

SEVA SADAN'S

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

ULHASNAGAR-3

**Annual Quality Assurance Report
(AQAR) Academic Year 2016-17**

Address:

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

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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:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

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

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

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

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 (2015 - 16) 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

NIL

University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other (<i>Specify</i>)	
UGC-COP Programmes	NIL		

2. IQAC Composition and Activities

2.1 No. of Teachers	06		
2.2 No. of Administrative/Technical staff	02		
2.3 No. of students	01		
2.4 No. of Management representatives	01		
2.5 No. of Alumni	02		
2.6 No. of any other stakeholder and community representatives	0		
2.7 No. of Employers/ Industrialists	0		
2.8 No. of other External Experts	0		
2.9 Total No. of members	12		
2.10 No. of IQAC meetings held	04		
2.11 No. of meetings with various stakeholders:	No.	02	Faculty
			01
Non-Teaching Staff	0	Alumni	0
Students		Others	0
		Students	01

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

If yes, mention the amount

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

- Capacity Building Workshop for post-graduate teachers on “Mathematical Techniques for Economists” in collaboration with Ad-hoc, BOS, Economics, University of Mumbai was organized by the Department of Economics on 9th & 10th December 2016.
- Seminar organized in collaboration with Collector Sub Divisional Office, Thane, on Cashless Society on 4th January, 2017.
- Workshop on Pearl Culture by Science Association on 9th January, 2017.

2.14 Significant Activities and contributions made by IQAC

- Encouraged teachers to avail benefits of FDP for research.
- Inter - disciplinary approach in teaching – learning.
- Coordinated with associations for student centric activities.
- Promoting new recruits in the teaching faculty to enrol for orientation programme at the earliest.
- Career fair through placement cell.

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 Actions	Achievements
➤ Need Based Programme	➤ Career guidance lectures were organized.
➤ Skill Enhancing Activities	➤ Elocution and debate competition, essay competition, poetry recitation competition and other such skill enhancing activities were conducted.
➤ Women Centric Initiatives	➤ Talk on Women’s issues was arranged
➤ Developing Environmental Consciousness	➤ Screening of documentaries, online competition on nature photography, cleanliness drives at railway stations, hospital and villages were undertaken.

➤ Inculcating Research Activities	➤ Faculty presented and published research papers and even encouraged students to do the same in association with them and independently too.
➤ Awakening Social Responsibility	➤ Donation drives for the underprivileged, visit to hospitals and old age homes, screening movies on socially relevant issues, pulse polio campaign, blood donation camps, street play on social issue and rallies for creating awareness on social issues were organized.
➤ Building Career Opportunities	➤ Career opportunities for students were built up through career fair, free coaching for MBA entrance exam and offering them placement opportunities through on-campus and off-campus interviews. ➤ Workshops were conducted to help students choose a career towards self-employment.
➤ Up-gradation of Infrastructure	➤ Solar panels and water coolers were installed. In- house software was developed for library. Internet broadband connection was upgraded in Principal's room and conference room.
➤ Initiating Placement of teachers	➤ Placement procedures were initiated to speed up the CAS of teachers.

** 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 (Annexure I.1)

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				
Total	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.

Change in the syllabi at FY BA/BCOM/BSc levels with the marking scheme of 75:25. The Curriculum of the Foundation Course (FY and SY levels) remained same.

