



Cosmopolitan's
**Valia Chhaganlal Laljibhai College of Commerce
&
Valia Lilavantiben Chhaganlal College of Arts
D.N.Nagar, Andheri (West),
Mumbai – 400 058**

**Annual Quality Assurance Report
2017-18**



The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

Part - A

1. Details of the Institution

- 1.1 Name of the Institution : *Cosmopolitan's*
Valia Chhaganlal Laljibhai College of Commerce
And Valia Lilavantiben Chhaganlal College of Arts
- 1.2 Address Line 1 : D. N. Nagar,
Cosmopolitan Education Society Road
- Address Line 2 : Andheri (West)
- City / Town : Mumbai
- State : Maharashtra
- Pin Code : 400 053
- Institution e-mail address : valiacollege@gmail.com
- Contact Nos. : 022 26303125
- Name of the head of the Institution : Dr. Mrs. Shobha Menon
- Tel No. with STD Code : 022 26303583
- Mobile : 9969021083
- Name of the IQAC Co-ordinator : Dr. Mrs. Bageshree P. Bangera Bandekar
- Mobile : 9969023926
- IQAC e-mail address : iqacconvenor@gmail.com
- 1.3 NAAC Track ID : MHCOGN 10741
- 1.4 NAAC Executive Committee No. & Date : EC(SC)/13/A&A/48.2 dated 17-03.2016
- 1.5 Website address : www.valiacollege.co.in
- Web-link of the AQAR : <http://valiacollege.co.in/wp-content/uploads/2018/06/AQAR-17-18.pdf>



1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2004	2009
2	2 nd Cycle	B	2.55	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC 20th October 2014

1.8 AQAR for the year 2017-18

1.9 Details of the previous years' AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

AQAR (2015-16) submitted to NAAC on 30-06-2016

AQAR (2016-17) submitted to NAAC on 30-06-2017

AQAR (2017-18) submitted to NAAC on 28-06-2018.

1.10 Institutional Status:

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution: Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12(b)

Grant-in-aid + Self- financing Totally Self- financing

1.11 Type of Faculty / Programme:

Arts Science Commerce Law PEI (Phys Edu)

Engineering Health Science TEI(Edu) Management

Others (specify)

1.12 Name of the Affiliating University (for the colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

- 2.1 No. of Teachers : 6*
*Including Principal and IQAC coordinator
- 2.2 No. of Administrative/Technical staff : 01
- 2.3 No. of students : 01
- 2.4 No. of Management representatives : 02
- 2.5 No. of Alumni : 01
- 2.6 No. of any other stakeholder and community representatives : -
- 2.7 No. of Employers / Industrialists : 01
- 2.8 No. of other External Experts : -
- 2.9 Total no. of members : 12



2.10 No. of IQAC meetings held : 04

2.11 No. of meetings with various stakeholders Faculty
(No) :

Non-Teaching Staff and Students : Alumni Others

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

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution level

- (ii) Themes
- 1) Effectiveness in Teaching-Learning (faculty)
 - 2) Gender sensitization
 - 3) Career guidance
 - 4) Girl child empowerment
 - 5) Soft Skills Training (students and administrative staff)
 - 6) Unfair means awareness workshop

2.14 Significant Activities and contributions made by IQAC

- Organizing Workshops for faculty on Flipped Classroom and Deconstructing mental health
- Organizing Workshop on Soft Skills for administrative staff
- Organizing workshops and seminars for students on financial literacy, unfair means awareness, gender sensitisation and career guidance
- Organising seminar girl students and their parents on empowering girl child
- Nurturing traditions and celebration of festivals in the College

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year:

Plan of Action	Achievements
Workshop for teachers to provide students emotional support	A half day workshop on “Deconstructing Mental Health was conducted by the college counselor Ms. Janavi Doshi on auspicious occasion of Guru Purnima
Environment awareness activity	On the occasion of Guru Purnima a tree plantation drive was organized in the college premises



Gender sensitization	Gender mela and Sensitisation Programme in association with Vacha, an NGO working on gender issues
To reduce instances of students practicing unfair means during exams	In association with the Unfair Means Enquiry Committee, workshops were organized for students appearing for university exams designed to deter students from practicing unfair means during exams
Career development	Organized Career oriented activities in association with Global Talent Track Pvt. Ltd. for third year students such as mock aptitude test, visit to corporates, followed by an intensive 30 Hour Life Skills Training program designed to industry standards and delivered by various industry experts to enhance the employability of students.
Girl Child Empowerment	On the occasion of International Women’s Day in association with Women’s Development Cell, organized an intercollegiate programme on parenting aspects and empowering girl child for girl students and their parents
Training - administrative staff	Soft skill training workshop was conducted for the administrative staff of our college
Enhancing effectiveness in Teaching-Learning	A workshop on designing and developing flipped classroom was conducted for teachers as a part of E-learning process

*Academic Calendar of the year 2017-18 as Annexure-1.

2.16 Whether the AQAR was placed in statutory body: Yes No
 Management Syndicate Any other body

Provide the details of the action taken:

Approved

Part B

Criterion I : Curricular Aspects

1. Curricular Aspects

1.1 Details about academic programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented Programmes
PhD	-	-	-	-
PG	02	-	02	-
UG	05	-	04	-
PG Diploma	-	-	-	-
Advance Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	07	-	06	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of Curriculum: CBCS/Core/Elective option/Open options (CBSGS)

(ii) Pattern of programme:

Pattern	Number of Programmes
Semester	7. (B.Com, B.M.S., B.A.F, B.M.M, B.Sc (IT), M.Com (Advanced Accounting), M.Sc. (IT).
Trimester	-
Annual	-

- For T.Y.B.Com (Semester V & VI), a learner can select two subjects from the applied component groups offered by the college.
We offer a) Export Marketing, b) Direct and Indirect Taxation, c) Computer Systems and Applications and d) Psychology of Human Behavior at Work
- For T.Y.B.Sc (IT) (Semester VI), a learner can select one elective option from the following
a) IPR and Cyber Laws, b) Digital Signal and Systems, c) Geographic Information Systems.



- For T.Y.B.M.S (Semester V & VI), learner can select any one elective group

	SEMESTER V	SEMESTER VI
A	Finance	
1	Investment Analysis & Portfolio Management	Risk Management
2	Commodity and Derivatives Market	International Finance
3	Wealth Management	Innovative Financial Services
4	Strategic Financial Management	Project Management
B	Marketing	
1	Service Marketing	Brand Management
2	E-Commerce & Digital Marketing	Retail Management
3	Sales and Distributing Management	International Marketing
4	Customer Relationship Management	Media Planning and Management

- For T.Y.B.M.M (Semester V & VI), the college only offers Advertising

Semester V	Semester VI
- Advertising in Contemporary Society - Copy Writing - Advertising Design - Consumer Behaviour - Media Planning and Buying - Brand Building	- Advertising and Marketing Research - Legal Environment & Advertising Ethics - Financial Mgmt. for Marketing & Advertising - Agency Management - The Principles & Practice of Direct Marketing - Contemporary Issues - Digital Media

- For M.Sc.(I.T) Semester III there are two groups of electives. A learner can select one paper from each group:

Elective Option 1	Elective Option 2
Virtualisation	Ethical Hacking

- For M.Sc.(I.T) Semester IV there are two groups of electives. A learner can select one paper from each group:

Elective Option 1	Elective Option 2
Computer Forensics	Cloud Management

- Project Work is based on the syllabus from Semester I to Semester IV

1.3 Feedback from stakeholders : Alumni Yes Students Yes
 Mode of Feedback : Manual Online

The college actively collects feedback from the students on various aspects.

