



Khairul Islam Higher Education Society's

Maharashtra College

of Arts, Science and Commerce

Annual Quality Assurance Report

(AQAR)

(2017-2018)

246-A, Jehangir Boman Behram Road, Mumbai – 400 008.

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Part – A

1. Details of the Institution

1.1 Name of the Institution

Khairul Islam Higher Education Society's Maharashtra College of Arts Science and Commerce

1.2 Address

246-A, Jehangir Boman Behram Marg, Mumbai- 400 008

City/Town

Mumbai

State

Maharashtra

Pin Code

400 008

Institution e-mail address

prin.maharashtracase08@yahoo.com

Contact Nos.

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Name of the Head of the Institution:

Dr. Sirajuddin H M Chougale

Tel. No. with STD Code:

022-23081664

Mobile:

+91-9821681570

Name of the IQAC Co-ordinator:

Dr. Rakhshandah Hani

Mobile:

09819002133

IQAC e-mail address:

maharashtraiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

MHCOGN10810

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

Khairul Islam Higher Education Society's
Maharashtra College of Arts, Science and
Commerce, Mumbai-400 008

1.5 Website address:

www.maharashtracollege.org

Web-link of the AQAR:

<http://www.maharashtracollege.org/AQAR>

1.6 Accreditation details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1 st Cycle	B+	81.30	2003.04	5 yrs.
2.	2 nd Cycle	B++	2.88	2016-17	5 yrs.

1.7 Date of Establishment of IQAC:

09-07-2009

2. IQAC Composition and Activities

- 2.1 Number of Teachers : 10
2.2 Number of Administrative/Technical staff : 01
2.3 Number of students : Nil
2.4 Number of Management representatives : 01
2.5 Number of Alumni : 01
2.6 Number of any other stakeholder and community representatives: Nil
2.7 Number of Employers/ Industrialists : Nil
2.8 Number of other External Experts : Nil
2.9 Total Number of members : 13
2.10 Number of IQAC meetings held : 02
2.11 No. of meetings with various stakeholders : 02

Faculty Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related):

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

Total Nos. International National State Institution Level

- (ii) Themes

Professional Ethics, Mental Health and Awareness, Teaching-Learning: Strategies and Tools, Role Model

2.14 Significant Activities and contributions made by IQAC:

The IQAC pursued the faculty to follow the academic calendar of the college:

- ✓ Conducting workshop for teachers and students.
- ✓ Recommendation made for introduction of new post-graduation courses like M.A. in Business Economics and English.
- ✓ Installation of Solar power project.
- ✓ Introduction of value added courses.
- ✓ Feedback taken from students and parents.
- ✓ Mentorship program initiated.
- ✓ Applied for Promotion of teachers under CAS.
- ✓ Upgradation of electronic attendance system.
- ✓ Certificate of appreciation awarded to staff members for their significant contribution to the institution during the academic year.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
✓ As per the academic calendar please see the Annexure –I	✓ Plan was implemented accordingly ✓ The proposals of IQAC were executed

* Annexure I

2.16 Whether the AQAR was placed in statutory body: Yes No
Management Syndicate any other body

The details of the same are as follows:

- ✓ National level workshop was organised for administrators and faculty members on 5th August 2017 on Professional Ethics.
- ✓ Application for M.A in business economics and English was submitted to the University of Mumbai.
- ✓ Updating of college website.
- ✓ Initiation of devising code of Ethics.
- ✓ Daily teaching report distributed among teachers for the academic year 2017-2018.
- ✓ Workshop on mental health and awareness on 27th September 2017.
- ✓ Workshop on role model for student on 10th February 2018.
- ✓ Workshop on Teaching Learning: Strategies and Tools on 28th February 2018 for college teaching staff.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes:

Level of the Programme	No. of existing Programmes	No. of programmes added during the year	No. of self-financing programmes	No. of value added / Career Oriented programmes
Ph.D.	-			
PG	03 + 01*			
UG	03		03	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	03	02		05
Others		01 [#]		
Total	10	03	03	

Interdisciplinary				
Innovative				

* The college is a sub-centre for conducting classes for M.A. in Islamic Studies

Bachelor's Degree with ACCA (Association of Chartered Certified Accountants) Qualification.

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	Nil
Annual	Nil

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

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

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

Syllabus Revision is done at University level

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

Applied for Ph. D in Commerce, Botany and Urdu

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty: 47

Asst. Professors	Associate Professors	Professors	Others	Total
32	14	Nil	01	47

2.2 No. of permanent faculty with Ph.D.: 26

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
32	05	14	00	00	00	01	00	47	05

2.4 No. of Guest and Visiting faculty and Temporary faculty: 05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/conferences	1	24	69
Presented papers	14	08	1
Resource Persons	00	00	1

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

- ✓ The Faculty utilizes Audio Visual Aids, working models, PowerPoint presentation, overhead projectors, charts in addition to the traditional chalk and talk teaching method.
- ✓ Study tours, Industrial Visits and field trips are arranged to assist learning addition to the traditional chalk and talk teaching method.

