SEVA SADAN'S

RAMCHAND KIMATRAM TALREJA COLLEGE OF ARTS, SCIENCE & COMMERCE

ULHASNAGAR-3

Annual Quality Assurance Report (AQAR) Academic Year 2017-18

Address:

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

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Part – A

1. Details of the Institution

1.1 Name of the Institution	R.K. Talreja College of Arts, Science and Commerce, Ulhasnagar
1.2 Address Line 1	Near Shivaji Chowk,
Address Line 2	
City/Town	Ulhasnagar III
State	Maharashtra
Pin Code	421 003.
Institution e-mail address	principal@ssrkt.edu.in
Contact Nos.	09324740102, 09822450522, 09821347020
Name of the Head of the Institution:	Dr. (Mrs.) Shanta P. Janyani
Tel. No. with STD Code:	0251 2730927
Mobile:	+91 7875323579
Name of the IQAC Co-ordinator:	Prof. Alexander Verghese
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

Web-link of the AQAR:

http://www.ssrkt.edu.in/uploads/AQAR_2017-18.pdf

1.6 Accreditation Details

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

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

30/11/2010

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

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and
Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i. AQAR (2016 - 17) 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 ☑

(e.g. 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 (*Specify*)	
UGC-COP Programmes	NIL		

2. IQAC Composition and Activities

2.1 No. of Teachers   11

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   01

2.4 No. of Management representatives   02

2.5 No. of Alumni   0

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   18

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No.   02   Faculty   01

Non-Teaching Staff   0   Alumni   0   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. | 3 | International | 0 | National | 0 | State | 0 | Institution Level | 3

   (ii) Themes

> Seminar on "MBA as a career" by Placement Cell on September 8, 2017
> Workshop on "Body Dignity" by Students' Guidance and Counselling Cell and Department of Psychology on October 4, 2017.
> Seminar on "CV writing and how to face interviews" by Placement Cell on January 23, 2018.

2.14 Significant Activities and contributions made by IQAC

> A gender sensitivity approach in teaching is emphasized by the IQAC
> Staff induction & orientation programme for new recruits in the academic year.
> Intra college CAS Orientation for teachers as per revised format for effective placement.
> Recommended and initiated the process of designing new website.
> Quality circles were formed in each PG Department - One coordinator and two teachers to focus primarily on the research work of students in college.
> Measures taken to organise Skill- based programmes.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
Need based programmes	> Students were exposed to guidance lectures and seminars on various career opportunities.
Strengthening Teaching - Learning	> To strengthen teaching-learning aspects of students, guest lectures, dramas, live science experiment show, talks, visits to institutes of eminence, attending literary gatherings and festivals were undertaken.
Skill Enhancing Activities	> To enhance student skills, guidance lectures, mock- interviews, group discussions, seminars and number of skill based competitions were held.
Women Centric Initiatives	> Gender sensitization programme and workshop was held.

Plan of Action	Achievements
Developing Environmental Consciousness	➢ Tree plantation programmes and cleanliness drives were conducted.
Awakening Social Responsibilities	➢ Health check up camp, blood donation camps, donation drives, distribution of necessities to the needy were undertaken. Movie screening on social issues were organized and students participated in various programmes to create awareness on socially relevant issues.
Building Career Opportunities	➢ Career guidance lectures were organized. ➢ Campus Selection interviews were conducted by top companies and many students were placed
Inculcating Research Activities	➢ Numbers of papers were presented in national and international seminars/conferences by the faculty and research papers were published in reputed national and international journals.
Up-gradation of Infrastructure	➢ Eleven new classrooms were made available to meet the space constraints. More office space was created. Old lights were replaced by Led lights. Girls' wash rooms were renovated. In-house software was developed for the library.
Initiating Placement of Teachers	➢ Placement procedures were initiated to speed up the CAS of teachers. Ten teachers were placed in their next respective stages of promotion.

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 *

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

1. Curricular Aspects (Annexure 1.1)

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.

A choice based program has been introduced in the Post Graduate level with 60 : 40 marking scheme.