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

- As we are affiliated to the University of Mumbai we follow the syllabi revision as prescribed by the Board of Studies of different subjects. In the academic year 2017-18, the University has revised the syllabus of following courses:
- S.Y.B.Com, S.Y.B.M.S, F.Y.B.M.M, S.Y.B.A.F, S.Y.B.Sc.(IT), M.Com - II
- For S.Y.B.Com there is an addition of one subject i.e. Management Accounting
- In case of S.Y.B.M.S. new elective subjects i.e. Strategic Cost management, Event marketing were added
- For F.Y.B.M.M. syllabus of Introduction to Literature was revised
- In case of S.Y.B.A.F. there was complete revision in the syllabus
- For S.Y.B.Sc. (IT) the complete syllabus was revised with change in subjects also:

Semester III	Semester IV
Python Programming	Core Java
Data Structures	Introduction to Embedded Systems
Computer Networks	Computer Oriented Statistical Techniques
Database Management Systems	Software Engineering
Applied Mathematics	Computer Graphics and Animation

- In case of M.Com – II new elective subjects i.e. Financial Service (Sem III), Personal Financial Planning (Sem IV) and addition of GST in the subject Indirect Tax.

Salient Features of such revisions are:

- To acquire basic skills of writing and communication
- To meet the requirements of industry
- It covers contemporary issues relating to rights of citizens, principles of ecology and scientific and technological development thereby gearing them up for competitive examinations.

1.5 Any new Department / Centre introduced during the year, if Yes, give details NO

Criterion II : Teaching, Learning and Evaluation

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11*	03	07	Nil	1

* including 1 Librarian

2.2 No. of Permanent faculty with Ph.D: 08

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
15	04	-	-	-	-	-	-	19	4

2.4 No. of Guest and Visiting Faculty and Temporary Faculty :

Guest and Visiting Faculty	Temporary Faculty
33	15

2.5 Faculty participation in Conferences and Symposia :

No. of Faculty	International Level	National Level	State Level
Attended	Nil	02	01
Presented Papers	05	03	Nil
Resource Persons	Nil	Nil	Nil

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

Projects based Learning
Case study analysis
Outbound Training Programmes
Use of LCDs and PPT presentations
Educational Games, Quizzes, Role plays
Use of Audios and Videos
Group Discussions and Brain storming sessions
Cultural exhibition
Use of Jeopardy Labs
Use of Educational Videos, Advertisements
PPT Presentation competitions for students
Field visits
Mock Group Discussions, Interviews
Debates
Practical training on Tally
Live Demonstration of Stock Market
Teaching through Drawings
Earn while Learn Scheme for students

2.7 Total No. of actual teaching days during this academic year : 180 Days

2.8 Examination / Evaluation reforms initiated in the institution :

- Moderation of papers by senior faculties from other colleges
- Facility for students to apply for revaluation and / or photo copy of answer books

2.9 No. of faculty members involved in Curriculum restructuring / revision / syllabus development as member of Board of Study / Faculty / Curriculum Development Workshop : 02

2.10 Average percentage of attendance of students: 75%

2.11 Course / Programme wise distribution of Pass percentage :

First half of 2017

Programme	No. of students appeared	Grade						No. of students passed	% of passing
		O	A	B	C	D	E		
B Com Sem VI	269	-	18	51	41	76	15	201	74.72
B Sc (IT) Sem VI	108	01	13	12	14	01	-	41	38.70
B M S Sem VI	111	-	07	17	35	23	-	82	73.87
B A F Sem VI	64	01	21	20	11	04	-	57	89.06
B M M Sem VI	37	-	-	05	13	12	01	31	83.80
M Com Sem IV	39	05	20	10	02	-	-	37	94.87
M Sc (IT) Sem IV	22	-	10	06	06	-	-	22	100.00

Second Half of 2017

Programme	No. of students appeared	Grade						No. of students passed	% of passing
		O	A	B	C	D	E		
B Com Sem V	293	08	76	56	52	29	02	223	76.10
B Sc (IT) Sem V	80	02	14	11	03	01	-	31	38.75
B M S Sem V	102	-	27	33	17	06	-	83	81.37
B A F Sem V	67	10	16	19	12	5	-	62	92.53
B M M Sem V	46	-	12	12	05	03	01	33	69.56
M Sc (IT) Sem III	19	09	01	-	-	-	-	10	52.63

Programme	No. of students appeared	Grade						No. of students passed	% of passing	
		O	A+	A	B+	B	C			D
M Com Sem III	46	-	2	18	8	5	3	-	36	78.26

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

Students' feedback on faculty is collected for all programmes that are offered by the College

Exit Poll of Graduated Students is conducted to obtain feedback on different aspects of functioning of the College

Organised workshops for the faculty:

- Deconstructing Mental Health - to enhance the ability of teachers to understand their students better and to be able to offer them emotional support when in need
- Designing and Developing Flipped Classroom and E-Learning Instructions - for enhancing effectiveness in teaching and learning
- NET SET Guidance lecture for teaching staff as well as post graduate students for ensuring teachers secure the primary qualification

2.13 Initiatives undertaken towards faculty development :

Faculty / Staff Development Programmes	No. of faculty benefitted
Refresher Courses	-
UGC – Faculty Improvement Programme	-
HRD Programmes	-
Orientation Programmes	-
Faculty Exchange Programme	-
Staff Training conducted by the University	-
Staff Training conducted by other institutions	02
Summer / Winter Schools, Workshops etc	-
Others (Faculty Development Workshops conducted by the Institution)	23

2.14 Details of Administrative and Technical Staff

Category	No. of permanent employees	No. of vacant positions	No. of permanent positions filled during the year	No. of positions filled temporarily
Administrative staff	03 (Class III) 06 (Class IV)	02 (Class III)	-	07 (Class III) 04 (Class IV)
Technical staff	-	-	-	03

Criterion III : Research, Consultancy and Extension

3. Research, Consultancy and Extension

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

- Faculty members are encouraged to initiate research, present and publish research papers.
- Cost of Registration for participating in conferences / seminar to present research papers is borne by the college.
- The Research Committee and the IQAC is functional in the institution to promote research related activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	-
Outlay in Rs.Lakhs	Rs. 0.85 Lakhs	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	5	-	-
Conference proceedings	10	2	-

3.5 Details on Impact factor of publications:

Range	-	Average	-	h-index	-	Nos. in SCOPUS	-
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration (Year)	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor projects	1 Year	ICSSR	Rs.85,000	Rs. 85,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Rs.85,000	Rs.85,000

3.7 No. of books published

With ISBN No.	11	Chapters in Edited Books	-	Without ISBN No	-
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3.8 No. of University Departments receiving funds from

UGC-SAP	-	CAS	-	DST-FIST	-	DPE	-	DBT Scheme/funds	-
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3.9 For colleges

Autonomy	-	CPE	-	DBT Star Scheme	-
INSPIRE	-	CE	-	Any Other (specify)	-



3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agency	-	-	-	-	-

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

3.13 No. of collaborations

International	-	National	-	Any other	2*
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*GTT- For imparting soft skill training and career guidance to student

*Quick heal- Imparted cyber security awareness amongst various school & college students

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	-	From Management of University/College	-	Total	-
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3.16 No. of patents received this year

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



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

International	National	State	University	District	College	Total
-	1(Best Paper Award)	-	-	-	-	1

3.18 No. of faculty from the Institution who are Ph. D. Guides 2

and students registered under them 4

3.19 No. of Ph.D. awarded by faculty from the Institution 0

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

JRF	-	SRF	-	Project Fellows	-	Any other	-
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3.21 No. of students Participated in NSS events:

University level	92	National level	Nil
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3.22 No. of students participated in NCC events: N.A.

