



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE
Name of the head of the Institution	Dr. Lata Menon
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02192252006
Mobile no.	9820389930
Registered Email	phcasc@mes.ac.in
Alternate Email	latak@mes.ac.in
Address	Pillai HOC College of Arts, Science and Commerce, Pillai HOCL Educational Campus, Taluka- Khalapur, Dist- Raigad
City/Town	Rasayani
State/UT	Maharashtra

Pincode	410207																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Semi-urban																		
Financial Status	private																		
Name of the IQAC co-ordinator/Director	Ms. Swati Mishra																		
Phone no/Alternate Phone no.	918454843607																		
Mobile no.	7744851223																		
Registered Email	swatimishra@mes.ac.in																		
Alternate Email	sbabu@mes.ac.in																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://phcasc.ac.in/igac/annual-quality-assurance-report/																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://phcasc.ac.in/about/academic-calendar/																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.34</td> <td>2017</td> <td>30-Oct-2017</td> <td>30-Oct-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.34	2017	30-Oct-2017	30-Oct-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.34	2017	30-Oct-2017	30-Oct-2022														
6. Date of Establishment of IQAC	05-Jun-2017																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries															

Participation in Avishkar Research Convention	20-Dec-2018 1	55
College Development Committee	23-Jun-2018 220	1460
Faculty Seminar Series	07-Jun-2018 1	34
Introduction of Positive Psychology	10-Jul-2018 180	1428
Syllabus Revision Workshop in Chemistry	30-Jul-2018 1	60
One- Day Field Visit	22-Oct-2018 1	1252
National Conference on IPR	29-Sep-2018 1	121
Departmental Outreach Programmes	22-Oct-2018 7	1400
Collaboration with SIBC	10-Dec-2018 11	100
Faculty Exchange Programme	26-Feb-2019 2	113
Comprehensive Students' Feedback	11-Apr-2019 14	678
Unnat Bharat Abhiyan	20-Mar-2019 30	340
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Formation of College Development Committee 2. Introduction to Positive Psychology Course 3. Exam Cell Automation 4. Collaborative Certificate Courses 5. National Conference on Intellectual Property Rights

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Department Specific Co-Curricular Cultural Fest	Insolito', the department specific cultural fest of our institute offers a platform for unleashing talents. Since course specific events and programmes are included in the fest, the participation of students is enormous. These events boost students' morale and confidence and help them come up with innovative ideas on various platforms.
Faculty Exchange Programme with Pillai College of Arts, Commerce & Science, New Panvel	The collaboration with Pillai College of Arts, Commerce & Science in faculty exchange programme has become an innovative practice since it gives exposure to diverse view points and novel teaching methods. The teachers from both the institutes shared their expertise and experience with the students.
One day Industrial Visit & Field Visits across all the Departments	Department specific Industrial Visit is one of the actions taken by the institute for the effective Institute-Industry Interaction. Course specific industries are selected for the visit which made the action unique and innovative. The active participation of students in the visit made the programme successful. Details of assignments or projects are discussed with the students prior to the visit based on which they submit the extensive report of the visit on the next working day. Students get exposure to the dynamic and innovative mechanism of the industries selected for the visit. Curricular projects are also designed and undertaken by students

	based on their experience during the visit.
Departmental Outreach Programmes	The practice of following the core values prompted the institution to organise departmental Outreach Programmes. The outreach/extension programmes organised to various places like Old Age Homes, Orphanages, Shelter for differently abled helped the students and teachers sensitize with the classes deserving special care and attention.
Introduction of Positive Psychology course in the curriculum	Positive Psychology Course was designed and implemented as the part of the curriculum of students. The course aims at improving the Emotional Quotient of students by reinforcing positive human functioning. The effectiveness of positive psychology lies within the extent to which positive psychology can turn negative emotions into positive emotions. It was observed that both students and faculty members felt a significant increase in energy, boost in morale and enhancement in performance. The module contents circulated proved to be an ideal guideline on the approach and methodology to be pursued during the positive psychology sessions. Since the pedagogy was majorly activity oriented that encouraged maximum student participation, they felt highly involved in with the entire process. Positive psychology principles and exercises are applied in several different settings, including the classroom, the workplace, and at home.
Faculty Seminar Series by Research and Development Cell	The newly introduced Seminar Series for faculty members acts as a factor of motivation by encouraging the teaching fraternity to participate actively in research activities. Teachers from various streams presented papers in the flagship seminar. All the presenters and participants were highly benefitted as various informative sessions on Writing quality research papers, stages and process of publication, technical terminology and practices related to publication were conducted.
National Conference on Intellectual Property Rights	The One Day National Conference on "Intellectual Property Rights" provided the participants and paper presenters with a platform for sharing and imbibing information related to IPR and

discussing the concerns and corrective measures. The Key note address indeed enhanced the milieu of the conference and enthralled the research aspirants. the research attitude and aspirations of both students and faculty members have been enhanced.

Automating Mark Entry Process

Automation in marks entry and tabulation eased the process and ensured meticulous and speedy declaration of results. Mistakes and elements of confusion have been alleviated through this technology enabled practice.

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<p>14. Whether AQAR was placed before statutory body ?</p>	<p>No</p>
<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2019</p>
<p>Date of Submission</p>	<p>31-Dec-2018</p>
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Pillai HOC College of Arts, Science Commerce maintains MIS to support its academic programme and administrative operations. We have successfully automated most processes in the college to improve the efficiency of operations. E based system is available for the following: • Admission (Requirements, Eligibility, Prospectus, M.E.S. Online Enquiry Form) • Online Examination Facilities (Examination Calendar, Online ATKT Form Filing, Online Results, Exam Time Table, Passing Standards, Unfair Means) • Railway Concession Forms • Attendance • Feedback Day to day academic and administrative work is made easy with the help of the MIS. • Library is fully computerized and functions through automated KOHA software. • The</p>

attendance and assessment is monitored digitally. • The internal assessment test marks are entered in the MIS. • Students IT resources are provided to all students of the college as well as teaching and supporting staff. • The College seeks to ensure the integrity of IT resources made available to the community to prevent disruption to academic and administrative requirements. • The college has a LAN through which students, teachers and supporting staff can access the current data base of students, their academic performance as also other academic query. • Information Technology resources refer to all computers and communication facilities, service and resources including but not limited to networking devices, email service, wireless devices and any associated peripherals and software that are owned, managed maintained by the College.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Academic Calendar of the year is prepared by respective department heads. Coordinator of each department designs Time Table for his/her respective department as per university norms which is shared with the students. Teachers are allotted subjects for the next semester based on their specialization and preferences. Workload is prepared by Department Coordinators based on the credits of each subject allotted by University of Mumbai and it is shared with the teachers. This helps them to prepare semester teaching plan. The lecture plans are recorded in Personal Handbook of teachers which are monitored. Teachers are expected to share their monthly teaching targets with the students. Teachers refer the standard reference books and textbooks prescribed by University of Mumbai along with the latest information available through online and other resources for effective implementation of curriculum. Besides the use of conventional methods, various other teaching methods like Group Discussion, Debates, PowerPoint Presentations, Role Play, Short Films, Industrial Visits, Assignments, Videos, Use of charts and graphs, Case studies are used by different departments for effective curriculum implementation. Based on semester wise result analysis of every course, corrective measures in the form of remedial lectures are conducted for students who have backlogs. We also conduct positive psychology lectures once in a week in every class whose modules are customized by our teachers to raise the emotional quotient of students by helping them in dealing with stress, anxiety etc. Departmental Meetings with the principal and vice-principal are conducted regularly to review the difficulties faced while teaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Mongo DB		04/06/2018	07	Employability	To familiarize students with the latest trend in Data Science
TALLY GST		28/09/2018	45	Employability	Development of Computerized Accounting Skills
Advanced Exel		15/10/2018	15	Skill Development	Development of I. T. skills
Basics of Taxation		04/12/2018	15	Employability	To familiarize with financial markets and security
Soft Skills Programme		16/01/2019	15	Skill Development	To help them to communicate effectively and harmoniously
Android Workshop		11/02/2019	7	Skill Development	To provide them with hands on experience on Android Applications

