Cosmopolitan's

Valia Chhaganlal Laljibhai College of Commerce

&

Valia Lilavantiben Chhaganlal College of Arts

D.N.Nagar, Andheri (West), Mumbai – 400 053

Annual Quality Assurance Report

2015-16

The Annual Quality Assurance Report (AQAR) of the IQAC

2015-16

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

1.2 Address Line 1

D.N. Nagar, Cosmopolitan Education Society Road

Address Line 2

Andheri (West)

City/Town

Mumbai

State

Maharashtra

Pin Code

400053

Institution e-mail address

valiacollege@gmail.com

Contact Nos.

022 26303583

Name of the Head of the Institution:

Dr. Mrs. Shobha Menon

Tel. No. with STD Code:

022 630 3583

Mobile:

9969021083

Name of the IQAC Co-ordinator:

Dr. Mrs. Vijetha S. Shetty

Mobile:

| 9821871849 |

IQAC e-mail address:

| iqacconvenor@gmail.com |

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

| MHCOGN 10741 |

1.4 **NAAC Executive Committee No. & Date:**

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

This EC no. is available in the right corner- bottom

of your institution's Accreditation Certificate)

| EC(SC)/ 13 / A&A / 48.2 |

1.5 Website address:

| www.valiacollege.in |

Web-link of the AQAR:

| http://www.valiacollege.in/iqac.html |

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

1.6 Accreditation Details

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

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

| 20th October 2014 |

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

| 2015-16 |

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

   AQAR (2015-16) submitted to NAAC on 01-07-2016.

1.10 Institutional Status

University   State [√]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

               Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

            Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) [.]

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

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NO   UGC-CPE   NO

DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers

5 (Including Principal and IQAC

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

   community representatives

-

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

-

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders: No. 5   Faculty 2

Non-Teaching Staff & Students 2   Alumni 1   Others

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

If yes, mention the amount

N.A.

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

Research Methodology

2.14 Significant Activities and contributions made by IQAC

- Workshop on research methodology
- Teacher's training workshop for language lab.

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
• To introduce new Diploma /Certificate courses.. • To inculcate the spirit of critical inquiry amongst students, they were encouraged to participate in various research competitions.	• The Valia Centre For Excellence introduced short term and certificate programme • Our students won prizes at the following research competitions: - 'Avishkar'- An Intercollegiate research convention organised by University of Mumbai. - 'Data Quest'- An intercollegiate research competition organised by J.M.Patel college,(Goregoan west)

   Academic Calendar of the year 2015-16 as Annexure-1.

2.15 Whether the AQAR was placed in statutory body Yes [√]   No ☐

   Management [√]   Syndicate ☐   Any other body ☐

   Provide the details of the action taken

Approved

Criterion – I
1. Curricular Aspects
1.1 Details about academic programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	02	-	02	-
UG	06	-	05	-
PG Diploma				
Advance Diploma				
Diploma	-	02		02
Certificate	-	10		10
Others				
Total	08	12	07	12
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

For T.Y.B.Com (Semester V & VI),a learner can select two subjects from the applied component group 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) ITR and Cyber Laws, b) Digital Signal and Systems, c) Geographic Information Systems.

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

Semester V – a) Special Studies in Marketing, b) Special Studies in Finance

Semester VI – a) Investment Analysis and Portfolio Management, b) Econometrics

For T.Y.B.M.M (Semester V & VI), a learner can select one group of six papers either of Advertising or Journalism.

Semester V

*Advertising:

Advertising in Contemporary Society
Copy Writing
Advertising Design
Consumer Behaviour
Media Planning and Buying
Brand Building

OR

Journalism
Reporting
Editing
Feature and Opinion
Journalism and Public Opinion
Indian Regional Journalism
News Paper and Magazine making (Project Work)

Semester VI

*Advertising:

Advertising and Marketing Research
Legal Environment and Advertising Ethics
Financial Management for Marketing and Advertising
Agency Management
The Principles and Practice of Direct Marketing
Contemporary Issues

OR

Journalism
Press Law and Ethics
Broadcast Journalism
Niche Journalism II
Internet and Issues in Global Media
News Media Management
Contemporary Issues