3.23 No. of Awards won in NSS

University level	-	National level	Nil	State Level	8	International Level	Nil
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3.24 No. of Awards won in NCC

University level	-	National level	-	State Level	-	International Level	-
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3.25 No. of Extension activities organized

University forum	-	College forum	-	NCC	-	NSS	112	Any other	-
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3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Association: National Service Scheme		
15 th to 16 th June 2017	Sarvoday Camp	Volunteers participated in Sarvoday Camp at Khopoli.
14 th June 2017	Blood Donation Camp	Helped in Blood Donation Drive conducted by J.J Hospital at Andheri Station.
17 th to 19 th June 2017	World Yoga Day Celebration	Participated in World Yoga training conducted by University of Mumbai. Participated in Poster Making Event and conducted Seminar on Yoga in our college.
4 th July 2017	Tree Plantation	Conducted Tree plantation at: Saraswati Vidya Mandir School, Vesava Vidya Mandir School and in our college's adopted village in Vasai
17 th July 2017	University Foundation Day	Participated in University Foundation Day.
24 th July 2017	Voter Registration	Organized voter registration campaign in our college campus.
08 th August 2017	Dengue & Malaria Workshop	Organized Inter-College Workshop on Dengue Malaria awareness in association with B.M.C. Officers
10 th to 13 th Aug. 2017	Flag Selling	Sold Flags prepared by Physically Challenged Children.
17 th to 21 st Aug. 2017	L. T.C. Camp	Participated in L.T.C Camp.
31 st July to 02 nd August 2017	Sale of Rakhis	Sold Rakhi prepared by Physically Challenged Children.
12 th September 2017	Youth Day	Organized Youth Day in our College.
13 th August 2017	World Peace Harmony Conclave	Participated in the World Peace seminar conducted at Worli.
15 th August 2017	Independence Day	Celebrated Independence day in our College.
16 th August 2017	Blood Donation Camp	Organized Blood Donation Camp in collaboration with Mahatma Gandhi Blood Bank.



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16 th August 2017	Thalassemia Checkup camp	Organized Thalassemia Checkup camp in collaboration with Lions Club Mumbai.
17 th August 2017	T-Shirt Making	Organized T-shirt Bag Making.
24 th August 2017	Orientation Day	A guidance lecture was conducted by Mr. Ketan Rawal.
25 th August 2017	Swachha Bharat Abhiyan	Conducted Swachha Bharat Abhiyan at Police Station, Bus Depot, Rally and College Campus.
26 th & 31 st August 2017	Crowd Controlling	Helped Mumbai Police in Traffic Controlling during Ganesh Visarjan
09 th August 2017	Paper Bag Distribution	Organized Paper Bag Distribution.
05 th September 2017	Nirmalaya Collection	Helped United Way to collect Nirmalya.
01 st September 2017	Beach Cleaning	Helped in beach cleaning through Rajni foundation.
17 th September 2017	Polio Event	Participated in the Pulse Polio campaign.
11 th to 25 th September 2017	Road Safety	Organized Road Safety workshop, poster making event and conducted awareness rally.
09 th September 2017	Swachha Bharat Abhiyan	Prepared charts on awareness for Swaccha Bharat Abhiyan.
2 nd October 2017	Gandhi Jayanti Celebration	Celebrated Gandhi Jayanti at Gateway of India.
11 th October 2017	Utkarsha Selection Camp	Organized Utkarsha selections camp in our college collaborating with University under the guidance of Mumbai university P.O, Area coordinators and district Coordinators.
12 th September 2017	Blind Walk	Participated in Blind walk rally which was held at Mumbai University Campus, Kalina.
30 th October 2017	National Unity Day	Participated in the National Unity Day Rally at Marine Drive.
1 st November 2017	Akshara Meeting	Attended meeting to support Women Empowerment.



04 th December 2017	Aids Awareness Poster Making	Made posters on Aids awareness.
06 th December 2017	Aids Awareness Rally	Participated in an Aids awareness rally.
13 th December 2017	Film Screening by Akshara (NGO)	Film screening on the theme of 'women empowerment'.
13 th December 2017	Anti-Dowry Rally	Attended a rally for awareness on Anti-Dowry.
14 th December 2017	Akshara Street Play	Performed a street play at Joseph Patel Wadi on the topic of Women Empowerment
14 th December 2017	Anti-Dowry Street Play	Performed a street play at Sathaye college on Anti-Dowry.
10 th January 2018	Bhartiya Bhasha Sammelan	Participated in the Sammelan organised by Mumbai University.
05 th February 2018	Disaster Management	Participated in the workshop of Disaster Management at Currey Road.

* Every Sunday volunteers spend quality time with Children of Y.M.C.A.

Criterion IV : Infrastructure and Learning Resources

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1 Acre	-	-	1 Acre
Class rooms	37	-	College	37
Laboratories	05	-	-	04*
Seminar Halls	03	-	-	03
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	-	09	College + UGC	09
Value of the equipment purchased during the year	2,97,105			4,17,890
1.Above 1 Lakh	1,20,785	-	-	
2.Below 1 Lakh				
Others	-	-	-	-
* 3 Computer Laboratories were merged together to make 2 big Laboratories.				

4.2 Computerization of administration and library

The examination department is equipped with Internet enabled computers, printers, cyclostyling machines and a separate printing section for carrying out exam related work. There is a separate computer and printing area designated for downloading and printing Question Papers that are received Online from the University.

All examination related activities are computerized. Question paper printing, preparation of notices, marksheets for projects and assignments, entry of internal marks, etc. are all computerized and managed by the examination department. Examination related work such as Processing of application forms, entry of semester marks, printing of mark sheets and admit cards is outsourced.

The college has LAN for the entire Cosmopolitan Education Society that integrates the College and School ICT activities ensuring proper functioning and control. All administration work related to students such as creation of student database, attendance, receipts printing, etc. is computerized. The College office uses tally package (Tally ERP 9) for maintaining the accounts. The College is in

contract with a maintenance firm that looks after hardware and software requirements, development and maintenance of customized software.

Library services are fully computerized. It uses MICM software for managing the bar-coding system. Library has separate e-resources section with 4 computers and Internet facilities where user can access INFLIBNET's N-list, Shodhganga & Shodhgangotri and also use open access database DOAJ. 2 separate computer terminals are provided to students for accessing availability of books in the library. Spacious cubicles with Internet services connections are available for teachers.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	5,323	4,67,340	1,504	2,22,114	6,827	6,89,454
Reference Books	6,769	16,33,160	226	1,22,203	6,995	17,55,363
e-Books	1,35,000 (N-List Subscription)	5,900 (N-List Subscription)	---	5,900 Renewal	1,35,000 (Through N-List)	11,800
Journals	14	14,500	Renewal	7,600	14	22,100
e-Journals	6,000 (Through N-List)	---	Renewal	---	6,000 (Through N-List)	----
Digital Database	1 (Through N-List)	---	Renewal	---	1 (Through N-List)	---
CD & Video	87	16,200	20 (free with books)	--	107	16,200
Others (specify)	14	22,808	Renewal	24,787	14	47,595

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing	Computer Centre	Office	Department	Others
Existing Desktops	194	136 Computer Lab + 16 Language Lab	All	All	-	15	1 IQAC	26 3 – Staff room 10 - library 1 - NSS 1- Gymkhana 5 - Exam 1- VCE Office 5 -Society Off.
Existing Laptops	11	3	-	-	-	1	7 1 each to: Economics Commerce Accountancy BMS/BAF BSc.IT BMM Library	-
Added (Computers)	23	09 Computer Lab + 14 Language Lab	-	-	-	-	-	01 added Self financing Staffroom (01) discarded
Total Desktops	217	175	All	All	-	15	01	26
Total Laptops	11	03	-	-	-	01	07	-
Total	228	178	All	All	-	16	08	26

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

IQAC of the College organised a half day Faculty Development Programme on ‘Designing and Developing Flipped Classroom as part of E-Learning process’. The programme aimed at introducing the staff to new and emerging ICT tools and motivating them to adopt it as a regular feature of their pedagogy to enhance their teaching-learning processes.