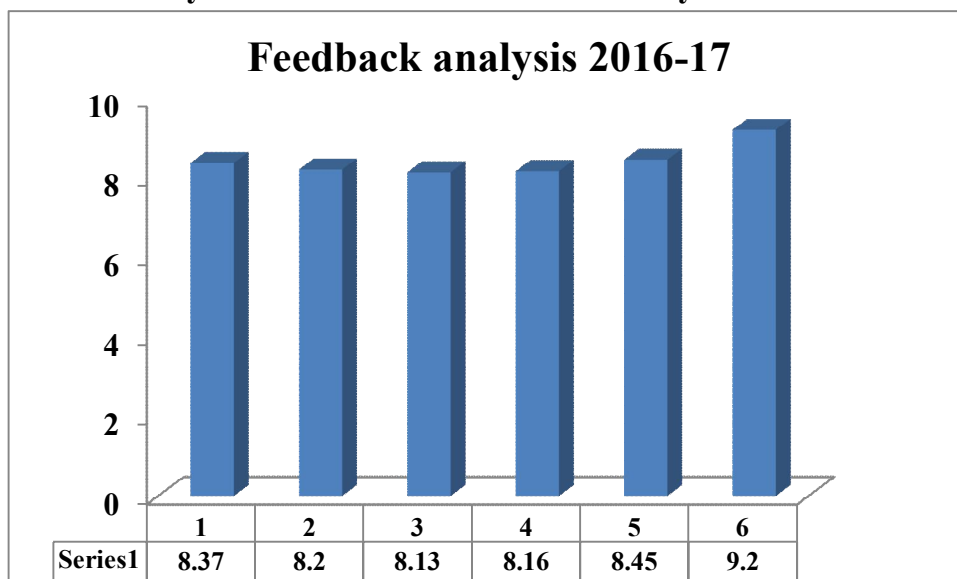
1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Annexure 1.1

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	8.37
2	Subject Command	8.2
3	Use of Teaching Aids	8.13
4	Helping Attitude	8.16
5	Class Control	8.45
6	Laboratory Interactions (for science students)	9.2

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty		Total	Asst. Professors	Associate Professors	Professors	Others
	Permanent	62	27	35	0	0
	Sanctioned	86	46	40	0	0

2.2 No. of permanent faculty with Ph.D.

18

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
03	14	0	0	0	0	0	0	03	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

39

29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University Level
Attended	02	05	01	02
Presented papers	20	26	06	--
Resource Persons	--	02	--	06

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Screening of documentaries, films, and staging of plays.
- Visit to institutions and ecological park
- Encouraging students to participate in workshops.
- Extra study material and e-resources sent by email/WhatsApp to students.
- Animated videos are used to make teaching learning more effective.

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

06 02 01

2.10 Average percentage of attendance of students

73.7%

2.11 Course/Programme wise distribution of pass percentage:

2016-17								
Title of the Programme	Total no. of students appeared	GRADE WISE ANALYSIS						
		O	A	B	C	D	E	Pass
BCOM	745	0.00%	19.25%	35.89%	28.87%	15.66%	0.33%	82.28%
BSC	114	3.13%	21.88%	40.63%	34.38%	0.00%	0.00%	56.14%
BA	160	0.00%	9.92%	23.14%	36.36%	27.27%	3.31%	75.63%
MCOM	97	3.49%	27.91%	48.84%	15.12%	4.65%	0.00%	88.66%
MA	78	0.00%	40.32%	35.48%	19.35%	4.84%	0.00%	79.49%
MSC	33	3.85%	76.92%	15.38%	3.85%	0.00%	0.00%	78.79%
BSC.IT	49	2.56%	35.90%	38.46%	23.08%	0.00%	0.00%	79.59%
BSC.CS	19	0.00%	16.67%	41.67%	41.67%	0.00%	0.00%	63.16%
BMS	51	0.00%	12.82%	46.15%	33.33%	7.69%	0.00%	76.47%
BBI	58	0.00%	18.87%	37.74%	37.74%	5.66%	0.00%	91.38%
BFM	22	0.00%	9.09%	9.09%	54.55%	27.27%	0.00%	50.00%
BAF	54	0.00%	28.57%	40.82%	30.61%	0.00%	0.00%	90.74%

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 are 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	01
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	02
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	30
Others	04

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	87	43	0	07
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 happenings related to cancer.

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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	01	-
Non-Peer Review Journals	01	12	-
e-Journals	01	-	-
Conference proceedings	06	08	-

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	-
Minor Projects	-	-	-	-
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	-	-	8,91,900	-

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
Workshop 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 State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="14"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	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="02"/>
National level	<input type="text" value="01"/>	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="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="16"/>	NSS	<input type="text" value="21"/>
		Any other	<input type="text" value="09"/>

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 2016-2017.
- 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 2016-2017 also.
- Donation drive for underprivileged in Vangani, Bedigaon and distribution of necessities.
- A visit to Central hospital to understand the importance of blood donation camp held at RKT College for Thalesemia patients.
- Collection and submission of National Flags strewn around to Tahsildar office after Independence Day and Republic day celebration.
- Cleanliness drive at Ulhasnagar Railway Station, Central Hospital, Ulhasnagar, Karavale gaon and Kumbarle village.
- Two blood donation camps.
- Screening of Movie on Thalessemia.

