trend of celebration is followed in the institution.

Particularly, on 2nd October, the day which marks the birth anniversary of the great leader of all times, Mahatma Gandhi, our institution organized "Swachh Bharat Abhiyaan", an initiative by our PM. This was an endeavor to keep the country clean, as we can live with freedom today because of Mahatma Gandhi.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in terms of financial functions by maintenance of proper financial records, which are also being preserved for future reference. The academic and administrative functions are carried out as per prescribed rules and regulations and these functions are very much transparent among the stakeholders and other relevant authorities.

Our institution is driven by the most transparent and administrative staff, totally responsible and accountable for their works. The governance functions are carried on properly with sufficient documentation work. The documentation part ensures complete transparency of all administrative and other functions. All the stakeholders have a complete right to get information about the institution, and we have a duty to explain and account for our actions. So is done in the institution. All the documentation work and others functions of the institution.

The administrative staff and every member in the institution are quite open, frank and honest in all their communications with the stake holders. To maintain such transparency, when required a lengthy and technical explanation is also given to the stakeholders. The substantive and procedural information is available to and understood by people and groups who have substantial interest in the institution. The rules and policies of the institution are open to scrutiny and are comprehendible. The institution's governance works according to the standards designed for ensuring transparency to the stake holders. Suggestions from the stakeholders are worked upon. The give and take system of information and suggestions respectively amidst the institution and the stake holders ensures a democratic governance system. Such a transparent system is quite useful for the institution as well as for the stakeholders.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1] Best Practice I

Title-

STUDENT ADOPTION SCHEME

Objective :-

- This scheme is initiated to focus and resolve the problems and issues faced by the students.
- This scheme helps to identify students from poor, needy, deserving and underprivileged families from lower income group or weaker section of the society, especially issues that distract them from their study and restrict their growth and development.
- The scheme is specially designed to deal with the unique needs of students belonging to diverse socio-economic backgrounds.

The context:

- Institution has started adoption scheme wherein every mentor is given the responsibility of a certain number of learners (say 30-40 max).
- Regular monthly meeting is conducted by the concerned mentors.
- The mentor by playing multiple roles of an initiator, an observer, the problem solver, the recommender helps the students by any means possible.
- Its helps in developing self-confidence and motivation among the learners and also develops the student teacher relationship.
- Counseling is done to improve their personal and social life.
- Visits are conducted to orphans, old age homes, etc. to connect them to under-privileged section of the society.

The Practice:

For implementing this best practice, the 'Student Adoption Committee' has designed a student adoption form. The form contains questions relating to student's personal information, about their social life and academic issues, if any. The committee convener allots the blank form to the mentors.

The respective mentors get them filled from the students allotted to them. Monthly meeting are taken by the concerned mentor to find out the issues and problems faced by the students.

On its analysis and on the basis of 'Minutes of Meetings' prepared by the respective mentors, the mentor chalks out a list of students who may require individual attention, guidance, counseling or any kind of support. The mentor performs a kind of 'need analysis' mentioning the specified needs of students allotted to him/her respectively.

At the initial level, the mentor tries to solve the issues, problems, if any. Mentors try to do something that would match their condition or mood. Taking it further, if the student requires specialized and professional counseling, the same is available within the institutional premises. Depending on the individual needs of the students, each student's academic, social and emotional background is recognized by the mentor. The same is supported with a team approach from the mentor, the academic coach, the administration and the guidance counselor. The guidance counselor plays an important role in the process. The counselor takes personal session with those who require the same.

- The entire process of the practice builds good connection between learner and mentor. The Students feels free to share the problems faced by them. It leads to active participation in all the events of the college.

- The concerned mentor also cares on developing their mental health, building their self-confidence and positive attitude.
- The team of professional mentors along with the guidance counselor aims to challenge and help students to reach their full growth potential. They do so by removing the obstacles hindering the progress of students, through the structured process of the adoption scheme.