4.6 Amount spent on maintenance in lakhs:

i)	ICT	: 3,88,275
ii)	Campus Infrastructure and facilities	: 17,825
iii)	Equipments	: 11,790
iv)	Others	: 15,290
	Total	: 4,33,180

Criterion V : Student Support and Progression

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- As part of the IQAC initiative, at the beginning of the academic year, the college conducts an orientation programme for First Year students.
- The College website also provides updated information about the College.
- Suggestion box is placed in the college for students to write and submit grievances.
- Anti-ragging guidelines are displayed.
- Earn-While-You-Learn scheme for providing hands on experience for students. (Post-graduate and Under-graduate)

5.2 Efforts made by the institution for tracking the progression

- The Alumni Association though not formally registered provides an informal database of students' progression during interactions

5.3

a) Total Number of students

UG	PG	Ph.D.	Others
2084	133	NIL	NIL

b) No. of students outside the state

11

c) No. of international students

NIL

Men		Women	
No.	%	No	%
1073	48.39	1144	51.60

Undergraduate

General + Open	SC	ST	NT	DT	OBC	SBC	Physically challenged (LD)	Total
1704	103	01	18	NIL	216	41	01	2084



Postgraduate

General + Open	SC	ST	NT	DT	OBC	SBC	Physically challenged (LD)	Total
114	7	1	NIL	NIL	11	NIL	NIL	133

Course	Demand ratio	Dropout
B.Com	1 : 1.294	9
BAF	1 : 2.598	2
BMS	1 : 2.401	17
BSc.IT	1 : 1.823	14
BMM	1 : 1.549	9
M.Com	1 : 0.917	3
MSc.IT	1 : 0.634	2

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

1*

*NET/SET Coaching given to PG students & teachers.

No. of students beneficiaries

27

5.6 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	1
IAS / IPS etc	-	State PSC	-	UPSC	-	Others	-



5.7 Details of Student Counselling and Career Guidance

Day & Date	Organisation/ Institutions	Event
16 th &17 th February 2017	POOL CAMPUS DRIVE BY CAPGEMINI	<p>Capgemini conducted a pool campus in our college. Students from more than 25 colleges from Mumbai had registered for this pool campus drive.</p> <p>Total no. of Students participated : 667 Total no. of Students Selected : 70</p> <p>Capgemini selected 3 students from our college:</p> <ol style="list-style-type: none"> 1. Merwyn Jose 2. Nisar Lal Mohammad Momin 3. Christopher Fernande
6 th March 2017	POOL CAMPUS DRIVE BY WIPRO	<p>WIPRO conducted a Pool Campus Drive at VIVA college. One T.Y.B.Sc. (I.T.) student from our college got selected in this campus drive.</p> <p>Student name : Vishal Singh Role : Work Integrated Learning Profile</p>
7 th June 2018	“POOL CAMPUS DRIVE BY L&T INFOTECH”	<p>L&T Infotech conducted pool campus drive in our college. Students from around 25 colleges in Mumbai have registered for this pool campus drive.</p> <p>Total no. of Students participated : 728 Total no. of Students Selected : 111</p> <p>L&T Infotech selected 1 student from our college: Ms. Kajal Solanki</p>

5.8 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed*	Number of Students Placed
2	1395	4 181	1

* 4 from Valia College and 181 Outsider Students

5.9 Details of gender sensitization programmes

14 th and 15 th September 2017	Gender Sensitisation Workshop and Fair	The IQAC in association with Vacha an NGO working on Gender issues and their funding partners Friedrich Ebert Shiftung, Delhi organized a two-day Gender Training programme in our college. In this programme 36 students were selected and trained on the first day on gender issues. On the second day of the programme these students created awareness on various aspects related to gender through a Gender Fair / Mela. These students disseminated information in an interactive way through games and role plays for other students of the college. The event was a huge success with more than 500 students visiting the stalls put up in the fair.
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5.10 Students Activities

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

State/University level	31	National level	6	International level	NIL
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b) No. of students participated in cultural events

State/University level	NIL	National level	NIL	International level	NIL
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c) No. of medals /awards won by students in Sports, Games and other events

Sports:

State/University level	31	National level	NIL	International level	NIL
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Cultural:

State/University level	NIL	National level	NIL	International level	NIL
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d) Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	-	-
Financial support from other sources(ANGC)	30	24,000

5.11 Student organised / initiatives

Fairs :	State/ University level	-	National level	-	International level	-
Exhibition :	State/ University level	-	National level	-	International level	-

132*

5.12 No. of social initiatives undertaken by the students

*NSS = 112 *Quick Heal = 20

5.13 Major Grievances of Students (if any) redressed: No Major Grievance



Criterion VI : Governance, Leadership and Management

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To maintain the highest academic standards upholding the noblest ideals and moral values, to identify hidden talent, create enlightened, empowered and socially committed students and above all good human beings.

Mission: To Provide Value based quality education and training in an environment conducive to intellectual, social and cultural enrichment so as to mould responsible citizens with a harmonious blend of Indian traditions and modern technology for a better tomorrow.

6.2 Does the Institution have a management Information System?

Yes, College uses MIS for library and administrative work. The structure of the organization allows for systematic reporting to the concerned superiors (academic as well as administrative), use of computers, software for admission, attendance, online registration for university examinations and so on.

Library:

Name of the Vendor	:	MICM
Year of Implementation	:	2010
Functions	:	Library Automation

College Office:

Name of the Vendor	:	MICM
Year of Implementation	:	2011-2012
Functions	:	Admissions and Payments

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

6.3.1 Curriculum Development

As we are affiliated to the University of Mumbai we follow the syllabi revision as prescribed by the Board of Studies of different subjects. The college cannot make changes in the Curriculum that is designed by the University. However, a number of Faculty members from the college have contributed in syllabus revision and also been appointed as paper setters at University level.