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	393	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Positive Psychology	10/07/2018	1428
Yoga and Meditation	21/06/2018	56

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	F.Y.B.Sc IT Internship with Flipkart	16
BMS	F.Y.B.M.S Internship with flipkart	24
BCom	F.YB.Com Internship with flipkart	3
BMS	S.Y.B.M.S Internship for Project Work	47
BCom	FY, SY and TY BCom - One Day Field Visit to Katraj Dairy, Pune	327
BCom	FY, SY and TY BCom A&F - One Day Field Visit to Katraj Dairy	104
BCom	FY, SY and TY Bcom A & F - One Day Field Visit to National Insurance Academy, Pune	95
BMS	FY, SY and TY BMS - One Day Field Visit to Maganlal Chikki, Monex lubricants and Magna Core. Clutches & Brakes	270
BSc	FY, SY and TY BSc IT - One Day Field Visit to IIIT, Pune	220
BSc	FY, SY and TY BSc CS - One Day Field Visit to IIIT, Pune	101
BSc	FY, SY and TY BSc - One Day Field Visit to Nehru Science Centre and Nehru Planetarium, Mumbai	133
BSc	FY, SY and TY BSc - One Day Field Visit to ISRO Exhibition at CKT College, New panvel	120
BA	FY, SY and TY BA - One Day Field Visit to Kesari	14

	Press, Pune	
BA	FY, SY and TY BA - One Day Field Visit to NMIC, Mumbai	15
BA	FY, SY and TY BMM - One Day Field Visit to Kesari Press, Pune	83
BA	FY, SY and TY BMM - One Day Field Visit to NMIC, Mumbai	50
BSc	F.Y.B.Sc CS Internship with Flipkart	8
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>An Online Feedback System has been developed using Moodle and Google Forms. This mechanism is divided into following categories viz. Feedback from Students, feedback from Teachers, feedback from parents and Feedback from Alumni. Students feedback This feedback covers teaching learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas etc. We have emphasized on teachers innovation, use of ICT in teaching methodologies, interactive teaching and students' involvement in learning. The analysis is reported to the head of the institution for corrective measures and it is communicated to the individual teacher for further improvement. Teachers Feedback: This feedback covers working environment of the institution, working hours, happiness index etc. Using the software 360 degree feedback, we also collect faculty to faculty feedback where each faculty member provides feedback about their colleagues. We collect individual teachers feedback and analyze it. The analysis is reported to the head of the institution for appreciation and corrective measures. Alumni Feedback We have registered alumni association whose feedback is based on role of the college in the development of student personality and employability, academic excellence. Also how the institution has helped them to acquire the lifeskills. Feedback from Alumni is taken using Google forms which are shared with them via Email. Parents Feedback Every semester a Parents Teachers Meeting is conducted where the teachers of every class share the performance of students with their respective parents. At this point parents feedback is collected on a hard copy which covers questions on teaching, infrastructure, canteen etc. This is later analyzed and reported to the head of the institution.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Computer Science	120	140	53
BSc	Information Technology	120	267	98
BSc	General	120	193	71
BCom	Regular	240	728	159
BCom	Accounting and Finance	60	123	54
BMS		132	346	130
BA	Mass Media	60	111	39
BA	Regular	120	46	15
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1428	0	35	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	35	5	6	0	5
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The introduction of Positive Psychology as a part of the curriculum forms the basis of Mentoring. The modules are so designed that characteristics traits of attitude are reinforced. The modules are also designed to improve emotional quotient of the students and positively influence their overall personality. Apart from that, we have a MentorMentee Mode (MMM) wherein the fresh entrants are divided amongst the teachers department wise. The students fill in a form giving their basic details and the Mentor teacher guides the same set of students for three years till they graduate. The mentoring is both academic and social. In case of any psychological help required, the students are directed to the Professional Counselor. Along with these systems of mentoring, we also have developed the concept of Mentoring through Peer Groups (MPG) wherein groups are formed with advanced learners helping slow learners in various subjects under the guidance and supervision of concerned subject teachers.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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1428	35	1:41
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2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	35	0	7	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Ms.Ashvini Satve	Assistant Professor	Member of Board of Studies, C. K. T College, Panvel
2018	Mr. Swapnil Patil	Assistant Professor	Invited guest speaker at Maharashtra Center for Entrepreneurship, Government of Mumbai
2019	Dr. Jayant Behera	Assistant Professor	Invited Speaker for World Earth Day Celebrations organised by Pillai HOC College of Engineering and Technology, Rasayani.
2018	Dr. Ketan Patil	Assistant Professor	Best Research Paper Award at National Conference on IPR , Pillai HOC College of Arts, Science and Commerce, Rasayani.

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00451	Semester I /201819	03/11/2018	17/01/2019
BCom	2C00453	Semester III /201819	03/11/2018	01/12/2018

BCom	2C00452	Semester II /201819	02/04/2019	16/04/2019
BCom	2C00454	Semester IV /201819	12/04/2019	08/05/2019
BMS	2M00151	Semester I/201819	03/11/2018	23/01/2019
BMS	2M00153	Semester III /201819	03/11/2018	01/12/2018
BMS	2M00152	Semester II /201819	02/04/2019	22/04/2019
BMS	2M00154	Semester IV /201819	12/04/2019	09/05/2019
BA	4000151	Semester I /201819	03/11/2018	21/01/2019
BA	4000153	Semester III /201819	03/11/2018	01/12/2018
BA	4000152	Semester II /201819	02/04/2019	15/04/2019
BA	4000154	Semester IV/201819	12/04/2019	10/05/2019
BA	3A00141	Semester I /201819	03/11/2018	11/01/2019
BA	3A00143	Semester III /201819	03/11/2018	01/12/2018
BA	3A00142	Semester II /201819	02/04/2019	15/05/2019
BA	3A00144	Semester IV /201819	12/04/2019	06/05/2019
BSc	IS00251	Semester I/201819	03/11/2018	26/12/2018
BSc	IS00253	Semester III /201819	03/11/2018	05/12/2018
BSc	IS00252	Semester II /201819	02/04/2019	24/04/2019
BSc	IS00254	Semester IV/201819	12/05/2019	07/05/2019
BSc	IS00151	Semester I /201819	03/11/2018	22/12/2018
BSc	IS00153	Semester III /201819	03/11/2018	06/12/2018
BSc	IS00152	Semester II /201819	02/04/2019	22/04/2019
BSc	IS00154	Semester IV /201819	12/04/2019	10/05/2019
BSc	1S00141	Semester I/201819	03/11/2018	15/01/2019
BSc	1S00143	Semester III /201819	03/11/2018	08/12/2018

BSc	1S00142	Semester II /201819	02/04/2019	17/05/2019
BSc	1S00144	Semester IV /201819	12/04/2019	17/05/2019
BCom	2C00141	Semester I /201819	03/11/2018	12/01/2019
BCom	2C00143	Semester III /201819	03/11/2018	08/12/2018
BCom	2C00142	Semester II/201819	02/04/2019	15/05/2019
BCom	2C00144	Semester IV/201819	12/04/2019	09/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Remedial coaching and Intensive Coaching for slow and Advanced Learners classes are held at all streams respectively. Continuous evaluation is carried out throughout the year through insem examinations, class tests regular tests, projects, case study, student presentations, seminars, assignments, quizzes etc. Debates and open discussions along with open book tests are conducted to inculcate critical thinking and creativity among students. All departments take weekly tutorials. Remedial instruction is given to slow learners and challenged students and Intensive Coaching for Advanced Learners are implemented. Undergraduate students are encouraged to submit and present research papers for Students' Seminar organised and followed as one of our best practices. The selected student papers are then chosen for publication in our inhouse journal 'Disha'. Application oriented approach in the form of exhibitions, field visits and expert talks are also organised departmentwise. There is a practice of 'Mentoring through Peer Groups' where advanced learners help slow learners in doubt clearing sessions supervised by subject teacher. Study Camps are also organised prior to sem end examinations to revise and discuss important topics of each subjects. Doubt clearing sessions are also conduct along with solving of previous question papers to familiarize the students on pattern of questions and time management.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