*College offers these electives
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
Virtualization*

Artificial Neural Networks

Elective Option 2
Digital Image Processing
Ethical Hacking*

For M.Sc.(I.T) Semester IV there are two groups of electives. A learner select one paper from each group.
Elective Option 1
Intelligent Systems
Real Time Embedded Systems
Computer Forensics*

Elective Option 2
Design of Embedded Control Systems
Advanced Image Processing
Cloud Management*
Project Work is based on the syllabus from Semester I to Semester IV
*College offers these electives

1.3 Feedback from stakeholders
   (On all aspects)   – Students, Alumni

     Mode of feedback –   - Manual

1.4 **Whether there is any revision / update of regulation or syllabi, if yes, mention their salient aspects.**
   There has been revision of S.Y.B.M.M.,S.Y.B.M.S and M.Com Part I syllabus from the academic year 2015-16.

   S.Y.B.M.M

   Semester II

   Effective Communication Skills –II

   Introduction to Media Psychology

   Political Concepts and Indian Political systems

   Principles of Management

   Principles of Marketing

   Introduction to Literature

Semester III

Media Studies

Introduction to Advanced Computers

Understanding Cinema

Cultural Studies

Introduction to Creative Writing

Introduction to Public Relations

Semester IV

Introduction to Journalism
Print Production and Photography
Organisational Behaviour
Radio and TV
Introduction to Advertising
Mass Media Research

S.Y.B.M.S

There are four compulsory papers and two specialization papers for each semester. College offers all three electives and students have to choose any one of them.

Semester III

Compulsory
Managerial Economics II
Principles of Marketing
Accounting for Managerial Decisions
Organisational Behaviour and HRM

Elective Groups
Finance:
a. Basics of Financial Services
b. Corporate Finance

OR

Marketing:
a. Consumer Behaviour
b. Strategic Management

OR

HR:
a. Recruitment and Selection
b. Motivation and Leadership

Semester IV
Compulsory
Business Planning and Entrepreneurial Management
Business Research Methods
Direct Taxes
Production and Total Quality Management

Elective Groups
Finance:
a. Advanced Costing and Auditing
b. Equity and Debt Market

OR

Marketing:
a. Integrated Marketing: Communication and Advertising
b. Rural Marketing

OR

HR:
a. Training and Development in HRM
b. Change Management

M.Com Part I
Semester I and II
Advanced Financial Accounting – I and II
Advanced Cost Accounting – I and II

Salient Features of such revisions are
To acquire basic skills of writing and communication
To meet the requirements of industry
To train learners with software knowledge required for print, advertising and television media

1.5 Any new Department / Centre introduced during the year, if Yes, give details

Valia Centre of Excellence- Professional Diploma and certificate courses designed as per industry requirements.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	04	07	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

09

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
23	NIL	NIL	NIL	NIL	NIL	15	15	38	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		15		23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	1	4	1
Presented	Faculty=5 ,	Faculty=6 ,	NIL
Resource Persons	NIL	Faculty=3 Conferences=5	NIL

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

- Students asked to prepare advertisement to enhance creativity
- Use of L.C.D & Power point presentations in lectures.
- Practical implementation of hosting and maintaining a dynamic website
- Group-Discussions
- Unit wise tests
- Earn and learn scheme to introduce students to library functioning

- Use of newspaper cutting to teach concepts
- Special lectures for students who have failed in a subject
- Workshop on P.P.T preparation
- Field visits
- Use of practical illustrations in explaining accounting concepts
- Use of audio video advertisements
- Conducting guest lectures
- Reading of commercial news by students in the classroom
- Use of newspaper articles to make presentations and to teach current topics
- Movie screening followed by discussions
- Group presentations in the classroom
- Use of newspaper articles to understand structure and language of articles
- Use of role play
- Live demonstration of MM devices
- Use of skits to teach concepts
- Preparation of live modules by IT students.