In the year 2017-18 following is the contribution made by the faculty members at the University level :

Name of the Faculty	Class	Subject Name	Curriculum Development
Dr. Shobha Menon	T.Y.B.Com	Psychology of Human Behaviour at Work	Syllabus revision committee
	-	Psychology	BOS-ADHOC
	T.Y.B.Com	Psychology of Human Behaviour at Work	Paper setter
Dr. Bageshree P.B.B	T.Y.B.Com	Export Marketing	Paper setter
	T.Y.B.Com	Export Marketing	Syllabus Restructuring Committee
	M.Com	Advertising & Sales Management	Syllabus Restructuring Committee
	M.Com	Rural Marketing,	Paper Setter
		Advertising & Sales Management	
Dr. Neena Nair	F.Y.B.Com- Sem I & II	Business Communication	Paper Setter
	S.Y.B.A.- Sem III & IV	Business Communication	Paper Setter
Prof. Arvind Panchal	M.Com – Sem III (CBSGS)	Advanced Financial Management	Paper Setter
	M.Com – Sem IV (CBSGS)	Advanced Financial Management	Paper Setter
	M.Com – Part II (Yearly pattern)	Advanced Financial Management	Paper Setter
Prof. Ankita Das	F.Y.B.M.M. - Sem I	Effective Communication Skills-II	Paper Setter
Prof. Ganesh Bhagwat	MSc (IT) – Part I – Sem I - (IDOL)	Computer Simulation and Modelling & Programming with components	Paper Setter

6.3.2 Teaching and Learning

Staff members prepare a teaching plan at the beginning of every semester. This plan is based on the teaching days available for class instruction. The syllabus covered by each faculty is reviewed by the Head of Department at the end of every quarter. Principal reviews the teaching plans along with student's attendance reports at the end of each quarter.

Departments invite senior faculty with experience to deliver expert lectures to enrich the knowledge of students.

Staff members are encouraged to use audio visual aids and ICT in the classroom.



Following are some of the teaching pedagogy and innovative practices of the faculty members used in the year 2017-18:

- Role playing
- Demonstration
- Group Discussion
- Project based learning
- PPT notes
- Case-study methods
- Use of LCDs, Educational VCDs in the classroom and Video lectures
- Newspaper cutting
- Exhibitions – Library, Cultural etc.
- Poster making
- Debate
- Models for green computing
- Live data collection from local areas (for projects)
- Street play
- Brain-storming session
- Earn and Learn Scheme
- Use of Language and Computer lab
- Live screening of Budget and Analysis
- Industrial visits
- Conducting Workshops / Presentations / presentation of Research papers etc.

Workshops/Seminars (Conducted)

Workshops and Seminars have tremendous professional significance considering the diversity of topics it deals with, the platform that it gives for industry and academia to share and exchange their views and definitely for the insights that it provides on emerging and pressing issues at a given point of time. Our college has been conducting workshops and seminars for our students, teaching staff and administrative staff in order to develop their skills and build knowledge. Further staff members are also motivated to participate and present their views and research work in seminars and conferences.



Following are the details:

Department	Workshop/Seminar/Guest Lecture
Commerce	PPT workshop for students. Financial Literacy workshop in association with Disha Trust ICICI Workshop on career guidance in association with ICFAI Business School Live screening of Annual Budget 2018
Accountancy	Seminar on Investment in mutual funds - Insight into M.F Seminar on Investment in shares - Details about trading Analysis of Annual Budget – 2018 Seminar on Avenues for Self-Employment
B.Sc.(I.T.)	Robotics Workshop Cyber Awareness Program (In association with Quick Heal Foundation) Project Management lecture
M.Com	Project Guidance Workshop
BMS	Outbound Training Program Expert guidance lecture for TY students Research guidance lecture (Final year Project)
IQAC	<ul style="list-style-type: none"> - A half day workshop on “Deconstructing Mental Health” for faculty members - Life skills training workshops in association with Global Talent Track Pvt. Ltd. - Two days Gender Sensitisation Workshop in association with Vacha, an NGO working on gender issues - Workshops on awareness against resorting to Unfair Means during exams - An intercollegiate, girl child empowerment programme ‘Let her Bloom’ conducted in association with Women’s Development Cell by renowned psychiatrist Dr. Harish Shetty on the occasion of International Women’s Day - Soft skills training workshop in association with Disha Counselling Centre - Workshop on designing and developing flipped classroom as a part of E-learning process - NET/SET Guidance lecture series for Commerce, Management & Computer Science and Applications



Workshops/Seminars (Attended in other colleges / institutions)

Faculty	Workshop/Seminar/Conference attended	College
C.A. Anil Tilak:	Residential Refresher Course (RRC) in GST and other relevant issues at Alibaug	Shivaji Park EPE Study Circle of WIRC of ICAI
Dr.(Mrs.) M.P.P. Gogate	Seminar on Women Empowerment	University of Mumbai in collaboration with Lala Lajpatrai College of Commerce
Dr.(Mrs.) Bageshree P.B.B.	Proposed Revised Accreditation Framework of NAAC for Accreditation Process of Affiliating Institutions Syllabus Revision (S.Y.B.Com) One day workshop – E Content Development for Curriculum Delivery Process and Flipped Classroom Workshop on SYBA Advertising subject One Day Orientation on New NAAC Methodology	R. D. National College N M College Mulund College of Commerce RADAV College KES College
Prof. Neena Nair	National Level Multidisciplinary Seminar on “Enhance Employability through communication and by skills”	Dahanukar College
Dr.(Mrs.) Seema S. Waghela	Attended Interdisciplinary International Conference and Presented paper titled ‘Implementation of Accounting Principles in Yoga Education’ Attended International Conference and presented paper titled ‘Role of Industrial sector in Empowerment of Women in India’	Reena Mehta College of Commerce Hinduja College
Prof. Arvind A. Panchal	Syllabus Revision (S.Y.B.Com)	N M College
Prof. Ganesh Bhagwat:	Attended one-day workshop on revised syllabus for BSc (IT) Sem III	S.M. Shetty College of Science & Management Studies.



<p>Prof. Dipti Parmar</p>	<p>Presented Paper at One day Multidisciplinary National Conference on 5G: Green, Growth, Globalization, Governance, Gadgets & Widgets</p> <p>Presented paper at International Multidisciplinary Conference on ‘Emerging Issues in Contemporary India – Local & Global Perspectives’.</p>	<p>S.K. College of Science & Commerce</p> <p>A.E Kalsekar Degree College.</p>
<p>Prof. Sajitha Kumar</p>	<p>Presented paper – ‘Advertising -Myth or Reality’ at International Multidisciplinary conference on ‘Commerce, Management, Technology, Engineering and Environmental Sciences conducted by JJT University, Rajasthan in association with International Association of Academicians and Researchers (INAAR)</p> <p>Presented paper titled –‘A study on Impact of Social Media on Teenagers’ at the 4th International Interdisciplinary Conference on ‘Issues, Challenges & Remedies of Global Higher Education with reference to Employability.’</p> <p>One day Workshop on - ‘Digital Literacy for Academicians (Teachers and Library Professionals)’</p> <p>Workshop on ‘Conducting and Crafting High Quality Research’ organised by Indian Institute of Management (Ahmedabad)</p>	<p>Shri Rajasthan Seva Sangh College</p> <p>MVM’s Degree College of Commerce & Science</p> <p>L. S. Raheja College of Arts and Commerce</p> <p>K. J. Somaiya College of Arts, Science and Commerce</p>
<p>Prof. Prashant Shelar</p>	<p>‘Mind Training Camp - 2017’ organized by International Youth Fellowship in collaboration with University of Mumbai</p> <p>NET/SET Guidance lecture by Vidyalankar School of IT.</p> <p>One day Workshop on - ‘Digital Literacy for Academicians (Teachers and Library Professionals)’</p>	<p>Patuck Gala College of Commerce</p> <p>Vidyalankar School of IT</p> <p>L. S. Raheja College of Arts and Commerce</p>
<p>Prof. Rinkle Shah</p>	<p>Syllabus revision workshop on ‘Mobile Programming’ – BSc (IT) Sem III</p>	<p>Mulund College</p>