- Conducted a survey on leprosy in association with Ulhasnagar Municipal Corporation.
- Pulse polio duty undertaken by students.
- Distribution of bicycles in tribal village in association with SAAD Foundation.
- HIV/ AIDS awareness and blood donation rally.
- Poster making and Rangoli competition on HIV/AIDS awareness.
- Street play on the theme of HIV/AIDS awareness.
- Blood haemoglobin and Thalessemia check up camp was organised.
- Screening of documentaries on environmental protection.
- Online competition on nature photography was organised.
- Eye check-up camp.
- Awareness about cashless transaction by the students.
- Seminar on cashless society.

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 lakh) during the current year.	4	1	UGC+COLLEGE	5
Value of the equipment purchased during the year (Rs. in Lakhs)	85.55 lakhs	24.63 lakhs	UGC+COLLEGE	110.18 lakhs
Others	67.34 lakhs	16.90 lakhs	UGC+COLLEGE	84.24 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	110117	11773434	3397	655156	113520	12428590
Reference Books	104	94496	46	81614	150	176110
e-Books	N-LIST		N-List		N-List	
Journals	74	101166	69	96908	69	96908
e-Journals	N-LIST		N-LIST	5750	N-LIST	5750
Digital Database			-	-	-	-
CD & Video	NB-1413	35710	NB-82	250	NB-1495	35960
Others (specify) text book for book bank	1. Book bank-2514	417301	1.Book bank-753	111469	1.Book bank-3267	528770
1) Bound Volume	2. MB-1286		2.MB-16		2.MB- 1302	-
2) Thesis, Dissertation& Project Report	3. TD-39		3. TD-2		3. TD-41	-
3) Gifted/Donated	4. G-3167		4. G-367		4. G-3534	
4) *Shodhganga(N-List)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	166	85	7	1	1	33	18	30
Added	-4	-1	0	0	0	-3	0	0
Total	162	84	7	1	1	30	18	30

*Minus figure indicates scrapped computers.

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

1. Computers and internet facility are available in the library, college office, Principal's room, Conference Room, Staff room, all Science departments and Computer labs.
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 new in-house software was prepared and introduced by our Junior college teacher Mr. Avinash Rooge to keep track of books issued in exceptional cases.
5. In house training was given to the Librarian and library staff by Mr. Avinash Rooge.
6. Training was also imparted to temporary staff and staff who were newly transferred to the library.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.87
ii) Campus Infrastructure and facilities	0.48
iii) Equipments	1.56
iv) Others	9.25
Total:	12.15

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information about Government scholarships and institutional Student Aid Fund (SAF), Admission schedules, class and Examination timetables are displayed on the notice boards regularly. Gymkhana takes special care to display the schedules of tournaments and competition conducted at and intercollegiate level.
- Various committees / association, NSS & NCC along with Gymkhana and students Guidance & Counselling cell conducts awareness programmes and provide opportunities for curricular and co curricular as well as extension activities.
- Departments are encouraged to use WhatsApp as a medium of communication with students.
- Orientation programmes are organized for the newly inducted students.
- Gymkhana displays the schedule of various tournaments and competitions conducted throughout the year on the notice board.
- Group SMS facility is also used to disseminate the information to students.
- Placement cell plays a huge role in career oriented programmes and provide placement services.
- Convocation ceremony is organized by the college to distribute the certificates for graduates and post graduates, to motivate and appreciate their efforts.

5.2 Efforts made by the institution for tracking the progression

- The Exam Committee distributes results to the concerned departments for analysis.
- Teachers take remedial lectures to help weak students to cope up with studies.
- The placement cell maintains records of recruitments and placements of students.
- Students Guidance & Counselling cell provides academic counselling whenever required.
- Alumni are involved in various activities and help in organizing Sport, NSS and NCC activities through out the year.