Evidence of Success:

- Students get confident and become friendly with the concerned mentor and share their problems with them freely.
- The overall practice results in developing their moral values, discipline and good principles for life.
- Honoring individual students' requirements, building a healthy and positive environment around them and by dedicating sufficient time in relationship with students and team building, the mentors in the recent time have brought about numerous behavioral and attitudinal changes among the students.
- Healthy communication patterns are built between students and their respective mentors.
- Low stress environment is being created through the implementation of the scheme which frees students from failures.
- For many students, especially the shy and the fearful ones, this scheme has proved to be a platform for fearless expression of their thoughts and opinions.
- This entire practice has also brought a positive change in the learning process, as the students are in a position to freely communicate with their teachers, while inside as well as outside the classrooms.

Problems Encountered and Resources Required-

1. Students do not reveal their problems easily.
2. Sometimes, prejudice mind creates misunderstanding and communication gap in the student-teacher relationship.
3. The reluctance of the students to maintain the confidentiality of their personal information is a hindrance for the successful completion of this practice.

Ultimately, the purpose to resolve the student's problems by different means is attained through the 'Adoption Scheme'.

2) Best Practice II

Title-Zero Waiting Period

Objectives of the practice-

- To ensure that the benefits of good governance are available to the stakeholders of the institution.
- To ensure the timely redressal of all disputes of the stakeholders.

- To create an approachable environment among students, teachers and higher authorities.
- To ensure transparency in the overall functioning of the institution.
- To provide students a platform which ensures their timely education, irrespective of their personal difficulties
- To provide an ease of documentation by continual rendering of services.
- It saves time, money and energy and ensures effective completion of work.

The context:

- Through this practice, we try to inculcate a sense of belongingness among the students.
- The hesitation to approach the higher authorities for taking corrective actions is eliminated.
- Problems and queries have no place, as they are being solved immediately.

The Practice:

- Zero waiting period is a specialized mechanism of our college, wherein 'waiting' is not required for any queries, problems, etc. which are to be solved.
- This mechanism indicates the "promptness" of our institution in resolving the student's disputes.
- One of the exclusive features of this is thatRespectedPrincipal is available 24*7 to address the queries of the students. For example, queries related to day to day activities such as Admission, railway concession form, Freeship& Scholarship forms etc. are immediately solved by concerned authorities.
- Multiple Installmentfacility and digitalized payment system (use of electronic money) is available to all students for payment of college fees that leads to zero waiting period for students.
- The institution helps students to fill up online forms relating to admissions, scholarships, etc. within the due dates.

Evidence of Success-

- Due to this scheme, the time period of administrative work on part of students has been reduced. Therefore, the work related to administration has become "hassle-free" for its stakeholders.
- Students have continued their education, because of the multiple installments facility.

Problems Encountered and Resources Required:

So far, we have not found any problem while implementing this best practice. As it is stakeholder friendly.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The institution strives to provide quality services to the stake holders along with education. For the students, the institution has taken a number of initiatives, which are quite distinctive in terms of the vision

of the college. The following points depict the performance of the institution, distinctive to its vision, priority and thrust.

Vision: To make provision for quality education at par excellence with potentials & vitality.

- Being an educational institution, our 'Vision' and 'Mission' is based on scientific values and principles in relation with education. Every institution strives best to cater in the context of "education" and "personality development" of the students and so is the priority of our institution too. These values are rightly imbibed in our 'vision' and 'mission' theoretically as well as practically.

- Unlike every other educational institute, apart from the vision and mission, Vande Mataram College has taken certain initiatives to provide a number of facilities to the students, within the college campus, which are very beneficial in terms of time constraint. These initiatives aim at catering to their, "social", "personal" and "emotional" needs apart from education and personality development.

- It includes initiatives ranging from campaigns, seminars, fairs, workshops and so on.

- The college, distinctive to its vision, priority and thrust have organized various campaigns in recent times that includes:

I. "Get your Voter Id" Campaign-

This was an exclusive campaign organized by our college, wherein students and professors from different colleges of Dombivali were given an opportunity to obtain their voter ID through this campaign, which otherwise is a tedious and a time consuming process. The students were asked to bring the required documents including address proof along with the birth certificate or leaving certificate of their school. Also, students were asked to bring the passport size photographs. The people from "Thane Samaj Kalyan Office" who had come to the Vande Mataram College organizing this campaign guided the students about the importance of bearing a voter id as an Indian citizen. The officers told the student that this voter id would be useful to them during the time of election to choose the representative of their choice. The voter id can also be used as a proof during the time of filling various competitive exam forms, which was a quite beneficial aspect for all. Apart from the students and professors, the voter id campaign was also open for the local people who were interested in making their voter id. The local commuters, students and all other participants were very thankful and had expressed gratitude to the college for organizing such a useful campaign.

