

**Annual Quality Assurance Report
(AQAR) of Internal Quality Assurance
Cell (IQAC) for the
Academic Year
June 2017 to April 2018**



Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce,
Rasayani, Maharashtra 410207

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.

Part - A

1. Details of the Institution

1.1 Name of the Institution	Mahatma Education Society's Pillai HOC College of Arts, Science and Commerce
1.2 Address Line 1	Pillai HOCL Educational Campus,
Address Line 2	Via Panvel , Dist- Raigad
City/Town	Rasayani, Raigad
State	Maharashtra
Pin Code	410207
Institution e-mail address	phcasc@mes.ac.in
Contact Nos.	02192-252006
Name of the Head of the Institution:	Dr. Lata Menon
Tel. No. with STD Code:	-
Mobile:	9820389930
Name of the IQAC Co-ordinator:	Ms. Swati Mishra
Mobile:	+91 8454843607
IQAC e-mail address:	iqac.phcasc@mes.ac.in
1.3 NAAC Track ID:	MHCOGN27549

1.4 Website address:

www.phcasc.ac.in

Web-link of the AQAR:

<https://phcasc.ac.in/iqac/annual-quality-assurance-report/>

1.5 Accreditation Details

SI. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.30	2017	5 Years

1.6 Date of Establishment of IQAC:

05/06/2017

1.7 AQAR for the year:

2017-18

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

- i. AQAR _____ (DD/MM/YYYY)4
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	02
2.4 No. of Management representatives	01
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	16+4

* Head of the Institution: Dr. Lata Menon

* Vice- Principal: Mr. Binit Kumar

* IQAC Coordinator: Ms. Swati Mishra

* IQAC Co-Coordinator: Mr. Sujith Babu

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Guidance/ Expert talk on the process of Accreditation via NAAC
2. Teaching Learning Methodology
3. Inculcating Research Culture
4. Panel Discussion on Guidelines on Revised Accreditation Framework for NAAC

2.14 Significant Activities and contributions made by IQAC

1. Enlisting of Processes and its Standardisation
2. Revamping Feedback System in line with NAAC Guidelines on Feedback
3. Inculcating Research Aptitude through Faculty Seminar Series
4. MoU with Organisations with high repute
5. Exam Cell Audit conducted to improvise the processes and reinforce the salient outcomes.
6. Creation of Internal Complaints Committee (ICC)

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
<ul style="list-style-type: none"> • To organise a National Conference by Faculty of Science 	Organised a National Conference on 'Global Impact of Climate Change' in September.
<ul style="list-style-type: none"> • To introduce publication of Students' anthology of poems by Faculty of Arts 	Published the anthology in the name of 'Meraki' to nurture students' creative faculty.
<ul style="list-style-type: none"> • To Organise a Departmental Fest which is also interdisciplinary 	Organised Inter-Collegiate and Inter Disciplinary Department Fest-'Insolito'.

<ul style="list-style-type: none"> • Certificate Course in Yoga and Meditation 	A week long Certificate Course conducted for students & a workshop for Non-Teaching Support Staff.
<ul style="list-style-type: none"> • Academic Audit and Exam Cell Audit to be conducted 	To be conducted in the first week of May'18.
<ul style="list-style-type: none"> • To partner with Soroptomist International Bombay Chembur (SIBC) for the students of our Skill Development Institute 	A Full-fledged workshop of 20 Contact Hours conducted in the month of April in collaboration with SIBC
<ul style="list-style-type: none"> • To improve learning resources. 	Developed "Mobile App" to provide real-time services to users 24*7.
<ul style="list-style-type: none"> • Environmental awareness & sustainable activities 	Waste Disposal Project in association with an NGO is on. Tree Plantation, observing important days, sustainable environment projects spearheaded by NSS unit, Social Awareness Cell and Institution Social Responsibility.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate

Any other body

Provide the details of the action taken

NIL

Part - B
Criterion - I
Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	06	02	08	04
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	05	02 (GST, Programming)		
Others				
Total	11	04	08	04

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	08
Trimester	
Annual	

1.3 Feedback from stakeholders*

Alumni Parents Employers Students (On all aspects)