As an affiliated college, The Mumbai University Calendar is adhered to. In addition to this, an academic college calendar is prepared which contains the list of all insem examination dates, interactive sessions, projects and vivavoce to be conducted by the college. The detailed schedules with dates are given for question paper submissions for internal and conduction of practical examination. Apart from this, we have a Department Calendar which is adhered to for conduction of departmental activities. The Calendar is displayed on the website as well as in hardcopy to the faculty members. It is also displayed for the students on Departmental Notice boards as well. An IQAC Calendar is also prepared which enumerates academic programmes and activities for quality enhancement to be held in the college. When new programs to enable quality enhancement are offered during the course of the year, these are availed of for the benefit of staff and students. The IQAC evaluates such activities during their meetings.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://phcasc.ac.in/igac/program-program-specific-and-course-outcome/po-pso-co-of-under-graduate/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1S00156	BSc	Computer Science	33	29	87.88
1S00256	BSc	Information Technology	69	54	78.26
1S00146	BSc	General	13	7	53.85
2C00146	BCom	General	88	40	45.45
2M00156	BMS		78	68	87.17
4O00156	BA	Mass Media	6	6	100.00

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://phcasc.ac.in/igac/students-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	NIL	0	0
Minor Projects	0	NIL	0	0
Interdisciplinary Projects	0	NIL	0	0
Projects sponsored by the University	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
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Intellectual Property Rights	IQAC	29/09/2018
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Finalist for University Level Avishkar Research Convention Program	Mukeshkumar B. Mishra (TY CS), Kaushik Ghanekar (TY CS)	Department of Students Development, University of Mumbai	29/11/2018	UG
Second Runner up in Business Plan Competition	Aayushi Badala (SY BMS), Hrishikesh Patil (SY BMS))	Pillai Centre of Innovation and Entrepreneurship	05/04/2019	Students

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	Pillai Centre for Innovation and Research	Management	N.A	N.A	04/01/2019

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
3	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Department of Chemistry	5	1.81
International	Department of Physics	1	0
International	Department of Economics	1	0.53
National	Department of Economics	2	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Department of B.M.S.	1
Department of B.M.M.	2
Department of Computer Science	1
Department of Information Technology	2
Department of B.Com.	2
Department of Physics	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Morphology of the Auroral Electrojets over Maitri station, Antarctica	Jayanta K Behera	Twenty Eighth Indian Antarctic Expedition 2008 Ministry of Earth Sciences, Technical Publication	2019	0	Pillai HOCL college of Arts ,Science and Commerce ,Rasayani	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	2018	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	32	0	0
Presented papers	0	9	0	1
Resource persons	0	1	0	1
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
Distribution of Sanitary Pads in Majgoan village	NSS	4	60
Awareness on Gender Sensitization on Occasion of Diwali	Rotract club of Patalganga	4	56
NSS Day Celebration (pledge to serve society and responsibility of true citizen of our country)	NSS	2	100
Voters Day Rally Awareness about our Rights in Mohopada	NSS	4	60
Tree Plantation	NSS	4	60
Rally on Antiplastic Use	NSS	4	65
Blood Donation Camp	Sai Blood Bank	4	100
Diwali serve Humanity A visit to Shantivan	Shantivan(NGO)	2	60
Ekta Diwas at Gulsunde village	Sarpanch of Gulsunde village	2	55
Alibaug Beach Cleaning Drive	Alibaug Nagar Parishad	3	70
Workshop on Mahiti Doot	Alibaug Unit	1	100
International Youth Day	NSS	1	100
AIDS Prevention Awareness	District AIDS prevention and control unit (Alibug)	1	100
Swachh Bharat Internship in adopted village Gulsunde and Chincchmal	Sarpanch of Gulsunde and chincchmal	4	100
Kargil Diwas	NSS	18	300
No Tobacco Day (Pledge)	NSS	20	700
World Environment Day Poster Making Competition	NSS	6	100
Trekking Cleaning at Sinhagadh Fort	NSS	4	50

Birth Anniversary of Dr. APJ Abdul Kalam	ZP school of Adopted village Gulsunde, Majgoan, Karade, Chambharli	3	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Unnat Bharat Abhiyaan	cash prize (Rs 50,000/)	MHRD	330
AIDS Awareness	cash prize (Rs 4,000/)	District AIDS Prevention and Control unit Alibaug	100
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	MHRD	Swachh Bharat Internship Programme covering 100 hours of working	2	60
Swachh Bharat	MHRD	save water	2	65
Swachh Bharat	MHRD	cleanliness drive	2	50
Swachh Bharat	MHRD	Save Environment	2	65
Swachh Bharat	MHRD	tree plantation	2	60
Swachh Bharat	MHRD	save girls	2	60
Swachh Bharat	MHRD	anti plastic rally	2	50
UBA UNNAT BHARAT ABHIYAN	MHRD	RURAL EDUCATION	2	65
UBA UNNAT BHARAT ABHIYAN	MHRD	HEALTH AND SANITATION	4	142
UBA UNNAT BHARAT ABHIYAN	MHRD	HOUSEHOLD SURVEY	4	123
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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Students Seminar	Students	In house Support (PHCASC)	1
Faculty Seminar Series	Faculty Members	In house Support (PHCASC)	1
Faculty Exchange	Faculty Members	In house Support (PHCASC)	1
Intracollegiate Avishkar Research Competition	Students	In house Support (PHCASC)	1
Talk on Avishkar Research convention Program	Students and Faculty Members	In house Support (PHCASC)	1
English for Specific Purpose	Faculty Members	Mahatma Education Society	15
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Job Internship	Internship at Flipkart	Flipkart	30/04/2018	01/06/2018	Students
Project internship	Internship	Parle Biscuit pvt	01/05/2018	15/06/2018	Students
Project internship	Internship	Hindustan India Limited (HIL), Rasayani	01/05/2018	15/06/2018	Students
Collaboration	AD Shroff Memorial Programmes	Forum of Free Enterprise	13/10/2018	13/10/2018	Students
Collaboration	NSS Activities	Apta Railway Station	13/07/2018	14/07/2018	Students Teachers
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Tesseract	18/06/2018	Projects and Trainings	26
Nagar Palika Parishad (Alibaug Municipal Council)	01/11/2018	NSS Activities	104
Satyam Institute of	11/04/2019	Courses Training	34

Tax Accountant			
Group Gram Panchyat, Majgoan	01/12/2018	NSS Activities	340
Group Gram Panchyat, Gulsunde	01/12/2018	NSS Activities	340
Group Gram Panchyat, Devloli	10/12/2018	NSS Activities	340
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3075000	3000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	17.05.03.000	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3899	1132102	407	169263	4306	1301365
Reference Books	1239	314899	136	56421	1375	371320
e-Books	135809	70800	2999191	35400	3135000	106200
Journals	9	15885	3	17645	12	33530
Digital Database	994	0	406	0	1400	0
CD & Video	49	14777	0	0	49	14777
Weeding (hard & soft)	0	0	0	0	0	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Swati Mishra	Structuralism	MES E Learning Studio	30/06/2018
Sumeet Mahtre	Depreciation Methods	MES E Learning Studio	01/07/2018
Sweta Roy Choudhury	Vertical Balance Sheet	MES E Learning Studio	02/07/2018
Sujith Babu	United Nations Organisation	MES E Learning Studio	03/07/2018
Arushi Dube	Internal Reconstruction	MES E Learning Studio	04/07/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	180	3	180	3	2	2	8	165	0
Added	14	0	14	0	0	0	0	0	0
Total	194	3	194	3	2	2	8	165	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

165 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
MES E Learning Studio	https://phcasc.ac.in/students/e-learning-video-series/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2796000	2585301.9	470000	427697

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

PHCACS has established transparent and robust procedures for the utilisation

and maintenance of all physical, academic and support facilities and is well communicated among all the concerned stakeholders. The detailed procedures and related policies are as follows: Policy Statement: PHCASC has numerous resources that are utilised for the benefit of faculty, students and staff. The policy at the institution calls for efficient and maximum utilisation of all its resources. Resource in charges are responsible to ensure that

1. Resources are ready and made available whenever required .
2. Resources are repaired, calibrated, maintained and upgraded at optimal levels.
3. Resource utilisation is tracked and records are duly maintained.
4. The availability or shortage of resources is communicated to the HODs and/or VicePrincipal.
5. If any resource is underutilised or not utilised, it is brought to the notice of the Management.