2.7 Total No. of actual teaching days during this academic year: : 180 days

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: : 05

2.10 Average percentage of attendance of students : 75

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme		Total no. of students appeared	Grade								
			O	A	B	C	D	E	FAIL	ABS	PASS%
B.A	Economics	30	00	10	06	04	03	01	06	--	80.00
	Sociology	22	01	03	04	04	05	01	04	--	81.81
	English	14	00	04	02	01	00	02	05	--	64.28
	Urdu	77	05	13	05	03	01	00	00	--	100
	Hindi	08		04	01	01	01	--	01	--	90.00
	Arabic & Islamic Studies	09	01	03	05	--	--	--	--	--	100
	Political Science	19	01	02	07	05	03	--	01	--	98.00
	History	20	---	05	08	02	04	---	01	--	90.47
B.Sc.	Zoology	21	4	13	0	0	0	0	04	--	80.95
	Botany	23	07	15	Nil	--	--	--	01	--	95.65
	Physics	9	2	5	1	0	0	0	01	--	88.89
	Maths	08	2	3	2				01	--	81.05
	Chemistry	26	02	12	03	--	--	--	09	--	65.38
	Computer Science	30	--	1	11	06	03	--	09	--	70.00
	Information Technology	60	7	20	12	3	2	--	16	--	73.33
B.Com	Commerce & Accountancy	190	00	21	25	33	23	01	87	--	54.21
M.Sc.	Information Technology	17	09	08	--	--	--	--	--	--	100
	Botany	11	03	07	--	--	--	--	01	--	90.90
M.Com	Business Management	21	13	07	--	--	--	--	--	01	95.24

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

- ✓ The IQAC attempts to introduce varied courses catering to different demands of the students; to install feedback mechanism for evaluating teaching; to encourage teachers to update their knowledge; to conduct workshops for improvising teaching-learning; to put forth the needs of the institution in front of the management; to move towards ICT enabled teaching by making available the necessary infrastructure.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	---
Orientation programmes	1
Faculty exchange programme	---
Staff training conducted by the university	2
Staff training conducted by other institutions	1

Summer / Winter schools, Workshops, etc.	2
Others	---

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	22	04	18	04
Technical Staff	45	06	39	06

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC of Maharashtra College of Arts, science and Commerce is invested with the responsibility to create and promote a viable ambience for taking up and pursuing major and minor research projects. Under the aegis of IQAC, the college has constituted a Research Committee to promote various research activities. It takes required measures to encourage extension services to all the stake holders of the institution. It holds meetings twice a year to create awareness regarding various funding agencies and gives the allied information on the same. IQAC provides several opportunities to participate in workshops, seminars and conferences to channelize faculty strengths in their respective areas of teaching and research. IQAC provides several opportunities to participate in workshops, seminars and conferences to ensure overall growth and development of the teachers. The students are motivated for educational tours like visits to industry and other allied institutes, organisations, libraries and museums that help both the teachers and students get a first-hand experience of the area of their study. For details related to research, please refer to **Annexure II**.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	800000	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	02	-	108000	02
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	16	3	-
Non-Peer Review Journals	-	-	-
e-Journals	2	-	-
Conference proceedings	1	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	01	DBT	800000	600000
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	02	University of Mumbai	108000	108000
Students research projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published

- i) With ISBN No.
- ii) Without ISBN No.
- iii) Chapters in Edited Books

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons: 23

3.13 No. of collaborations:

- ✓ International
- ✓ National
- ✓ Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs:

✓ From funding agency/From Management of University/College/

Total

3.16 No. of patents received this year:

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

NSS Activities:

- ✓ The NSS unit of Maharashtra College organized and participated in numerous activities throughout the year serving the institution, community and the society at large. Some of its significant activities are the following:
- ✓ On 21 June 2017, the NSS Unit celebrated International Yoga Day in the College Campus.
- ✓ Organized “Election Form Fill up Camp” in the College Campus for the college students and teaching and non -teaching staff on 24 & 25 July 2017
- ✓ Participated in the “Celebration of 25 year of India Israel Relation” at Convocation Hall, Fort, University of Mumbai, on 28 July 2017
- ✓ On 05 August 2017, NSS volunteers participated in “Peace Rally” from Azad Maidan to Hutatma Chowk organized by NSS Unit, University of Mumbai.
- ✓ Participated in the workshop on “Waste Management” organized by K.C. College on 09 August 2017
- ✓ The NSS Unit organized a number of programmes in collaboration with “AKSHARA”(NGO)
- Orientation programme on Gender Justice in the College auditorium on 10th August.
 - Organized Tree Plantation Programme in the College Campus and on College Footpath on 12th August.
 - Attended “Safety Pins Program” organized by Akshara (NGO) at Seva Kendra Hall, Portuguese Church, Dadar (West).
 - Participated in the “Perspective Building Workshop” organized by Akshara at Seva Kendra Hall, Portuguese Church, Dadar (West) on 22nd and 23rd of September
- ✓ On 18 October 2017, NSS Unit worked as volunteers in the Inaugural Function of “Eco-Friendly Roof Top Solar Energy Plant’ in the College Campus.
- ✓ On 13 November 2017, deputation of NSS volunteers for assisting Awareness Programme on ‘Interest Free System: Why and How’, organized by Bombay Welfare Co. Op. Credit Society Ltd. at Anjuman-e-Islam, opp. CST Rly. Station, Mumbai.
- ✓ On 14 November 2017, NSS volunteers participated in the “Child Safety and Security Campaign Programme” (Bachche Police Bulayenge), organized by Mumbai Police (Traffic Guide Project) in association with “Cartoon Network” held at NSCI Dome, Worli, Mumbai.
- ✓ On 26 November 2017, NSS volunteers attended the “Sanvidhan Daud” held at J. K.Kapoor Chowk, Worli Sea-Face to Chaitya Bhoomi Dadar, organized by NSS Unit, University of Mumbai.
- ✓ The NSS Unit also organized Blood Donation Camp on 25th January 2018 in collaboration with Masina Hospital Blood Bank, Byculla, Mumbai. Total 75 bottles were collected from donors.