Duration- 2 days

Number of participants-80

ii. "Learning License" Campaign-

Our college organized a session, wherein the members of RTO visited college premises, and issued learning licenses to all the applicants irrespective of "Gender" at a nominal fee charged by the R.T.O. It was a time saving and such a beneficial campaign for all. With the required documents, the students submitted the application for license. The application was processed at a further date and the initial process

of document submission , which in itself is a tedious process was completed therein on the same day.

This was some out of the box campaign, not ordinarily found elsewhere and thus it is a distinctive programme of our institution.

Duration- 2 days.

Number of Participants- 100.

iii. Blood Donation Campaign-

Every year NSS unit of our institution organizes a Blood Donation Camp within the campus. This is mainly done for the benefit of the society. Such campaigns are useful for creating "social cohesion" among the students. Through this initiative, a sense of responsibility is developed amongst the students towards their society and country. Such campaigns call for developing some core values amongst students in a practical manner apart from theoretically teaching them the same.

Apart from student the local people from near-by had also participate in the campaign. The donors, selflessly donating blood contribute in the endeavor of serving to the nation.

This campaign is truly a 'value-developing' & 'distinctive' campaign.

iv.Eye- Checkup Campaign

For students, the care of their eye health is extremely important, as we observe there is constant strain on their eyes due to studies, use of computers, mobile phones etc. Majorly, the youth of today is found wearing spectacles. Therefore, such an eye checkup campaign available at the door step of college campus gave students an opportunity to get their eyes checked free of cost. Students derived various economic and health benefits through the initiative.

An unusual initiative taking care of student's personal needs made it a distinctive one.

v. Job Fair

Practicing our institution's policy of "**Earn while Learn**", every year the institution organizes 'Job fair' for all the stakeholders. This initiative ensures creating placement opportunities for the students and thus gives them a base to start their career. The in-house students duly participate in the Job Fair. Also, the job fair is open for other students from other local colleges. Students get economical support through such activity. Many of the passed out students, unemployed students also participate in this activity. Students from diversified socio-economic backgrounds get multiple benefits from such initiatives of the institution.

This is a distinctive initiative of the institution building up economic and monetary resources for the students, as it ranges beyond excellence in education and personality development, which is the institution's vision.

5. CONCLUSION

Additional Information :

VALUE ADDED AND ENRICHMENT ACTIVITIES:

The management of the institution has provided permanent residential facilities for NSS residential camps at Dasai, Asangaon wherein the accommodation of around 50-60 students at a time can be done. NSS students go on for seven days residential camp every year & learn to live within rural scenario. They also conduct various awareness camps. The Volunteers participates in peace rallies too.

Yuvak Biradari has organized a program for overall development of students. Learners praised the work done by Police Officers by giving them roses as a token of thanks, thereby celebrating rose day with them. Students and Teachers visited orphanage to bring a smile on their faces.

Our students are encouraged to form the core committee of every intercollegiate competition conducted by the college. This helps them to exhibit their skills as team players & team Leaders. Alumni form the committee comprising of President, vice president, secretory, joint secretary among the alumni's.

The Alumni come back to the College and holds various guest lectures informing the students about the changing needs of the industries.

Institute conducts seminars on MPSC & UPSC examinations. The Institute has signed MOU with various nearby colleges to encourage students to avail.

Concluding Remarks :

This **Educational institution** is already crowded with meritorious students of **DOMBIVLI** to represent it at the national level and have a huge representation in **International** market as well. This is not strictly with respect to academic qualities but also in co-curricular activities too. By effectively implementing our time tested administration and modern teaching methodology we can create a chapter in the History of Modern education system.

In fact our institution not only concentrates on those students that hold a strong hand on academics or extracurricular fields but our institution also provides a chance to those students who have not yet found the spark that they hold. As we know there are plenty of families, in India, who cannot arrange educational facilities for their children; our institution facilitate monetary aids to such students. Along with this such students are also provided with career counselling and anything they require to go ahead.