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	
		Microbiology	
		Zoology	
Ph.D		Hindi	
		Botany	

Annexure 1.2 Analysis of the feedback of teachers by the Students

Feedback analysis 2017-18

	1	2	3	4	5	6
Series1	8.29	8.05	7.97	8.07	8.29	8.52
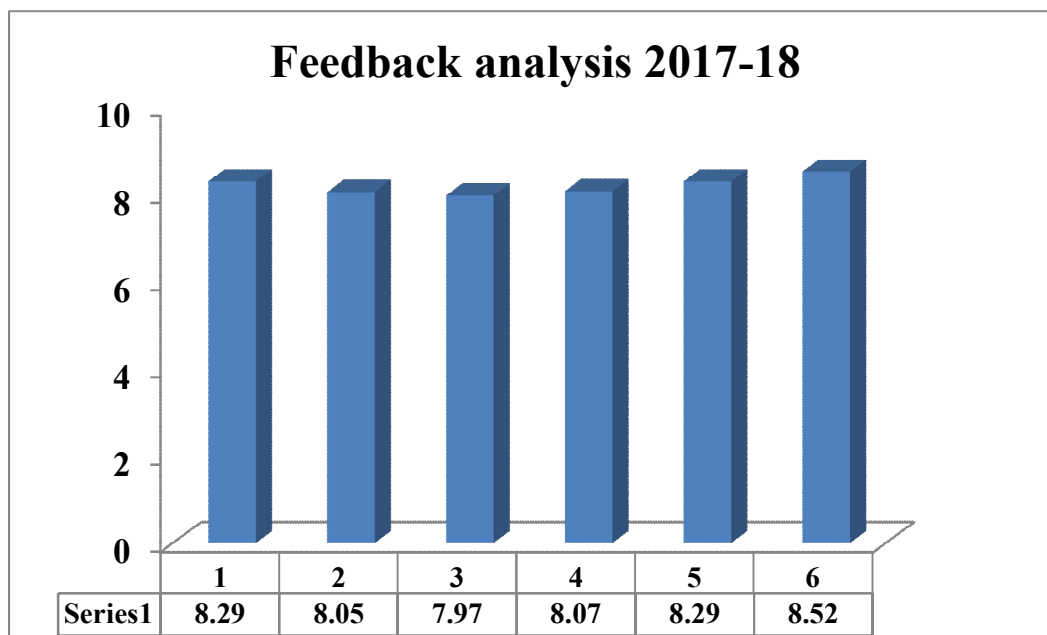
X Axis Label	Details of X Axis Label	Y Axis Score Obtained
1	Time Sense	8.29
2	Subject Command	8.05
3	Use of Teaching Aids	7.97
4	Helping Attitude	8.07
5	Class Control	8.29
6	Laboratory Interactions (for science students)	8.52

Annexure 1.3 Analysis of the feedback of Course Evaluation by the Students

Course Evaluation Analysis 2017-18

	1	2	3	4	5	6	7	8	9	10
■ Series2	8.80	8.70	8.60	8.80	8.30	8.80	7.30	8.20	8.60	8.30
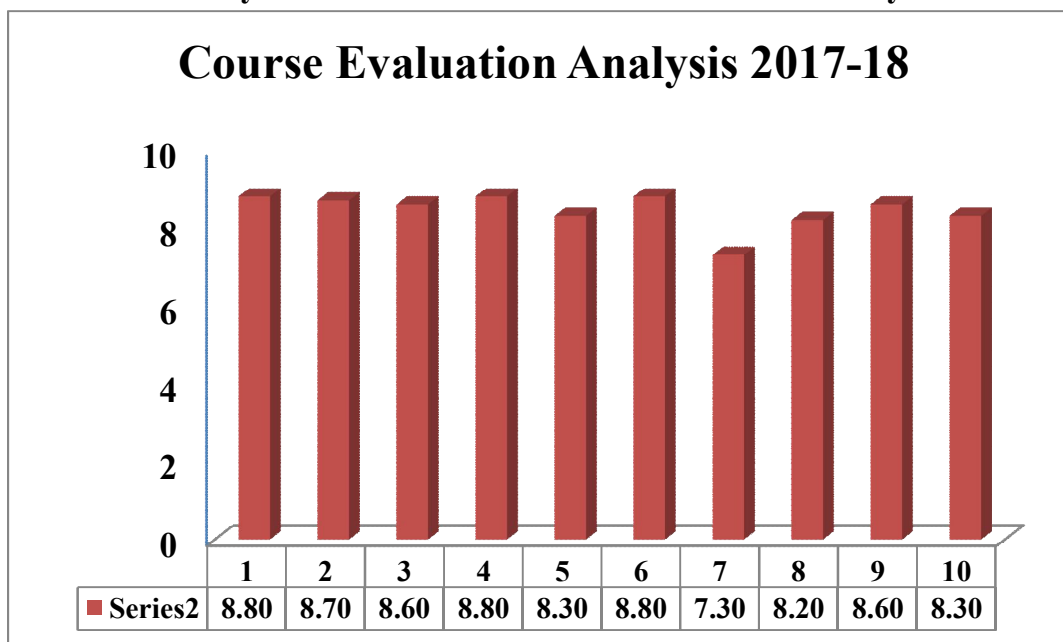
X Axis Label	Details of X Axis Label	Y Axis Score Obtained
1	**Current Trends and Recent Developments reflected in the Curriculum**	8.8
2	**Fundamental Conceptual Knowledge provided by the Curriculum**	8.7
3	**Development of Analytical Skills**	8.6
4	**Development of Independent Thinking**	8.8
5	**Enhancement of Team working abilities**	8.3
6	**Inculcating Interest in further studies**	8.8
7	**Changes required in the course**	7.3
8	**Effective use of teaching aids**	8.2
9	**Effectiveness of the Course**	8.6
10	**Prospective Job Opportunities**	8.3