UG	PG	Ph. D.	Others
4332	478	10	--

5.3 (a) Total Number of students

(b) No. of students outside the state

09

(c) No. of international students

--

Men	No	%	Women	No	%
	2229	46.34		2581	53.65

Last Year							This Year						
General	SC	ST	OBC	Physically Challenged	Others	Total	General	SC	ST	OBC	Physically Challenged	Others	Total
2615	718	58	429	01	1087	4908	2623	655	39	395	02	1076	4810

Demand ratio 1:2.89

Dropout % : 1.08%

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

- Guidance lectures for UPSC / MPSC competitive exams were organized.
- Seminar on guidance for UPSC / MPSC examinations was conducted.
- Free coaching for CET / MBA was given for two months, 8 hours per week (117 joined and 50 were regular).

No. of students beneficiaries

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

- Personal counselling was provided to the students facing problems.
- Vocational guidance was provided for the appropriate choice for career.
- Psychometric testing of students was done for screening of issues / problems and vocational purposes.

No. of students benefitted

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
03	74	18	1

5.8 Details of gender sensitization programmes

- A talk on Women's issues was conducted in NSS camp – Speaker Dr. Geetha Menon.

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	99	108585
Financial support from government	945	717789
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">1) Meeting of Principal with all faculty members at the beginning of each semester to discuss the critical issues.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 students3) Time table along with details of workload of every teacher are submitted to the Principal and Management for access.4) The timetables are uploaded on college website for the students and other stake holders.5) The academic and administrative committees work for entire year for the benefits of students and other stake holders and submit the reports of events/programmes to the Principal and IQAC for further perusal.
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6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

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.

Faculty members participate in design, restructuring and revision of curriculum through the BOS and/or curriculum development committees of the University.

6.3.2 Teaching and Learning

- Use of ICT
- Screening of documentaries, films, and staging of plays.
- Visit to institutions and ecological park
- Encouraging students to participate in workshops.
- Extra study material and e-resources sent by email/WhatsApp to students.
- Animated videos are used to make teaching learning more effective.
- Feedback system to improve quality of teaching.

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.
9. Establishing linkages with Institutions/organisations for training.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library facility has been provided to the students at College and 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.

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 job for which they have been appointed.

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

6.5 Total corpus fund generated

1,85,00,000

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.
7. Confidential process.

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 Counselling facility through student's guidance and counselling 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. 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.
2. A new in-house software was prepared and introduced by our Junior college teacher Mr. Avinash Rooge to keep track of books issued in exceptional cases.
3. In house training was given to librarian and library staff by Mr. Avinash Rooge.
4. Training was also imparted to temporary staff and staff who was newly transferred to the library.
5. An awareness programme on “SAFTEY MEASURES WHILE WORKING IN THE SCIENCE LABORATORY” for non-teaching members of Science faculty was held.

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.
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:

Microbiology, Botany and Zoology Department embarked upon the idea of student teacher group to enhance research activity by presenting papers and posters in National conferences/Seminars.

Innovative practice 2:

Training was provided by the Physics department with the help of outside expert to non-teaching staff to enable them to repair and maintain the instruments used in the Physics laboratory.

Innovative practice 3:

One software was introduced in the library system in the year 2016-17 to keep the track of books issued in exceptional cases. This is a in-house software developed by Mr. Avinash Rooge, a teacher from junior college section.

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">In collaboration with HDFC securities, A guidance lecture on CV making was organized.In association with ITM group, a lecture on career guidance was organized.
Strengthening teaching learning	<ul style="list-style-type: none">One – act play, “The Miracle Merchant” organized by English Department.Screening of ‘’ a play written by Asagar Vajahat by Marathi Department.Wall collage – शब्दगंध (throughout the year)Visit to अखिल भारतीय मराठी साहित्य संमेलन’ in Dombivliज्ञानपीठ पुरस्कारप्राप्त मराठी कवी कुसुमाग्रज यांच्या कवितांचे आणि नाटकातील उताऱ्यांचे वाचन (मराठी भाषा दिन – 27.02. 2017)Guest lecture on Topic ‘अनुवाद और रोजगार’ वरिष्ठ अनुवादक – जीतंद्र कामरा. 23/07/2016.Guest Lectures<ol style="list-style-type: none">सविधान दिवस – प्रो. नंद वगारिया - 26/11/2016.Organized lecture of Dr. Vithal Shinde and Prof. Pravin Borkar on National leaders Loakmanya Tilak and Late. Annabhau Sathe.

