Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers/Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

* The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution : LALA LAJPATRAI COLLEGE OF COM. & ECO.

1.2 Address Line 1 : LALA LAJPATRAI MARG

Address Line 2 : MAHALAXMI

City/Town : MUMBAI

State : MAHARASHTRA

Pin Code : 400 034

Institution e-mail address : principal.llc@gmail.com

Contact Nos. : 022 2354 8240/41

Name of the Head of the Institution : Dr. (Mrs.) Neelam Arora

Tel. No. with STD Code : 022 2354 8240

Mobile : 9869140130

Name of the IQAC Co-ordinator : Prof. Ms. Renuka Mehra

Mobile : 9833072672

IQAC e-mail address : principal.llc@gmail.com

| 1.3 | **NAAC Track ID** *(For ex. MHCOGN 18879)* | : | MHCOGN10079 |

| 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)* | : | September 14, 2015/EC(SC)/09/A&A/13 |

| 1.5 | Website address | : | www.lalacollege.edu.in |

Web-link of the AQAR : www.lalacollege.edu.in/AQAR2016-17.docx

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

1.6   Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C		2000	5 Years
2	2nd Cycle	B++		2007	5 Years
3	3rd Cycle	A	3.01	2015	5 years

1.7   Date of Establishment of IQAC : DD/MM/YYYY   2000

1.8   **AQAR for the year** *(for example 2010-11)* **:**   2017-2018

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_2007-08 submitted to NAAC on 29.08.2008 (DD/MM/YYYY)
   ii.   AQAR_2008-09 submitted to NAAC on 18.06.2009 (DD/MM/YYYY)
  iii.   AQAR_2009-10 submitted to NAAC on 22.07.2010 (DD/MM/YYYY)
  iv.   AQAR 2010-11 submitted to NAAC on 29.06.2011 (DD/MM/YYYY)
   v.   AQAR _2011-12 submitted to NAAC on 06.07.2012 (DD/MM/YYYY)
  vi.   AQAR_2012-13 submitted to NAAC on 16.07.2013 (DD/MM/YYYY)
  vii.   AQAR_2013-14 submitted to NAAC on 06.08.2014 (DD/MM/YYYY)
 viii.   AQAR_2014-15 submitted to NAAC on 05.09.2015 (DD/MM/YYYY)
  ix.   AQAR_2015-16 submitted to NAAC on 02.09.2016 (DD/MM/YYYY)
   x.   AQAR_2015-16 submitted to NAAC on 31.08.2017 (DD/MM/YYYY)

1.10   Institutional Status

University   State ☑   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☐
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

              Urban ☑   Rural ☐   Tribal ☐

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

         Grant-in-aid + Self Financing ☑   Totally Self-financing ☐

1.11   Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others (Specify) | . |

1.12   Name of the Affiliating University *(for the Colleges)* : | UNIVERSITY OF MUMBAI |

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

Autonomy by State/Central Govt. / University | NO |

University with Potential for Excellence | NO | UGC-CPE | NO |

DST Star Scheme | NO | UGC-CE | NO |

UGC-Special Assistance Programme | NO | DST-FIST | NO |

UGC-Innovative PG programmes | NO | Any other *(Specify)* | NO |

UGC-COP Programmes | NO |

2. IQAC Composition and Activities

2.1 No. of Teachers
$\boxed{08}$

2.2 No. of Administrative/Technical staff
$\boxed{02}$

2.3 No. of students
$\boxed{03}$

2.4 No. of Management representatives
$\boxed{01}$

2.5 No. of Alumni
$\boxed{01}$

2.6 No. of any other stakeholder and community representatives
$\boxed{01}$

2.7 No. of Employers/ Industrialists
$\boxed{01}$

2.8 No. of other External Experts
$\boxed{02}$

2.9 Total No. of members
$\boxed{19}$

2.10 No. of IQAC meetings held
$\boxed{02}$

2.11 No. of meetings with various stakeholders : No. $\boxed{01}$ Faculty $\boxed{02}$

Non-Teaching Staff Students $\boxed{02}$ Alumni $\boxed{02}$ Others $\boxed{}$

2.12 Has IQAC received any funding from UGC during the year? Yes $\boxed{}$ No $\boxed{\sqrt{}}$

If yes, mention the amount $\boxed{}$

2.13 Seminars and Conferences (only quality related) :

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

Total Nos. $\boxed{07}$ | International $\boxed{01}$ | National $\boxed{02}$ | State $\boxed{}$ | Institution Level $\boxed{04}$

(ii) Themes

> 1) Transformation & Innovation in Management, Environment & Communication technology.
> 2) E-Learning & Curriculum Design.
> 3) A Light on UGC Recent Amendments in API under CAS.
> 4) Quality Enhancement by Stakeholders.
> 5) Modern Trends in Business Economics, Management & Social Science.
> 6) Vision 2050 : A Road ahead.
> 7) Faculty Development Programme on Data Analysis using Excel.