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total
No. of
permanent
faculty

	Total	Asst. Professors	Associate Professors	Professors	Others
Permanent	77	40	37	0	0
Sanctioned	86	46	40	0	0

2.2 No. of permanent faculty with Ph.D.   13

2.2 No. of full time 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
10	12	0	0	0	0	0	0	10	12

2.4 No. of Guest and Visiting faculty and Temporary faculty   0   44   36

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University/college
Attended	02	03	--	--
Presented papers	28	27	01	--
Resource Persons	01	01	--	02

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

> ➢ Aids like posters, diagrams, graphs, charts, maps and Preserved specimens are used to enhance the conventional lectures.
> ➢ Interactive methods like viva, debate, word games, quizzes, seminars are conducted to enhance participation and interest of students. Simulations are employed for explaining scientific concepts.
> ➢ Students attended guest lectures, workshops and programmes

organized by college & other institutions & interact with experts.

> ➢ Inter-disciplinary lectures conducted on wider perspectives and topics.
> ➢ Effective use of technology to disseminate e-resources and additional notes on the subject.

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)

| Photocopy |

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

| 07 | 02 | 01 |

2.10 Average percentage of attendance of students

| 73.2% |

2.11 Course/Programme wise distribution of pass percentage :

2017-18								
Title of the Programme	**Total no. of students appeared**	**GRADE WISE ANALYSIS**						
		O	**A**	**B**	**C**	**D**	**E**	**Pass**
BCOM	721	0.00%	15.41%	28.42%	38.36%	17.29%	0.51%	82.84%
BSC	120	0.00%	28.00%	32.00%	34.67%	5.33%	0.00%	62.50%
BA	140	0.00%	2.00%	17.00%	45.00%	30.00%	6.00%	71.43%
MCOM	90	9.09%	84.42%	6.49%	0.00%	0.00%	0.00%	85.56%
MA	58	0.00%	6.98%	90.70%	2.33%	0.00%	0.00%	74.14%
MSC	31	0.00%	72.73%	27.27%	0.00%	0.00%	0.00%	70.97%
BSC.IT	57	2.17%	39.13%	50.00%	8.70%	0.00%	0.00%	80.70%
BSC.CS	15	0.00%	15.38%	38.46%	38.46%	7.69%	0.00%	86.67%
BMS	62	6.38%	19.15%	53.19%	14.89%	6.38%	0.00%	75.81%
BBI	63	1.85%	37.04%	16.67%	24.07%	14.81%	5.56%	85.71%
BFM	27	0.00%	26.32%	15.79%	21.05%	21.05%	15.79%	70.37%
BAF	59	0.00%	42.31%	19.23%	25.00%	13.46%	0.00%	88.14%

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

1) Efforts were taken for Placement of teachers under CAS through Placement committee.

2) Encouraging participation in FDP.

3) Initiated the process of mentoring students by appointing teachers as mentor for groups of students.

4) Obtained feedback from students and other stakeholders.

5) Timely prodding for the appointment of qualified full time faculty which enables quality enhancement in meetings.

6) Reports of the Departmental / Committee activities help in evaluating the plans laid out for teaching – learning process.

7) 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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	01
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	01
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	40
Others	FDP – 01 & others - 03

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	84	46	0	11
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	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	42	06	-
Non-Peer Review Journals	06	08	-
e-Journals	02	02	-
Conference proceedings	05	01	-

3.5 Details on Impact factor of publications:

Range 3.012 - 6.6177   Average 4.533   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	2,91,600
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)				
Total	-	-	8,91,900	2,91,600

3.7 No. of books published   i) With ISBN No. 16   Chapters in Edited Books 31

ii) Without ISBN No. 04

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   04

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

3.14 No. of linkages created during this year   02

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

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

year

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   11
who are Ph. D. Guides
and students registered under them   25

3.19 No. of Ph.D. awarded by faculty from the Institution   1

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

JRF   -   SRF   -   Project Fellows   01   Any other   -

3.21 No. of students Participated in NSS events: University level   35   State level   23

National level   03   International level   -

3.22 No. of students participated in NCC events:

University level | 37 | State level | -
National level | 08 | International level | 02

3.23 No. of Awards won in NSS:

University level | 02 | State level | 05
National level | - | International level | -

3.24 No. of Awards won in NCC:

University level | - | State level | -
National level | 02 | International level | -

3.25 No. of Extension activities organized

University forum | - | College forum | -
NCC | 16 | NSS | 27 | Any other | 08

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

- Delivered guidance lecture to NSS Volunteers on 8th December, 2017 at the Camp Site Karavale village. This was done under library extension and development programme to attract the students towards the library use. Some changes were done in the extension program in the year 2017-2018. The main aim of the lecture was to promote reading culture in the new generation and encourage them to prepare for different administrative posts.