Plan of Action	Achievements
Skill enhancing activity	<ul style="list-style-type: none"> • Guidance lecture by Mr. Nikita Taware on ‘Interviews, Group Discussion & Job portal access. • A National level Essay competition was conducted by English Literary Association in collaboration with Heartfulness Institute & United Nations Information Centre, New Delhi. • Elocution competition held by Marathi department on 13.01.2017. • Poetry recitation conducted by Marathi department on 12.01. 2017. • Demo cum presentation on local dialects. 12.01. 2017 (Marathi Department) • Elocution. (Hindi Department) • Debate on 14/09/2016 (Hindi Department) • Poetry competition on 23/08/2016 (Hindi Department) • शुद्धहस्तलेखन स्पर्धा – 27/01/2017 • कथाकथन प्रतियोगिता – 30/01/2017 • Inter – collegiate Elocution & debate competition was organized on 21/11/2016. 25 students participated in the competition.
Women centric initiatives	<ul style="list-style-type: none"> • Talk on “Women’s Issues in NSS camp by Dr. Geetha Menon.
Developing Environmental Consciousness	<ul style="list-style-type: none"> • Screening of documentaries – “Rising Mankind and Drop” by Science Association on 19/09/2016. • Online Competition of photography on nature was conducted by Science Association 01/12/2016. • Tree plantation drive on 22/06/2016. • Cleanliness Drive at Railway station, Karavale village, Central Hospital by NSS volunteers on 5th August, 23rd August, 15th November 2016 & 07/02/2017.
Inculcating Research	<ul style="list-style-type: none"> • Capacity Building workshop for College teachers on “Mathematical Techniques for Economists” on December 9-10, 2016. • Major research project. (Marathi Department) • Faculty Improvement Programmes (History Department)
Awakening social responsibility	<ul style="list-style-type: none"> • Donation drive for underprivileged in association with SAAD Foundation in Vangani Bedigaon. • A visit to Central Hospital was organized to understand the importance of the Blood donation camp held at the college for Thalesemia patients. – Social Responsibility & Extension Activity. • Students associated with SAAD foundation actively participated in Bicycle distribution in 20 tribal villages. • Student Council members collected National Flags strewn here and there after Independence/Republic Day celebrations and submitted it to Tehsil Daar’s office.

Plan of Action	Achievements
Awakening social responsibility (contd)	<ul style="list-style-type: none"> • Under graduate students of our college undertook a campaign to know the penetration of digital transactions in our neighbourhood. They divided themselves into various groups and surveyed different areas of the neighbourhood like Markets, Rickshaw stand, Railway station etc to educate and promote digital transaction in December 2016 and January 2017. • IQAC organized free eye check up camp on 8th October 2016. • Seminar organized by Collector Office Thane (Sub-Divisional Officer) on cashless society on 4th January 2017. • “Nail free tree” an ongoing programme on conservation of trees.
Building career opportunities	<ul style="list-style-type: none"> • Free coaching for CET – MBA for 2 months (8 hours per week) – Career planning. • A career fair in collaboration with Brightways inclusive of 8 lectures and 8 workshops was conducted. (1300 students from more than 20 colleges attended the lecture). • Campus interview conducted by CMSIT services Ltd., ICICI Prudential and Precon India were conducted in which 45 students were given placement. • Lecture on short film making along with screening of some short films by Shree Deepak Jadhav on 14.01. 2017.
Channelling careers towards self employment.	<ul style="list-style-type: none"> • Demonstration on Hair styles & make – up by beautician Mrs. Anita Khushalani – Skill Development and self employment. • Pearl culture workshop by Science Association on January 9, 2017.

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: Donation Drive Campaign for the underprivileged

Please see **Annexure V** 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.