Prof. Sandeep Kamble	Presented paper titled “CSI Based Key Generation Technique” at ICAT 2017 conducted by DMCE’s Indian Council of Technical Education Chapter Research Paper Publication – ‘Key generation technique in M2M communication of IOT’ ISSN : 2321-3469	Datta Meghe College of Engineering. International Journal of Computer Engineering and Application
Prof. Parimala Srinivas	Workshop on Revised Syllabus of B.com (A& F) Sem III and Sem IV	Prahladrai Dalmia Lions College of Commerce and Economics
Prof. Siddhita Walavalkar	Syllabus revision workshop SYBMS and TYBMS	SIES college
Prof. Sweta Suman	Research Paper Publication – ‘Key generation technique in M2M communication of IOT’ ISSN : 2321-3469	International Journal of Computer Engineering and Application

6.3.3 Examination and Evaluation

- The procedure laid down by the University of Mumbai is strictly followed for Inhouse and University level examinations.
- The workflow is proposed for the next academic year.
- The rules of conducting the examination for teachers and students are followed as provided in the circulars issued by the University of Mumbai.
- Continuous evaluation is adopted in subjects like F.C. II, BMM subjects etc. During the Year 2018-2019 onwards all classes will adopt continuous evaluation system.
- Procedure used in case of unfair means adopted by the students during examination:
 1. A statement is obtained from the student allegedly practicing unfair means. The Junior Supervisor is also required to submit a report of the incident.
 2. The Report of Unfair means is submitted to Unfair Means Committee through the Principal.
 3. A Show-cause notice is issued to the concerned student and an inquiry is conducted by the committee.
 4. Based on its inquiry, the committee submits a report to the Principal.
 5. Based on the report the decision regarding punishment (if any) is conveyed to the student by the Principal.



6.3.4 Research and Development

- The Research Committee and the IQAC is functional in the institution to promote research related activities.
- Research committee guides students for participating at University and inter-collegiate research related competitions. In the year 2017-18, 11 students participated and qualified two levels at Avishkar (an inter-university research competition).
- Faculty members are encouraged to initiate research, present and publish research papers
- Cost of Registration for participating in conferences / seminar to present research papers is borne by the college.
- As an additional incentive, a Cash prize of Rs. 10,000/- is awarded to faculty members for international paper presentation in any foreign country.
- Currently following staff members are pursuing Ph.D and M.Phil:
 - Ongoing Ph.D.
C.A. Anil Tilak - Aided - Faculty member
 - Ongoing M.Phil.
Prof. Ankita Das - Self Finance Section - Faculty Member

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library services are fully computerized with separate e-resources section equipped with 4 computers and internet facilities where user can access INFLIBNET's N-list, Shodhganga & Shodhgangotri and also use open access database DOAJ. Two separate computer terminals are provided for students to search for availability of books in the library with internet. Spacious cubicles with internet service connections are available for teachers. The Library continues to promote "Earn and Learn" scheme for the benefit of needy students in the winter and summer holidays. 10 students of aided section and 8 students of self finance section were benefitted from the scheme during the year 2017-18.
- Library published the Journal of Library and Information Science "Library Research World" (A Peer-Reviewed Bi-Annual Journal Indexed in IJIF Index) ISSN 2454 – 3586 (Print format).
- The college Library has an institutional membership with American Library & Insurance Institute of India.
- The library organized a Book Exhibition- cum Sale on 30th & 31st January 2018 in association with several reputed publication houses.
- Under the College Book Bank Scheme sets of books were distributed to the needy and deserving students in various classes, 45 students were benefitted by the scheme during the year 2017-18.



- The Library has purchased 662 books for aided section, 1073 books for self financing section in 2017-18. We subscribe to 20 periodicals & 10 newspapers. The total number of books in the library at present is around 20000.

6.3.6 Human Resource Management

- New recruits are mentored by senior faculty.
- Regular appraisal of faculty by students is done through student feedback on faculty.
- Students fill online feedback form for each faculty for different subjects in lab.
- In the staff meeting, staff members are shown their individual feedback and after the meeting principal has one on one discussion with each staff member on the basis of analysis of their feedback.
- The institution encourages and also provides financial assistance in terms of reimbursement of fees to the faculty to attend seminars, present papers, participate in refresher /orientation courses. Duty leave is also granted for faculty presenting papers at conferences.

Faculty	Workshop/Seminar/Paper Presentation/Paper Publication	College
Dr. (Mrs.)M.P.P. Gogate	Syllabus Revision Workshop Seminar on Women empowerment	N.M. College Lala Lajpatrai College
Dr. (Mrs.) Neena Nair	National Seminar on “Enhancing Employability through Effective Communication & Life Skills” Seminar on “What to talk when we talk about Mythology”	Dahanukar College Gurukul College
Dr. (Mrs.) Bageshree PBB	Syllabus Revision workshop E-Content Development Program New NAAC Methodology workshop	NM College MC College KES College
Prof. Dipti Parmar	Research paper presentation	SK college
Prof. Ganesh Bhagwat	Syllabus Revision Workshop	SM Shetty College



Prof. Siddhita Walawalkar	Syllabus revision workshop Research workshop	IES College K.J Somaiya College
Prof. Parimala Srinivas	Syllabus Revision Workshop Seminar on Women empowerment	Prahladrai Dalmia Lions College Lala Lajpatrai College
Prof. Sajitha Kumar	Digital Literacy for Academicians Research Workshop Research paper publication. Paper presentation	Raheja College K. J. Somaiya College RSS College MVM College
Prof. Sweta Suman	Research Paper Publication	IJCEA Conference

6.3.7 Faculty and Staff recruitment (2017-18)

Section	Teaching	Non-teaching
Aided	01	NIL
Self Financed	08	02

Teaching-Non Teaching staff ratio:

Aided Section		Self- financed Section	
Teaching	Non-Teaching	Teaching	Non-Teaching
9	9	15	8

6.3.8 Industry Interaction / Collaboration

Global Talent Track Pvt. Ltd	GTT is a training partner for NASSCOM Foundation and Barclays	Mock aptitude test were conducted for all Final Year students followed by an intensive 30 Hour Life Skills Training program designed to industry standards and delivered by various industry experts to enhance the employability of students.
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Placements were done for our college students through various meets. Our students were placed successfully in Capgemini, L&T(Infotech), Motilal Oswal and Wipro.



Type of Placement	Name of the Company	No. of students participated	No. of students selected	In-house students selected
Pool Campus	Capgemini	667	70	03
Career oriented Activities	NASSCOM Foundation and Barclays	498	-	-
Off Campus	Wipro	-	-	01
Pool Campus	L & T (Infotech)	675	111	01
Career Fair at Valia College	Motilal Oswal, ITM, LG, PAYtm, SEED Infotech, Global Innovations Placement services Pvt. Ltd. etc	350	11	03

6.3.9 Admission of Students

Admission process is computerized; senior students are also involved in the collection of admission forms, data compilation with the objective of acquainting them with the admission process. A new ERP software is proposed to be adopted for the year 2018-19 for all admission related process.

6.4 Welfare schemes for

- Teaching staff:
1. Tea provided during recess time
 2. Contribution towards staff Provident Fund
 3. Refund of fees for Workshops/Seminars/Paper Presentation
 4. Fee concession for wards of employees.
 5. Cash prize Rs. 10,000/- awarded to faculty members for international paper presentation in any foreign country.

- Non-teaching staff:
1. Tea provided during recess time
 2. Contribution towards staff Provident Fund
 3. Fee concession for wards of employees.