- ✓ Seven Days Special Camp was organized by NSS Unit at Balyani (Baneli) Village, Titwala from 25th February to 3rd March 2018.

National Cadet Corps (NCC):

- ✓ Under the guidance of Commanding officer Col K.S Kondal and Capt Dr. A. A. Dalvi, Maharashtra College NCC unit and IMAH BN has taken part in several social events like Swachh Bharat Abhiyan, Road Safety programs, National YOGA Day celebrations etc. The Unit consist of senior cadets like CSUO Sandeep Yadav, CSUO Sohail Momin and CJUO Kerrie Kupar. The Cadets have also participated in camps organized by IMAH BN NCC
- ✓ In October, 11 cadets took part in the PRE-RDC CATC camps in Nasik with one cadet SUO Sandeep Yadav being selected for the Inter-Group Competition in Aurangabad. Recently the National integration camp was held in Nasik and SGT Sahil Momin was selected for the camp. CQMS Suyog Sawant was selected for the National Integration camp held in Ghaziabad in Uttar Pradesh. CSUO Sohail Momin was also selected in the National integration camp in Varanasi and also to mention that Maharashtra College and IMAH BN NCC is proud that he was selected to represent the directorate of Maharashtra in the Prime Minister's Rally New Delhi which is a very important at the occasion of Republic Day Celebrations in January 2018.
- ✓ In the year 2017, 14 cadets sat for the "C" certificate and 19 cadets sat for the "B" certificate exam, of the cadets who sat for the "C" certificate exam 12 cadets got "A" grade and 2 cadets got "B" grade and of the cadets who sat for "B" certificate exam 16 cadets got "A" grade and 3 cadets got "B" grade.
- ✓ Maharashtra College of Arts, Science and Commerce under the aegis of CTO Mrs. Manisha A. Chincholikar enrolled 28 girl cadets. The NCC girls unit conducted several programmes like Tree Plantation, Swacchata Abhiyan week that had a rally from college gate to Nana Chowk, Mumbai. On the Birth Anniversary of the Sardar Patel, Maharashtra Government conducted a Unity Rally at NCPA to Marine Drive.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6160 sq.mt.	----	----	6160 sq.mt.
Class rooms	32	-	-	32
Laboratories	13	NIL	KIHES	13
Seminar Halls	01	---	---	01
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	66	03	General Fund	69
Value of the equipment purchased during the year (Rs. in Lakhs)	14.25	2.92	General Fund	17.17
Others (50 KWP Rooftop Solar Plant) (Rs. in Lakhs)	---	22.80	General Fund	22.80

4.2 Computerization of administration and library:

- ✓ Two old computers have been replaced. The Computers have been installed in administration offices including Management's, Principal's, Vice Principal's offices for routine office work.
- ✓ The Library, the AQAR office and all the laboratories have computers to keep record of books, equipment's and Net surfing for the faculty members and the students.
- ✓ These computers have necessary routers, printers and other accessories.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24330	1338608	739	84677	25069	1423285
Reference Books	51094	3573462	24	19799	51118	3593261
e-Books	-	-	-	-	-	-
Journals	42	50312	42	54227	-	-
e-Journals	-	-	-	-	-	-
Digital Database	One (N.List)	5725	One (N. List)	5725	One (N. List)	5725
CD and Video	170	-	10	-	180	-
Others (All Text Books Book Bank	20898	1589007	922	98806	21820	1687813