Utilisation of Resources: 1) Availability of resource is verified with the concerned Incharge. 2) Permission for the utilisation is taken from the respective authorities. 3) It is communicated in written to the In Charge so as to make the resource available. 4) It becomes duty of the person who has generated the query to take care of the belongings. Procedure for Repairs and Maintenance of Resources: 1) Every In Charge regularly checks the resource available in their custody and verifies its working condition. 2) Accordingly report of nonworking material is communicated to the HOD. 3) HOD complies all the complaints and segregates them in urgent and annual maintenance categories. 4) The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the Principal 5) The annual maintenance resources are forwarded at the end of every academic year after thorough inspection of the equipment. 6) Depending upon the cost of equipment and its maintenance requirement the quotations are invited and the detailed procedure is followed through purchase committee.

<https://phcasc.ac.in/about/infrastructure/procedure-policy-for-physical-facility-utilization/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Waiver Economically Backward, Staff Welfare and Sports	2	13000
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Language lab	26/06/2018	729	Department of Arts, PHCASC
Remedial Coaching	03/10/2018	310	Faculty Members from 8 departments
Intensive Coaching	03/10/2018	41	Faculty Members from 8 departments

Bridge Course	23/07/2018	618	Dept. of Accountancy, Dept. of English, Dept. of Mathematics, Dept. of Computer Sciences
Mentoring	09/07/2018	1428	Pillai HOC College of Arts, Science Commerce, Rasayani
Soft Skill Development	10/12/2018	100	Soroptimist International Bombay Chapter, Chembur
Personal Counselling	10/01/2019	20	Ms. Jarvis Varghese Professional Counselor
Meditation	09/08/2018	220	Heartfulness
YOGA	21/06/2018	38	Soroptimist International Bombay Chapter, Chembur and Pillai HOC College of Arts, Science Commerce, Rasayani
Focussed 847 Breathing Exercise	26/06/2018	277	Pillai HOC College of Arts, Science Commerce, Rasayani
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	NET/SET	5	5	0	0
2018	CAT/CET	74	160	160	0
2018	Comprehensive Career Guidance Programme	0	277	32	62
2018	Career Counselling	0	277	38	47
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Vlite Furnitech, Shree Samarth, IDFC First, Infosys, Capgemini, TCS, L T Infotech, Ornet Technology, Wipro Pvt. Ltd, Hexaware Technologies	93	16	Jio, Reliance, Parle, Simaran Motors, Priya School, Cafe Square, HDFC Bank, ICICI Lombard	160	109
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	7	Science	B.Sc. Computer Science	PHIMSR, CKT, M U (KALINA), S IES	MMS, M.Sc.CS
2018	8	Science	B.Sc. Information Technology	PHIMSR, Welin gkar, SIES, M IT, Bharti Vidyapeeth	MMS, MCA
2018	8	Commerce	B.Com	PHIMSR, NISM, MU(Kalina)	M.Com., MMS, Certificate Programme
2018	11	Commerce	BMS	D.Y. Patil, PHIMSR, ITM, IIMS (Pune) AIAIMS (Mumba i), Oriental School of Business, MU(Kalina)	MMS, MBA, PGDM, MCOM
2019	4	Science	B.Sc. Computer Science	PHCASC, D.Y. Patil	M.Sc. IT, M.Sc.CS
2019	17	Science	B.Sc. Information Technology	PHCASC, PHIMSR, Indira College,	M.Sc. IT, MMS, MCA

				SIES, Bharti Vidyapeeth	
2019	24	Commerce	B.Com	PHCASC, PHIMSR, CKT	M.Com, MMS
2019	4	Science	B.Sc.	CKT, St. Wilfred	M.Sc.
2019	2	Arts	BMM	Amity University, MET	Journalism, Advertising
2019	22	Commerce	BMS	DY Patil, SIES, INDIRA, ITM, IDOL, PHIMSR	MMS, MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GMAT	0
CAT	74
GRE	0
TOFEL	0
Civil Services	0
Any Other	3
Any Other	86
NET	0
SET	0
SLET	0
GATE	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Delicio Festo (Food Mela)	College	100
Freshers Day	College	1151
Minithon	College	75
Aptitude Test	College	176
Vigilance Awareness Campaign on Eradicate Corruption Build a new India	College	200
Dr. APJ Abdul Kalam memorial Students Seminar Series	Inter Collegiate	68
Insolito	Inter Collegiate	423
Euforia Annual Cultural	Inter Collegiate	1180

Fest		
Zion Haat	Intra collegiate Competition	80
'Mahatma Education Society's Annual Talent Hunt: UberRang 2019'	Intra collegiate Competition	25
Jalsa2k18 Dandiya Competition	Intra collegiate Competition	500
Pillai Centre for Innovation Entrepreneurship : Business Plan Competition 201819	Intra collegiate Competition	6
KalaGhoda Festival Visit and Script Writing (Arts)	Department	80
National Museum of Indian Cinema Visit (BMM)	Department	80
Photo Exhibition (BMM)	Department	40
Science Day Exhibition (B.Sc)	Department	60
Quiz Competition (BCOM)	Department	67
Current Affairs Exhibition (BMM)	Department	53
Youth Fest	University	23
Wrestling (Men)	University	3
Football	University	10
KhoKho (Women)	University	11
Volleyball	University	7
Badminton	University	5
Taekwondo	University	4
A.D. Shroff Memorial Elocution Competition	College	38
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold Medal (Second Open National Taekwondo Championship)	National	1	0	2017PC0068	Bhushan Gunjal
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student representatives are nominated as the members of different academic administrative bodies/committees of the institution as per the norms of the university. • Student Council is a part of every statutory or nonstatutory committee like Women Development Cell, Internal Complaint Committee, NSS, Commerce Club, Cultural Club, etc • Student Council has representation from every class and department and hence, they are the mouthpiece of student complaints and suggestions, which are duly taken into consideration. • They are the part of all the important meetings and thus a transparent and participative decision making is practised where they are free to share ideas, concerns and interests. • We have an open door policy where any member of Student Council or any student from the college for that matter can directly approach the Principal and top management in case of any concern. • Some of the department events like Zion Haat of Commerce Department, Photo walk of BMM Department, Presentation Competition of BSC Department are solely organised and managed by the students from planning to implementation to finances. • In addition to the annual cocurricular Student Fest is the brain child of Student Council and has been happening successfully for the last two years now. • Student Council keeps a continual track of all the academic, cocurricular, sports and cultural activities happening in various other colleges and ensure participation from other students. • Members of Student Council manage the official Social Networking Page and keep a tap on the activities of other colleges. • Student Council members along with other students take care of all the corner of the corridor and keep it updated like Science Corner, Cultural Corner, IT Corner and the like. • The Annual Bulletin and Newsletters are also managed by the Council members under the supervision of Teachers • Academic Events like Elocution Competition, Debates, Case Studies and Outreach activities are also suggested by the Council. • Apart from all this, we have Complaint boxes placed in the college which is opened in front of the Council fortnightly and the cases are discussed in their presence. • Student Council Room is a hub of innovative ideas wherein the other students can come up with their suggestions for anything new or any concern and the Council brings it to the notice of the concerned teacher and Coordinator for necessary and relevant further action • Student Council functions in the genuine interest and welfare of the institution portraying qualities of responsibility, empathy, courage, integrity and perseverance.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