2.14   Significant Activities and contributions made by IQAC :

- Regular meetings of IQAC were held during the year.
- Applications of CAS of faculties were forwarded to the concerned authorities in the University.
- Efforts were taken for smooth conduct of examinations.
- College Development Committee actively operating.
- One day workshop organised related to Syllabus Revision in different subjects on 07/07/2017.
- Organised one day workshop on Stress Management on 22/08/2017.
- Organised one day National Conference on "Transformation & Innovation in Management, Environment & Communication technology" on 09/09/2017.
- Organised one day workshop on E-learning & Curriculum Design on 21/09/2017.
- Organised one day workshop on Women Empowerment on 29/09/2017.
- Organised one day workshop on UGC Recent Amendments in API under CAS on 07/10/2017.
- Organised one day Symposium on Quality Enhancement by Stakeholders on 09/02/2018.
- Organised workshop related to Faculty Development Programme on Data Analysis using Excel on 20/02/2018.
- Organised one day workshop on Cyber Crimes on 06/03/2018.
- Organised one day International Conference on Modern Trends in Business Economics, Management & Social Science on 10/03/2015.
- Organised one day workshop on Environment Sustainability through indoor plants on 24/03/2018.
- Organised National Conference on Vision 2050 : A Road ahead on 07/04/2018.
- Guest lectures, Faculty Development programmes were organised.

2.15   Plan of Action by IQAC/Outcome :
The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
• To organise national International, Institution level seminars / conferences / Workshops. • To organise guest lectures, skill development programmes. • To provide free internet to students & staff members. • To simplify evaluation system using electronic system. • To maintain composite pit in the campus & to conduct environmental related activities. • To encourage Think Tank for developing more ideas. • To start Punjabi Language classes & to promote Punjabi Culture. • To promote Entrepreneurship skills among students.	• National, International Institution level seminars / conferences workshop organised. • Guest lectures, Skill development programmes organised. • Free Internet provided to students and staff members. • Evaluation System using electronic system simplified. • Composite pit maintained in the campus. College has been awarded with the Green Certificate for electronic waste management. • Think Tank encouraged for developing more ideas. • Punjabi language classes started. • Entrepreneurship Skills promoted among students.

• To encourage maximum participation of teaching staff in curriculum development. • To maintain centralise information system. • To enrol students of Ph.D. in research centre in Commerce, Trade & Transport Industry.	• Teaching staff participation in curriculum development. • Centralise information system maintained. • Students enrolled for Ph.D. in research centre in Commerce, Trade & Transport Industry.

* Attach the Academic Calendar of the year as Annexure.

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

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

- Improvement in infrastructure.
- Examinations were conducted as per the schedule.
- CAS for eligible staff members completed
- Digital language lab was used.
- Examination reforms introduced as per University Norms.
- Online downloading of Question Papers.
- Onscreen marking and assessment of answer papers for Sem VI.
- Webinars conducted.
- Students enrolled in Research Centre set up in Commerce, trade and transport industry under Mumbai University with two Ph.D. Guides.
- College development committee actively operating.

Part – B

Criterion – I

1. Curricular Aspects

1.1   Details about Academic Programmes :

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	02	NIL	NIL
PG	01	NIL	NIL	NIL
UG	01	NIL	06	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	05	NIL	05	NIL
Diploma	05	NIL	05	NIL
Certificate	05	NIL	05	NIL
Others	NIL	NIL	NIL	NIL
Total	17	NIL	20	NIL

Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii)   Pattern of programmes :

Pattern	Number of programmes
Semester	√
Trimester	
Annual	√

1.3   Feedback from stakeholders* Alumni [√] Parents [√] Employers [√] Students [√]
(On all aspects)

Mode of feedback   :   Online [√] Manual [√] Co-operating schools (for PEI) [ ]

* Please provide an analysis of the feedback in the Annexure

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

AS PER THE UNIVERSITY NORMS

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

NIL

Criterion – II

2.   Teaching, Learning and Evaluation

2.1   Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	24	04	NIL	03

2.2   No. of permanent faculty with Ph.D.   12

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
Nil	Nil							Nil	Nil

2.4   No. of Guest and Visiting faculty and Temporary faculty   107   06

2.5   Faculty participation in conferences and symposia :

No. of Faculty	International level	National level	State level
Attended	45	46	42
Presented papers	32	38	30
Resource Persons	08	-	-

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

Teachers are using innovative smart board techniques for teaching. Group discussion, case study analysis, filed visits, interactive management games are conducted. Facilitating student to conduct research and to write research work. Panel discussion's are conducted to keep pace with current scenario in industries.

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)   Masking, Photocopy, Multiple Choice Questions,

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

2.10   Average percentage of attendance of students   75%

2.11   Course/Programme wise Distribution of pass percentage :

Title of the Programme	Total no. of students appeared	O	A	B	C	D	E	F
F.Y.B.Com. Sem I	505	0	10	112	125	161	0	84
F.Y.B.Com. Sem II	503	0	14	104	108	181	0	184
S.Y.B.Com. Sem III	465	2	35	60	89	78	30	135
S.Y.B.Com. Sem IV	465	4	42	61	72	98	59	93
T.Y.B.Com. Sem V	435	20	96	87	65	42	10	115
T.Y.B.Com. Sem VI	420	4	56	88	95	80	7	90
F.Y.B.M.S. Sem I	254	1	91	91	22	3	0	0
F.Y.B.M.S. Sem II	256	2	92	84	97	3	0	0
S.Y.B.M.S. Sem III	256	0	112	90	44	15	2	27
S.Y.B.M.S. Sem IV	256	9	93	97	30	5	24	24
T.Y.B.M.S. Sem V	206	9	76	61	25	6	0	28
T.Y.B.M.S. Sem VI	214	4	68	61	28	7	0	25
F.Y.B.B.I. Sem I	72	0	21	28	6	16	0	0
F.Y.B.B.I. Sem II	72	0	17	29	10	2	0	0
S.Y.B.B.I. Sem III	60	4	9	16	12	6	0	0
S.Y.B.B.I. Sem IV	60	1	18	20	9	0	0	0
T.Y.B.B.I. Sem V	62	0	14	16	13	2	0	0
T.Y.B.B.I. Sem VI	61	3	12	14	15	8	0	7
F.Y.B.SC.I.T. Sem I	61	0	17	24	6	0	0	25
F.Y.B.SC.I.T. Sem II	61	0	11	14	3	0	0	34
S.Y.B.SC.I.T. Sem III	54	2	9	19	1	4	0	25
S.Y.B.SC.I.T. Sem IV	54	0	20	16	1	7	1	26
T.Y.B.SC.I.T. Sem V	56	0	18	13	4	1	0	19
T.Y.B.SC.I.T. Sem VI	54	1	18	7	7	1	0	20
F.Y.B.A.F. Sem I	71	0	26	30	1	4	0	3
F.Y.B.A.F. Sem II	71	0	33	23	6	2	0	1
S.Y.B.A.F. Sem III	60	0	27	26	4	2	0	1
S.Y.B.A.F. Sem IV	60	0	34	17	5	4	1	5
T.Y.B.A.F. Sem V	69	10	24	15	14	2	0	4
T.Y.B.A.F. Sem VI								
F.Y.B.M.M. Sem I	69	0	20	18	71	2	0	18
F.Y.B.M.M. Sem II	69	0	12	28	13	0	0	15
S.Y.B.M.M. Sem III	64	0	14	25	6	10	0	9
S.Y.B.M.M. Sem IV	64	0	20	17	7	0	0	17
T.Y.B.M.M. Sem V	67	0	25	21	12	8	0	1
T.Y.B.M.M. Sem VI	66	0	15	21	12	5	0	7
F.Y.B.F.M. Sem I	71	0	27	27	8	0	0	0
F.Y.B.F.M. Sem II	71	0	37	27	1	1	0	0
S.Y.B.F.M. Sem III	36	0	12	10	8	0	0	0
S.Y.B.F.M. Sem IV	36	1	11	20	1	1	0	0

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

- Student's feedback were taken to evaluate teachers performance.
- Improvement in infrastructure, CCTV's are maintained properly in college premises.
- Separate examination is provided to maintain high secrecy & Smoothening of the examination process.
- Signage Board and central announcement system were installed in college premises.
- Regular meetings with Principal to bridge the gap for Quality Education.
- Masking of answer sheet done to maintain secrecy and avoid unfair means.
- Online downloading of question papers.
- Onscreen marking and assessment of answer papers as per University guidelines.