  Hence, a group of degree students were invited for the lecture by NSS co-ordinator. It was observed that village students are more interested in attempting competitive exams. Information about library, its services, collection were explained. Further, interactive session for importance of reading, how and what students should read, how they should prepare themselves for competitive exam. Different techniques for study of competitive exam were elaborated.

- A lecture on "Blind Faith and Superstition" was organised in August 2017
- Donation drive from 2nd January to 8th Jan 2018 for old age home "Kamaldham" in Ambernath to replenish Medicines and food grains stock.
- Donation drive for Singapore Gaon, Murbad for necessities.
- Blood donation camp was organised jointly by Students council and NSS in association with Central Hospital Ulhasnagar.
- Screening of movie on schizophrenia.
- Participation in awareness program about save water under the bath pill theme.
- Work shop on 'Body Dignity' was organised for gender sensitization.
- Health check up camp
- Tree plantation at Kalyan and Ambernath.
- Swaccha Bharat Abhiyan: Cleanliness drive at Ulhasnagar railway station.
- Pulse polio duty was undertaken.
- Road safety program.
- Street play on road safety.
- Mega blood donation camp.
- Haemoglobin check up camp.
- Fire safety awareness program and workshop in association with Bombay Stock Exchange (BSE).
- Distribution of educational material including books and stationary in tribal areas.
- One student and members of various NGOs distributed clothes, bicycles, books and stationeries to tribal people.
- Online Voter registration conducted.

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	11	-	51
Laboratories	16+1	-	-	17
Seminar Halls	3	-	-	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	5	-	-	5
Value of the equipment purchased during the year (Rs. in Lakhs)	110.18 lakhs	10.06 lakhs	UGC + college	120.24 lakhs
Others	84.24 lakhs	4.99 lakhs	UGC + college	89.23 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	113520	12428590	1072	291107	114586	12719697
Reference Books	150	176110	12	34725	162	210835
e-Books	N-List		N-LIST		N-LIST	
Journals	69	96908	72	113858	72	113858
e-Journals	N-LIST	5750	N-LIST		N-LIST	
Digital Database	-	-				
CD & Video	NB-1495	35960	NB-62	-	NB-1557	35960
Others (specify text book for book bank) 1) Bound Volume 2) Thesis, Dissertation& Project Report 3) Gifted/Donated 4) *Shodhganga (N-List)	1. Book bank-3267 2. MB - 1302 3. TD-41 4. G-3534	528770 - - -	1.Book bank-929 2.MB- NIL 3.TD- NIL 4.G-509	96640	1. Book bank-4196 2.MB-1302 3.TD-41 4. G-4043	625410 – –

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart ments	Others
Existing	162	84	7	1	1	30	18	30
Added	1	0	0	0	0	1	0	0
Total	163	84	7	1	1	31	18	30

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, 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. Data processing software was purchased by the college for better networking.
5. New software was introduced in the library. Junior College teacher Mr. Avinash Rooge developed this software for self-financing section users and library activities.
6. In house training was given to librarian and library staff by Mr. Avinash Rooge.
7. Two copier machines were purchased for Question paper Printing & training was give to non-teaching staff.
8. Professional guidance for making power point presentation to students & teachers by prof. Bharat Khatri.

4.6 Amount spent on maintenance in lakhs:

i) ICT 1.3

   ii) Campus Infrastructure and facilities 21.08

  iii) Equipments 0.77

  iv) Others 7.47

Total: 30.62

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➤ Newly enrolled First Year students are given orientation regarding course, syllabus and evaluation system. Library also conducts orientation programme with the help of support staff.
> ➤ Students are acquainted with various co-curricular, extra curricular and extension activities through medium of various committees /associations, NSS, NCC, WDC, Students' Guidance & Counselling cell and Gymkhana.
> ➤ Important notices are displayed on the notice boards and circulated in the class rooms. In addition group SMS facility is also used for giving information.
> ➤ Placement cell organizes Pre-placement activities, Guest Lectures, Interview techniques etc to prepare students for career opportunities and provide placement services too.
> ➤ Convocation ceremony was conducted for Graduate and Post-Graduate students to motivate and appreciate their efforts.