Research Journals available in the library for the subject / allied subjects

Sr. No.	Journal title	Publisher	Impact factor
1	Arthshashtra: Indian Journal of Economics & research	Arthashastra: Indian Jr. of Eco. & Res.	
2	Fikr o Tahqeeq	NCPUL	
3	Indian literature	Sahitya Academi	
4	Indica	Heras Institute of Indian History and Culture	
5	Prabhandhan: Indian Journal of Management	Prabhandhan: Indian Journal of Management	
6	Social Scientist	Social Scientist	
7	Southern Economist	Southern Economist	
8	The Journal of the Indian Mathematical Society	The Indian Mathematical Society	
9	International Journal of Research	Rizvi college of Arts science and Commerce	
10	Bulletin of Material Science	Indian Academy of Sciences	
11	Current Science	Indian Academy of Sciences	
12	Journal of Bio science	Indian Academy of Sciences	
13	Journal of Chemical Sciences	Indian Academy of Sciences	
14	Pramana Journal of Physics	Indian Academy of Sciences	
15	Resonance: Journal of science education	Indian Academy of Sciences	
16	Sabras	Idara-E-Adabiyat -E-Urdu	
17	Down To Earth	Society for Environmental Communication	
18	Down To Earth	Society for Environmental Communication	
19	Electronics for you Plus	EFY Enterprises Pvt. Ltd.	
20	Urdu Duniya	NCPUL	
21	Hans	Akshar Prakashan Pvt. Ltd.	
22	Maarif	Darul Musanneffin Shibli Academy	
23	Radiance	Radiance views weekly	
24	Shair	The Shair Monthly	
25	Terra Green	TERI	
26	University News	Association of Indian Universities	
27	Economics and poilitical weekly	Economics and poilitical weekly	
28	Sanctuary Magazine	Sanctuary Magazine	
29	Data Quest	Cyber Media (India) Ltd. (PC Quest)	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Replaced
Existing	219	174	219	2	7 LAB	18	20	-
Added	2	0	All	-	2	-	-	-2
Total	219	174	All	2	9	18	18	-2

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

- ✓ The Computer Programming for S.Y. & T.Y.B.Com students.
- ✓ Degree course in Computer Science (B.Sc. CS) and Information Technology (B.Sc. IT)
- ✓ P.G. Course in Information Technology (M.Sc. IT).

4.6 Amount spent on maintenance in lakhs:

i) ICT	08.06
ii) Campus Infrastructure and facilities	24.10
iii) Equipments	03.08
iv) Others	49.56
Total:	84.80

“Others “include Rupees 38.00 lakhs, the amount spent on installation of 50 KWP Rooftop Solar Plant

Criterion – V

5. Student Support and Progression

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

- ✓ The IQAC Committee was instrumental in enhancing awareness regarding:
- ✓ Gender sensitization Remedial Coaching
- ✓ Vocational and Career Guidance
- ✓ Students Welfare and Grievance Redressal Anti-Ragging Committee
- ✓ N.C.C and its and its scope
- ✓ NSS and its scope
- ✓ Gymkhana and its scope
- ✓ Anti – Drug campaign with local police station Waste management and its scope
- ✓ GST (Good Service Tax)

5.2 Efforts made by the institution for tracking the progression

- ✓ Feedback from students and parents.
- ✓ Review meetings are taken by the Principal.
- ✓ Departmental meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1980	98	-	-

(b) No. of students outside the state

15

(c) No. of international students

NIL

Men	No	%
	838	42.32

Women

No	%
1442	57.68

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1788	NIL	NIL	07	NIL	1795	1971	03	NIL	06	NIL	1980

Demand ratio 1:1.5 Dropout % 29.4

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

NA

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations:

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

5.6 Details of student counselling and career guidance:

- ✓ Workshop on career as a Secretary.
- ✓ Workshop on career as a CA.
- ✓ Workshop on career as CMA.
- ✓ Seminar on creating awareness about Learning Methodology in collaboration with curious minds.
- ✓ Workshop on imparting vocational skills to the under privileged youth in collaborates with ICICI Academy for skills.
- ✓ Workshop on career Options after graduation.
- ✓ Workshop on career as ACCA.

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	70	NIL	NIL

5.8 Details of gender sensitization programmes:

- ✓ The Women Development Cell (WDC) of the college has been involved in creating awareness among the various stakeholders including students, teachers and non-teaching staff.
- ✓ It organised a workshop in association with Manufacturer and Exporters of Foods, Drugs and Chemicals (FDC Limited) on the topic 'Intimate Hygiene Awareness'.

5.9 Students Activities:**5.9.1 No. of students participated in Sports, Games and other events:**

State/ University level National level International level

5.9.2 No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level
 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support:

Particulars	Number of students	Amount (Rs.)
Financial support from institution	101	2,34,000
Financial support from government	25	1,25,000
Financial support from other sources	NIL	00
Number of students who received International/ National recognitions	NIL	00

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students:

5.13 Major grievances of students (if any) redressed:

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution:

OUR VISION:

- ✓ To bring higher education to the doorsteps of the economically underprivileged students, especially belonging to the Muslim Minority, emphasizing on their all-round development.

OUR MISSION:

- ✓ To provide opportunities for higher education especially to girls from Muslim community within their locality.
- ✓ To disseminate quality education and equip the students with tools of gainful employment.
- ✓ To encourage and inspire teachers and students to attain excellence in education.
- ✓ To develop moral and intellectual outlook among students and inculcate principles of unity and national integration.