- Students:
1. Basic medical facilities provided.
 2. Free counseling session with counselor

The College has IQAC and Students Council. IQAC is responsible for introducing welfare measures for the teaching and non teaching staff. e.g. In the current year, IQAC organized three workshops for

teaching and one for non-teaching staff. IQAC also initiated celebration of various festivals such as Diwali, Navratri, Makar Sankranti in the college in association with cultural committee.

6.5 Total corpus fund generated –

6.6 Whether annual financial audit has been done :
(Internal by Bhuta & Sons, External by Khasgiwala and Co.)

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A	No	N.A.
Administrative	No	N.A	No	N.A

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

For UG Programmes N.A

For PG Programmes N.A

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

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

6.11 Activities and support from the Alumni Association

The college does not have a formal Alumni association. However, the Alumni do help the college in various welfare activities like placement, guest lectures, etc.

The Alumni association is in the process of being formally registered and once the process is complete the Alumni will play a more participative role in college activities.

6.12 Activities and support from the Parent – Teacher Association

College conducted following activities involving parents

- Orientation program for all First Year Students.
- ‘Let her Bloom’ conducted by IQAC involved parents and teachers. Psychiatrist Dr. Harish Shetty addressed the audience.



6.13 Development programmes for support staff

Soft skill development program was conducted by Disha Counselling Centre on 10th March 2018.

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

- Waste management project
- Cleanliness drive at college level
- Best out of waste project
- Tree plantation drive
- Awareness in classrooms and campus by putting up energy saving and save water posters
- Digital notes on students' groups



Criteria VII : Innovations and Best Practices

7. Innovations and Best Practices

7.1 Innovations in teaching methods:

1. Field visits to industries and Jawaharlal Nehru Port Trust (despite not being a mandatory curricular requirement for B.Com). Field visits for students lead to understanding the importance of applied knowledge. Students learn to implement theoretical knowledge gained in the classroom to understand the processes in real life at companies and factories.
2. Outbound Training Program for students of Management Studies was conducted to encourage and promote team building skills.
3. Management games and role play are a part of classroom teaching-learning experience.
4. By introducing cultural events like "Spekan"- Open Mic event, a platform was created by BMM students under the guidance of faculty for those interested in the Arts to encourage creativity, to entertain and to build their confidence.
5. Power Point Presentations and video demonstrations of concepts during lectures were used resulting in better understanding of the topics and improved attention among students.
6. Preparatory and Remedial lectures were conducted before the exams for students who were unsuccessful in certain subjects, in order to improve results.
7. Introduced avant-garde method of teaching through street plays, debates and quiz for students so as to engage them in the subject.
8. Language Lab Resources are made available for students to improve their English language and communication skills.
9. Several industry related courses and programs as well as knowledge and skill development courses are being conducted by - Valia Centre of Excellence.
10. Cultural exhibition was conducted by the students of Bachelor of Management Studies and Bachelor of Commerce (Accounting & Finance) in order to showcase the social and cultural diversity of various states in the country.
11. Awareness program in the form of poster presentation was conducted by the faculty of Bachelor of Management Studies department in order to spread cognizance of social issues among the students.

7.2 Action Taken Report

Based on the report from the preceding year the following activities were performed

A. Summer internship to prepare students for real world challenges

Internships are the key to building experience as students or recent graduates. Employers are much more likely to hire someone with internships and work experience rather than someone with a generic resume, lacking experience. It helps students to learn more about a specialised area, to gain valuable work experience to be sure about the path they have selected, to develop and to build upon skills.



B. Mentorship Program

Faculty members mentored students in the preparation of the Final year project (BMS- semester V and B.Sc.IT- semester VI) by guiding them in areas like selection of topic, methods to be used for researching content and collecting data, analysing and compiling the data and drawing inferences as well as presentation of results. BMS Students selected a variety of topics from the specializations of Finance, Marketing and Human Resources whereas IT students selected topics from core programming based applications in desktop systems, websites, mobile technology, etc.

C. Departmental workflows and periodic assessments to identify system inefficiencies.

Workflow process mapping is one of the most important steps in managing workflows smartly and the key to effectiveness in any institute is periodic assessment.

We also have designated time-table in-charge for all departments who are responsible for day-to-day lecture adjustments (done in order to avoid loss of lecture hours) and daily reports.

Teaching plans prepared at the beginning of the semester are reviewed by coordinators at monthly intervals throughout the semester which allow necessary corrective measures to be adopted.

D. Eco sensitization of the students and faculty.

In the midst of the global warming crisis, concern for environment becomes a shared responsibility. To sensitize students and to create awareness about the environment a tree-plantation drive was undertaken by staff and students on the occasion of Guru Purnima.

7.3 Give two best practices of the institutions

Best Practice I

- 1. Name of the Practice:** Unfair means awareness workshops
- 2. Goal:** To deter students from indulging in and use of any unfair means during examinations.
- 3. Context:** An upsurge in malpractices adopted by students during examination in order to obtain undeserved marks or grades can be attributed to many factors such as poor academic performance, inadequate preparation, poor quality of invigilation, fear of failure, poor morale and lack of self confidence, societal influence, parental expectations, etc. Amongst these factors one cannot undermine the influence of ignorance. A large number of students enrolling for higher education are oblivious to the regulations and the dire consequences in case a student is caught using unfair means. At a personal level, students punished for such malpractices also face social and psychological issues. Apart from affecting the student, such malpractices also degrade the overall quality of education and jeopardize the educational system. Taking into account all such factors, workshops were arranged to create awareness among students and to sensitize them towards effects of their actions.
- 4. Problems encountered and Resources required:** Student resistance regarding participating in such workshops.

5. **Evidence of Success:** Fewer students indulged in adopting unfair means. The students were more conscious and aware about the consequences of any unfair means.

Best Practice II

1. Name of the Practice:

Workshops for staff development

- a. 'Deconstructing Mental Health'
- b. 'Designing and Developing Flipped Classroom and E-learning Instruction'
- c. 'Soft skills development'

2. Goal:

- a. 'Deconstructing Mental Health'

To create awareness regarding probable emotional challenges faced by students.

- b. 'Designing and Developing Flipped Classroom as part of E-learning process.'

To introduce staff to new and emerging ICT tools and to motivate them to adopt it as a regular feature of their pedagogy to enhance the teaching-learning process.

- c. 'Soft skills development'

To improve the ability of communicating effectively with co-workers, students and employers.

3. Context:

- a. 'Deconstructing Mental Health'

Often teachers are unaware of the problems faced by students and the factors that contribute to successful learning. Perhaps teachers do not realize that the demands of modern day living seem to take a toll on young and old alike. Students grapple with multiple challenges of an emotional nature that adversely affect and act as a hindrance to learning.

- b. 'Designing and Developing Flipped Classroom as part of E-Learning process'

With the emergence of technology as an aid to teaching- learning it becomes necessary to upgrade teaching resources.

- c. 'Soft skills development'

Soft skills are what accompany the hard skills, and help the organization use its technical expertise to full advantage.

4. Practice:

- a. 'Deconstructing Mental Health'

A half day Workshop on 'Deconstructing Mental Health' was conducted by the college counselor Ms. Janavi Doshi on the auspicious occasion of Guru Purnima to acquaint teachers with student problems and to provide students with a much needed emotional support.

- b. 'Designing and Developing Flipped Classroom as part of E-Learning process'

The workshop imparted hands on training to the staff on the use of 'wikispaces' for developing web based content, using jeopardy lab to create a customized jeopardy template and to use 'Thinglink' for creation of interactive images and videos.



c. 'Soft skills development'

The workshop primarily focused on importance of sense of responsibility and communication skills at work place. The other significant aspects of behavior at work dealt in the workshop included time management, inter-personal skills, courtesy and empathy.