5.2 Efforts made by the institution for tracking the progression

> ➤ Result is distributed by Exam Committee to the concerned Departments for analysis.
> ➤ Measures are taken by teachers in the form of Remedial Lectures and extra coaching to the scholastically weak students to help them cope up with studies.
> ➤ Academic counselling is provided by Students' Guidance & Counselling cell whenever needed.
> ➤ Alumni were involved in organizing various activities under taken by NSS, NCC, and Gymkhana and Cultural committee through out the year.
> ➤ The talent and potential of students are explored by organizing various activities & competition and motivating students to participate in these programmes and rewarded for their best performances.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4070	432	8	--

(b) No. of students outside the state

5

(c) No. of international students

--

Men
No	%
2095	46.45

Women
No	%
2415	53.54

Last Year							This Year						
General	SC	ST	OBC	Physically Challenged	Others	Total	General	SC	ST	OBC	Physically Challenged	Others	Total
2623	655	59	395	02	1076	4810	2596	596	56	346	02	914	4510

Demand ratio 1:2.81   Dropout %: 3.52%

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

> ➢ Guidance lectures on UPSC / MPSC were conducted.
> ➢ Free MBA, CET lecture series were organized.

No. of students beneficiaries | 48 |

5.5 No. of students qualified in these examinations

NET | 2 | SET/SLET | 1 | GATE | 0 | CAT | NA |

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

5.6 Details of student counselling and career guidance

> ➢ A work shop on 'Body Dignity' was organized by Department of Psychology and Students'
>   Guidance & Counselling centre.
> ➢ Personal counselling was given to the students approaching with various problems.
> ➢ Vocational guidance was provided for the appropriate selection of the faculty / course.
> ➢ Vocational guidance session was organized for the students for the selection of careers.

No. of students benefitted | 172 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	120	28	00

5.8 Details of gender sensitization programmes

> ➢ Talk on protection of women from sexual harassment at work place was conducted by ICC.
> ➢ A talk on body dignity by Ms. Tilottama was organized by Department of Psychology and
>   Students' Guidance &Counselling Cell.

5.9 Students Activities

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

State/ University level | 55 | National level | 01 | International level | 01 |

No. of students participated in cultural events

State/ University level | 12 | National level | 0 | International level | 0 |

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

Sports : State/ University level | 0 | National level | 01 | International level | 01 |

Cultural: State/ University level | 03 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	26705
Financial support from government	603	1125334
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 | 17 |

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

Vision
"*CHHATRA: SANSKAREN SUJANA BHAVANTU*"
Mission
"*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*"

6.2 Does the Institution have a management Information System?

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 students
3. Time tables along with details of workload of every teacher are submitted to the Principal and management for complete access.
4. The time table (s) are uploaded on college website for the students and other stake holders.
5. The academic and administrative committees work for entire year and submit the reports of events/programmes to the Principal and IQAC for further perusal.
6. Attendance committee collects attendance sheet of every teacher on monthly basis, compile and analyse the attendance of every student and submit its final report to Principal for further necessary action including display of defaulter's list on notice board, meeting with parents etc.

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. The syllabus is further strengthened by organising the 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

➢ Aids like posters, diagrams, graphs, charts, maps and Preserved specimens are used to enhance the conventional lectures.
➢ Interactive methods like viva, debate, word games, quizzes, seminars are conducted to enhance participation and interest of students.
➢ Simulations are employed for explaining scientific concepts.
➢ Students attended guest lectures, workshops and programmes organized by college & other institutions & interact with experts.
➢ Inter-disciplinary lectures conducted on wider perspectives and topics.
➢ Effective use of technology to disseminate e-resources and additional notes on the subject.

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 information regarding 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

RDC (Research Development Cell) monitors each and every aspect of research. The RDC takes several initiatives to inculcate research culture among the faculty members. Some of these are-

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 / workshop/ seminar, viva voce and to present research paper.
7. Promoting industrial interaction for establishing research culture.
8. Sharing information with peers on conferences, seminars, workshops 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 is 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 provide INFLIBNET, N-List and SHODHGANGA facility to-expand the knowledge of both students and faculty broader perspectives.
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 needy people residing in surrounding villages.
10. Tow copier machines were purchased to facilitate online printing of question papers.

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 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 starting for admitting the students.

6.4 Welfare schemes for

Teaching and Non teaching	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	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

1,95,00,000

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 system at both UG and PG level. The college strictly follows the norms/guidelines while conducting the examinations. The major initiatives taken by the University in this regard are-

1. Online hall ticket.
2. Re-evaluation and moderation.
3. Photo copy of answer sheet is made available to students who have applied 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.
8. Online assessment through OTP delivery system.