6.2 Does the Institution has a management Information system:

The decisions taken by the Principal, College Development Committee, Management and IQAC are brought to the notice of members of teaching and non-teaching staff and students through respective notice boards created for them. The admission process and results are displayed on notice boards from time to time. An Automated Attendance system is used wherein the attendance is recorded through chip enabled ID cards. And if a student remains absent in any lecture, an automated system sends a message on his/her registered mobile number about his/her absence. Whatsapp groups of teachers and students are created to disseminate information.

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

6.3.1 Curriculum Development:

- ✓ As the college is affiliated to University of Mumbai, it does not develop its own curriculum. The University develops curriculum through respective Boards of Studies.

6.3.2 Teaching and Learning:

- ✓ Academic calendar is prepared by the college at the beginning of the year which is followed accordingly.
- ✓ The quality of teaching is enhanced through participation in Orientation, Refresher and short term courses by the teachers.
- ✓ Teachers participate and present papers in workshops, seminars and conferences.
- ✓ Teachers make use of Information and Communication Technology to improve pedagogy.

- ✓ Students are provided access to reference books, computer with internet facility, journals, magazines, newspapers.
- ✓ Students are provided required books through book bank facility.
- ✓ Question bank and study materials are also provided to them.
- ✓ They are motivated to participate in intra-college and intercollegiate activities viz. Elocution, quiz and essay writing competition.
- ✓ They are encouraged to make power point presentations and participate in seminars.
- ✓ Students are encouraged to develop live projects and working models.

6.3.3 Examination and Evaluation:

- ✓ Examination Committee of the college conducts Examination for F.Y. and S.Y. classes as per the guidelines of University of Mumbai.
- ✓ Central Assessment Programme (CAP) is organized and results are declared within the stipulated time.

6.3.4 Research and Development:

- ✓ Teachers are motivated to take up minor and major research projects and attend seminars, workshops and conferences.
- ✓ They are also encouraged to publish books and papers in journals, magazines and periodicals.
- ✓ Students are trained to undertake research activities such as paper presentations in seminar, data collection during field visits and research based assignments.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

- ✓ College has a rich central library and its INFLIBNET facility is also available for online references.
- ✓ The college has made LCD projectors and laptops available for effective teaching and learning.
- ✓ The library has initiated following measures.
 - Bar-coding of Library books for computerised circulation for Faculty.
 - Preparation of list of available reference books for the proposed unaided courses (M.Com. B.M.S., M. Sc. (IT) and M. Sc. Botany).

6.3.6 Human Resource Management:

- ✓ The institute undertakes human resource planning by assessing the number of teachers required on the basis of workload.
- ✓ Management makes temporary appointments to fill vacancies due to delay in 'No Objection Certificate' (NOC) by the State government for teaching and non-teaching posts. The remuneration is paid by the management.

- ✓ The management of the institute emphasizes on the recruitment of well qualified & professional staff. The institute encourages them to complete the Orientation and Refresher Courses to update their knowledge and to enhance their teaching skills.
- ✓ They are motivated to participate in conferences, workshops, seminars and publish their research work in highly reputed journals.

6.3.7 Faculty and Staff recruitment:

- ✓ The recruitment of faculty and non-teaching staff is being done in accordance with the guidelines of the Government of Maharashtra and University of Mumbai.
- ✓ Highly qualified staff is recruited to maintain quality.
- ✓ Selection is exclusively done on the basis of merit.

6.3.8 Industry Interaction / Collaboration:

- ✓ The institution offers hands on experience to students through industrial visits to enrich their knowledge.

6.3.9 Admission of Students:

- ✓ The Admission Committee starts the process of admission immediately after the declaration of results. The admissions are given purely on merit basis.
- ✓ The merit list is displayed on notice boards.
- ✓ Details regarding rules and regulations; scholarships; fee structure, subject combinations and examination pattern is given in updated prospectus.
- ✓ The students are also informed about the commencement of the classes.

6.4 Welfare schemes for teaching, non-teaching and students:

1) Teaching:	<ul style="list-style-type: none"> a) Vice Chancellor’s Scheme of Book Bank (Build your own Library). Books borrowing facility from library. b) The Maharashtra College Employees’ Co-operative Credit Society provides loans up to 3 lakhs and financial assistance of Rs.5, 000-20,000 to its members through Welfare Fund. c) Maharashtra College Teachers’ Contributory Recreation (MCTCR) Fund honours retiring teachers by gifting gold jewellery. d) Al-Falah, an interest free scheme, is functional in college which provides interest-free loans up to 200000 rupees to its members. The amount is generated through monthly contribution from its members.
2) Non-	<ul style="list-style-type: none"> a) Special Non-teaching Staff Orientation programme for making them aware

teaching	<p>of their duties and rights and the new work patterns.</p> <p>b) Books borrowing facility from library.</p> <p>c) Festival Advance.</p> <p>d) The Maharashtra College Employees' Co-operative Credit Society provides financial assistance of Rs.5, 000 to 10,000 to its members through Welfare Fund.</p> <p>e) Fees Concession for enrolment in various programmes conducted by the college.</p> <p>f) Interest free loans upto rupees 50,000 are given under Al-Falah to non-teaching staff as well.</p>
3) Students	<p>a) A Rich library with 70,000+ books.</p> <p>b) Students' Aid Fund which provides needy students money for education.</p> <p>c) Book Bank facility in the library arranges books for the economically backward students.</p> <p>d) NSS organizes various programmes like Voter ID registration camp, Blood Donation Camps, etc.</p> <p>e) SARUS Nature Club organizes visits to various natural sights.</p> <p>f) Girl students have been provided with a separate Ladies Common Room for studies and discussions.</p>

6.5 Total corpus fund generated

14,07,920/- Rs.