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

*Feedback from parents are taken in manual mode after Parent-teacher meeting

* Refer analysis of the feedback provided in Annexure iii

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

Yes, there was revision/update of syllabi

- Introduced industry relevant and career oriented subjects in B. Sc. SY IT like Software Development, Website Development, Mobile App Development, Embedded Systems Programming and Embedded Systems Development
- Introduced Core Computer Science subjects like Theory of Computation, Operating System, Skill enhancement course like Android Developer Fundamentals, Data Base Management Systems, Combinatorics and Graph Theory and upcoming concepts like Physical Computing and IoT
- Introduced two new subjects - Financial Accounting and Auditing V (Introduction to Management Accounting) in Semester III of SY BCOM along with two new subjects in Semester IV SY BCOM - Financial Accounting and Auditing VI (Auditing) that provide basic knowledge of management accounting and auditing
- Introduction of Physics III revised as Applied Physics which explains all the contemporary application in recent field of Physics

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

NA

Criterion - II Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	28	01	-	-

2.2 No. of permanent faculty with Ph.D. 03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	-	-	-	-	-	-	-	03	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest 00 Visiting 12 Temporary 00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	30	00
Presented	10	23	00
Resource Persons	00	01	00

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

- Curriculum topics explained through PPT
- ITC enabled classrooms
- Conducting bridge courses, remedial lectures and intensive coaching
- Flip classroom methodology
- Invited talks and group discussions, debates, quizzes, seminar presentations and Paper presentations
- Organised Industrial and field visits providing an opportunity for the students first-hand knowledge on theory learned

- Conducted study camp as a preparatory step for the students to appear for University examinations
- Video lectures for advanced level syllabus topics
- Student presentations and reports on subject topics
- Guidance and expert lectures conducted on various themes relevant for students
- Language Laboratory to identify language barrier among students and mentoring them

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

180 days

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

- Answer sheets and supplements
- Flying Squad has been appointed and implemented in examinations to reduce unfair cases.
- Open Book Examinations are conducted
- Double valuation system by moderation system after evaluation
- Revaluation as per University norms to check the pattern of evaluation and also demand photocopy of answer sheets.
- Bar coding
- Drop box and Moodle installed for evaluation process

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

00

00

00

2.10 Average percentage of attendance of students

70

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (Grades) SEM-V						Pass %
		O Grade	A Grade	B Grade	C Grade	D Grade	E Grade	
B.Sc. I.T.	43	4	16	2	0	0	0	51.16
B.Sc. C.S.	21	0	3	7	1	0	0	52.38
B.Com	71	1	2	9	8	1	2	32.39
B.M.S.	54	0	1	12	14	7	0	62.96

Title of the Programme	Total no. of students appeared	Division (Grades) SEM-VI						
		O Grade	A Grade	B Grade	C Grade	D Grade	E Grade	Pass %
B.Sc. I.T.	43	1	10	8	3	0	0	51.16
B.Sc. C.S.	21	0	4	2	3	3	0	57.14
B.Com	71	1	2	9	5	4	11	45.07
B.M.S.	54	0	2	8	12	4	1	50.00

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

Contribution

- Facilitate innovative teaching learning methods and value based education
- Student projects and case studies
- Prepare Academic Calendar incorporating IQAC activities

Monitoring

- Organise regular meetings with the Coordinators/ Dept. Heads
- Regular monitoring of staff hand book

Evaluation

- Exam cell audit conducted annually
- Conducting Internal Academic Audit through interaction with all the departments.
- Periodic syllabus completion status

2.13 Initiatives undertaken towards faculty development

<i>Faculty/ Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC - Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	04
Staff training conducted by other institutions	25
Summer / Winter schools, Workshops, etc.	26
Others	20

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	14	NIL	NIL	NIL
Technical Staff	03	NIL	NIL	NIL

Criterion - III

Research, Consultancy and Extension

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

Significant number of initiatives of the IQAC in collaboration with Research and Development cell of our college has been taken in order to promote research culture in our college. These are as follows:

- Initiation of *Faculty Seminar Series* in collaboration with Research Development Cell
- Teachers, who are less exposed to research activity, are sensitised about the research methodology, writing up a minor projects, and information of funding agencies. They are also constantly encouraged to participate in the national and international conferences.
- Students are dedicatedly guided for their projects with regular check up on the quality of the projects in order to prepare them for presenting their work at state level, national level such as '*Avishkar Research Convention*' Program organized by the University of Mumbai.
- Display of notices with respect to conferences, seminars, workshops, training programmes.
- Interaction of the students with the scientists from various industries and institutes
- Visits are arranged for students to various research organizations.
- Provide infrastructure for in-house and inter-departmental research projects.
- Encourage faculty for submission of research proposal to various funding agencies