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

Training on "HANDLING AND OPERATION OF LABORATAORY EQUIPMENTS" for non-teaching members of Science faculty.

In-house training was given to librarian and library staff by Mr. AvinashRooge, our Junior College Teacher on "HOW TO USE SOFTWARE FOR SELF FINANCING SECTION AND LIBRARY ACTIVITIES".

Training on "USE OF COPIER MACHINE FOR PRINTING OF QUESTION PAPERS"

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. Use of Wet Waste for 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:
New marking system for CAS called for hours put in by faculty members in different activities. Examination committees as well as other committees issued letters to all staff members associated with Examination committee works specifying the number of productive hours put in by them in examination and committee activities.
Innovative practice 2:
Training was provided by the Physics department to non teaching staff to enable them to repair and maintain the instruments used in the Physics laboratory.
Innovative practice 3:
Apart from one in-house software introduced in 2016-17, one more software was developed by Mr. Avinash Rooge, a teacher from junior college section. This software is used for data entry in books of self-financing section and library.
Innovative practice 4:
To acquaint library staff about the difference between self financing books and books for aided section, colour code system was introduced for self financing courses books. The process of putting colour code sticker on each book started and completed in the year 2017-18.

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	• Guidance lecture on "Career opportunities in Banking Sector by Mr. Shoaib Shaikh. • Seminar on "MBA as a Career" organized by Placement Cell on September 8, 2017.
Strengthening teaching learning	• Lecture on Blind Faith and Superstition was organized in August 2017. • A drama entitled "The Open Window' was organized by the English Department. • Visit to IIT Mumbai by students for awareness and opportunities in the newly introduced subject of Bio – physics. • Visit to BARC, Mumbai by M.Sc. part II Botany Students for awareness and opportunities in biotechnology on August 22, 2017..

Plan of Action	Achievements

Strengthening teaching learning (contd.)	• Guidance lecture by Ms. Neetu Bhararti, Asst. Professor in Physics at All India Jat Heroes Memorial College, Rohtak, Haryana for Research opportunities in Physics.
	• Students of Physics participated in "Virtual visit to the laser interferometer gravitational wave observatory (LIGO) Livingston observatory, USA organized by Nehru Science Centre.
	• A stage show by the Physics Department on various experiments of Physics.
	• A talk on wealth management by Mr. Seth was organized.
	• Screening of a play written by Asagar Vajahat. (15.09.17)
	• Visit to Kelawa festival. Organized' काव्यसंमेलन' of natives in their own dialect. (14.01.2018)
	• Wall collage – शब्दगंध) throughout the year)
	• Lecture series
	   • डॉ .नितीन रिंढे– लीळा पुस्तकांच्या निमित्ताने
	     11.01.2018
	   • आगरी समाज आणि संस्कृती
	     13.01.2018
	   • डॉ .प्रतिभा टेंभे
	     दलित साहित्य– फिर्याद या काव्यसंग्रहाच्या निमित्ताने
	• 14.03.2018

Skill enhancing activity	• A guidance lecture on soft skill & "Verbal and Non – verbal communication" by Ms. Mukta Behrani. • Talk on "Modern Calendar": A reform to Current Calendar" by Mr. Harshal Agarwal. • Mock interview & Group Discussion by Placement committee. • Seminar on CV writing and how to face interview was organized on January 23, 2018. • नाट्यवाचन स्पर्धा on 06.01. 2018 • पुस्तकगप्पा स्पर्धा on 08.01.2018 • गीतगायन स्पर्धा on 10.01. 2018 • पोस्टर कविता स्पर्धा on 11.01. 2018 • निबंध स्पर्धा on 4.01. 2017 • हस्ताक्षर आणि शुद्धलेखनस्पर्धा on 2.01.2017 • Slogan competition on 3.01.2017 • Guest lecture - अन्य भाषकांना मराठी भाषेचे प्रशिक्षण– प्रा.सोनाली देशपांडे (12.01.2018)