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	--	No	--
Administrative	Yes	Singhvi & Co.	Yes	Mirza & Associates

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

 NO

For PG Programmes

Yes

No

 NO

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms? NA

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

6.11 Activities and support from the Alumni Association:

- ✓ The college has a very active ‘Alumni Association’.
- ✓ To mark the Golden Jubilee Celebrations of the college, the Alumni Association conducted a grand Mushaira on 24th December, 2017. Where many poets of the national reputation exhibited their talents.
- ✓ The association conducted coaching classes to prepare students for NEET
- ✓ Prayer room in the college is maintained by the alumni association.

6.12 Activities and support from the Parent – Teacher Association

- ✓ The PTA is very active in our college. They keep meeting from time to time to create an understanding which would result in all round development of the students. Feedback on teaching-learning methods is collected from parents.
- ✓ Department of Commerce arranged an interactive programme with parents and highlighted the areas where we needed an all-round improvement.

6.13 Development programmes for support staff

- ✓ Non-teaching staff members are encouraged to pursue further education. Their duty timings are adjusted in accordance with their timings of lectures and practical's.
- ✓ The management renders financial support to staff in the event of delay in payment of salaries by the government.

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

- ✓ Our college is keenly interested in saving the environment and making the campus eco-friendly in true sense.
- ✓ Aiming this target the college has installed a solar panel on the terrace of the college. It is first such kind of step initiated by some college in Mumbai.
 - ✓ The plant has been set up at a cost of 38 Lakh.
 - ✓ It would generate 70,000 units of electricity per year.
 - ✓ It would help the college to save Rs. 7.70 lakh in electricity cost per year.
 - ✓ The 150 solar panels would save carbon footprint of 37.1 tonnes per annum.
- ✓ E-waste collection drive was organized in association with “UMMEED FOUNDATION”

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution:

- ✓ College became the centre for On-screen assessment.
- ✓ Installation of rooftop solar energy plant of 50 Kw with annual energy generation of 70000 units.
- ✓ Formation of Golden Jubilee Celebration Committee to organize several programmes to mark the 50th year of the College establishment.
- ✓ Constitution of College Development Committee, Marathi Urdu Sahitya Mandal Committee, and Commerce Association.
- ✓ Book Exhibition Competition organized by Library department wherein students were explained about the books that were given to them for exhibition.
- ✓ NCC girls unit started this academic year.

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

Following were the proposal made:

- ✓ Starting of the add-on, self-financing and PG courses.
- ✓ Preparation of AQAR report for the academic year 2016-17.
- ✓ Initiation of the CAS process.
- ✓ Collaboration of different departments for visits.
- ✓ Renovation of the college.
- ✓ Orientation Programme and Parents' meet for the F.Y., S.Y., and T.Y. Degree classes.
- ✓ Bringing together the contributors of this college on account of celebration of Golden Jubilee year of the college.
- ✓ Organise workshops and seminars at State/National/International level.
- ✓ Use of alternate renewable energy resources for electricity purpose.

Following were the implementations:-

- ✓ Three new courses were started this academic year which are as follows:
- ✓ Value education course organized by IQAC
- ✓ Certificate course on Goods and Services Tax organized by Accounts Department