5. **Evidence of Success:**

a. 'Deconstructing Mental Health'

Faculty have mentioned a good rapport being built between students and faculty as well as increase in the class strength

b. 'Designing and Developing Flipped Classroom as part of E-Learning process'

Faculty members have created their accounts on wiki spaces. Many of them have developed content to be put up on internet for the next academic year

c. 'Soft skills development'

Non teaching staff have appreciated the workshop saying that it is enlightening and are willing to inculcate such practices in future course.

6. **Problems encountered and Resources required:**

a. 'Deconstructing Mental Health'

Human psychology is complex to understand. The workshop was an introduction to a difficult and pertinent issue .A single workshop cannot capture the enormity of an issue such as Mental Health

b. 'Designing and Developing Flipped Classroom as part of E-Learning process'

Faculty members are stringent when it comes to teaching methods. Not all of them are willing to adapt to change.

c. 'Soft skills development'

Human attitude and behavior cannot undergo a transformation overnight .A change in perception, attitude and behavior requires repeated efforts and frequent reinforcement which can be only achieved through a series of such workshops

7.4 Contribution to environment awareness/protection:

NSS unit of the college regularly undertakes tree plantation drives for environment protection

7.5 Whether environmental audit was conducted?

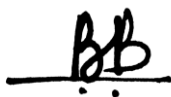
No

7.6 Any other relevant information the institution wishes to add.

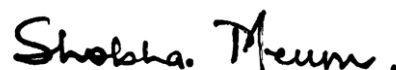
Department of Business Management Studies and Department of Commerce entered into a tie up with The Hindu Group which includes subscription of Business line daily for students to facilitate access to Business news on campus and to promote reading habit amongst students.

8. Plans of institution for next year:

- a. Use of technologies like ERP on cloud for exam and office work.
- b. Improving welfare measures for the staff.
- c. Improving classroom hygiene.
- d. Providing better internet facilities and system updates.
- e. Appointment and retention of qualified teaching staff in self finance section.
- f. Emphasis on concept based learning.
- g. Implementing continuous evaluation technique in class rooms and for faculty performance.



Name and Signature of the Coordinator, IQAC
Dr. Mrs. Bageshree P. Bangera Bandekar



Name and Signature of the Chairperson, IQAC
Dr. Mrs. Shobha Menon

Enclosed: Annexure-1 Academic Calendar 2017-18



Annexure 1 ACADEMIC CALENDAR 2017-18	
DATE	EVENT
5 th June 2017	- College reopens for the academic year 2017-18 - Staff Meeting
21 st June 2017	International Yoga Day Celebrations
8 th July 2017	- Guru Purnima Celebrations - Workshop for faculty - IQAC - Tree Plantation Drive
2 nd week of July	- Workshop – Insights into Mutual Funds - Accountancy department - Expert Lecture on Project guidance for TYBMS students
3 rd week of July	Session on Financial Markets – BAF department
Last week of July	- IQAC Meeting - Orientation programme for First Year students
1 st week of August	- Friendship day Celebrations – Cultural Committee - Bioscope – Short Film festival – BMM department
2 nd week of August	- Internal Exams - Library Orientation
15 th August 2017	Independence Day Celebrations
3 rd week of August	Blood Donation Camp – NSS
4 th week of August	- Jawaharlal Nehru Port Trust visit – T.Y.B.Com–Commerce Department - NSS Orientation - Project guidance workshop – M.Com - Mehendi and Thali decoration competitions – Cultural Committee - Field visit – SYBMS
25 th August-29 th August 2017	Break for Ganesh Chaturthi Celebrations
1 st week of September	Book-mark making competition – Cultural Committee
5 th September 2017	Teacher’s Day Celebrations by Cultural Committee
2 nd week of September	- Field visit – M.Sc.I.T. - Movie Screening – Cultural Committee - Seminar on CV writing – Commerce Department

3 rd week of September	<ul style="list-style-type: none"> - Workshop on Gender Sensitisation - IQAC - IQAC Meeting - Mock Stock Activity – BMS department
4 th week of September	<ul style="list-style-type: none"> - A. D. Shroff Elocution Competition - Economics Department - Cultural exhibition – BMS Department - Performing Art related competitions - Cultural committee - Field visit – FYBAF, SYBAF, FYBMS, FYBMM and SYBMM - Garba Dance Competition – Cultural Committee
1 st week of October	<ul style="list-style-type: none"> - Session on Entrepreneurship – Economics Department - Workshop - Practical Investments in Shares– Accountancy Department - Essay writing competition – Cultural Committee
2 nd week of October	<ul style="list-style-type: none"> - ‘Spekan’ – Inter-collegiate - Open Mic Event – BMM Department - Expert lectures for TYBMS - Workshops for students on awareness against Unfair Means during examinations - IQAC - Diya making workshop – Cultural Committee - Diwali Party – IQAC
17 th October to 8 th November 2017	Diwali break
2 nd week of November	<ul style="list-style-type: none"> - Staff Meeting - University Exams for all programmes
3 rd week of November	IQAC Meeting
1 st week of December	<ul style="list-style-type: none"> - Aids Awareness programmes by NSS - Inter-collegiate Robotics Workshop – B.Sc.I.T. Department - Expert lecture on Project Report – B.Sc.I.T. Department
2 nd week of December	Seminar on Cyber Awareness - B.Sc.I.T.
3 rd week of December	<ul style="list-style-type: none"> - BSE Visit – Commerce Department - Softs Skills training for TY students
4 th week of December	N.S.S. Residential Camp
26 th Dec 2017 – 1 st Jan 2018	Winter break
2 nd January 2018	College reopens after winter break
2 nd week of January	<p>Annual Sports Day</p> <p>Makar Sankranti celebrations – Cultural Committee</p> <p>Cultural Committee competitions – Photography, Dry Cooking, Kite-making and Best out of Waste</p>



The Annual Quality Assurance Report (AQAR) - 2017-18

4 th week of January	Internal exams
22 nd – 27 th January 2018	Industrial Visit – Ty – for B.Com and Self-financing Section
26 th January 2018	Republic Day Celebrations
Last week of January	Book exhibition cum sale by Library Workshop on creative writing – English Department
1 st week of February	- Live screening of Union Budget and its analysis – Commerce and Accountancy Department - Workshop – Domestic violence - WDC - PPT workshop for students – Commerce department
2 nd week of February	‘Cosmos Jallos’ - Inter collegiate festival
4 th week of February	Annual Day
1 st week of March	Field Trip – Nature Club
8 th March 2018	International Women’s Day Celebrations
2 nd week of March	- Interactive Session – English Department - Workshops for teaching and non-teaching staff - Student’s Council Meeting - Guidance in competitive examinations – IQAC
3 rd week of March	- Seminar – Financial Literacy - Commerce Department - Brand Bazaar – BMS department - Certificate distribution – Cultural Committee - Farewell for T.Y.B.Com students
4 th week of March	- FC dept. - presentations on Domestic water use / use of mobile phones - Degree Certificate Distribution - Farewell for T.Y.B.M.S, T.Y.B.A.F., T.Y.B.Sc.(I.T.)
1 st week of April	University exams for all programmes
Last week of April	IQAC Meeting
30 th April 2018	- Last working day - Staff meeting
11 th May 2018*	Year End Staff Meeting
12 th May 2018*	- Last working day (since the term was extended)