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	N.A	N.A	N.A	N.A

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	N.A	N.A	N.A	N.A

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	18	02
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	11	06	Nil
Conference proceedings	01	17	Nil

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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	Nil	01	01	Nil	01
Sponsoring agencies	N.A	PHCASC	PHCASC	N.A	PHCASC

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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
00	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum	00	College forum	00	
NCC	00	NSS	17	Any other 00

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

1. Extension activity at Waasampe Wadi.
2. Organized visit to Shantivan (Old age home)
3. Organized medical camp for teaching and non-teaching staff
4. Swatchh Bharat Abhiyaan at Apta Railway station
5. Blood donation camp
6. Organ donation awareness lecture
7. Organized Expert talk on Thalassemia

**Criterion - IV
Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	57586.767 Sq.mt	NIL	Management	
Class rooms	39	NIL	Management	
Laboratories	5*	NIL	Management	
Seminar Halls	4**	NIL	Management	
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.			Management	
Value of the equipment purchased during the year (Rs. in Lakhs)	41 lacs		Management	
Others			Management	

*Includes 1 Language lab

**Two Conclave (190 to 200 capacity each) + Two seminar halls (70 capacity each)

4.2 Computerization of administration and library

Library has completely automated its functions and services by using Library Management Software "KOHA". Its version is 17.05.03.000. It has got remote access to OPAC (Online Access Public Catalogue) which is called as Web OPAC.

4.3 Library services

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	3021	845880	878	286222	3899	1132102
Reference Books	1005	286425	234	28474	1239	314899
e-Books (N List)	135809	35400	Subscription Renewed	35400	135809	70800
Journals	9	15885	Subscription Continued	15885	9	15885
e-Journals (N List)	6237	35400	Subscription Renewed	35400	6237	70800
Digital Database (NPTEL Videos)	994	----	----	----	994	----
CD & Video	49	14777	----	----	49	14777

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	180	2 Lab & 1 Language Lab	Yes	2 (1 Lab & 1 Library)	2 Lab	1	3	6
Added	NIL	NIL	Wi-fi	NIL	NIL	NIL	NIL	NIL
Total	180	03	NA	03	02	01	03	06

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

Teachers and Students are trained how to use digital library tools, OPAC, KOHA by trained library staff on regular basis. Internet access is provided to the computers kept in Library area (browsing).

4.6 Amount spent on maintenance in lakhs:

i. ICT	2.16
ii. Campus Infrastructure and facilities	20.00
iii. Equipment's	0.77
iv. Others	5.63
Total :	28.57

Criterion - V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Contribution of IQAC in enhancing awareness about Student Support Services:

The Cell has suggested various initiatives to enhance awareness of the students about various support services made available to them by the Institution. Following are the details:

- Information through Website of the College
- Annual Academic Calendar
- Circulation of College Magazine Nirmaan giving reports of such activities.
- Notices are displayed on display boards and notice boards.
- Circulation of notices among the classrooms.
- Student Representatives are elected. They are used as a communication channel.
- Different Committees are formed to support all these services and their functioning is being supervised by the faculty members of the college

5.2 Efforts made by the institution for tracking the progression

- The Placement Cell sends students to the job fairs arrange by our parent body MES.
- Mentor mentee mode
- The Alumni Association maintains consistent correspondence with alumni.
- The Career Counsellor provides necessary guidance to students in the choice of their career.
- Departmental records of student's results and achievements.
- All the departments maintain a database for recording the progress of students.
- Periodic Parent Teacher Meetings at departmental level.
- Student progression is monitored with the help of transcripts / transfer certificates.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1140	-	-	-

(b) No. of students outside the state

09

(c) No. of international students

-

	No.	%
Men:	549	48.16

	No.	%
Women:	591	51.84

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
464	56	38	163	0	797	760	73	29	265	0	1140

• Others - 76

*Others - 13

Demand ratio:

For the courses like BMM, BMS, B.Com and B. Com (A&F) the ratio is 1.