- ✓ Three year ACCA (Association of Chartered Certified Accountants) course in collaboration with Finplan International Institute of Management.
- ✓ AQAR report for academic year 2016-17 was prepared and the same was uploaded on college website.
- ✓ CAS (Screening & Selection) process was initiated.
- ✓ Organised and celebrated Days of historical, national or literary importance as per the scheduled plan.
- ✓ Organised activities such as Science week, Bazm-e-Urdu, Athletic meet, PARVAAZ (Annual cultural festival), Economic Forum Elocution Competition as per planned schedule.
- ✓ Blood Donation camp was organized by NSS in the college premises.
- ✓ Several social, cultural, environmental related activities were organized by NCC and NSS.
- ✓ Visits, study tour, and excursions were organised by several departments as per the requirements of the respective syllabi.
- ✓ College hosted 50th Inter Collegiate Cultural Youth Festival 2017-18 (Literary and Fine Arts Events) organized by University of Mumbai's Dept. of Students Development on 14th August, 2017.
- ✓ Golden Jubilee Celebration: Inaugural programme was organized on 13th September 2017. Grand Finale programme of Golden Jubilee Celebration was organized on 15th January 2018. Veteran politician and Ex- Chief Minister of Maharashtra Shri Sharad Pawar honoured the event by being the Chief Guest of the event.
- ✓ Two day multidisciplinary International Conference titled 'Global Local: Dynamics of Globalization – Indian Scenario' was organized in collaboration with Shri Jagdishprasad Jhabarmal Tibrewala University, Rajasthan, dated 24th and 25th November, 2017.
- ✓ IQAC Organized one day National level workshop on "Professional Ethics" dated 5th August 2017.
- ✓ Department of Zoology in collaboration with ad-hoc Board of Studies (Zoology), University of Mumbai, organized one day Workshop on revised syllabi of S.Y.B.Sc. (Elective course-Zoology) and T.Y.B.Sc. Applied component (Fishery Biology)" on 19th July 2017.
- ✓ Dept. of Commerce and Mathematics in collaboration with Board of Studies (Commerce), University of Mumbai organised one day workshop on the revised syllabi for S.Y.B.Com in Field & Sales Management, Travel & Tourism, & Computer programming on July 22nd, 2017.
- ✓ One day workshop on "Teaching-Learning: Strategies & Tools" was organized by IQAC, organized by IQAC of Maharashtra College of Arts, Science and Commerce, Mumbai- 400 008 on 28th February, 2018 for College teaching staff.
- ✓ One day workshop on Mental Health Awareness programme was organized by IQAC dated 30th August 2017.

- ✓ With installation of rooftop solar plant on the terrace of college building, the college has taken initiative in using Sun's electromagnetic radiation as source of renewable energy for generation of electricity.

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

1. Book Bank Facility (See annexure III)
2. Student Aid Fund (See annexure IV)

7.4 Contribution to environmental awareness / protection

- ✓ **Installation of rooftop solar energy plant** of 50 Kw with annual energy generation of 70000 units. It is the largest capacity unit installed in South Mumbai. The solar plant life is of 25 years. Annual savings on electricity is of ₹ 7,70,000/-. Total 150 solar panels are installed. Carbon footprint saved up to 37.1 tonnes per annum. The college is generating electricity at a cost of ₹ 2.71/- per unit as against their average tariff of ₹ 14/- per unit.
- ✓ **Energy conservation:** All the stakeholders share the responsibility to avoid wastage of electricity by switching off the lights, fan, computers, and other electrical/electronic appliances when not in use. Double printing of papers instead of one-sided printing so as to economise the use of papers. Use of lift for only girl students from second floor to fifth floor. College is having compost pit in the premises. NSS volunteers look after the working of the same.
- ✓ **Tree plantation:** NCC cadets and NSS volunteers participated in tree plantation activity.
- ✓ Cleanliness drive was carried out within the college campus by NSS to spread awareness and actually practice cleanliness among students.
- ✓ **Programme** such as Flower arrangement and Fruit & Vegetable carving competitions, film shows on wildlife, nature trails and excursions were organised to create environment awareness, to abreast them about the sensitivity towards and potentials of plants & animals among students. This academic year Sarus nature club in association with Student's Forum organized three Intra Collegiate competitions during cultural week in the month of December 2017. The activities in these competitions were Pencil Sketching, Photography and Model making on a Theme, 'Home Sweet Home' which covers pencil sketching, clicking a photographs, or making a model from bio degradable material on different shelters of birds, animals, insects, aquatic organisms or human shelters seen in nature. The aim of competitions was to make students learn about the information regarding architecture of homes of animals, birds, insects, aquatic animals, human beings.
- ✓ **Hazardous waste management.**

7.5 Whether environmental audit was conducted?

Yes

No

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

STRENGTHS:

- ✓ Aims at upliftment of minority community through education in keeping with the policy of social inclusion.
- ✓ Spreading awareness regarding importance of acquiring knowledge especially among girls in an otherwise marginalized community.
- ✓ Centrally located in the commercial capital of Mumbai city; well-connected even to distant suburbs.
- ✓ Successfully catering to the needs of first generation learners, instructed through vernacular medium and belonging to socially and economically weaker sections.
- ✓ Provides career oriented courses to enhance employability of students.
- ✓ Supported by an expanding junior college that supplies students to the degree sections.
- ✓ The institute is strengthened by a well-qualified and experienced faculty to mentor students.
- ✓ The processes of admission of students and appointment of staff are transparent and free from unfair practices.
- ✓ The laboratories are well equipped and well recognized in the academic circle.
- ✓ The Gymkhana provides rigorous training to create representation of students at State, National and International levels.
- ✓ The library is a storehouse of knowledge with approximately 72,000 books on varied subjects.
- ✓ There is optimum space management in extending education to students belonging to all three faculties.
- ✓ 1 MAH.BN.NCC takes enrolment of cadets from nearby colleges and a unit for girls was also inducted.
- ✓ Career guidance cell provide the students guidance in various career opportunities.
- ✓ The college premises is made available for conducting various competitive examinations conducted by the Government and Semi- Govt. Bodies
- ✓ The college with installation of rooftop solar plant is using renewable energy for electricity purpose. It the largest solar plant of South Mumbai
- ✓ The college is now the centre for P.G. courses

WEAKNESSES:

- ✓ The college faces space constraint due to its location in a densely populated region.
- ✓ Difficulty in providing playground for students.
- ✓ Noise Pollution

OPPORTUNITIES:

- ✓ More self-financing courses can be introduced.
- ✓ The institute may start a night college.