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

7.4 Contribution to environmental awareness / protection

- 1) Workshop on “**Pearl Culture**” on January 9, 2017 in Biology Laboratory of R. K Talreja College of Arts, Science and Commerce, Ulhasnagar. About 100 students were trained the process of culturing artificial pearls in living bivalves. The students acquired wisdom and knowledge to set up small scale job opportunities.
- 2) District level **Tree plantation** programme: The NSS unit R. K. Talreja College participated in tree plantation programme on July 7, 2016 at Ambernath, district – Thane. It was our attempt towards protecting the environment.
- 3) Disaster management training: (Only photos available)
- 4) Excursion to Mahabaleswar from January 30, 2017 to February 1, 2017 (3 days) organized by Botany department. 19 students along with 2 teaching and 1 non teaching staff of R. K. Talreja College of Arts, Science and Commerce visited Lingmala forests, Panchgani Table Land and Mapro garden. Mahabaleswar has rich flora and fauna. The place is rich with plantations of strawberries, Ras berries, Goose berries, Red potatoes, French beans, beets salad, carrots etc.
- 5) Cleanliness drives at Ulhasnagar railway station, Mhaskal, Karvale gaon and Kumbarle villages and central hospital Ulhasnagar.
- 6) Distribution of bicycles in tribal village in association with SAAD Foundation.
- 7) Online Competition on Nature Photography
- 8) “Nail free tree” an ongoing programme on conservation of trees.

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>Strength</p> <ul style="list-style-type: none"> • Old reputed Sindhi Minority College • 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 Lakhs books (for UG, PG and PhD students) –Books also made available for outside CA students with membership. • College provides financial support to Low Income Groups (LIG) and Minorities through Student Aid Fund (SAF) • College provides books and materials to students and alumni to prepare for competitive examinations • Well equipped computer lab for both UG and PG courses • PhD centre for Botany and Hindi • 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. • University CAP centre for online assessment • 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 Co-ordinator of National Service Scheme (NSS) etc. • Dedicated Placement cell for both UG and PG students • Additional provision of drinking water • Bifurcation of play ground into 3 to hold 3 games simultaneously • Free parking facility ear-marked for bikes and cars • Installation of Water Coolers • Separate gym facility for boys and girls 	<p>Opportunities</p> <ul style="list-style-type: none"> • Better library facility could be provided for all students Introducing Add-on and new courses • Promote research (along with more resources and space) among both teachers and students • Full digitization of office and administration • Upgradation of facilities in CAP centre • Opening up PhD research centre for some PG Courses • Faculty can contribute effectively for syllabus revision, publishing text book • To promote linkage between industry-institution and University • Initiative to be taken by faculty member s to carry out Minor/Major research projects and contribute in Research and Development.
<p>Weakness</p> <ul style="list-style-type: none"> • Students from Low income group • Not in close proximity to the Railway station, College is located within the market area • Space constraint to start new and add-on courses • Limited parking facility • Insufficient play ground for big team games • Insufficient space in Staff Room • No Boys Common Room • No conference/Seminar Hall • Understaffing in teaching and non-teaching staff 	<p>Threat</p> <ul style="list-style-type: none"> • Due to lack of new and add-on courses, top students are not attracted • Due to limited parking facility, students are not attracted to take admissions • Students interested in outdoor sport are not attracted as the existing infrastructure is not conducive to outdoor sports • 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. • Inadequate space for carrying out state /National /International conference/seminars/workshops within the campus. • Existing staff overburdened

8. Plans of institution for next year

- Arrangement of infrastructure to keep pace with the growing needs of the student community.
- To continue the best practices of the institution with greater dedication.
- Various inter-disciplinary departmental activities to be carried out.
- To conduct classes for NET / SET aspirants.
- To organize trekking programmes for students to create environmental awareness.
- To take steps to conserve energy using LED bulbs/tubes

Name VERGHESE ALEXANDER

V Alexander

Signature of the Coordinator, IQAC

Name Dr. Shanta P. Janyani

S.P.