2.13   Initiatives undertaken towards faculty development :

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
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	26	07	-	-
Technical Staff	02	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Professors are encouraged to take up Minor & Major research projects.
- They are motivated to present research papers.
- International & National level seminar's were organised for professors from different universities in India.
- Workshops, guest lectures, webinars organised for staff members & students.
- Enrollment of students for Ph.D.
- Facilities available for research work.

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	02	12	Nil
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	26	38	03

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	-	-	-	-
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	-	-	-	-

3.7   No. of books published : i) With ISBN No. [20] Chapters in Edited Books [18]

       ii) Without ISBN No. [10]

3.8   No. of University Departments receiving funds from

       UGC-SAP [NO]   CAS [NO]   DST-FIST [NO]

       DPE [NO]   DBT Scheme/funds [NO]

3.9   For colleges   Autonomy [NO]   CPE [NO]   DBT Star Scheme [NO]

                       INSPIRE [NO]   CE [NO]   Any Other (specify) [NO]

3.10   Revenue generated through consultancy [NIL]

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	02	-	-	04
Sponsoring agencies	SELF	SELF			Self

3.12   No. of faculty served as experts, chairpersons or resource persons [06]

3.13   No. of collaborations   International [01]   National [01]   Any other [ ]

3.14   No. of linkages created during this year [NIL]

3.15   Total budget for research for current year in lakhs :

       From Funding agency [NIL]   From Management of University / College [NIL]

       Total [NIL]

3.16   No. of patents received this year

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

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
NIL	Nil	Nil	Nil	01	Nil	Nil

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

03

and students registered under them

10

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

NIL

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

JRF | NIL | SRF | NIL | Project Fellows | NIL | Any other | NIL |

3.21 No. of students Participated in NSS events :

University level | 84 | State level | 01 |

National level | 01 | International level | NIL |

3.22 No. of students participated in NCC events :   N. A

University level | | State level | |

National level | | International level | |

3.23 No. of Awards won in NSS :

University level | NIL | State level | NIL |

National level | NIL | International level | NIL |

3.24 No. of Awards won in NCC : N. A.

University level | | State level | |

National level | | International level | |

3.25 No. of Extension activities organized :

University forum | NO | College forum | NO |

NCC | NO | NSS | YES | Any other | DLLE |

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

- Free ships & Scholarships for needy students (Economically backward) were given by management.
- Admission to handicapped students were given.
- Giving support of writers to LD, Visually Impaired Students.

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	1.25 ACRE	-	-	
Class rooms	28	-	-	28
Laboratories	03	-	-	03
Seminar Halls	01	-	-	01
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	NIL	NIL	-	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL	-	NIL
Others	NIL	NIL	-	NIL

4.2   Computerization of administration and library :

- The library has digitized few rare books for the institutional use.
- The library has used QR Codes for the textbooks to browse college and library web sites.
- The library has taken the "digitization project" of college office documents this year.

4.3   Library services :

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2073	253645	2132	298373	4205	552018
Reference Books	764	2144402	498	1865774	1262	4010176
e-Books	90	252345	61	182401	151	434746
Journals	68	106691	66	112785	134	219476
e-Journals	-	-				
Digital Database	Continued	5750				
CD & Video						
Audio Books	155	57033				
Others (specify)						

4.4   Technology up gradation (overall) :

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	158	74	YES	08	YES	32	10	26
Added	17	17						01
Total	180	98		08		32	10	27

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

i)	Computer projector, speaker and screens fixed in classrooms UGC grants.
ii)	28 classrooms are provided with WI-FI connections
iii)	Internet facility with Band width 12 mbps hathway is provided.
iv)	JIO WIFI installed in college premises.