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

180

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

- Submission of synoptic answers along with question papers made mandatory
- Question papers collected as printouts ready for printing to reduce errors
- Examination forms are available to students with their details printed so as to minimise error
- Moderation of papers by outside faculties

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

NIL		

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage : RESULTS NOT YET DECLARED

Title of the Programme	Total no. of students appeared	Grade					
		O	A	B	C	D	E
B.Com							
B.Sc (IT)							
B.Sc (CS)	30	--	06	06	02	01	--
B.M.S.							
B.A.F.							
B.M.M.	16	--	--	04	04	04	01

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

The IQAC meets at regular intervals and suggests measures to improve quality in the teaching learning process. The IQAC has introduced two types of mechanisms to obtain feedback from students on the performance of the college.

1.   Student feedback on faculty is collected from students of all classes annually and the results are conveyed to the faculty so as to bring about improvements.
2.   Student feedback on the overall functioning of the college is collected from final year students of all programmes annually through an Exit Poll .

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	NIL
Others -FDP - Workshop	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3(III)+6(IV) =09	02	0	04(III)+03(IV) =07
Technical Staff	N.A	N.A	N.A	03

Criterion – III

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.
- 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	-	-	2	-
Outlay in Rs. Lakhs	-	-	Rs. 57,000/-	-

 *Amount received: Rs. 45,600/-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	16	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	1	-
Conference proceedings	1	6	-

3.5 Details on Impact factor of publications:

Range 1.179-5.76 Average 3.109 h-index -   Nos. in SCOPUS -

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	University of	Rs.	Rs. 45,600/-

	2015-2016	Mumbai / UGC	57,000/-	
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   1   Chapters in Edited Books

ii) Without ISBN No.   2

3.8 No. of University Departments receiving funds from

UGC-SAP -   CAS -   DST-FIST   -

DPE -   DBT Scheme/funds   -

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 agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   4

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

3.14 No. of linkages created during this year   -

3.15 Total budget for research for current year in lakhs :

From Funding agency   Rs. 57,000/-   From Management of University/College   -

Total   Rs. 57,000/-

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides   3
and students registered under them   11

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 -

3.21 No. of students Participated in NSS events:

University level 55   State level 02

National level 08   International level -

3.22 No. of students participated in NCC events:

University level 1   State level -

National level -   International level -

3.23 No. of Awards won in NSS:

University level -   State level -

National level [-]   International level [-]

3.24 No. of Awards won in NCC:

University level [-]   State level [-]

National level [-]   International level [-]

3.25 No. of Extension activities organized

University forum [-]   College forum [-]

NCC [-]   NSS [09]   Any other [-]

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

- Blood Donation Camp.
- Participated in the Swacch Bharat Abhiyan awareness campaign (University Level) at University adopted village Karkhonpada.
- College has recently adopted a village Nadicha Thepacha pada for a period of 5 years. During the first year a survey was undertaken to find out the demographic details of the families residing in this village.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	One Acre	-	-	One Acre
Class rooms	37	-	College	37
Laboratories	04	01	-	05
Seminar Halls	03	-	-	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	16	College+UGC	16
Value of the equipment purchased during the year 1.　　　　　Above 1 Lakh 2.　　　　　Below 1 Lakh	-	4,60,240 3,32,623	College+UGC	7,92,863
Others		-	-	-

4.2 Computerization of administration and library

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. The examination department is equipped with computer with internet connection, printer, cyclostyling machine and a separate printing section for carrying out exam related work.Examination related work such as Processing of application forms, entry of semester marks, printing of mark sheets and admit cards is outsourced.

All administration work related to students such as creation of student database, attendance, receipts printing, etc. is computerized Office uses tally package (Tally ERP 9) for maintaining college accounts.   The college has LAN for the entire Cosmopolitan Education Society that integrates the College and School ICT activities ensuring proper functioning and control. 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 with 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	No.	Value	No.	Value
Text Books	5139	440342	0	0	5139	440342
Reference Books	5780	1059807	464	276947	6244	1336754
e-Books	135000 (Through N-List)	5000 (N-List Subscription)	---	Renewal	135000 (Through N-List	5000
Journals	14	3500	Renewal	3700	14	3700
e-Journals	6000(Through N-List)	--	Renewal	---	6000	----
Digital Database	1 (Through N-List)	--	N-list	---	1	----
CD & Video	67	16200	---	----	67	16200
Others (News Papers & Popular Periodicals	14	21559	Renewal	22808	14	22808