Plan of Action	Achievements
Women centric initiatives	• A programme on Protection of Women from sexual harassment at work place was organized by ICC.
Developing Environmental Consciousness	• Cleanliness programmes and Tree plantation at Kalyan & Ambernath in September 2017.
Inculcating Research	• Major research project. (Marathi Department) • Faculty Improvement programme (History Department)
Awakening social responsibility	• Donation drive from 2nd January to 8th January 2018 for old age home "Kamaldham – Home for the Aged" in Ambernath: Medicines and food grains were collected and donated on 9th January 2018. • Donation drive for the underprivileged people in Singapore Gaon, Murbad in collaboration with AAI foundation, Ulhasnagar on 30th january 2018 collected materials were donated on 30th January 2018. • Blood donation camp organized jointly by Students Council and NSS in association with Central Hospital, Ulhasnagar on 17th January 2018. • Workshop on "Body Dignity by Ms. Tilotama was organized on October 4, 2017 by the Department of Psychology and Students Counselling & Guidance cell. • Student actively participated in distribution of clothes, bicycles to the tribal people. • Students have helped in providing educational materials including books and stationeries in tribal areas. • Students participated in ongoing awareness programme about "Save Water" under the "Bath Pill" theme • Screening of Marathi movie 'देवराई' related to schizophrenia. • Short movie on Thalassemia was shown on 09/08/2016. • Survey on Leprosy from 09/09/2016 to 22/09/2016. • NSS students volunteered for Pulse Polio Duty on 25/09/2016. • Blood Donation camp on 07/10/2016. • Poster making & Rangoli competition on HIV / AIDS awareness on 29/11/2016. • Street play on HIV / AIDS on 29/11/2016. • Rally on HIV / AIDS in coordination with UMC on 01/12/2016. • Thalassemia check up camp was organized on 2nd February, 2012. • Thalassemia awareness lecture by Dr. Ashok Khatuja on 08/02/2017. • Blood donation camp were organized by NSS unit at Seva Sadan college on 27/01/2017 & at R.K. Talreja college on 18/01/2017. • Health check up camp was organized in August 2017. • Students Volunteered the Pulse polio duty in November 2017 and January 2018. • Road safety programme was organized on 11/12/2017.

Plan of Action	Achievements
Awakening social responsibility (contd)	• Street play on road safety was staged. • Haemoglobin check up camp was organized on 17th January 2018. • Cleanliness drive at Ulhasnagar railway station on 2nd October 2017. • Enrolment of new Voters. A drive conducted by Political Science Department and Students' Council in July 2017. • "Nail free tree" an ongoing programme on conservation of trees.
Building career opportunities	• Free MBA - CET preparation lecture session conducted. • Campus selection interviews were conducted by placement committee ICICI prudential, Infosys, TCS, Capgemini, iFuture, Centum, Accur @ global solutions visited the college, and 29 students were placed in the above companies. • A Lecture on Career Building was organized.
Unearthing Cultural Talents	• Students participated in Inter - collegiate cultural and creative competitions and won Prizes.

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

Best Practice 1: Mobile Library with Stress on Interactive Lecture Sessions
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

7.4 Contribution to environmental awareness / protection

1) Mahim Nature park is presently involved in a number of activities related to Nature Conservation and Environmental education. The park has different sections to explain the various aspects of nature education. An Excursion to Mahim Nature Park was arranged on September 13, 2017 and 115 Botany students from all classes (FY/SY/TY) attended along with 4 teaching staff members.
2) **Excursion to Dapoli during March 5-7, 2018 (3 days):** 19 UG and PG students of Botany department visited Dapoli Agriculture University's Go Green Nursery. With the experience gained through this excursion, our students understood several dynamics of forest regeneration, growth, extraction, forest product utilization, natural resources management.
3) Participation in Awareness programme about "Save Water" under the "Bath Pill" theme
4) Tree plantation at Kalyan and Ambernath.

5) Swaccha Bharat Abhiyan – cleanliness drive at Ulhasnagar on October 2, 2017.
6) Fire safety awareness programme and workshop in association with Bombay Stock Exchange (BSE)
7) "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)
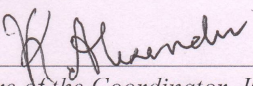
Strength	Opportunities
• Old reputed Sindhi Minority College • Library facility-one of the biggest library in the district of Thane- A 3 storeyed building- Automated under Integrated Library Management System (ILMS) by introducing SOUL 2.0 software since 2009 -collection of more than 1 Lakh books (for 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 made. • Bifurcation of play ground into 3 to hold 3 games simultaneously • Free parking facility ear-marked for bikes and cars • Installation of Water Coolers	• Better library facility could be provided for all students Introducing Add-on and new courses • Promote research (along with more resources and space) for 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 books • To promote linkage between industry-institution and University • Initiative to be taken by faculty members to carry out Minor/Major research projects and contribute in research and Development.

• Separate gym facility for boys and girls • Guidance lecture for NET/SET	
Weakness • 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 non-teaching staff	**Threat** • 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 non teaching staff overburdened

8. Plans of institution for next year

- To organize programmes for controlling carbon emission to instill environmental consciousness.
- To conduct Internship for Commerce / Accounts students.
- To upgrade ICT through Smart Classrooms.
- To introduce certificate courses by different Departments based on students demand.
- To undertake programmes for Waste Management.
- Providing training to teachers to encourage the use of innovative teaching method.
- To initiate, streamline and speedup the paper work for teacher coming under CAS.

Name VERGHESE ALEXANDER   Name Dr. Shanta. P. Janyani.

_____   _____
Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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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 (2017-18)

First Term: - 5thJune 2017 to 16th October 2017

June 2017	Admission to FY Degree Courses
5th June 2017	Commencement of first term
July 2017	Orientation for FY Degree students
	Constitution of college committees
3rd week of July 2017 to 1st week of September 2017	Organisation of various activities of departments/committees.
21/08/17 to 23/08/17	TY Internal
25/08/17 to 29/08/17	Mid Term Break
22/09/17 to 10/10/17	FY/SY ATKT (75 marks)
5/10/17 to 12/10/17	FY/SY ATKT (100 Marks)
	FY/SY/TY Regular & ATKT exam as per university schedule
15/10/17 to 08/11/17	Diwali vacation (University Circular UG/147 of 2017-18)

Second Term: - 09/11/2017 to 30/05/2018

09/11/2017	Commencement of second term
3rd week of November 2017 to last week of January 2018	Organisation of various activities of departments/committees.
1st week of December 2018	NSS Camp
3rd week of December 2018	Cultural festival
26/12/17 to 01/01/18	Winter break
14/02/18 to 16/02/18	TY Internal Exam
	FY/SY/SY Regular & ATKT exam as per university schedule
1st week of May 2018	FY/SY result declaration

ADMISSION SCHEDULE

24/05/18 to 30/05/18	SYBCOM
31/05/18 to 05/06/18	TYBcom
06/06/18	SYBA
07/06/18	TYBA
08/06/18	SYBSc
09/06/18	TYBSc

*Term is extended to 12th May 2018 as per University circular UG/01-A of 2017-18 dated 21st April 2018.

Best Practice 1 for Academic Year 2017-18

Practice Name	**"Mobile Library" with stress on Interactive lecture Sessions**
Time Schedule	On 8ʰ Dec, 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. To provide an opportunity to students to be part of lecture conducted.
Process	• It was mutually decided by NSS coordinator and librarian that programmes will be conducted in the year 2017-2018 also. • Some changes were made in the extension program in the year 2017-2018. • As there was time constraint it was not practical to conduct two activities. Hence, it was decided to give importance to lecture than to distribution of books. • A group of degree students were invited for the lecture by NSS coordinator. • Preparation of lecture was done by the librarian. • The main aim of the lecture was to promote reading culture in the new generation and encourage them to prepare for different administrative posts. • It was observed that village students are more interested in appearing for competitive exams. Information about library, its services, collection was explained. Further, interactive session for importance of reading, how and what students should read, how they should prepare themselves for competitive exam were explained. Different techniques for study of competitive exam were elaborated.
Impact of the practices	• Students requested the librarian to deliver the lecture next year also.
Outreach (no of beneficiary)	Six students from the village were present for the lecture.
Resources required	• Timely planning. • Competitive exam related books, motivational literature.
Plan for next year	• Library unit will try to cope up with both the activities. Distribution of books in the village and a lecture by librarian**.**

Best Practice 2 for Academic Year 2017-18

Practice Name	**Donation Drive Campaign for the underprivileged.**
Time Schedule	The activity was conducted by the Students' Council of R.K. Talreja College, Ulhasnagar from January 2nd – 8th, 2018 for the second phase.
Goal of the practice	• To provide old age home inmates in Ambernath with medicines and food grains. • To give underprivileged children at a small village in Murbad by donating books, notebooks, clothes, toys etc.
Process	• The students collected food grains and medicines in the college premises between 2nd and 8th January 2018 and books, notebooks, stationary, clothes and toys between 18th to 25th January 2018. • They visited "Kamal Dham Ashram" on 9th January, 2018. • They donated the collected items and spent the whole day with the aged people. • Students visited 'Singapore Gaon' on 30th January, 2018. • They were accompanied by President of AAI foundation Mr. Sushil Kadlak, Vice President and Secretary Mr. Rakesh Sonavane. • The collected items were donated to the villages. They received full cooperation of the Gram Panchayat andf Zilla Parishad Schools.
Impact of the practices	• The students realized the problems faced by the aged and underprivileged people in society. • It spread awareness among the youth about their responsibilities towards old helpless people.
Outreach (no of beneficiary)	• Inmates of Kamal Dham Home for the Aged. • Children / Residents of Singapore village. • 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	• Donations collected in the form of food grains, books, medicines, clothes, notebooks, toys etc. • The AAI foundation, Ulhasnagar. • Dedicated members of the students' Council, R.K. Talreja college. • Gram Panchayat and Zilla Parishad School of Singapore village.
Plan for next year	• Will try to include more members of Students' Council. • Will try to include more members of beneficiaries. • Will try to promote awareness on these weaker sections of society.