For B.Sc., B.Sc.C.S, B.Sc.I.T and B.A the demand ratio is 0.5

Dropout 1.45%

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

College organises Guidance sessions for different examinations like MPSC, CS etc.. Library has a separate section of books meant for preparation of competitive examination & requisition forms are also available for students for requisitioning books of their choice.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- PHCASC has an in-house qualified student counsellor who counsels the students on various aspects like, anxiety, confusion, anger management and depression.
- Placement coordinator for every department to carry out career counselling
- The students having the problem in academics and some of the personal problems are solved through counselling done by subject teachers and class mentors through Mentor -mentee sessions.
- Some students approach Vice Principal for career guidance

No. of students benefitted

217

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	50	02	31

5.8 Details of gender sensitization programmes

- We have purchased Sanitary Napkin Vending as a sign of increasing sensitization.
- The Professionalism Workshop was conducted for youth by Ms. Trupti Choudhary, Image Consultant.
- Student Volunteers organised Yoga workshop for Housekeeping Staff.
- College organized 3 days Yoga workshops for Students by our faculty member Ms. Swati Mishra.
- An Essay Writing Competition on the topic 'A World with Gender Equality' was organised for the girl students.
- *Celebration of International Women's Day

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

*District level (Jency Kerlin won first prize in Elocution Competition
Aarushi Chauhan won second prize in collage making competition)

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	04	1,11,467
Financial support from government	24 (scholarship)+ 01(freeship),	Amount due from government
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

* Zion Haat and Delicioso Festo (College Level)

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Students faced a problem in a particular subject with respect to teaching methodology, the issue was addressed by Grievance Redressal Cell.
- Other minor infrastructural or sanitation issues were redressed promptly.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

The vision of the college is to provide education to all, irrespective of region, religion, caste, economic strata and academic performance thereby becoming the real catalyst for change in the society.

MISSION:

1. To ensure excellence in education by maintaining high standards of teaching
2. To help the students enhance their skill sets
3. To work for the personality development of the students
4. To inculcate in them scientific temper and civic sense
5. To provide best infrastructure comparable to international standards.

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

- The institution focuses on multi skill development of students in order to ensure employability.
- We follow the Syllabus designed by the Board of Studies of University of Mumbai. We give adequate field exposure and hands on training to enhance their employability quotient.
- Teachers participate actively in syllabus framing and in revised curriculum discussion workshops to obtain information and understand the changes.
- Skill Based Certificate Courses are offered to students.

6.3.2 Teaching and Learning

- ICT-enabled teaching-learning is of utmost importance for teachers in performing their role of creators of pedagogical environments. The management provides state of the art ICT facilities for imparting curriculum. Wi-Fi enabled computer labs help teachers to access internet facility without disturbance. It is important to master ICT skills for which we train our faculty to use ICT for teaching learning.
- Apart from classroom interaction, meaningful learning is initiated through guided teaching, assignments, group discussions, workshops, seminars etc.
- Inquiry-based learning is provided through community survey, opinion polls case study, industrial visit, study tour and fieldwork.
- Peer learning is promoted within and outside the class hours.
- Blended learning – Through this methodology, offline and online modes of learning was practiced and it enabled them to making learning more meaningful.

6.3.3 Examination and Evaluation

- Formation of Sub-Committees for Internal and Preliminary Examinations
- Submission of Model Solution Set in addition to University solved answer keys for all subjects assessed of all courses offered
- Flying Squad for ensuring fair conduction of examinations

6.3.4 Research and Development

- Faculty Seminar Series for inculcating research culture
- Students are dedicatedly guided for their projects with regular check up on the quality of the projects in order to prepare them for presenting their work at state level, national level such as '*Avishkar Research Convention*' Program organized by the University of Mumbai.
- Display of notices with respect to conferences, seminars, workshops, training programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- Library has sufficient E-Journals across all the departments
- Digital library facilities with National and International online Journals are also provided
- Library administrations like issue/return of books are well maintained
- Library building is enabled with Wi-Fi facility
- Every year additional volumes of books are added based on the requirements from all the departments

- Every class has one compulsory library hour per week for permitting the students to access the reference books and Journals which augments the learning process.
- Apart from central library, every department has a departmental library

ICT

- Sufficient number of AV classrooms, tutorial rooms, Seminar Halls, Laboratories pertaining each department is enabled with ICT tools.

Physical Infrastructure/ Instrumentation

- The maintenance of academic infrastructure and other facilities is well monitored

6.3.6 Human Resource Management

- As per Mumbai University norms and vacancy in the college, faculty and staff are recruited
- Arranging various orientation programmes for both teaching and Non-teaching faculty members for upgrading their respective fields using latest technology.
- Infrastructural facilities are provided to faculty members for their research endeavours.
- Faculty members are supported financially to attend conference or workshops and Faculty development programmes conducted outside the institution.

6.3.7 Faculty and Staff recruitment

- As per Mumbai University norms, faculty and staff requirement is forwarded by department heads.
- The interview panel conducts interview and select the candidates based on his/her qualification, experience and performance.

6.3.8 Industry Interaction / Collaboration

- MOU with institution of repute like IIG, Satyam Institute and N.G.O
- Industrial visits, field visit and internship to give practical exposure to the students.
- Entrepreneurship cell to encourage start-up and financial aids.
- Talks by industry experts.

6.3.9 Admission of Students

- As per Mumbai University norms.

6.4 Welfare schemes for

Teaching	05
Non-teaching	04
Students	-

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

6.8 Does the University/ Autonomous College declare 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?

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

6.11 Activities and support from the Alumni Association

- Alumni were invited to take guest lectures for our current final year students.
- Suggestions were received from alumni on curricular and extra-curricular activities during alumni meet.

6.12 Activities and support from the Parent – Teacher Association

- The institution conducts parent-teacher Meet (PTM) every semester where teachers and parents discuss the academic progress of student and their performance in curricular and co-curricular activities.

6.13 Development programmes for support staff

- Yoga Session
- World Literacy Day
- Medical camp by NSS

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

- Landscaping
- Water Harvesting
- Composting
- Eco-friendly Generators
- Classrooms are well lit and well ventilated.

Criterion – VII

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.

1. Faculty Seminar Series- With an intention to facilitate the research aptitude of the teachers, the institution has initiated Faculty Seminar Series wherein the teachers across the institution share their area of interest in the subject concerned, methodology they adopted while pursuing Ph.D. Teachers from various departments present research topics adhering to the norms prescribed by the Research Cell of the institution.

2. Departmental News Bulletin: Departmental publication is another innovation introduced in the current academic year. Since every department has in fact valuable inputs to share, the institution introduced the concept of Departmental News Bulletin which showcases the curricular, co-curricular and extra -curricular programmes organized by the department, academic milestones of the department and students' participation in various inter - collegiate programmes.

3. D- Space: The institution introduced D- Space, an open repository for learning to the knowledge seekers in view of enhancing academic output in the institution. The use of D-Space among the students and teachers is enormous and extensive.

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

Refer- 2.15 (Part A)

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

Best Practice - I: Value Based Education

Best Practice – II: Research Platform for Students

**Refer the details in annexure ii*

7.4 Contribution to environmental awareness / protection

- Biodegradable waste from canteen and garden is composted in the compost pit in the campus.
- Eco-friendly KOEL Green Generators are used for power backup.
- A rainwater harvesting system is in place wherein the rainwater from the terrace and ground recharges the bore well.

- The NSS volunteers of the institution planted 35 saplings in Wasambewadi and 15 saplings in Shinde wadi area of Rasayani district. They also planted 100 saplings in Vaveghar Forest area in collaboration with the Forest Department of Rasayani.
- The NSS Unit also took up cleaning activities in Karade village, Wasambewadi, Shindewadi and also in the college premises.
- Nature Club of the institution organizes activities to inculcate environmental Consciousness.

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

- Supportive Management
- Renowned parent body MES which has around forty-eight institutions.
- State-of-the-art Infrastructure
- Strong bond with the stakeholders
- Located within the proximity of Industrial Belt

Weakness

- Absence of Post Graduate Courses
- Inadequacy of Public Transportation System
- Students' Placement
- Students with weak academic background

Opportunities

- Opportunity to build an undergraduate experience using the best resources
- Practices Partnership/collaboration/MOU with more Industries strengthening

Industry- Institute - Interface

- Becoming a leader in interdisciplinary learning
- Encouraging the teachers to participate in research activities
- Opportunity to bring in social change by moulding students' mind-set

Challenges

- Risk of losing prominent faculty and staff for genuinely better opportunities to undertake research Projects- Major and Minor
- Overcoming Students' English communication difficulties (oral and written), owing to their vernacular learning background.

7.8. Plans of institution for next year

- Planning to introduce Post Graduation programmes in various disciplines.
- Initiating collaboration/MOU with more Industries.
- Setting up smart classrooms in all departments.
- Conducting more activities of the associations such as NSS and Women Development Cell etc.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

Annexure i

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

Annexure ii

BEST PRACTICE - I

Title of the Practice: Value-based Education

Goal:

To create a strong learning environment that enhances academic attainment and develops students' social and relationship skills that last throughout their lives.