The progress and experience of the institution gave us ample amount of confidence and inspiration to march ahead into this field and try to radicalize the education system.

We are Middle class hard working Academic people who want to change the education system of our country in the best possible way and help our country to attain its former glory which it had during ancient times. In short, we want our children to have the best education practices available to them in this modern world. Only faith, well wishes, confidence and blessings from **GOD ALMIGHTY** will be the guiding spirit to become the pioneers of modern education system.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
6	0	0	0	0 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
0	0	0	0	0	 Remark : As per the clarification provided.
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 7 Answer after DVV Verification: 0 Remark : Since the list provided is of programs and not courses, it cannot be accepted here.
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years 1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
13	9	0	0	0 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
7	9	0	0	0	
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years

	1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 12 Answer after DVV Verification: 0 Remark : As per the clarification, the number has been edited.

1.3.3	Percentage of students undertaking field projects / internships
	
	    1.3.3.1. Number of students undertaking field projects or internships
	    Answer before DVV Verification : 36
	    Answer after DVV Verification: 00
	
	    Remark : The numbers have been changed as per the clarification provided.

2.3.3	Ratio of students to mentor for academic and stress related issues
	
	    2.3.3.1. Number of mentors
	    Answer before DVV Verification : 29
	    Answer after DVV Verification: 01
	
	    Remark : As per the proof provided, only one teacher has been appointed as a mentor. Also the same letter has been provided multiple times.

2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years
	
	    2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years
	    Answer before DVV Verification:

<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>1</td><td>1</td><td>0</td><td>0</td><td>1</td></tr>
</table>

Answer After DVV Verification :

<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>0</td><td>1</td><td>0</td><td>0</td><td>1</td></tr>
</table>

| 3.2.2 | Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

    3.2.2.1. Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years
    Answer before DVV Verification: |

<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table>

| 2 | 1 | 1 | 0 | 0 |

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Since there is no proof to support the claim, the numbers have been edited accordingly.

3.3.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research Answer before DVV Verification : Yes Answer After DVV Verification: No
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years 3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}} Remark : Since there is no proof to support the claim, the numbers have been edited.
3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years 3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years Answer before DVV Verification: {{TABLE3}} Answer After DVV Verification : {{TABLE4}} Remark : As per the proof and clarification provided.

TABLE1:

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	13	2	0

TABLE2:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

TABLE3:

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	1	1	1

TABLE4:

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	1	1	1

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3.5.2	Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered) 3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered) Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
4	4	1	1	1 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
4	0	1	1	1 | Remark : As per the proof and clarification provided.
-------	---
4.2.3	Does the institution have the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases Answer before DVV Verification : A. Any 4 of the above Answer After DVV Verification: E. None of the above Remark : Since there is no proof provided to support the claim, the option has been changed accordingly.
4.2.5	Availability of remote access to e-resources of the library Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : As per the clarification provided, the option has been changed.
4.2.6	Percentage per day usage of library by teachers and students 4.2.6.1. Average number of teachers and students using library per day over last one year Answer before DVV Verification : 350

	Answer after DVV Verification: 0 Remark : Since there is no sufficient proof to support the claim, the numbers have been edited accordingly.
5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years 5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years Answer before DVV Verification:
5.1.4	Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years 5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years Answer before DVV Verification:
5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years 5.1.5.1. Number of students attending VET year-wise during the last five years Answer before DVV Verification:

5.1.1 — Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
107	49	26	21	19

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
28	32	26	21	7

5.1.4 — Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
300	224	210	185	173

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : There is no name list provided, and also the attendance provided is handwritten and is not clear. Hence the proof cannot be accepted here.

5.1.5 — Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
138	92	72	69	80

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

Remark : Since there is no proof to support the claim, the numbers have been edited.

5.2.1	Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	8	5	2	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Since there is no proof provided to support the claim, the numbers have been reduced to 0.

5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Participation cannot be accepted here.

5.4.3	Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Since there is no proof provided to support the claim, the numbers have been edited to 0

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1.37	2.48	3.55	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Since there is no proper proof to support the claim, the number has been edited to 0.

7.1.13	Display of core values in the institution and on its website

Answer before DVV Verification : Yes
Answer After DVV Verification: No
Remark : Vision/Mission statements cannot be accepted here. Hence the option has been changed accordingly.

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations