

SEVA SADAN'S

**RAMCHAND KIMATRAM TALREJA  
COLLEGE OF ARTS, SCIENCE &  
COMMERCE**

ULHASNAGAR-3

**Annual Quality Assurance Report  
(AQAR) Academic Year 2015-16**

Address:

**Near Shivaji Chowk, Ulhasnagar-3, District Thane, Maharashtra**

**Tel. No. 0251-2730297; Fax: 0251-2701079;**

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## Part – A

### I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

+91 7738051788

IQAC e-mail address:

iqacrkt@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN11096

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)15/A&A/242 dt. 25/05/2016

1.5 Website address:

[www.ssrkt.edu.in](http://www.ssrkt.edu.in)

Web-link of the AQAR:

[http://www.ssrkt.edu.in/uploads/AQAR\\_2015-16.pdf](http://www.ssrkt.edu.in/uploads/AQAR_2015-16.pdf)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	78.15	2004	5 Years
2	2 <sup>nd</sup> Cycle	B	2.83	2016	5 Years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

30/11/2010

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 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR (2014 - 15) Submitted to NAAC on 26/12/2018

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

(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, Mumbai

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	<input type="text" value="NIL"/>	UGC-CE	<input type="text" value="NIL"/>
UGC-Special Assistance Programme	<input type="text" value="NIL"/>	DST-FIST	<input type="text" value="NIL"/>
UGC-Innovative PG programmes	<input type="text" value="NIL"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text" value="NIL"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="06"/> Faculty <input type="text" value="05"/>
Non-Teaching Staff	<input type="text" value="0"/>
Students	<input type="text" value="01"/>
Alumni	<input type="text" value="0"/>
Others	<input type="text" value="0"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="—"/>

## 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

- A workshop on S.Y.B.A (Hindi paper II & III) Revised Syllabus was organised by the Department of Hindi on 10<sup>th</sup> August, 2015.
- A workshop on Origami was conducted by Art Circle on 22<sup>nd</sup> August 2015.
- A seminar on 'Financial Management for students was conducted by Readers' Forum on 8<sup>th</sup> December 2015.
- A workshop on Hydro – ponics was conducted by Science Association.
- A workshop on 'Facing group discussion and interview' was conducted by placement cell on 14<sup>th</sup> December 2015.
- A workshop was organised for T.Y.B.A (Marathi) Revised syllabus for teachers as well as students by Department of Marathi on 10<sup>th</sup> February 2016.

## 2.14 Significant Activities and contributions made by IQAC

- Scrutiny & Evaluation of Academic Performance Index for teacher eligible for placement.
- With the goal of inculcating research culture among faculty, IQAC encouraged them to write good quality research papers and present / Publish them in conference / Journals which would enable them for meeting their eligibility for promotion.
- IQAC made suggestion to various committees and associations to provide student support services and other extension activities.
- Feedback on teaching.
- Sensitizing students to social, ecological and environmental issues.
- IQAC in association with Department of Microbiology has embarked upon a programme to test the potability of drinking water in college and nearby societies. It is decided to undertake this activity on a yearly basis or as and when required.
- Successfully completed the second cycle of NAAC accreditation with CPGA 2.83.

## 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	Achievement
➤ Need-based Programmes	➤ Talks, guidance lectures and motivation lectures were organised.
➤ Strengthening teaching-learning process	➤ Guest lectures, talks, screening of short films relevant to the curriculum and field visits were arranged.
➤ Skill enhancing activities	➤ To enhance the skills of students, various competitions were conducted, plays were staged, lectures on skill development and translation course was conducted.
➤ Women-centric initiatives	➤ Self defence training was given to students
➤ Developing environmental awareness	➤ Number of programmes such as tree plantation, cleanliness drive, ecofriendly rally and ecofriendly festival were organized to create environmental awareness.
➤ Awakening social responsibility	➤ To create social responsibility among students, some activities such as donation of necessary items to the underprivileged, organization of Road safety rally, voting awareness, training programme in disaster management and lectures on socially relevant topics were arranged.
➤ Building career opportunities	➤ Workshops and talks on various career opportunities like banking, finance and insurance were organized.
➤ Inculcating Research	➤ Number of papers were presented in national and international seminars/conferences by the faculty and research papers were published in reputed national and international journals.
➤ Upgradation of infrastructure	➤ New departmental rooms were made available for Arts and Commerce faculty.
➤ Initiating Placement of teachers	➤ Placement procedures were initiated to speed up the CAS of teachers.
➤ Sharing Knowledge with Peers	➤ Updated teachers and students regarding the revised syllabus and paper pattern through workshops.

\* Attach the Academic Calendar of the year as Annexure. (Annexure III)

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. 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	2			
PG	9			
UG	13		6	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	24		6	
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All
Trimester	
Annual	



1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students  Yes  
*(On all aspects)*

Mode of feedback : Online  Manual  Yes Co-operating schools (for PEI)

\*Analysis of the feedback in Annexure 1.2

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

NO

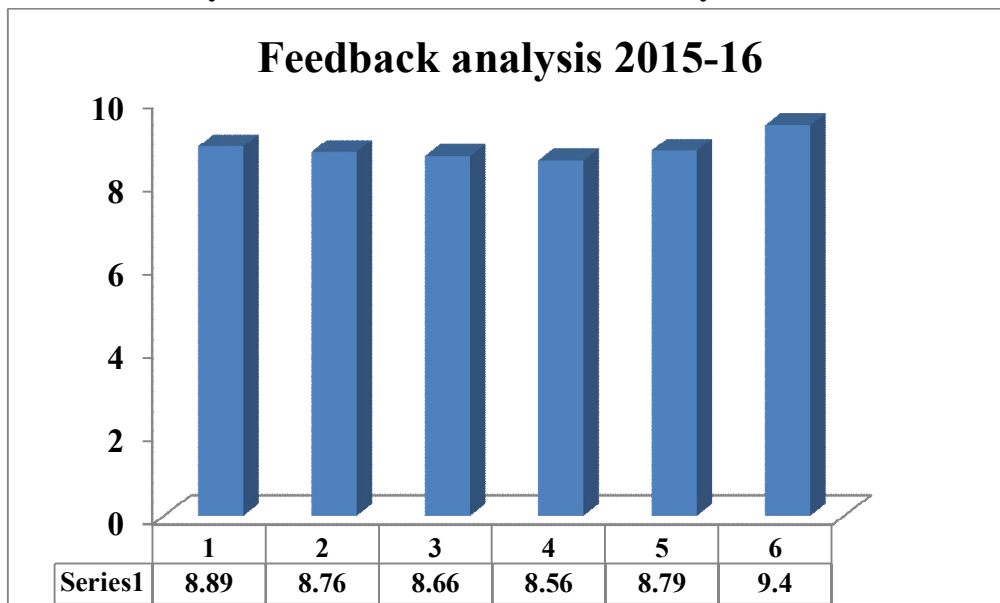
1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Program	Courses	Details of existing Programs	Details of self-financing programs
Under Graduate	Bachelor of Arts	English	Not Applicable
		Hindi	
		Marathi	
		Sindhi	
		History	
		Economics	
	Bachelor of Commerce		
	Bachelor of Science	Physics	
		Chemistry	
		Botany	
Zoology			
Microbiology			
	Maths		
Bachelor of Commerce		Accounting & Finance (BAF)	
		Banking & Insurance (BBI)	
		Financial Markets (BFM)	
		Bachelor of Management Studies (BMS)	
Bachelor of Science		Information Technology (IT)	
		Computer Science (CS)	
Post Graduate	Master of Arts	Hindi	
		English	
		Marathi	
		Economics	
		History	
	Master of Commerce	Accountancy	
	Master of Science	Botany	
		Micro Biology	
		Zoology	

Ph.D		Hindi	
		Botany	

**Annexure 1.2 Analysis of the feedback of teachers by the Students**



X Axis Label	Details of X Axis Label	Y Axis Score Obtained
1	Time Sense	8.89
2	Subject Command	8.76
3	Use of Teaching Aids	8.66
4	Helping Attitude	8.56
5	Class Control	8.79
6	Laboratory Interactions (for science students)	9.4

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others	
	Permanent	70	30	40	0	0
	Sanctioned	86	46	40	0	0

2.2 No. of permanent faculty with Ph.D.

20

No. of teachers from other state

18

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
00	16	0	0	0	0	0	0	0	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

41

29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University Level
Attended	03	10	--	03
Presented papers	15	24	09	--
Resource Persons	01	02	--	03

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Use of AV room OHP and LCD to teach.
- Screening of documentaries, films, and staging of plays.
- Encouraging students to participate in workshops.
- Effective use of social media to disseminate learning resources

- Visit to institutions, ecological and historical sights
- Animated videos are used to make teaching learning process impactful
- Guest lectures were organised to update knowledge.

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)

- Teachers submitted marking scheme and detailed model answer of the question paper before assessment.
- Students are given photo copies of answer book as per University guidelines.
- Internal Exams conducted.

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

05

02

01

2.10 Average percentage of attendance of students

74.7%

2.11 Course/Programme wise distribution of pass percentage :

2015-16								
Title of the Programme	Total no. of students appeared	GRADE WISE ANALYSIS						
		O	A	B	C	D	E	Pass
<b>BCOM</b>	<b>777</b>	0.30%	16.32%	39.07%	34.13%	10.03%	0.15%	85.97%
<b>BSC</b>	<b>114</b>	0.00%	30.00%	33.33%	30.00%	6.67%	0.00%	52.63%
<b>BA</b>	<b>166</b>	0.00%	5.00%	21.67%	46.67%	24.17%	2.50%	72.29%
<b>MCOM</b>	<b>91</b>	1.22%	48.78%	41.46%	8.54%	0.00%	0.00%	90.11%
<b>MA</b>	<b>86</b>	0.00%	29.41%	36.76%	32.35%	1.47%	0.00%	79.07%
<b>MSC</b>	<b>23</b>	12.50%	37.50%	50.00%	0.00%	0.00%	0.00%	69.57%
<b>BSC.IT</b>	<b>38</b>	4.00%	32.00%	52.00%	12.00%	0.00%	0.00%	65.79%
<b>BSC.CS</b>	<b>29</b>	0.00%	29.41%	11.76%	41.18%	17.65%	0.00%	58.62%
<b>BMS</b>	<b>54</b>	0.00%	18.42%	34.21%	31.58%	15.79%	0.00%	70.37%
<b>BBI</b>	<b>41</b>	0.00%	20.00%	45.71%	34.29%	0.00%	0.00%	85.37%
<b>BFM</b>	<b>13</b>	9.09%	18.18%	54.55%	9.09%	9.09%	0.00%	84.62%
<b>BAF</b>	<b>46</b>	0.00%	28.21%	48.72%	17.95%	5.13%	0.00%	84.78%

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

- 1) **Initiated in planning various skill oriented & enrichment programme through various departments and committees.**
- 2) **Appointment of qualified full time faculty.**
- 3) **Sincere efforts were made to ensure student assessment mechanism by the College CAP introduced for online assessment.**
- 4) **Teaching learning process is evaluated through feedback given by students.**
- 5) **Reports of the Departmental / Committee activities help in evaluating the plans laid out for teaching – learning process.**
- 6) **Regular meetings held by HODs, Principal, Vice – Principal and Staff Members help in implementation of plans in the teaching learning process.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	19
Others	06

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	93	37	0	09
Technical Staff	0	0	0	01

## Criterion – III

### 3. Research, Consultancy and Extension

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

A research committee in the name of Research Development committee (RDC) has been set up in the college to promote research activities in the different departments of college. The committee encourages teachers to apply for projects and helps them in writing and submitting proposal. Also takes initiative to develop research interest in teachers and students and supports them to take part in workshops and conferences. Research facilities like library, computer lab, internet is made available. Also subscription for INFLIB NET program and BCL helps in easy access to various research journals with multilingual search option. College organises various study visits to research institute or laboratories for students to make them familiar with different aspects of research. Every year post graduate students and staff attend the open day organised by ACTREK and get acquainted with the advance research happening related to cancer.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	01	-
Outlay in Rs. Lakhs	-	8,91,900/-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	04	01
Outlay in Rs. Lakhs	0.31	-	13,43000/-	0.31

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	01	-
Non-Peer Review Journals	03	12	-
e-Journals	03	03	-
Conference proceedings	1	04	-

#### 3.5 Details on Impact factor of publications:

Range  Average  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	3 years	UGC	8,91,900/-	5,27,400/-
Minor Projects	-	Univ. Of Mumbai	0.31 lakhs	0.31 lakhs
		UGC	2.80 lakhs	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)				
Total	-	-	-	-

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

ii) Without ISBN No.

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

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  From Management of University/College

Total

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

and students registered under them

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

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	<input type="text" value="29"/>	State level	<input type="text" value="22"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="55"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="15"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="03"/>	State level	<input type="text" value="06"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="01"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="07"/>	NSS	<input type="text" value="12"/>
		Any other	<input type="text" value="02"/>

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

- System of extending library membership to alumni students under the heading "external membership" system continued in the year 2015-2016.

- Library extension program was initiated from year 2014-2015 by the librarian under the guidance of the then Principal Ms. Lalithambal Natarajan. The same extension program was implemented in the year 2015-2016 also.
- Health check up camp.
- A survey of " Shala Bahya Mule".
- Road safety awareness programme.
- Organ Donation awareness program conducted by Science Association.
- Voting Awareness rally.
- Tree plantation drive.
- Swacch Bharat Abhiyan
- Ekta Divas Rally
- Pulse polio duty undertaken
- Lecture on HIV and AIDS awareness
- Poster, slogan and rangoli competition on the theme of HIV/AIDS
- Street play on HIV/AIDS Camp.
- Mega blood donation camp.
- Certificate Course on Disaster Management.
- Initiated and helped in Online registration of voter's ID.
- Screening of Marathi movie, "Dyas Parv"
- Skit on superstition, road safety, corruption, smoking and alcoholism.
- Construction of Bandhara by NSS volunteers.
- A cleanliness drive at Ashram School, ZP school and Temple in Karvale gaon.

## 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	2+2 Acres	-	Management	4 acre
Class rooms	32+8	-	-	40
Laboratories	16+1	-	-	17
Seminar Halls	3	-	-	3
No. of important equipments purchased ( $\geq$ 1-0 lakhs) during the current year.	4	-	-	4
Value of the equipment purchased during the year (Rs. in Lakhs)	45.53 lakhs	40.02 lakhs	UGC + College	85.55 lakhs
Others	53.37 lakhs	13.97 lakhs	UGC + College	67.34 lakhs

#### 4.2 Computerization of administration and library

The administrative units and library is fully computerized giving internet facility to each computer. In library building, a separate room with computer and internet facility has been created for the staff and students who are doing research.

#### 4.3 Library services:\*

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	105760	109928 30	4375	780604	110117	1177343 4
Reference Books	41	73611	63	203885	104	94496
e-Books	N-LIST	-	N-LIST		N-LIST	
Journals	72	86518	74	101166	74	101166
e-Journals	N-LIST		N-LIST		N-LIST	
Digital Database	-	-				
CD & Video	NB-1340	35710	NB-73	-	NB-1413	35710
Others (specify) text book for book bank	1. Book bank-1783	305996	1. Book bank-731	111305	1. Book bank-2514	417301
1) Bound Volume	1. MB-1074		2. MB-212	-	2. MB-1286	
2) Thesis, Dissertation & Project Report	2. TD-NIL		3. TD-39	-	3. TD-39	
3) Gifted/Donated	3. G-2716		4. G-451		4. G-3167	
4) *Shodhganga(N-List)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	154	85	7hubs	1	1	34	11	24
Added	12	0	0	0	0	-1	07	06
Total	166	85	7	1	1	33	18	30

\*Minus figure indicates scrapped computers.

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

1. Computers and internet facility are available in the library, college office, Principal's room, Conference Room, Staff room, computer labs and all Science departments.
2. Some of the professors use ICT enabled teaching methods.
3. On-the- job five months training on SOUL software was given to newly recruited staff and promoted library clerks as an when required by the librarian.
4. A training program was organized by library department. A retired librarian, Dr. Sushma Powdwal of SNDT University, Mumbai was invited as Chief Guest. She shared her experiences and taught the staff how to extend personalized services.
5. PPT competition was organised for students to polish their presentation skills.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.94
ii) Campus Infrastructure and facilities	10.84
iii) Equipments	1.34
iv) Others	9.38
<b>Total:</b>	<b>22.50</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Important notices about Examination, Scholarships and Freeships are prominently displayed on the Notice board and even circulated in the class room.
- Group SMS facility is used to inform students about important dates regarding hall-ticket distribution, Results, Parents meeting etc.
- Orientation programmes were conducted for newly enrolled degree college students.
- Students are acquainted with various co-curricular, extra curricular and extension activities through NSS, NCC, WDC, Students' Guidance and Counselling cell, Gymkhana, Cultural Committee and Language Associations.

#### 5.2 Efforts made by the institution for tracking the progression

- Results are distributed to the department to identify strengths and weaknesses of the students.
- Evaluation of the students is done by conducting class test to check their knowledge and then proving them with remedial coaching.
- Showcasing talents of students by organizing various competition and activities and rewarding them to motivate them further.
- Some departments conduct parent teachers meeting to update the parents about their wards progression.
- Alumni was involved in various activities and supported in organizing NSS, NCC and sports programmes

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4413	487	8	--

#### (b) No. of students outside the state

22

#### (c) No. of international students

--

Men	No	%	Women	No	%
	2290	46.65		2618	53.34

Last Year							This Year						
General	SC	ST	OBC	Physically Challenged	Others	Total	General	SC	ST	OBC	Physically Challenged	Others	Total
2533	785	60	444	--	1155	4978	2615	718	58	429	01	1087	4908

**Demand ratio 1:2.79      Dropout % : 1.10%**

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

- Weekly guidance lectures were scheduled for UPSC / MPSC competitive examinations.

No. of students beneficiaries 59

5.5 No. of students qualified in these examinations

NET	<span style="border: 1px solid black; padding: 2px 10px;">0</span>	SET/SLET	<span style="border: 1px solid black; padding: 2px 10px;">0</span>	GATE	<span style="border: 1px solid black; padding: 2px 10px;">0</span>	CAT	<span style="border: 1px solid black; padding: 2px 10px;">NA</span>
IAS/IPS etc	<span style="border: 1px solid black; padding: 2px 10px;">NA</span>	State PSC	<span style="border: 1px solid black; padding: 2px 10px;">NA</span>	UPSC	<span style="border: 1px solid black; padding: 2px 10px;">NA</span>	Others	<span style="border: 1px solid black; padding: 2px 10px;">NA</span>

5.6 Details of student counselling and career guidance

- Academic counselling provided to students for the selection of proper course for graduation.
- A talk on Goal setting to Self Hypnotism, Family Counselling and Child Abuse was conducted.
- Personal counselling was provided to students facing various issues on their personal fronts.

No. of students benefitted 110

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	30	18	NA

### 5.8 Details of gender sensitization programmes

- A talk on Women’s issue was organized in the NSS camp – Speaker Dr. Geetha Menon .
- WDC organized talk on topic, “New Generation Gimmick Fiddling with Reproductive health” on 7th August 2015 by Dr. Ritu Balani.
- College based study of 500 female students on Reproductive health status were taken and analyzed.

### 5.9 Students Activities

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

State/ University level  National level  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  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	117	131640
Financial support from government	950	3363664
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

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

5.13 Major grievances of students (if any) redressed: - No major grievances.



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

<p>Vision</p> <p><i>“CHHATRA: SANSKAREN SUJANA BHAVANTU”</i></p> <p>Mission</p> <p><i>“OUR MISSION IS TO EDUCATE, ENLIGHTEN AND EMPOWER STUDENTS IN GENERAL AND GIRLS IN PARTICULAR THEREBY DEVELOPING THEIR MENTAL, PHYSICAL AND EMOTIONAL DIMENSIONS IN ORDER TO CREATE BETTER CITIZENS AND SOCIETY. TO THIS END WE ENDEAVOR TO MOBILIZE THE AVAILABLE RESOURCES WHICH ARE NECESSARY FOR HIGHER EDUCATION AND ADD TO EXISTING ONE”</i></p>
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#### 6.2 Does the Institution has a management Information System.

<ol style="list-style-type: none"><li>1. Meeting of Principal with faculty members at the beginning of each semester to discuss the critical issues.</li><li>2. Regular meeting (two meetings per semester) of HoDs/ Teacher in-charge with other faculty members of the department (s) concerned for discussion on syllabus workload, results and any other corrective measures taken for overall improvements of the students</li><li>3. Time table along with details of workload of every teacher are submitted to the Principal and Management for access.</li><li>4. The time tables are uploaded on college website for the students and other stake holders.</li><li>5. The academic and administrative committees work throughout the year and submit the reports of events/programmes to the Principal and IQAC for further perusal.</li></ol>
--

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

##### 6.3.1 Curriculum Development

<p>The College follows the syllabus of University of Mumbai. To supplement the syllabus, College also organises events/programmes, field trips, visits to institutions, Rangoli etc by the Department and Committees.</p> <p>Faculty members participate in design, restructuring and revision of curriculum through</p>
--

the BoS and/or curriculum development committees of the University.

### 6.3.2 Teaching and Learning

- Screening of documentaries, films, and staging of plays.
- Encouraging students to participate in workshops.
- Effective use of social media to disseminate learning resources
- Visit to institutions, ecological and historical sights
- Animated videos are used to make teaching learning process impactful
- Guest lectures were organised to update knowledge.

### 6.3.3 Examination and Evaluation

The college has set up an examination committee for smooth conduct of examinations under the guidelines laid down by the University of Mumbai.

To facilitate the same, the examination committee takes several initiatives including dissemination of supervision duties to teachers via WhatsApp and text messages. The duty charts are also displayed in advance on staff notice board.

### 6.3.4 Research and Development

To take care of research activities in the College, a Research Development Cell (RDC) has been set up. The cell monitors each and every aspect of research including writing of research proposals up to the submission to funding agencies, manuscript writing and design of experiments.

1. It encourages teachers to pursue Ph.D.
2. Encouraging faculty to submit research proposals to funding organizations.
3. Invited lectures by eminent researchers from industry and other academic institutions.
4. Providing facilities for faculty to do in-house research.
5. Encouraging students to explore real life problem through research.
6. Faculty members are encouraged to attend conferences / workshops / seminars, viva voce and to present research paper.
7. Promoting industrial interaction for establishing research culture.
8. Sharing information with peers on conferences, seminars attended.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library facility has been provided to the students at College and at some Departmental level.
2. College library in one of the best libraries in Thane district.
3. It has good number of reference and text books, journals and magazine etc. which are available for both students and faculty.
4. Departmental library enables the students to access the books instantly during routine lectures and practicals, if any.
5. College library has INFLIBNET, N-List facility for both students and faculty.
6. Computer with internet facility has been provided to students and faculty members.
7. A separate room with computer and internet facility has been set up in college library for research students and faculty members.
8. Bar code facility is developed for issuing the books.
9. College library has also started “Mobile library” facility for people residing in surrounding villages.
10. The college procures instruments, computers and their accessories, and other items in order to make the infrastructure better and hence to strengthen academic and research environment.

### 6.3.6 Human Resource Management

The faculty members and nonteaching staff members are always encouraged to enhance their knowledge/skills in the field by attending programmes/events and/or by doing certificate courses available in the field.

Both teaching and nonteaching staff members are assigned jobs for which they have been appointed.

Technology knowledge up-gradation done by the staff members is always appreciated by the college for accurate and fast working of the system.

### 6.3.7 Faculty and Staff recruitment

The college adopts policies of Governments, University Grant Commission and the University of Mumbai while recruiting the faculty and other staff members.

### 6.3.8 Industry Interaction / Collaboration

Yes.

### 6.3.9 Admission of Students

Admission at both UG and PG level is done as per the Mumbai University's guideline. To facilitate the admission process, the College has set up an Admission Committee that takes efforts in simplifying the procedures for admitting the students.

### 6.4 Welfare schemes for

Teaching and Non teaching	<ol style="list-style-type: none"> <li>1. Co-operative Credit Society.</li> <li>2. Provident Fund.</li> <li>3. DCPS to staff recruited after 2005.</li> <li>4. Welfare Committee felicitates the retiring teachers.</li> <li>5. Insurance Premium facility under Salary Saving Scheme.</li> <li>6. Financial help against salary to those newly recruited teaching /non teaching staff who do not get salary in beginning months of appointments.</li> </ol>
Students	<ol style="list-style-type: none"> <li>1. Group Insurance for both UG and PG students.</li> <li>2. Special diet to sport persons, NCC cadets, etc. during their training period and also during tournaments and campus adventures.</li> <li>3. Arranging Health check up camp and Blood donation Camp.</li> <li>4. Counselling centre gives emotional support to lead a purposeful life.</li> <li>5. Fee waivers, Fee concessions, staggered fee payment facility, etc .are offered to students.</li> <li>6. Accidental benefit scheme.</li> <li>7. Students are given easy access to computer and internet facility in the library and laboratory.</li> </ol>

1, 25, 00,000

### 6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

Mumbai University has taken several initiatives to reform the examination systems at both UG and PG level. The college strictly follows the norms/guidelines while conducting the examinations. The major initiatives taken the University in this regard are-

1. Online hall ticket.
2. Re-evaluation and moderation.
3. Photo copy of answer sheet is provided to students considered for re-evaluation.
4. Bar-coding on answer sheet for better security.
5. Online results.
6. Online delivery of question paper through OTP.

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

Not Applicable

6.11 Activities and support from the Alumni Association

1. Participate as Resource person/Guest in-functions organized by the college.
2. Participate in awareness programmes organized by NCC/NSS/Women Development Cell, etc.
3. Provide Career and Personal Counseling facility through student's guidance and counseling cell.
4. Ex NCC cadets/NSS volunteers come and train current NCC/NSS volunteers.

#### 6.12 Activities and support from the Parent – Teacher Association

Nil

#### 6.13 Development programmes for support staff

1. Training on “SUSTAINABLE USE OF COLLEGE RESOURCES FOR BETTER PROSPECTIVE” for non-teaching members of Science faculty.
2. On-the- job five months training on SOUL software was given to newly recruited staff and promoted library clerks as an when required by the librarian.
3. A training program was organized by library department. A retired librarian, Dr. Sushma Powdwal of SNDT University, Mumbai was invited as Chief Guest. She shared her experiences and taught the staff how to extend personalized services.

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

1. Dry and Wet waste segregation.
2. Minimal/No use of plastics.
3. Plantation in garden.
4. Use of LED lights on selective basis.
5. Scheduled parking of vehicles.
6. Solar energy.
7. Vermicomposting.
8. Bio-gas production and its utilization in daily purposes

## Criterion – VII

### 7. Innovations and Best Practices

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

**Innovative practice 1:**

Change in examination evaluation pattern called for change in the result preparation software. Examination committee non teaching staff member Ms. Vandana tailor made a system to suit our requirements.

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

Plan of Action	Achievements
Need based Programme	<ul style="list-style-type: none"><li>• Guidance lecture by Mrs. Anuradha on “Banking / MPSC and UPSC Exams”</li><li>• To educate and motivate young investor, A lecture by Mrs. Riya Mathani was organized.</li><li>• A talk by Mr. Shyam Joshi on Dr. A.P.J. Kalam ‘Vachan Prerana Din.</li><li>• Lecture on Acupressure was organised for the non-teaching staff.</li></ul>
Strengthening teaching learning	<ul style="list-style-type: none"><li>• Seminar in clinical research and health care.</li><li>• Seminar on “Financial Management” for students by Readers’ forum.</li><li>• Talk on causes and effect of Greece Crisis on 25<sup>th</sup> July, 2016.</li><li>• A power point presentation &amp; discussion on Greece Crisis were arranged on 24<sup>th</sup> July 2015.</li><li>• Visit to Karla Caves to study development of Architecture and early Brahmi Scripts on 30/01/2016.</li><li>• A Guest lecture on Emergence &amp; Evolution of Modi Script 25/07/2015.</li><li>• Visit to ‘Atre natymandir’ to watch the play ‘गोष्ट तशी गमतीची’(1-8-2015)</li><li>• Visit to ‘अखिल भारतीय मराठी नाट्यसंमेलन ‘in Thane.</li><li>• Visit to ‘Majestic book depot’ in Thane.</li><li>• Wall collage – शब्दगंध) throughout the year)</li><li>• ज्ञानपीठ पुरस्कारप्राप्त मराठी कवी कुसुमाग्रज यांच्या कवितांचे आणि नाटकातील उताऱ्यांचे वाचन) मराठी भाषा दिन- 27.02. 2016)</li><li>• Guest Lectures (Hindi Department)<ul style="list-style-type: none"><li>• डॉ. जयप्रकाश पांडेय — भाक्तिकालीन संत साहित्य. 19/09/2015.</li><li>• प्रो. एस. टी. आवटे — भासेंदु युग. 19/11/2015.</li><li>• प्रो. जे. आर. पाण्डेय — प्रयोजक मूलक हिंदी की विशेषताएट.</li><li>• डॉ. बालकवि सुरजें — भाषाविज्ञान. 13/01/2016.</li><li>• सत्यंदव त्रिपाठी — महानगरी नाटक. 13/02/2016.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>On the occasion of 125<sup>th</sup> Birth centenary of Dr. Bababasaheb Ambedkar Various programmes were organized.</li> </ul>
Skill enhancing activity	<ul style="list-style-type: none"> <li>District level elocution &amp; debate competition was held on 15/12/2015 on the following topics:- Elocution : Privatization – a boon or curse, Swatch Bharat Abhyan, Water Conservation, Measures to save fuel.</li> <li>Lecture on Skill Development vocational courses under Pradhan Mantri Kaushal Vikas Yojana (PMKVC) 21/09/2015.</li> <li>Guest lecture &amp; workshop on “Facing group discussion &amp; interview” 14/12/2015.</li> <li>Workshop on origami – The Japanese art of folding paper into shapes 22/08/2015.</li> <li>Guest lectures : <ul style="list-style-type: none"> <li>Prof. Uday Rote- मराठीतील कोशवाङ्मय (11 .01. 2016)</li> <li>Prof. Abhijeet Deshpande मराठी चित्रपटाची ओळख (13.01. 2016)</li> <li>Dr. Satyadev Tripathi महानगरीय नाटक (13.02. 2016)</li> <li>Lecture and demo – Rashmi Varang – (Radio Jockey)</li> </ul> </li> <li>Competitions (Marathi Department) – <ul style="list-style-type: none"> <li>Debate</li> <li>Essay writing</li> <li>Slogan competition</li> <li>गीतगायन – 31/07/15.</li> <li>निबंध प्रतियोगिता – 03/01/16.</li> <li>शुद्धलेखन प्रतियोगिता – 24/01/16.</li> <li>काव्यवाचन प्रतियोगिता – 29/01/2016.</li> </ul> </li> <li>Power point presentation on contemporary topics was organized on 20<sup>th</sup> January 2016.</li> </ul>
Women centric initiatives	<ul style="list-style-type: none"> <li>WDC organized talk on topic, “New Generation Gimmick Fiddling with Reproductive health” on 7<sup>th</sup> August 2015 by Dr. Ritu Balani.</li> <li>College based study of 500 female students on Reproductive health status were taken and analyzed.</li> <li>Talk on “Women’s Issues in NSS camp by Dr. Geetha Menon in January 2016.</li> </ul>
Developing Environmental Consciousness	<ul style="list-style-type: none"> <li>Nature Trail to Palasdhary and education visit to Keshav Shristi, Bhayandar.</li> <li>Tree plantation drive 05/09/2015.</li> <li>Swachh Bharat Abhiyan on 02/10/2015.</li> </ul>



Sharing knowledge with peers	<ul style="list-style-type: none"> <li>Organized one day workshop on revised syllabus of T.Y.B.A (Marathi) for teachers as well as students on 10.02. 2016</li> </ul>
Inculcating Research	<ul style="list-style-type: none"> <li>Major Research project (Marathi Department)</li> <li>आंतरमहाविद्यालयीन प्रपञ्चवाचन प्रतियोगिता- (Hindi Department)</li> <li>Ongoing research (Botany, Zoology &amp; Commerce Department)</li> </ul>
Awakening social responsibility	<ul style="list-style-type: none"> <li>Meatless rally organized by NSS unit on 21<sup>st</sup> NOV, 2015</li> <li>Road Safety Awareness Programme on 11<sup>th</sup> Dec, 2015. ACP Mr. Kole &amp; PI Mr. Dharme inaugurated the programme.</li> <li>A Two - day Basic certificate course in “Disaster Management” was conducted with the help of Civil Defence unit on 20/08/2015.</li> <li>Students’ Council co-ordinated with UMC and initiated an awareness programme for online registration of Voters ID Card July 2015.</li> <li>Organ Donation Awareness programme conducted by Science Association 06/08/2015.</li> <li>Health check up camp was organized by Dr. Kamal Chandanani August 2015.</li> <li>A Survey of “Shala Bahay mule” was conducted under the guidance of NSS Programme Officer Prof. Sunil Khatri from 20<sup>th</sup> to 22<sup>nd</sup> January 2016.</li> <li>Screening of Marathi movie ‘ध्यासपर्व’ to create awareness regarding R. D. Karve’s work of family planning and sexual health of woman.</li> <li>Ekta Divas rally on 30/10/2015.</li> <li>31 students volunteered for pulse Polio Duty on November 2015.</li> <li>Lecture on HIV / AIDS awareness by Dr. Kamal Chandanani in December 2015.</li> <li>Poster, Rangoli &amp; Slogan competition on the theme HIV / AIDS awareness in December 2015.</li> <li>Street play on the topic HIV / AIDS awareness in December 2015.</li> <li>Construction of Bandhara by NSS volunteers in January 2016.</li> <li>Cleanliness drive in ashram school, temple, Zila Parishad. School, in Bramhan, Karvale gaon in January 2016.</li> <li>Skits on Road safety, Blind faith, Corruption, Alcoholism &amp; AIDS awareness.</li> </ul>
Building career opportunities	<ul style="list-style-type: none"> <li>Campus interview by Policy.com and Infosys.</li> </ul>

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

**Best Practice 1: Mobile Library**

Please see **Annexure IV** for details on practice name, Time schedule, Goal of the practice, Process, Impact of the practices, Outreach (Number of Beneficiary), Resources required and Plan for next year.

**Best Practice 2: Entrepreneur Development training**

Entrepreneurship Development Programme was conducted for NSS Volunteers from October 28, 2015 to November 7, 2015. 40 volunteers of the NSS unit of our college participated in the programme. The aim of this programme was to teach the techniques of conducting business and generating self employment. (**Annexure V**)

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

**7.4 Contribution to environmental awareness / protection**

- 1) All electronic dead instruments were handed over to professional e-waste Management Company, Ecoreco company and got certificate for it.
- 2) Nature Trail to Palasdhari (Karjat) was conducted on August 18, 2015. 110 students and 5 faculty members of the college enjoyed the nature trail and came into contact with flora and fauna of the region.
- 3) An educational visit to Keshav Shrusti, Bhayander was organized on September 7, 2015. Around 9 students and 5 faculty members visited the farm. The guide showed the students various facilities like gaushala, biogas plant and solar energy panels. They were taken on a tour of the forest where lots of medicinal plants and herbs grew in abundance. A workshop on paper making was conducted. They were taught how to make paper and the students were divided into groups and were asked to make paper. A power point presentation showing the status of biodiversity in India was shown to the students followed by a lecture and interaction with students
- 4) Tree plantation drive
- 5) Certificate course on Disaster Management
- 6) Construction of Bandhara by NSS volunteer
- 7 Cleanliness drive at Ashram school, Zeela Parisad Schools, Temple in Bramhan, Karvale gaon

**7.5 Whether environmental audit was conducted?**

Yes  No

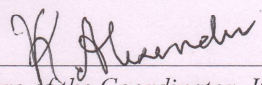
**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

<p><b>Strength</b></p> <ul style="list-style-type: none"> <li>• Old reputed Sindhi Minority College</li> <li>• Library facility-one of the biggest library in the district of Thane- A 3 storeyed building- Automated under Integrated Library Management System (ILMS) by introducing SOUL 2.0 software since 2009 -collection of more than 1 Lakh books (for UG, PG and PhD students) – Books also made available for outside CA students with membership.</li> <li>• College provides financial support to Low Income Groups (LIG) and Minorities through Student Aid Fund (SAF)</li> <li>• College provides books and materials to students and alumni to prepare for competitive examinations</li> <li>• Well equipped computer lab for both UG and PG courses</li> <li>• PhD centre for Botany and Hindi</li> <li>• Aided PG courses like M.Com and M.A. in Economics, English, Hindi, History, Marathi and M.Sc in Botany, Zoology, and Microbiology. College takes pride in conducting Sindhi lectures for University PG students.</li> <li>• University CAP centre (offline only)</li> <li>• Participation of faculty in university assignment like chairperson/paper setter/Moderator/examiner in both UG and PG examinations, apart from that, teachers also served as University Senate member, chairperson/member in Board of Studies (BOS) and Coordinator of National Service Scheme (NSS).</li> <li>• Dedicated Placement cell for both UG and PG students</li> <li>• Additional provision of drinking water made</li> <li>• Bifurcation of play ground into 3 to hold 3 games simultaneously</li> <li>• Free parking facility ear-marked for bikes and cars</li> </ul>	<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Better library facility could be provided for all students Introducing Add-on and new courses</li> <li>• Promote research (along with more resources and space) among both teachers and students</li> <li>• Full Digitization of office and administration</li> <li>• Upgradation of facilities in CAP centre</li> <li>• Opening up PhD research centre for some PG Courses</li> <li>• Faculty can contribute effectively for syllabus revision, publishing text book</li> <li>• To promote linkage between industry-institution and University</li> <li>• Initiatives to be taken by faculty member s to carry out Minor/Major research projects and contribute to research and Development.</li> </ul>
<p><b>Weakness</b></p> <ul style="list-style-type: none"> <li>• Students from Low income group</li> <li>• Not in close proximity to the Railway station, College is located within the market area</li> <li>• Space constraint to start new and add-on courses</li> <li>• Limited parking facility</li> <li>• Insufficient play ground for big team games</li> <li>• Insufficient space in Staff Room</li> <li>• No Boys Common Room</li> <li>• No conference/Seminar Hall</li> <li>• Understaffing in teaching and non-teaching staff</li> </ul>	<p><b>Threat</b></p> <ul style="list-style-type: none"> <li>• Due to lack of new and add-on courses, top students are not attracted</li> <li>• Due to limited parking facility, students are not attracted to take admissions</li> <li>• Students interested in outdoor sport are not attracted as the existing infrastructure is not conducive to outdoor sports</li> <li>• It is difficult for teaching staff to carry out their own study, research and student interaction during the College hours and they are forced to do it at their home.</li> <li>• Inadequate space for carrying out state /National /International conference/seminars/workshops within</li> </ul>

	<p>the campus.</p> <ul style="list-style-type: none"> <li>Existing staff overburdened</li> </ul>
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**8. Plans of institution for next year**

- To organize programmes to create gender awareness.
- To initiate programmes for skill development and self employment.
- Screening documentaries and organizing competitions for environmental awareness.
- Undertaking programmes for awakening Social Responsibility and creating social awareness.
- Organizing lectures on career planning and preparation for competitive exam.
- Arranging campus interviews for student placement.
- To organize training sessions for teachers on Mathematical Techniques for economics.

Name VERGHESE ALEXANDER      Name Dr. Shanta. P. Janyani.  
  
 \_\_\_\_\_  
 Signature of the Coordinator, IQAC      Signature of the Chairperson, IQAC  
 \*\*\*      \*

**Abbreviations:**

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

## Academic Calendar 2015 - 16

<b>First Term: - 8th June 2015 to 21<sup>st</sup> October 2016</b>	
June 2015	Admission to FY Degree Courses
02/06/15	Additional exam for Sem, II & IV
8th June 2015	Commencement of first term
July 2015	Orientation for FY Degree students Constitution of college committees
3 <sup>rd</sup> week of July 2015 to 1 <sup>st</sup> week of September 2015	Organisation of various activities of departments/ committees.
30/07/15 to 01/08/15	TY internal examination
10/09/15 to 16/09/15	FY/SY internal examination
28/09/15 to 20/10/15	FY/SY ATKT exam FY/SY regular
2 <sup>nd</sup> Week of October 2015	Staff Meeting for NAAC visit preparation
22/10/15 to 15/11/15	Diwali vacation (University Circular UG/1 of 2015-16)
<b>Second Term: - 16/11/2015 to 02/05/2016</b>	
16/11/2015	Commencement of second term
3 <sup>rd</sup> week of November 2015 to last week of January 2016	Organisation of various activities of departments/ committees.
1 <sup>st</sup> week of December 2015	NSS Camp

2 <sup>nd</sup> Week of December 2015	Staff Meeting for NAAC visit preparation
3 <sup>rd</sup> week of December 2015	Cultural festival
26/12/15 to 01/01/16	Winter break
2 <sup>nd</sup> week of February 2016	Staff Meeting for NAAC visit preparation
22/01/16 to 25/01/16	TY Internal Exam
01/02/16 to 06/02/16	FY/SY Internal Exam
3 <sup>rd</sup> Week of February 2016	Staff Meeting for NAAC visit preparation
27/02/16 to 02/04/16	ATKT Examination FY/SY regular/
1 <sup>st</sup> week of May 2016	FY/SY result declaration
<b>Admission Schedule</b>	
13/05/16 to 19/05/16	SYBCOM
17/05/16	SYBSC
18/05/16 to 19/05/16	SYBA
20/05/16 to 26/05/16	TYBCOM
20/05 /16	TYBSC
23/05/16 to 24/05/16	TYBA

## Annexure - IV

### Best Practice 1 for Academic Year 2015-16

<i>Practice Name</i>	“Mobile Library”
<i>Time Schedule</i>	The activity was done by the librarian during January 3 To 9, 2016.
<i>Goal of the practice</i>	To provide an opportunity for access to knowledge to the people who are not directly connected to our educational institute, and getting connected with the society. Further, library will try to contact more readers.
<i>Process</i>	<ul style="list-style-type: none"><li>• It was mutually decided by NSS coordinator and librarian that program will be conducted in the year 2015-2016 also.</li><li>• Briefing was given to the concern group of students by NSS coordinator and librarian.</li><li>• Students visited people in the village and made a survey about their reading requirements.</li><li>• The list was prepared as per their demand and based on that, library staffs separated the books from the library.</li><li>• These books were then distributed to the villagers by librarian and library staff with the help of NSS camp students. The same books were collected by the students after 4 days.</li></ul>
<i>Impact of the practices</i>	<ul style="list-style-type: none"><li>• It was observed that a few of the families were eagerly waiting for NSS camp to be held in their village which provided them the opportunity for access to knowledge.</li></ul>
<i>Outreach (no of beneficiary)</i>	<ul style="list-style-type: none"><li>• NSS students approached maximum possible families in the village.</li><li>• 14 families availed the benefit. 31 books and 2 magazines were handed over to the interested readers.</li></ul>
<i>Resources required</i>	<ul style="list-style-type: none"><li>• Initiative and co-ordination from librarian to execute the program.</li><li>• Dedicated human resource from library for sorting of books as per demand Human</li><li>• Cooperation from NSS unit and students.</li></ul>
<i>Plan for next year</i>	Continuity of the program should be maintained. Library will try to increase the number of beneficiaries.



**Best Practice 2 for Academic Year 2015-16**

<b>Practice Name</b>	<b>Entrepreneurship Development Training.</b>
<b>Time Schedule</b>	The activity was conducted during October 28 –November 7, 2015 by Prof. Sunil Khatri
<b>Goal of the practice</b>	<ul style="list-style-type: none"> <li>• To make the students aware about the entrepreneurship Development programme and its opportunities in future.</li> <li>• To accelerate the process of entrepreneurship and business creation to generate large scale employment.</li> </ul>
<b>Process</b>	<ul style="list-style-type: none"> <li>• This programme was sponsored by ICT Academy of Tamil Nadu under the aegis of Rajiv Gandhi National Institute of Youth Development (RGNIYD) at R.K. Talreja College.</li> <li>• Prof Sunil Khatri had taken 5 days training at ICT Academy of Tamil Nadu at the first stage.</li> <li>• At the second stage, a 30 hour program to be conducted by Prof Sunil Khatri for college students. However, due to space constraint, the 5 days*6 hours programme has been covered for 10 days*3 hours on daily basis.</li> <li>• 40 students were enrolled and benefitted from the training.</li> <li>• Students were provided Course Completion Certificate by Rajiv Gandhi National Youth Development, ICT Academy Tamil Nadu.</li> </ul>
<b>Impact of the practices</b>	<ul style="list-style-type: none"> <li>• The students understood the process of Development of Entrepreneurship.</li> <li>• In future, students can opt for self-employment.</li> </ul>
<b>Outreach (no of beneficiary)</b>	• 40 Students were enrolled for this training and they have benefitted and received certificate.
<b>Resources required</b>	<ul style="list-style-type: none"> <li>• Lecture hall provided by R.K. Talreja College.</li> <li>• Study material and certificates were provided by ICT Academy of Tamil Nadu.</li> </ul>
<b>Plan for next year</b>	• To be continued next year.

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