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 (2016-17)	
First Term: - 6th June 2016 to 25th October 2016	
June 2016	Admission to FY Degree Courses
8th June 2016	Commencement of first term
July 2016	Orientation for FY Degree students
	Constitution of college committees
3rd week of July 2016 to 1st week of September 2016	Organization of various activities of departments/ committees.
29/08/16 to 03/09/16	TY/SY internal examination
22/09/16 to 19/10/16	FY ATKT (75 marks)
29/09/16 to 19/10/16	SY ATKT & Regular exam
06/09/16 to 12/09/16	Mid -term break
26/10/16 to 14/11/16	Diwali vacation (University Circular UG/147 of 2016-17)
Second Term: - 15/11/2016 to 30/05/2017	
15/11/2016	Commencement of second term
3rd week of November 2016 to last week of January 2017	Organization of various activities of departments/ committees.
1st week of December 2016	NSS Camp
3rd week of December 2016	Cultural festival
26/12/16 to 01/01/17	Winter break
13/02/17 to 18/02/17	TY /SY Internal Exam
25/02/17 to 30/03/17	FY/SY ATKT 75 Marks & SY Regular
	FY ATKT & Regular as per university schedule
Admission Schedule	
1st week of May 2017	FY/SY result declaration
22/05/17 to 26/05/17	TYBCOM
23/05/17	TYBSC
24/05/17 to 25/05/17	TYBA
29/05/17 to 03/06/17	SYBCOM
1/06/17	SYBSC
02/06/17 to 03/06/17	SYBA

Best Practice 1 for Academic Year 2016-17

Practice Name	“Mobile Library”
Time Schedule	The activity was done by the librarian during January 6 To 12, 2017.
Goal of the practice	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.
Process	<ul style="list-style-type: none"> • It was mutually decided by NSS coordinator and librarian that programmes will be conducted in the year 2016-2017 also. • Briefing was given to the concerned group of students by NSS coordinator and librarian. • Students visited people in the village and made a survey about their reading requirements/likes. • The list was prepared as per their demand and based on that, library staff separated the books from the library. • These books were then distributed to the villagers by librarian, library staff and NSS camp students. The same books were collected by the students on the last day of camp.
Impact of the practices	<ul style="list-style-type: none"> • Like last year again 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. • Two students from the village requested the librarian that interested students should be permitted to attend the lecture delivered by librarian to gain knowledge about any topic related to reading, exams etc.
Outreach (no of beneficiary)	23 books, 3 magazines and 4 newspapers were distributed to the villagers
Resources required	<ul style="list-style-type: none"> • Initiative and co-ordination from librarian to execute the program. • Dedicated human resource from library for sorting of books as per demand • Cooperation from NSS unit and students.
Plan for next year	As per the suggestion by village students, with permission from NSS unit coordinator, it was decided to call a group of students for the lecture as it may guide them for different exams.

Best Practice 2 for Academic Year: 2016-17

Practice Name	Donation Drive Campaign for the underprivileged.
Time Schedule	The activity was conducted by student's council members between 19 th – 24 th December, 2016.
Goal of the practice	To sensitize students about the difficulties faced by underprivileged people staying in remote villages.
Process	<ul style="list-style-type: none"> • A donation drive was organized in the college in collaboration with SAAD foundation. • Teachers and students were informed through notices for the donation of useful materials such as clothes, books, notebooks, stationery, toys etc. • A call for help was sent out to the citizens through local television channels. • Teaching & Non-teaching staff, students and nearby students donated generously. • The collected items were distributed at Bedis Gaon at the SAAD foundation office. • Students' Council members climbed the 'Ambe Chi Wadi' (4-5 kms) to distribute clothes, books, notebooks, stationery, toys etc. to people residing up the hill and informed them that more articles were kept for them at the study centre down the hill.
Impact of the practices	<ul style="list-style-type: none"> • Students realized the struggle faced by the underprivileged people to provide for their basic needs. • They were also sensitized to the difficulties faced by people living in remote areas.
Outreach (no of beneficiary)	<ul style="list-style-type: none"> • 70 children from the Bedis Gaon benefited from the practice. • The members of the Students' Council got an opportunity to develop team work, leadership and organizational skills • The practice helped to inculcate in them a sense of empathy and responsibility towards the less privileged members of society
Resources required	<ul style="list-style-type: none"> • The cooperative and dedicated team of Students' Council. • The SAAD foundation, an NGO. • The donation collected from students, teachers, non-teaching staff and local residents.
Plan for next year	<ul style="list-style-type: none"> • Will try to include more members of Students' Council. • Will try to include more number of beneficiaries. • Will try to Promote awareness about the under privileged.