4.6   Amount spent on maintenance in lakhs :

i)   ICT
> 1,92,360

ii) Campus Infrastructure and facilities
> NIL

iii) Equipments
> 1,74,189

iv) Others
> 31,90,131

   Total :
> 35,56,680

Criterion – V

5. Student Support and Progression

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

> Guidance lectures for students were conducted. Counselling Sessions were organised. Students are informed about scholarships, free ships, concessions which they are eligible.

5.2   Efforts made by the institution for tracking the progression :

> - Results of the students are monitored.
> - Parent teacher meeting are conducted where they are informed about students' performance.
> - Counselling for students on academic, emotional aspects is provided to the students.
> - Remedial Lectures are conducted for weak students from socially & economically backward students.
> - CV writing, soft skill development sessions were conducted.
> - Virtual class rooms used.
> - Digital language lab used.

5.3   (a)   Total Number of students

UG	PG	Ph. D.	Others
2236	294	10	Nil

(b)   No. of students outside the state   83

(c)   No. of international students   -

Men

No	%
1744	66.79

Women

No	%
867	33.21

Last Year 2016-17								This Year 2017-18							
General	SC	ST	OBC	NT	SBC	Physically Challenged	Total	General	SC	ST	OBC	NT	SBC	Physically Challenged	Total
2236	74	02	81	24	41	33	**2491**	2272	04	20	129	20	54	16	**2515**

Demand Ratio 3.70 times   Dropout 21.37 %

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

> NIL

No. of students beneficiaries

5.5   No. of students qualified in these examinations :

NET N.A.   SET/SLET N.A.   GATE N.A.   CAT N.A.

IAS / IPS etc N.A.   State PSC N.A.   UPSC N.A.   Others N.A.

5.6   Details of student counselling and career guidance :

- The Students of B. Com & Self Financing courses are counselled by college student counsellor Ms. Asha Aggarwal in the areas of career guidance, emotional issues, financial aspects, personality issues, etc.
- Ms. Prathibha Jain counsels the students in the area of Studying aboard, she shares the information about the courses available at different University aboard. She guides the students about the procedure to be followed.
- Career Counselling to students.
- Entrepreneurship Development Cell.

No. of students benefitted   More than 660 students

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
28	665	96	45

5.8   Details of gender sensitization programmes :

- Various competitions on women related topics were organised.
- Mass awareness campaign to educate students regarding health and hygiene issues was conducted.
- Group power point presentation by students were organised.
- Workshop was organised.
- Organised workshops on Women Empowerment, Stress Management, Zumba for fitness.

5.9   Students Activities :

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

State / University level YES   National level 03   International level NIL

No. of students participated in cultural events

State / University level YES   National level YES   International level NIL

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

Sports   : State/ University level   [08]   National level   [02]   International level   [NIL]

Cultural : State/ University level   [NIL]   National level   [NIL]   International level   [NIL]

5.10   Scholarships and Financial Support :

	Number of students	Amount
Financial support from institution	27	1,87,328
Financial support from government	198	13,26,927
Financial support from other sources	14	1,23,889
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State / University level [Nil] National level [Nil] International level [Nil]

Exhibition : State / University level [Nil] National level [Nil] International level [Nil]

5.12   No. of social initiatives undertaken by the students

- Green Ganesha project is organised by the college.
- Blood Donation drive is conducted twice a year.
- Tree Plantation drive was organised was by the college.
- Visit to old age homes and orphanages are conducted.
- NSS unit & DLLE unit of college is very active in the social activities.
- Various associations of the college undertake lots of social activities.
- Each One Teach One Project.
- Many Health Awareness Programmes organised.
- Swaccha Bharat Abhiyan undertaken.
- Drug free Campus Drive.

5.13   Major grievances of students (if any) redressed :   [Nil]

Criterion – VI

6. Governance, Leadership and Management

6.1   State the Vision and Mission of the institution :

Vision : " To provide comprehensive education which will train our students to be globally competitive and socially responsible citizens".

Mission : " To provide educate and training to students in the field of commerce, trade, industry, management and information technology. To make them fit and ready for the industry. To collaborate Academia with industry for equipping our students with relevant knowledge, skill and attitude. And above all, to make our graduates socially sensitive with high sense of civility".

6.2   Does the Institution has a management Information System :

Yes

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

6.3.1   Curriculum Development

Professors participate in syllabus revision workshops & recommend upgrading the syllabus.

Professors attend Seminars, Workshops at other Colleges.