We have a registered Alumni association (Registration No. Maharashtra/150/2017/Raigad) since March, 2017. The association functions as a networking medium between the institution and the alumni group. In all, 196 students have enrolled in the association who are the part of the college development process. • Two of our alumni are standing members of the College Development Committee i.e. Mr. Ashish Yadav (Assistant Manager, ICICI Securities) and Ms. Tanushree Ghosh, Assistant Manager, Capita. These students act as representatives of the alumni group and give us continual feedback from Employers formally and informally, thereby helping us channelize our projects, assignments and field visits in line with the Industry requirements. • We are strategically located in an industrial belt of Patalganga MIDC (Raigad District), therefore many of our alumni are in the close vicinity and offer their services in the form of Guest lectures, Expert Talk and guidance sessions. • Coming from a SemiUrban area, most of our students are firstgeneration learners and hence selfemployed in their own startups, business

and shops thereby putting their theoretical knowledge into practice. • Our alumni are also members of the IQAC Team and actively participate in Quality enhancement initiatives. • Various programmes and events provide the alumni with an opportunity to be a part of the academic and cultural endeavors of the institution • Being an alumnus, you are entitled to the benefits offered exclusively to the Pillai's HOC Alumni Community who are encouraged to take advantage of the courses, events, activities, linkages, placement services, facilities like library, laboratories, ICT and other services offered by the institution • We organise Alumni meets every year. Interactive sessions with alumni facilitate career guidance and placement opportunities. The constructive feedback and suggestions were given by our alumni help us in designing various curricular and cocurricular programmes in the institution. • Because of different curricular and cocurricular events, alumni are provided with an opportunity to be connected with the college. For instance, Sagar Mahajan, an alumnus of IT Department had conducted a workshop on Programming Paradigms, BMS and BCOM Alumni Anil Saini and Kshitij Patil respectively have held session on Effective Startup and Challenges, Ganesh K, an alumnus of BMS, now an actor in the industry had come and interacted with our students. Our alumni are called as Judges, Facilitators, Experts and Mentors, which in turn strengthens the network and bond.

5.4.2 – No. of enrolled Alumni:

196

5.4.3 – Alumni contribution during the year (in Rupees) :

28000

5.4.4 – Meetings/activities organized by Alumni Association :

• We hold Alumni meetings regularly • Alumni are on various important committee boards like IQAC and CDC • Alumni Suggestion and Feedback are recorded and analysed and necessary modifications are made. • An Expert talk on Business Setup Process by our Alumni Anil Saini on October 17, 2018. • Alumni Meet Celebrating 10 years of Completion on February 16, 2019 • One of the Alumni Sagar Mahajan conducted workshop on 'Programming Paradigms' on January 06, 2019. • Sunny Prasad, an Event Manager gave a talk on the courses of Event Management and the related challenges and opportunities involved. • Soumik Mandal, Manager at Indigo Airlines gave a Talk on 'Importance of Communication Skills Grooming in Aviation Industry.' • Ashish Yadav and Aarushi Sharma conducted a lecture on 'A Penny Saved is a Penny Earned Investment Plans Saving Schemes'. • Anil Saini and Soruba K, members of Rotaract Club of Patalganga, collaborated to conduct Outreach activity • Vikas Gupta, a BCom Alumnus, a crew member in the aviation Industry gave an inspirational talk on 'Yes! It is Possible' wherein he emphasised on the ways to use the correct sources and pieces of information to reach the goals. • Apart from these, students come as Instructors, facilitators, and judges of various committee events.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

A) Operational Autonomy in Institutional Hierarchy: i) Principal is the member secretary of Governing body and Chairperson of IQAC. All academic and operational decisions are taken after a detailed and documented discussion with the governing body, the IQAC and the teachers concerned. ii) Programme Coordinators and Department heads are appointed for the meticulous planning and execution of academic activities at the institution. iii) All the teachers are

a part of some of the statutory or nonstatutory committees to ensure uniform exposure of duties for academic and professional development of faculty members. Statutory committees like 1. IQAC 2. College Development Committee (CDC) 3. AntiRagging Committee 4. Students Grievance Redressal Cell 5. College Development Cell 6. Women Development Cell 7. Internal Complaints Committee and no statutory committees like Academic Calendar Committee, Time Table committee, Cultural Committee, etc. iv) Students and Alumni are members of governing bodies. The President and Secretary of college represent student community in Quality Policy committees like IQAC, CDC, Anti Ragging, etc. v) Students are a part of around 30 other committees where they work independently for organising events and programmes along with faculty advisors. Some of the committees are Students Council, NSS, Cultural Committee, Career Counselling Cell, Maths Club, Film, Drama and Music Cell, Commerce Club, Science Club, Literary Association, Economics Club, Entrepreneurship Cell, Placement Cell, IT Club, Nature Club etc

B) 360 Degree Feedback for Participative Management • We have implemented 360 degree Feedback to ensure participation of all stakeholders at all levels of the organization in the investigation of problems, development of strategies and implementation of solutions. 360 Degree Feedback includes a) Feedback from students for Faculty members, for the curriculum, for the Programme and the course b) Faculty feedback for HODs, Vice Principal, and the Principal c) Faculty to Faculty Feedback d) Feedback from Alumni who in turn communicate Employers requirement e) Feedback from parents and f) Happiness Index from faculty members.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	1. Career Counselling Support provided to the junior college student community of the vicinity. 2. Students who opt for our college at University portal (mum.digitaluniversity.ac)are guided by the admission committee before being directed to Facilitation centre. 3. Most of our students are first generation learners. We, therefore, have a team of teaching and nonteaching staff members to guide the parents in the digital admission process at our facilitation centres. 3. Annual Updation of Admission Brochures. 4. Advertisements in Newspaper and college website.
Curriculum Development	1. Adherence to the syllabus given by University of Mumbai as an affiliating college. 2. Collaborative customisation of various add on courses like Mongo DB and Tally ERP 9.0 3. Development and design of certain in house value added and add on course like Positive Psychology and Express Excellent English 4. Curriculum is designed for Soroptimist International Bombay Chembur to cater to the needy girl

	students of the area.
Teaching and Learning	<ol style="list-style-type: none"> 1. Recording Lectures and Concepts through LightboardMES elearning studio. 2. Project Based Learning across all departments. 3. Field Visits to institutions and organisations like Radiocity, BSE, JNPT, Art Museum, IIT, NIA etc 4. An annual 10 Day Industrial Visit 5. Student Sensitisation through Institutional Social Responsibility activities and Other outreach activities
Examination and Evaluation	<ol style="list-style-type: none"> 1. Constitution of Exam Cell and Exam Cell Committees 2. Exam Cell Activity Calendar including schedules of Exams, Assessment, Question Paper Setting, Verification, Moderation, declaration of result, Revaluation, ATKT (Allowed to keep Term) form filling and result analysis 3. Completion of Evaluation and Result Declaration within 30 days of completion of exams. 4. Online Screen Marking (OSM) and related planning. 5. Annual Exam Cell Audit to address the lacunae, if any
Research and Development	<ol style="list-style-type: none"> 1. Constitution of Research and Development Committee 2. Every faculty member has been instructed to present one Research Paper every academic year. 3. Faculty Seminar Series to be conducted annually to strengthen research aptitude amongst faculty members. 4. Minor Research Grant proposals to be submitted by eligible faculty members to the University of Mumbai. 5. Participation in MES Research Forum 6. Organisation and Conduction of National Conferences. 7. Student and Teacher participation in the University's Research Convention named AVISHKAR. 8. Dr. APJ Abdul Kalam Memorial Student Seminar Series to be expanded to Intercollegiate level.
Library, ICT and Physical Infrastructure / Instrumentation	<ol style="list-style-type: none"> 1. Library Committee takes requisition from every faculty members for the requirement of text and reference books. 2. Updation of ejournals and ebooks are carried periodically. 3. Library schedule to orient teachers on the use of regular and other digital resources of the library such as KOHA and OPAC 4. Planning by the Infrastructure Team along with the departments for infrastructural and lab requirements is carried out three months prior to the commencement of

	next academic session.
Human Resource Management	<p>A) Recruitment Vacancy forecast and timely advertisements in the leading dailies. B) Training 1) Faculty members are encouraged to participate in various training programmes, FDP, orientation programmes, refresher courses and other short term courses 2) Various training programmes are organised for Non Teaching Staff members C) Development: 1) Participation and publication of research paper has been made compulsory for teaching staff members. D) Staff Welfare activities are conducted like Sports Day, Recreational Outings, Potluck, along with staff benefits like MES Credit Society Scheme and free transportation service. E) The Code of Conduct for Teaching and Non Teaching Staff All academic action plans have been codified and compiled in the form of hand books for faculty members. Non teaching staffs have also been provided with hand books consisting of guidelines regarding duties and responsibilities.</p>
Industry Interaction / Collaboration	<p>1. Collaboration with the Industries through Student Internship. For e.g, Flipkart, Bombay Dyeing, etc. 2. Campus Interview organised companies like IDFC, Shree Samarth Realtors , etc. 3. Field Visit to various industries like JNPT, BSE, NIA, etc. 4. Job Fair where more than 100 companies had participated. 5. Career Guidance Sessions with Industry Experts and Interactive sessions with alumni.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<p>1. Biometric Attendance 2. Student data and ledgers are recorded and maintained digitally through Eduright software. 3. College information and Student data are parallely shared and maintained with AISHE, Directorate of Higher Education, MIS and MU Student on Roll 4. Faculty Portal developed for Faculty Appraisal.</p>
Finance and Accounts	<p>1. Fully equipped computerized software such as Tally ERP 9 are used to keep track and record of all finances of the College. 2. The software Eduright is used for Fee management. 3. Sensys Easypay is the software used for Salary</p>

<p>Student Admission and Support</p>	<p>Management and generation of Form 16.</p> <p>1. Our College has provided all our students with their own MES email ID wherein students are communicated on a regular basis. 2. Students can also access their Students Portal available in the college website through which they get to know all the Notices, Circulars, ATKT forms, Mark sheets etc. 3. Online messages and short messaging services are also used to inform and notify students about different academic and official activities. 4. The teaching faculty has also created Whatsapp groups to post updates and news related to academic and official purpose. 5. Teachers have Whatsapp groups with the Alumni to get regular updates and inputs from them. 6. College website contains all information relating to the various courses offered by the institution.</p>
<p>Examination</p>	<ul style="list-style-type: none"> • Exam Notices and Circulars are published on website • Online form filling for ATKT (Allowed to keep term) • Availability of Hall Tickets in Student Portal • Digitised Marks Entry for all the examination • Display of Results on Student Portal • Online Revaluation Process • Online Eligibility Status of students to be promoted to the higher class • Online Marks Entry for Third year Students and Result Status entry for first year and Second year on mu.digitaluniversity.ac.in
<p>Planning and Development</p>	<ul style="list-style-type: none"> • The College has an Information Management System in place which collects information regarding the upcoming events to be conducted. • College website is systematically updated with all the information required for admission, scheduling time table, exam dates. • E based system is available for the following processes: Admission (Requirements, Eligibility, Prospectus, M.E.S. Online Enquiry Form) • Digitisation of Examination Facilities (Examination Calendar, Online ATKT Form Filing, Online Results, Exam Time Table, Passing Standards)

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Deepesh Jagdale	Workshop on Handson Practical Programme of Cloud Computing for TY.CS	Shankar Narayan College , Bhayandar	600
2018	Deepesh Jagdale	Workshop on Handson Practical Programme of Next Generation Technologies	Mulund College of Commerce and Science	600
2018	Sujith Babu	National Conference On Intellectual Property Rights	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Vishakha Bodade	National Conference on Polymer Processing	Pillai college of Arts, Commerce Science, Panvel	500
2018	Neetumol K G	Workshop on R Progammng	Thakur College of Commerce and Science , Kandivali	600
2018	Kalavati Upadhyay	Workshop on Revised Syllabus of Economics of TY.B.Com	Pillai College of Arts, Commerce Science, Panvel	500
2018	Rewati Soman	Workshop on Revised Syllabus of Economics of TY.B.Com (All Subjects)	Rajiv Gandhi College of Arts, Commerce and Science, Vashi	1000
2018	Harshita Singh	Workshop on Scilab	Pillai College of Arts, Commerce Science, Panvel	500
2018	Sweta Roy Choudhury	National Conference On Intellectual Property Rights	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Ashwini Khillari	Workshop on revised syllabus of TYIT(Project	Workshop on revised syllabus of TYIT(Project	1000

		dissertation and vivavoce SemV)	dissertation and vivavoce SemV)	
2018	Darshana Wajekar	Workshop on revised syllabus of TYBsc. CS SemVI	Seth Hasaram NationalCollege and Seth Wasimull Assomull Science College, Bandra	500
2018	Hardik Dave	National Conference On Intellectual Property Rights	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Priyanka Sonawane	Workshop on revised syllabus of TYIT(Artificial Intelligence)	Valia College, Mumbai	600
2018	Priyanka Sonawane	Workshop on revised syallabus of TYBsc.IT SemV	Thakur College Science and Commerce, Kandivali	700
2018	Remya Madan G	Workshop on New age Teaching and Research	Pillai college of Arts, Commerce Science, Panvel	500
2018	Remya Madan G	National Sweminar on Environment Protection Socio Legal Perspective	University of Mumbai	2500
2018	Remya Madan G	National Conference on Intellectual Property Rights.	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Sreelakshmi Nair	Workshop on revised syllabus of TYIT(Security in computing)	Vidhyalankar Institute of Technology, Wadala	500
2018	Sreelakshmi Nair	Workshop on revised syllabus of TYIT(Advanced web programming)	Maharashtra College Arts,Scen	500
2018	Kalavati Upadhayay	Workshop on Revised Syllabus of TYBA	Rizvi College of Arts, Science and Commerce,	500

			Bandra	
2018	Sweta Roy Choudhury	Workshop on revised syllabus of TYB.Com (Accounts)	Mahatma Night Junior Degree College of Arts Commerce, Chembur	500
2018	Sweta Roy Choudhury	Workshop on revised syllabus of TYB.Com (Taxation)	Janata Shikshan Mandal(JSM), Alibag	500
2018	Dr.Pooja Singh	National Conference On Intellectual Property Rights	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Swapnil Patil	Workshop on MONGO DB	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Disha Chotaliya	Workshop on Preparation of V Semester Examination,Department of Mass Media and Communication Skills.	Bunt Sanghas, SM Shetty College of Sciene, Commerce and Management Studies, Powai	500
2018	Swati Mishra	National Conference On Intellectual Property Rights	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Swati Mishra	MES Research Forum	Pillai College of Arts, Commerce and Science, Panvel	500
2018	Deepesh Jagdale	National Conference On Intellectual Property Rights	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Deepesh Jagdale	Syllabus Revision workshop of TYIT	Vidhyalankar Institute of Technology, Wadala	600
2018	Deepesh Jagdale	Workshop on MONGO DB	Pillai HOC College of Arts,Science Commerce, Rasayani	500
2018	Deepesh Jagdale	Workshop on	Shankar Narayan	600

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Efficient Professional English	Efficient Professional English	24/04/2019	02/05/2019	35	15
2019	Mahatma Education Society's Pillai HOC College of Arts, Science Commerce in collaboration with Heartfulness Institute organises a Faculty Development Program on Pursuit of Inner Self Excellence (POISE) along with Relaxation Technique and Heartful		12/04/2018	14/04/2018	19	0
2019	Mind Mapping		28/03/2019	30/03/2019	60	0
2019	NA	Training on MS Office	08/04/2019	10/04/2019	0	15

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Pandit Madan Mohan Malviya National Mission on Teachers Teaching faculty development programme on BFSI sector	1	15/12/2018	24/12/2018	7
UGC HRDC Orientation programme, MU	1	28/05/2018	23/06/2018	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	35	2	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Free Transportation Services. Organisation of Staff Welfare Program. Heartfulness. MES Credit Society Scheme, Restrooms and Sick Rooms, Sanitary napkin vending machines, Maternity Leave	Free Transportation Services. MES Credit Society Scheme, Vending Machines, Maternity Leave	Canteen Services, Sanitary napkin vending machines, Scholarships and Free ships, Fully equipped gym for physical fitness

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institute maintains finance and accounts systematically. Management takes periodic review of financial position of the organisation. Institution conducts internal and external financial audits regularly. Internal audit is conducted after every six months. External audit is conducted after end of accounting period. Internal and external auditors are appointed by parent institute. Audit report and audited statements of accounts are discussed in College Development Committee and also submitted with Governing Council. Queries and suggestions are resolved satisfactorily. The institute also ensures timely submission of audited utilization certificate to various funding agencies.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
N.D Studio various other bodies like CIDCO,	360899.5	Insolito Inter Collegiate Event Sponsorship

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6.4.3 – Total corpus fund generated

2500000

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parents are invited to participate in Orientation of New batches every year. 2. Organisation of Parents Teachers Meet every semester. 3. We design our Feedback format in collaboration with parents and in lines with NAAC guidelines. 4. Defaulter Students parents are regularly communicated about the Progress.

6.5.3 – Development programmes for support staff (at least three)

1. Expert Talk on Nutrition. 2. Self Defense Workshop. 3. Workshop on English Communication Skills. 4. International Yoga Day Celebration.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Positive Psychology lectures (Service based learning projects) 2. One Day Field Visits (for practical Exposure) 3. Workshop on Heart fullness for Teaching and Non Teaching Faculties.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty Seminar Series	07/06/2018	07/06/2018	07/06/2018	34
2019	Departmental Academic Audit	02/05/2019	02/05/2019	06/05/2019	34
2018	Introduction of Positive Psychology	10/07/2018	10/07/2018	30/04/2019	1428
2018	Syllabus Revision	30/07/2018	30/07/2018	30/07/2018	60

	Workshop in Chemistry				
2018	One Day Field Visit	22/10/2018	22/10/2018	22/10/2018	1252
2018	National Conference on IPR	29/09/2019	29/09/2018	29/09/2018	121
2018	Departmental Outreach Programme	22/10/2018	22/10/2018	31/10/2018	1400
2018	Collaboration with SIBC	10/12/2018	10/12/2018	22/12/2018	100
2018	Participation in Avishkar Research Convention	20/12/2018	20/12/2018	20/12/2018	55
2019	Faculty Exchange Programme	26/02/2019	26/02/2019	28/02/2019	113
2018	College Development Committee	23/06/2018	23/06/2018	30/04/2019	1460
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Yoga Day Celebration in collaboration with SIBC	21/06/2018	21/06/2018	280	55
Expert Talk on Beauty and Nutrition	10/10/2018	10/10/2018	155	15
Observance of 16 Days of UN Gender Activism	08/12/2018	08/12/2018	86	24
English for Specific Purpose in association with SIBC	10/12/2018	21/12/2018	71	37
Minithon	12/01/2019	12/01/2019	45	40
Workshop on Self-Defense	08/03/2018	08/03/2018	50	4

and Martial Arts organized by Women Development Cell

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The following initiatives have been made by the institution a) Landscaping and healthy environment b) Installation of LED lamps c) Water management d) Energy Efficiency (Awareness) e) Onsite Energy Generation (Solar) f) Transportation facilities g) Solid Waste Management h) EWaste Management i) Green Campus j) Green agenda in syllabus. 1.71 is the percentage of power requirement of the college met by the renewable energy sources.. All the departments and common facility centres are equipped with CFL lamps. Also, campus administration runs switch -off drill on regular basis. We have two big KOEL Ecofriendly generators which cater to power needs of the entire campus. All CRT monitors in the campus have been replaced with LCD monitors. Computers are used with power saving mode. Electrical appliances with higher power savings (4star or 5star) are only purchased. Classrooms are made with sufficient cross ventilation and light so that the use of electricity can be minimized. Energy saving is additionally ensured by students and staff by switching off the lights and fans when not in use. Awareness campaigns are also conducted by various clubs/associations regarding energy conservation.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	15/07/2018	10	Swachh Bharat Abhiyan	Cleanliness and Hygiene	550
2018	1	1	24/07/2018	56	Padho aur Badho	Lack of facilities for meditation and formal education.	210
2018	1	1	02/10/2018	4	Sulabh Sabka Haq	Sanitation Drive	60

2018	1	1	22/12/2018	43	Survey on Rural Infrastructure	The team consisting of students and faculty members came across issues such as lack of awareness regarding clean and hygiene environment.	165
2018	1	4	21/11/2018	104	Unnat Bharat Abhiyan Project	Rural Education, Sanitation and Hygiene	125
2018	1	4	14/11/2018	6	Unnat Bharat Abhiyan Survey	Issues related to livestock	215

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Faculty Handbook	19/06/2018	The intention of the Faculty Handbook is to acquaint the staff with the personnel policies, procedures, rules and regulations to be followed at Pillai HOC College of Arts, Science Commerce. It encourages the staff to adhere to professional ethics and also provides clarity regarding employee benefit plans and facilities. Due publicity is given to this document at the time of recruitment and regular follow up is carried out to ensure its provisions are followed. Proper counselling will be carried out in case any faculty member is observed to be deviating

		from the directions indicated in the handbook.
Handbook for Non Teaching Staff	19/06/2018	The Handbook for NonTeaching staff gives an understanding of the guidelines regarding duties and responsibilities of the Administrative Staff, Staff of Accounts Department, Laboratory Assistants, Lift Operator and Housekeeping Staff at Pillai HOC College of Arts, Science Commerce. They are required to comply with the directions provided in the handbook. The NonTeaching employees are made aware of the annual review of the document as and when amendment is required
Students Handbook	19/06/2018	Our Student Handbook gives students and their parents/guardians an understanding of the general rules and guidelines regarding the teaching learning process at Pillai HOC College of Arts, Science Commerce. It is ensured that the said objective is fulfilled by giving publicity to the document through the prospectus, fresher's orientation programme and the college website. Students and parents/guardians are made aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure prevails.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
One Day National Conference on Intellectual Property Rights	21/09/2018	21/09/2018	45

Observance of 16 Days of UN Gender Activism	08/12/2018	08/12/2018	110
An Expert Session on Meditation	14/02/2018	14/02/2019	56
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Rain Water Harvesting 2. Process of Digitization 3. Tree Plantation Drives organised by various Clubs/Associations 4. Campaigns for reducing energy consumption 5. Solid Waste Management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES

1. Title of the Practice: POSITIVE PSYCHOLOGY

2. The context that required the initiation of the practice (100 - 120 words) Students get more overwhelmed now with disruptions in their life than they did earlier. The stress experienced due to lack of clarity in career planning, peer pressure, peertopeer relationships, family conflict, obligations of staying active in the social media, relocation and performance pressure in academics and other fields becomes too much for the students to handle. Anxiety, panic attacks, anger management issues, adjustment disorders, suicidal intentions and addictions are all behaviours that we see on the rise. Intervention by the college becomes necessary since the students spend a major part of their day here. Our Positive Psychology sessions shall facilitate the students to cultivate positive thought pattern, gain confidence, improve behaviour, learn better communication and work towards one's holistic development.

3. Objectives of the practice (50 - 60 words)

- To create awareness about enhancing Emotional Quotient (EQ) of both students and teachers.
- To offer a starting point for self inquiry and self efficacy.
- To articulate from firsthand experience with Positive Psychology activities a perspective on how positive psychology is relevant to one's life.
- To motivate the students to find personal meaning and fulfilment in their lives

4. The Practice (250 - 300 words) Positive psychology concentrates on positive experiences at three time points: (1) the past that features wellbeing, contentment and satisfaction (2) the present which focuses on concepts such as happiness and flow experiences and (3) the future that comprises optimism and hope. The modules deal with topics such as happiness, selfesteem, empathy, friendship, goal setting, love, achievement, creativity, mindfulness, spirituality, and humour. The objectives of the programme are achieved through lectures, class discussions of relevant topics, small projects, and indoor activities. Post session assignments such as reading, review, quizzes are also incorporated in the curriculum along with students' voluntary initiatives. Content development for the Positive Psychology modules was allocated to specific teams within the IQAC. They researched and classified their allotted modules into four distinct titles and also designed the content in such a manner that activity based learning is facilitated. A general assembly of all the students and faculty members across the institution was held on 11th February, 2019 in the auditorium, during the lecture assigned for positive psychology session. Ms. Jarvis Varghese, the official counsellor of the campus conducted an interactive session with the students on this occasion. She is also a music therapist who has many years of experience to her credit. Throughout the positive psychology sessions the focus was on inducing positive emotions, committing acts of kindness and enhancing social connections that enable individual, demonstrating the usefulness of the discipline for individual, group and community wellbeing.

5. Obstacles faced if any and strategies adopted to overcome them (150 - 200 words) Initially when this

practice was implemented, many students seemed sceptical about the need for positive psychology sessions. An introductory class was planned to orient and induct the students and create awareness regarding the importance and benefits of the sessions. While delivering the developed modules in the classrooms, the faculty members found it challenging and sometimes difficult to generate interest among the students. To overcome this obstacle the content development teams added many activities relevant to the corresponding topics in the teaching material. This was done hoping that the students will pay more attention in the sessions when they are actively participating. As anticipated the students began to get more involved in the sessions and began to look forward to the upcoming lectures. 6. Impact of the practice (100 - 120 words)

The effectiveness of positive psychology lies within the extent to which positive psychology can turn negative emotions into positive emotions. It was observed that both students and faculty members felt a significant increase in energy, boost in morale and enhancement in performance. The module contents circulated proved to be an ideal guideline on the approach and methodology to be pursued during the positive psychology sessions. Since the pedagogy was majorly activity oriented that encouraged maximum student participation, they felt highly involved in with the entire process. Positive psychology principles and exercises are applied in several different settings, including the classroom, the workplace, and at home. 7. Resources required • Uniform teaching material for all the courses that was developed by the IQAC team. • Fixed and regular sessions in order to cover all topics were planned by allotting the third lecture every Monday as Positive Psychology slots across all the courses and classes. 1. Title of the Practice: Dr. A. P. J. Abdul Kalam Memorial Students' Seminar Series 2. The context that required the initiation of the practice (100 - 120 words) Although our students are offered all the necessary knowledge and skills needed to excel in their studies, they still require more experiences because learning never ends. Hence, in order to boost the research spirit of the students, "Dr. A.P.J. Abdul Kalam Memorial Students' Seminar Series" is organized every year where a wealth of knowledge is presented by many speakers at one time in one place. The sessions involve cooperative discussions, multiple speakers and opportunities to share perspectives and issues related to the indicated topics. This will help the participants become better listeners, present their arguments and ideas clearly and be open to others points of view. The students enjoy numerous benefits, including improving communication skills, gaining expert knowledge, networking with others and renewing motivation and confidence. 3. Objectives of the practice (50 - 60 words) • To promote critical thinking and creativity among learners as they participate in presentations, discussions and debates. • To facilitate the students in becoming better listeners, present their arguments and ideas clearly and be open to others points of view. • To enable the students to get more information on the thrust areas of the seminar. • To reflect and critically evaluate individual and peer effort and performance. 4. The Practice (250 - 300 words) Dr. A.P.J. Abdul Kalam Memorial Students' Seminar series is conducted every year with an intention to inculcate research temperament among the students. Initially, an assortment of topics is finalised by the staff members in charge. It is ensured that the topics are relevant to and comprise interest area of students from all the courses. Notices are circulated inviting applicants for the event. Interested and selfmotivated students enrol for the seminar enthusiastically and begin working on their chosen topics, seeking help of the faculty members if and when required. In addition to this, the teachers identify a few more students who, they judge, have the potential but hesitate to participate in the seminar. These students are guided step by step in the research process, writing the paper, preparation of a PowerPoint presentation and the actual presentation in front of an audience and the judges. While the work is in progress, these students develop confidence and gradually learn to become independent. The seminar is arranged in an organised and professional

manner. Seminar kits are given to all the participants. The participants are allotted seven minutes each to present their papers. This presentation is followed by a question and answer session in which the judges and the audience, comprising the students from various streams and faculty members, engage in a constructive discussion with the presenter. The judges declare the Best paper award and the names of top three presenters at the end of the technical session. All the papers are published in "Disha", the students' journal of Pillai HOC College of Arts, Science Commerce. 5. Obstacles faced if any and strategies adopted to overcome them (150 - 200 words) The chance that the speakers may be sharing incorrect or irrelevant facts was a risk area. The committee members then ensured that they review the contents and weigh them for their worth and accuracy. Few students had impressions that the topics may not actively help them. In order to tackle this issue, topics planned for the seminars covered a wide range of topics to make certain that there will be some point of connection between them and students belonging to all courses. 6. Impact of the practice (100 - 120 words) This practice gave students an intensive exposure to a topic and an opportunity to share experiences and exchange perspectives regarding their interests besides empowering students to take a leading role. It has contributed to develop learners' speaking and discussion skills, strengthen discussion and leadership skills, develop research skills, enhance vocabulary, improve reading and listening comprehension, develop learner autonomy and build confidence to use English for communicative purposes. Apart from the participants, the volunteers of the student committee who assist in the planning and organising of the seminar series have experienced a sense of accomplishment. 7. Resources required • An ICT enabled Conference hall • Stationery and conference kits.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://phcasc.ac.in/igac/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of the college is to provide education to all irrespective of region, religion, caste, economic strata, and academic performance thereby becoming a real catalyst for change in the society. In this regard, our Institutional Social Responsibility (ISR) Committee organises programmes and conducts events in an endeavour to sensitize our staff and students about the importance of making voluntary contributions to the society. A majority of our student population is from rural areas with limited or nil exposure to the expected and accepted behaviour of the outside world. Our Institutional Social Responsibility (ISR) programmes make it possible to bring about gradual changes to their narrow outlook while willingly addressing the various environment-related problems and needs in the local community and broader regional area. Our institution formulates plans of action based on the need of the hour and implements the initiatives planned. Institutional Social Responsibility (ISR) programme is about giving, contributing, and helping those who cannot help themselves. In order to build a stronger relationship, it is important for our communities to know who we are and what we are about. What we need is ongoing visibility in our communities. The community has done so much in helping to make our institute a success. Activities performed in line with our Institutional Social Responsibility (ISR) initiative are Unnat Bharat Abhiyan, Unnat Bharat Survey, Marathon, Kerala Flood Relief Fund, Medical Camps in Rural Areas, Departmental outreach programs at ZP Schools, Awareness Rally on Plastic Ban, Demonetisation Digitisation among Local Vendors, Street Plays, Distribution of Cloth Bags, Community Service Day, Red Ribbon Club District

AIDS Prevention Control Unit (Alibaug), Apta Railway Station Cleaning and Solid Waste Management. As such, when we are given the opportunity to help out for a great cause in the community, we carry it out extensively. Our goal is to develop strong and engaged relationships with members of the local community as well as with governmental, advocacy, and service organizations. Our departmental outreach programmes are not only philanthropic but also engaging, innovative and interesting. Volunteers achieve a sense of pride and fulfilment when they get to see happiness and appreciation of the beneficiary, and that is the most wonderful thing they could get in exchange of their time and effort.

Provide the weblink of the institution

<https://phcasc.ac.in/iqac/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

Pillai HOC College of Arts, Science Commerce has the following plans in the academic year 201920. The institute has decided to: 1. Apply for two Post Graduate Courses M. Com and M. Sc.(Information Technology) considering the growing demand for these courses in current scenario. 2. Initiate department specific Outreach Programmes upholding the vision and mission of the institution. This will sensitise the learners with the challenges faced by the underprivileged in the vicinity. 3. Enhance Triadic structure of Mentoring programmes (MMM, MPG Vertical Mentoring). The existing pattern of mentoring will be replaced by the dynamic and inclusive structure of triple mentoring. 4. Initiate Department wise Conference/Seminar at the institute with an intention to enhance the quality of research endeavours. This platform will encourage the knowledge seekers of all departments to participate in research activities extensively. 5. Design and develop Service Learning Projects to assess the impact of Positive Psychology. The real outcome of Positive Psychology will be evaluated on the basis of the students participation and involvement in Service Learning Projects. 6. Ensure optimum involvement of faculty members in E learning studio developed by Mahatma Education Society. The topics recorded in the Light Board studio shall facilitate students academic interests and outlook. 7. Initiate the concept of Flipped Class Room for improving the standards of learning atmosphere at the institution. The Two Step Model training scheme will ensure students wholehearted participation in Institutional Social Responsibility, Department Outreach Programmes and other academic initiatives.