Context:

In the present context of education, we confront a lot of challenges like employability, self-reliance, moral values and principles.

The Practice:

Value education is integrated from the very first semester itself. We have shortlisted a few core values that are included in the discourses. We have designed the modules for teaching and manifesting the core values.

The Values are as follows:

1. Discipline
2. Optimism
3. Ethics & Integrity
4. Sensitization (Gender & Environment)
5. Self Esteem
6. Positive Attitude
7. Politeness
8. Honesty
9. Compassion
10. Patience

Evidence of Success:

We have observed an increase in the social problem-solving skills and empathy levels of students.

Constraints and Limitations:

It becomes difficult to identify specific skills, knowledge, and behaviours demanded of graduates of today, thus leaving a gap between what students learn in the Value based education modules and what is ultimately expected of them in the workplace. Due to the onslaught of technology, making value education effective and interesting to the modern youth is the biggest challenge.

Best Practice-II

Title of the Practice: Research Forum for Students

Goal:

To inculcate research aptitude among students

The Context:

Since this is an era of competition, the institution provides a dynamic podium for the knowledge seekers to enhance the research aptitude and inclination through its flagship programme 'Students' Seminar' which is conducted annually.

The Practice

Students participate in various research activities and forum conducted by the colleges which are affiliated to the University of Mumbai. Students present papers in the intra-collegiate seminar conducted by the institution. All the quality papers are published in its in-house Journal 'Disha'.

Evidence of Success

Students inculcated the habit of presenting creative ideas and concept in a systematic way. The platform 'Students' Seminar' encouraged even mediocre students to take part in various events. Our students participated and secured second position in 'Abstract-2017'- An Inter Collegiate B-Plan Competition organized by Fr. C. Rodrigues Institute of Management Studies (Fr. Agnel Business School) on 27th September 2017.

Problems Encountered and Resources Required

Lack of productive time for research activities was in fact a constraint. Therefore, Co-curricular and extra - curricular activities have been rescheduled to make student research programmes effective and time oriented.

Annexure iii

Feedback Sample Evaluation

**Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce, Rasayani.**

Class wise faculty evaluation report (2017-18)

Class Name:-FYCOM Div- A Sem-II

Subject	Faculty Name	Points
FINANCIAL ACCOUNTING- II	PROF HARDIK DAVE	4.21
COMMERCE - II	PROF REWATI SOMAN	4.29
BUSINESS ECONOMICS - II	PROF KALAVATI UPADHAYA	4.51
BUSINESS COMMUNICATION - II	PROF SUJITH BABU	4.39
ENVIRONMENTAL STUDIES	PROF REMYA MADAN GOPAL	4.75
MATHEMATICS & STATISTICS	PROF SHRAVAN KAMBLE	3.98
FOUNDATION COURSE - I	PROF DISHA CHOTALIYA	4.14

Class Name- FYBMS DIV - A Sem-II

Subject	Faculty Name	Points
Principles of Marketing	Prof. Sumeet Mhatre	3.9
Industrial Law	Prof. Sheeba Rajan	3.5
Business Mathematics	Prof.Shravan Kamble	3.34
Business Communication -II	Prof. Swati Mishra	4.10
Foundation Course - II	Prof. Remya Gopal	4.31
Business Environment	Prof. Vineet Murli	3.63
Principles of Management	Prof. Teena Zacharia	4.07

Class Name-FYBSc. IT Sem-II

Subject	Faculty Name	Points
Object oriented Programming	Prof.Priyanka Sorte	4.3
Microprocessor Architecture	Prof.Babitha Kurup	4.87
Web Programming	Prof.Sreelakshami Nair	4.5
Numerical and Statistical Methods	Prof.Harshita Singh	4.23
Green Computing	Prof.Sonam Jangam	4.01

Class Name-SYBSc. IT Sem -IV

Subject	Faculty Name	Points
Core Java	Ravindra Mhatre	4.7
Introduction to Embedded Systems	Babitha Kurup	4.81
Computer Oriented Statistical Techniques	Neethumol K.G	3.8
Software Engineering	Sonam Jangam	3.28
Computer Graphics and Animation	Ashwini Khillari	5