Professors attend webinars, guest lectures.

Professors use smart board for delivering of lectures.

Industrial visits for development of professors and students are organised.

6.3.2   Teaching and Learning

1)   Moderation, Revaluation is done by calling senior faculties of other colleges.
2)   Unfair means if found is solved by unfair committee.
3)   Laptops are provided to the teachers.
4)   Class Rooms are well equipped with computers, projectors Screen & Speakers and smart boards.
5)   Smart boards, scanners are provided to the teachers for teaching purpose to improve the quality of teaching.
6)   Students are allowed to make presentations on the topics related to the syllabus for internal assessment.
7)   Group discussion, question paper pattern, seminars for students are organised to improve the quality of teaching and learning.
8)   Signage board are used for multipurpose information sharing for students.

6.3.3   Examination and Evaluation

> 1) College has computerised result declaration system.
> 2) In order to conduct examinations smoothly CCTV cameras are also installed in the classrooms to avoid unfair means.
> 3) To keep transparency during assessment answer books are masked and stamped.
> 4) The answer papers are assessed by the teachers in the centralised assessment room.
> 5) On Screen marking of Semester VI answer papers.

6.3.4   Research and Development

> 1) Research Centre under University of Mumbai is granted for the subjects of Commerce; Trade & Transport Industry.
> 2) Separate research cell and research committee has been constituted with inclusion of new members.
> 3) Research committee promotes the teachers for minor & major research projects. It also encourages Publications of research papers.
> 4) One minor research project was has been sanctioned by University of Mumbai.
> 5) For research purpose college provides internet facility, information facility under UGC NRC and library facility.
> 6) Separate space is provided in the library for research work.
> 7) Three teachers are approved as research guides. Dr. Neelam Arora from University of Mumbai, Dr. S. V. Lasune from University of Mumbai & Dr. Rajesh Mankani from JJTU.

6.3.5   Library, ICT and physical infrastructure / instrumentation

> 1) Computerised Library system, Book Bank, Separate Reference book section, Separate space for research work. Thesis section has been developed in library.
> 2) The computerized system has been developed for information and technology.
> 3) Water purifiers for students, staff members, fire extinguishers, micro waves in the staff room, office and library are provided.

6.3.6   Human Resource Management

> 1) Teachers were allowed to attend orientation and refresher courses to have quality improvement. The following people completed courses.
>
> | Sr. No. | Name | Course |
> |---------|------|--------|
> | 1) | Dr. Vinay Pandit | Refresher Course |
> | 2) | Prof. Ashok Mahadik | Refresher Course |
> | 3) | Prof. Vishakha Walia | Orientation Course |
> | 4) | Prof. Darshan Pagdhare | Short term course |
>
> 2) College had organised skill development seminars and workshop for teachers & Students.

6.3.7 Faculty and Staff recruitment

01 temporary non-teaching staff member was appointed in the self-financing section.

6.3.8 Industry Interaction / Collaboration

No. of industries visit the college for campus placement. College is pursuing to develop collaboration with industry in order to improve quality of students and to get the placement.

6.3.9 Admission of Students

1) College follows the rule and regulations laid by University of Mumbai and Govt. of Maharashtra to admit the students.
2) College uses computerized system for admission process.

6.4 Welfare schemes for

Welfare Scheme for teachers :
1) Free health care facilities are provided to teachers & other Staff Members.
2) Free internet facilities in college premises.
3) Subsidised canteen facility for teachers.
4) Intercom facility is provided to the teachers.

Welfare Scheme for non-teaching staff members :
1) Interest free loans are provided.
2) Subsidised canteen facility for non-teaching staff members.
3) Intercom facility is provided to the non-teaching staff members.
4) Medical Insurance facility was provided.

Welfare Scheme for students:
1) Economically backward students get scholarships & fee waivers.
2) Facilities for handicapped disabled students.

6.5 Total corpus fund generated :

No corpus funds are generated.

6.6 Whether annual financial audit has been done : Yes √   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	**Yes**/No	Authority
Academic				
Administrative	√	C. A. Milind Pokle (C D Pokle & Company)	√	College Administrative Staff

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?

> University of Mumbai introduced 100 marks CBGS examination at F. Y. and 75:25 at S. Y. & T. Y. level Examinations.

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

> University of Mumbai provides the guidelines to colleges regarding administration & examinations.

6.11   Activities and support from the Alumni Association

> College is having well organized Alumni Association which actively participates and supports cultural and academic activities of the college. An annual Alumni meet is held every year.

6.12   Activities and support from the Parent – Teacher Association

> College is planning to constitute Parent Teachers Association. However parents actively support the academic and cultural activities.

6.13   Development programmes for support staff

> College organises various training and skill development programs for teaching as well as non-teaching staff members.

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

> Every year NSS unit of college organises tree plantation programme. College also maintains the garden in front of college premises and also at the back side. Dry waste management Electronic Waste Management. Wet Waste Management by Installing Composite Pit Paper bags making & distribution to prevent the use of plastic bags. Composite pit maintained in the College premises. The institution has been awarded with the Green Certificate for electronic waste management.

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.

> College is maintaining up to date website giving the details about the college activities.

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

> - Every year at the beginning & at the end of the academic year head of the institution calls the meeting of all staff members including teaching & non-teaching for knowing the details of activities conducted throughout the years by various committees/Associations.
>
> - Academic Calendar including academic, co-curricular and extracurricular activities is prepared every year.

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

> 1) Library is computerised with digital software i.e SOUL an Inflibent software.
> 2) Library website is created by Librarian to access moderate information about the library. The url is http:// lalalibrary.weebly.com.
> 3) Library has web resources centre.
> 4) Library conducts user surveys periodically by interacting with users, distributing questionnaires and by observations.
> 5) College conducts HIV awareness and Thalassemia awareness programs. College also organises visits to old age home.

7.4 Contribution to environmental awareness / protection :

> College organised Green Ganesha Project. College organises various program related to environmental awareness and protection like green garden, nature club, electronic wastage, control on using plastic bags. Birds shelter were installed on trees in the campus. Recycling of Waste papers done to make note books and writing pads. Note books were distributed in the adopted area street plays organised. Composite pit maintained in the campus. The college has been awarded with Green Certificate for electronic waste management.

7.5 Whether environmental audit was conducted? Yes ☐ No ☑

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

The strength of the college – IQAC observed the following strength of organisation
- Highly qualified teaching staff
- Very good infrastructure
- High and moral support from the management
- Well established library
- Good Auditorium

Weakness of the institutions
- College faces the sports ground problem
- College does not have space for extension of the building

Opportunities
- New courses can be introduced & opportunities can be provided to the students as per current demands.
- Collaboration with industries & educational institutions at national & international level.

Threats
- Less autonomy to develop curriculum & examination regulation.
- Increasing demand of self-financing courses compared to traditional education system.
- Increased importance of coaching classes which affects the regular attendance of the student in the college lectures.

8. Plans of institution for next year

1) To start preparation of NAAC SSR as per criteria.
2) To conduct Gender Audit, Administrative Audit, Green Audit and Plastic Audit.
3) To enhance Industry – Academia innovative practices.
4) To consider resource mobilisation through external agency for conferences, workshops, research work.
5) To install rainwater harvesting system.
6) To start certificate courses.
7) Maximum participation of college teaching staff in curriculum development.
8) For developing teaching & learning skill, to organise more skill development programmes.
9) To simplify evaluation system using electronic system.
10) To encourage more and more teaching staff members to undertake minor and major research projects.
11) To organise conference, seminars, workshops at national, seminars, workshops at national, international Institution level for teachers and students.
12) To hold subjects revision workshops.
13) To maintain centralise information system.
14) To promote Entrepreneurship skills among students.
15) To encourage Think Tank for developing new ideas.
16) To enrol students for Ph.D. in research centre in Commerce, Trade & Transport industry.
17) To optimise the use of virtual classrooms.
18) To avail more facilities for onscreen marking & assessment of answer papers as per university guidelines.
19) To maintain Centralise Information System.
20) To maintain composite pit in the campus and to conduct environmental related activities.
21) To initiate concept of Staff Academy.
22) To organise faculty development programmes.
23) To organise guest lectures, skill development workshops.
24) To promote more use of ICT in teaching learning activity as well as administration.
25) To train office staff in digitization of documents and access.
26) To update website, to uphold regular dynamic information.
27) To take measures to promote more environmental awareness.

Name : Prof. Mrs. Renuka .G. Mehra   *Name : Dr. Mrs. Neelam Y. Arora*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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<u>**Annexure – I**</u>

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

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