4.4 Technology up gradation (overall)

	Total Computers	Computer Lab	Internet	Browsing Centre	Computer Centre	Office	Department	Others
Existing	**176** + **11 laptops**	**4** Laptops	All	All	**136**	**20** + 1 Jr. Clg.VP	**6** (laptps) 1 – Eco. 1 - Comm 1 - Accnts 1 - BMS 1 - BSc.IT 1- Library	**20** - 4 staff room - 10 library - 1 NSS - 1 Gymkhana - 4 exam room
Added	**18** Computers	**16** Language Lab	All	All	-	-	**1** (IQAC)	**1** (Exam room)
Total	**205** (194 comp) (11 lptps)	**20** (16 comp) (4 laptops)	All	All	**136** computers	**21** (20 – C) (1 – Lptp)	**7** 1 – Comp 6 - Lptp	**21** computers

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.) : **None**

4.6 Amount spent on maintenance in lakhs :

i) ICT	: .6723
ii) Campus Infrastructure and facilities	: .1166
iii) Equipments	: Nil
iv) Others	: .0740
Total	**: .1240**

Criterion – V

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 College

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
1802	143	-	-

(b) No. of students outside the state

8

(c) No. of international students

NIL

Men

No.	%
1062	54.60%

Women

No.	%
883	45.40%

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1535	98	02	166	01	1802	127	14	NIL	02	NIL	143

Course	Demand Ratio	Dropout
B.Com	1 : 2.55	12
BMS	1 : 2.44	4
BAF	1 : 4.40	1
B.Sc(IT)	1 : 1.82	10
BMM	1 : 1.69	3
M.Com	1 : 1.98	3
M.Sc(IT)	1 : 1.35	-

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

NIL

No. of students beneficiaries | Nil |

5.5 No. of students qualified in these
        examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance.

DATE	EVENT	PARTICULARS
10th August, 2015	A seminar on a career guidance by **NIIT Institute**	Seminar was conducted to guide T.Y.B.Sc(IT) students. 70 students participated.
14th August, 2015	A seminar on career guidance by **Motors and Brics**	Seminar was conducted to guide all final year students of BMS, BAF, BSc (IT), BSc(CS). More than100 students were participated.
21st August, 2015	Institute of Computer Accountants	Career Guidance in the field of Computer Accountants. More than100 students participated.
8th September, 2015	A seminar on career a guidance by **Endeavour institute**	Seminar was conducted to guide all final year students of BMS, BAF, BSc(IT), BSc(CS). More than100 students participated.
9th September, 2015	A session conducted by **VISARA TECHNOLOGIES LLP,** on "Grow Your Skills"	A session conducted by Narayan Iyer Founder & CEO of "VISARA TECHNOLOGIES LLP. More than 150 Students have participated
3rd October, 2015	A placement drive conducted by **Varahi Infotech Pvt. Ltd**	A placement drive conducted by "**Varahi Infotech Pvt. Ltd"** for Bsc (IT) & Bsc (CS) students. More than 100 students were participated.
5th January, 2016	A pool Campus Drive by Infosys Ltd.	Our Students were a part of a pool campus drive conducted by "**Infosys Ltd."** at Nagindas Khandwala college. Following are selected students in campus drive interview: 1. Kunal Prajapati (Bsc IT)TY/B/85 2. Vinamra Mahale(Bsc IT)TY/A/12 3. Mathew Thomas (Bsc IT)TY/A/14 4. Jayalaxmi Poojary (Bsc CS)TY/13 5. Gayatri Nayak(Bsc IT)TY/B/80 6. Abrar Ahmed Afzal Khan (Bsc IT)TY/A/5
15th January 2016	Pool campus drive conducted by **I-Gate PVT LTD**	Our Students were a part of a pool campus drive conducted by "**I-Gate PVT LTD"** at Thakur College, Borivali.
19th January, 2016	**Pool campus drive conducted by Wipro PVT LTD.**	Students send for pool campus drive conducted by "**Wipro PVT LTD."** at National College, Bandra.
15th February, 2016	**Pool campus drive conducted by ATOS Pvt. Ltd.**	Students send for pool campus drive conducted by "**ATOS Pvt. Ltd."** at Xavier College, Mahim. Following students were selected. 1. Jyoti Gupta(TYBSC(IT)/ B/67 2. Mathew Thomas(TYBSC(IT)/A/14 3. Ankita Rane(TYBSC(IT)/A/20 4. Abrar Ahmed(TYBSC(IT)/A/05

		5. Chaitali Sawant(TYBSC(IT)/A/24 6. Kunal Kumar(TYBSC(IT)/B/85 7. Sandeep Poojari(TYBSC(IT)/B/84 8. Anup Nishad(TYBSC(IT)/B/81 9. Gayatri Nayak(TYBSC(IT)/B/80 10. Romana Khan(TYBSC(IT)/B/73
16th February, 2016	**Job Fair , association with Institute of Computer Accountants**	More than 200 students attended the Job Fair.
10th March, 2016	**Antra Web Technologies**	Pool Campus drive conducted in the college by **"Antra Web Technologies"** .More than 70 students participated.
22nd March, 2016	**Bata Pvt. Ltd.**	Campus drive conducted in the college by **"Bata Pvt. Ltd".** More than 50 students participated.

5.7 Details of campus placement

	On campus		*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	420	16	-

5.8 Details of gender sensitization programmes

- A guest lecture on 'Awareness on Transgenders' was organised by inviting Ms. Urmi Jadhav from the **Humsafar Trust** (NGO for LGBT Rights)
- Women's Development Cell of the college has started free yoga training for girl students on regular basis from the month of December 2015. 25 girls are attending yoga training under the guidance of Dr. (Mrs) M.P.Padhye-Gogate.

- On 2nd February 2016, 18 girl students along with Dr. (Mrs)M.P.Padhye-Gogate visited two Mahila Bachat Ghats(Jijabai Mahila Bachat Ghat & Aryan's Food) at Chembur to understand the strength of group dynamics.

- On 8th March, 2016, International Women's Day a sale of products prepared by Mahila Bachat Ghat was organised in the college premises.

5.9 Students Activities

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

State/ University level	159	National level	4	International level	-

No. of students participated in cultural events

State/ University level	-	National level	-	International level	-

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

Sports :	State/ University level	31	National level	-	International level	-
Cultural :	State/ University level	-	National level	-	International level	-

5.10 Scholarships and Financial Support		
	Number of students	Amount
Financial support from institution	-	-
Financial support from government	76	***
***Amount yet to be received from the government		
Financial support from other sources	-	-
Financial support from government	-	-

5.11 Student organised / initiatives						
Fairs :	State/ University level	-	National level	-	International level	-
Exhibition :	State/ University level	-	National level	-	International level	-

5.12   No. of social initiatives undertaken by the students   9

5.13   Major Grievances of Students (if any) redressed :   <u>No Major Grievances</u>

Criterion – VI

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 has a management Information System

Although the institution does not have a formal MIS system, the structure of the organisation allows for systematic reporting to the concerned superiors (academic as well as administrative), use of computers, software for admission, attendance, and online registration for university examinations and so on.

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

- Regular use of LCDs, Educational VCDs in the classroom.
- Industrial visits (JNPT, Silvassa, Chandigarh),practical accounting skills.
- In-house Valia fincom magazine.
- Library exhibition, Library (Earn and learn scheme).
- Language Lab, Guest lecturers have also been organised.

6.3.1 Curriculum Development

The college follows the curriculum prescribed by the university. Some of our faculty are members of the syllabus revision committee. Prof. Mahesh Naik was a member of the syllabus revision committee for the following subjects

- I.T, Maths& Statistics for the B.M.S. programme.

6.3.1 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 these teaching plans and syllabus completion along with the attendance of students at the end of every month. Expert lectures are conducted by the departments to enrich the knowledge of students. Staff members are encouraged to use audio-visual aids in the class room. Teachers are also encouraged to use ICT in the classroom.

6.3.3 Examination and Evaluation

Subject teachers are required to evaluate the passing percentage (first class, second class, pass class and overall percentage) of the respective subjects taught and to take remedial action if necessary.

6.3.4 Research and Development

- Mrs. M. P. P. Gogate was awarded the Ph.d degree in Geography from the University of Mumbai.

- Mrs. Neena Nair was awarded the Ph.d degree in English Literature from the University of Mumbai.

ONGOING PHDs

Aided-1 Faculty member

1. C.A. Anil Tilak

Unaided-1 Faculty member

1. Mr. Mahesh Naik
2. Mrs. Rimi Moitra

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library services are fully computerized with 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. Separate 2 computer terminals are provided for students to search for availability of books in the library with internet. Spacious cubicles with internet services connections are available for teachers. The Library continues to promote "Earn while you Learn" scheme for the benefit of needy students in the summer holidays.

Library published the Journal of Library and Information Science "Library Research World" (A Peer-Reviewed Bi-Annual Journal Indexed in IIJIF Index) ISSN 2454 – 3586 (Print format).

The college Library has an institutional membership with American Library & Insurance Institute of India. We also organized a Book Exhibition- cum Sale on 13th & 14th January 2016.

Under the College Book Bank Scheme sets of books were distributed to the needy and deserving students in various classes, 33 students were benefited by the scheme during the year 2015-16.

The Library has purchased 326 books for aided section, 200 books for self financing section in 2015-16. We subscribe to 20 periodicals & 10 newspapers. The total number of books in the library at present is more than 19,500.

6.3.6 Human Resource Management

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.

New recruits are mentored by senior faculty.

Regular appraisal of faculty by students is done through student feedback on faculty.

6.3.7 Faculty and Staff recruitment

	Teaching	Non-teaching
Aided section	Nil	Nil
Non-Aided section	12	3

Teaching-Non Teaching staff ratio:

Aided-Teaching	Aided-Non Teaching	Unaided Teaching	Unaided Non Teaching
14:11		24:06	

6.3.8 Industry Interaction / Collaboration

16th Feb, 2016	Job fair 2016 in association with ICA	More than 200 students attended the Job Fair.

6.3.9 Admission of Students

Admission process is computerised, senior students are also involved in the collection of admission forms, data compilation with the objective of acquainting them with the admission process.

6.4 Welfare schemes for

Teaching staff: Tea provided during recess time
Non teaching staff: Tea provided during recess time,
Students: Drinking water provided, basic medical facilities provided.

6.5 Total corpus fund generated – 5 lakhs

6.6 Whether annual financial audit has been done : Yes

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	Yes	Khasgiwala	Yes	
		&Co.		

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

For UG Programmes   Yes

For PG Programmes   Yes

For UG programmes results are always declared as per university directives within the specified time framework.

PG teachers regularly help the university in assessment and moderation.

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

  Reforms? N.A.

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

  N.A.

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

The college does not have a formal PTA, however Parents and Teachers interact during Orientation Programme wherein the parents are briefed about the examination systems, matters of discipline, and general functioning of the college.

At the end of each month, the college prepares the list of defaulter students (whose attendance is less than 75%) and has a one on one interaction with the respective parents to find out the cause of their child's absenteeism and suggests measures to improve the same.

6.13 Development programmes for support staff

Loans are also arranged through PF in case the need arises.

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

The institution has taken efforts to sensitize the faculty, staff and students about the environment by creating awareness about saving electricity, water conservation through various talks, posters, street plays within the campus. Annual Tree plantation programme is also undertaken by the institution.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

1. Facility in health centre upgraded (Doctor on call).
2. Language Lab facility on 5th Floor.

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

1. Additional 5 certificate and 2 diploma courses introduced.
2. Computer Laboratory upgraded as per the requirements of the revised syllabus.

7.3 Give two Best Practices of the institution

Title of Practice: Establishment of Valia Centre of Excellence

1. Goal: To help students understand the dynamics of knowledge in various domains which will enhance their skills and employability prospects of students.

2. The context: These professional diplomas and certificate courses will help students get a hands on exposure of the practical world.

3. The Practice: Enthusiastic response of students.

4. Evidence of Success: The students enthusiastically registered.

5. Problems Encountered: Time and financial constraints faced by students.

Title of practise: Language Lab

1. Goal: To help students improve their English language skills.
2. The Context: The aim of this practice is to help students acquire communication skills for the corporate world.
3. The Practice: Students under the guidance of faculty avail the facility of the lab.
4. Evidence of success: Good response from students, who wish to complete all the lab sessions.
5. Problems Encountered: Space constraints restrict the number of sessions and students per session.

Title of practice: Research writing workshop

1. Goal: To help students and faculty in developing their research skills.

2. The Context: The target of these kind of workshops is to motivate students and faculty towards research.

3. The Practice: Experts from the field of Research Methodology are invited to conduct Research related workshops.

4. Evidence of Success: Good response from students and faculty (it was optional).

5. Problems Encountered: Time restrictions posed by the Credit Based Semester and Grading System(CBSGS).

7.4 Contribution to environment awareness/protection:

Bisleri International Pvt Ltd launched a drive in the college as a part of Swachh Bharat campaign wherein used plastic bottles were collected by the college and handed over to Bisleri for recycling purposes.

7.5 Whether environmental audit was conducted?

No

7.6 Any other relevant information the institution wishes to add.
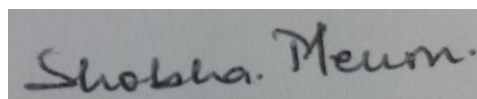
1. College has a sound infrastructure.
2. A conference on digital India was organized by the college.
3. Book bank facility extended to students.

8. Plans of institution for next year:

1. To promote research activity amongst faculty and students.
2. Provide digital lab for BMM students
3. To introduce whiteboard in all classrooms.
4. Segregation of Dry and Wet waste by adding two separate dustbins in the campus.

Name and Signature of the Coordinator , IQAC	Name and Signature of the Chairperson , IQAC
Dr.(Mrs.) Vijetha S. Shetty	Dr.(Mrs.) Shobha Menon

ANNEXURE 1.

ACADEMIC CALENDER 2015-16

DATE	EVENT
8th June 2015	College reopens for the academic year 2015-16
2nd week of June 2015	Staff Meeting
31st July 2015	Guru Purnima Celebrations
1st week of August 2015	Nature Club activity
15th August 2015	Independence Day Celebrations
3rd week of August 2015	Monsoon Trek By Nature Club
5th September 2015	Teacher's Day Celebrations by Student's Council and Cultural Committee
2nd week of September 2015	IQAC Meeting
4th week of September 2015	Sem I, III & V Internal Examinations for all programmes
22nd Oct to 14th Nov 2015	Diwali break
3rd week of November 2015	Staff Meeting
3rd week of November 2015	N.S.S. Residential Camp
1st week of December 2015	Blood Donation Camp
3rd week of December 2015	'Cosmos Jallosh'- Inter collegiate festival
25th Dec – 1st Jan 2016	Winter break
2nd January 2016	College reopens after winter break
2nd week of January 2016	Book exhibition cum sale by library
2nd week of January 2016	Industrial Visit Conducted By Aided & Unaided Section
3rd week of January 2016	Annual Sports Day
3rd week of January 2016	Sem II, IV & VI internal exams for all programmes
26th January 2016	Republic Day Celebration
In the month of January	Convocation Ceremony
In the month of February	NAAC peer team visit
1st week of February 2016	Practical Accounting Workshop
1st week of February 2016	Events By WDC
2nd week of February 2016	Annual Day
2nd week of March 2016	Farewell for T.Y.B.Com students
2nd week of March 2016	Farewell for T.Y.B.M.S, T.Y.B.A.F., T.Y.B.Sc.(I.T.) &

	(C.S.)
2nd week of March 2016	IQAC Meeting
4th week of March 2016	Sem II and IV exams for all programmes
	Sem VI University exams for all programmes
In the month of April	Year end Staff Meeting
1st May 2016	Maharashtra Day Celebrations
2nd May 2016	Last day of the college