- ✓ Full computerization of laboratories and library.
- ✓ Tie ups with national and international institutes.
- ✓ Introducing post-graduation courses in all faculties.
- ✓ Establishing a well-equipped research centre.

CHALLENGES:

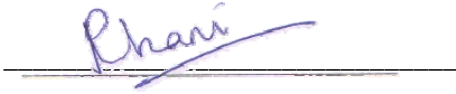
- ✓ To reduce the drop-out rate of students.
- ✓ To retain students otherwise lost to non-traditional courses or distance learning.
- ✓ Withstand competition posed by online and open universities.

8. Plans of institution for next year:

- ✓ To introduce post graduate courses in subjects like English, Business Economics, Physics, Zoology and Chemistry
- ✓ To start certificate courses in Urdu and Arabic.
- ✓ To conduct workshops and conferences on relevant issues.
- ✓ To bring about improvements in college infrastructure and
- ✓ To make the college more environment friendly.

Name _ *Dr. Rakhshandah A. Hani*

Name *Dr. Sirajuddin H. M. Chougale*



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure (I): ACADEMIC CALENDER (17-18)

June 2017

- 5th First Day of the Academic Year 2017-18
Meeting of the Principal with all HODs
- 6th Commencement of the Lectures for S.Y. & T.Y. Degree Classes
- 14th Orientation Programme for S.Y. & T.Y. Degree Classes
Admission Programme for F.Y. Degree Classes as per University schedule
- 15th Re-opening of Junior College for Academic Year 2017-18
Meeting of the Principal with Jr.College Supervisor & the teaching faculty
- 16th Commencement of the Lectures for S.Y.J.C. Classes
Admission Programme for F.Y. J.C. Classes as per H.S.C. Board, Mumbai
- 21st International Yoga day
- 22nd Submission of individual and departmental Time-Table along with Year-plan and the list of activities and programmes to be carried out by the department during the Academic Year 2017-18

July 2017

- 7th Orientation Programme and Parents' Meet for F.Y. Degree Classes
- 7th Orientation Programme and parents' meet for F.Y.J.C. Classes
- 10th Founder's Day: Dr. Rafique Zakariya Memorial Lecture
- 11th to 15th Library Orientation Week
- 17th Formation of Women's Development Cell - Help & Counseling Desk
- 31st Announcement for Magazine articles, write-ups and reports

August 2017

- 1st LMC Meeting
- 9th Nature Trail
- 12th Students' Seminar
- 15th Independence Day
- 16th to 19th Class - Test (Degree College)
- 23rd Blood Donation Camp
- 24th Economic Forum Elocution Competition
- 25th To 29th Mid-term break**
- 31st Formation of Students' Council

September 2017

- 5th Teachers' Day
- 6th Mumbai University 50th Inter-Collegiate Youth Festival 2017-18 (Zone- A)
- 9th Shyam Kishan Nigam Trophy Inter-Collegiate Elocution Competition
- 11th Additional Class Test (Degree College)
- 11th to 16th Science Week
- 14th Inauguration of Golden Jubilee Celebration Year & Release of Logo
- 14th Hindi Divas

October 2017

- 4th to 14th A.T.K.T. & Exams for Semester I , II , III & IV Degree College
- 4th to 14th Terminal Exams (Junior College XIth & XIIth)
- 4th to 14th Practical Exams (Degree College Sem I , III , V)
- 8th Submission of DTR & Syllabus Completion Report (Degree College Sem I , III , V)
Submission of DTR & Syllabus Completion Report (Junior College XIth & XIIth)
- 16th Term-end Meeting
- 17th Oct. to 8th Nov. Diwali Vacation**

November 2017

- 9th The College re-opens after Diwali Vacation and Lectures begin as per Time-Table

- 17th Iqbal day
 9th To 20th Semester III SYBA ,BSC & BCOM Examination
 20th To 30th Semester I FYBA ,BSC & BCOM Examination
 24th & 25th International Conference on Dynamics of Glocalization
 24th & 25th Open day Junior College Declaration of Results (Junior College - XI & XII)
 25th Samvidhan Divas / Constitution Day (26th Nov. being Holiday)

December 2017

- 14th Library Day
 21st to 23rd PARVAZ - Cultural Programs
 23rd Declaration of Results (Degree College - Sem. I & III)
 24th National Musha'ira at YMCA ground
26th to Jan 1st 2018 Winter Break

January 2018

- 3rd Parent - Teacher Meet for S.Y.J.C.
 4th to 18th Preliminary examination - S.Y.J.C. & Unit Test - F.Y.J.C.
 5th Founder's Day : Inter-collegiate Students Musha'era / Sha'eron se miliye
 Programme (Three poets can be invited)
 13th Golden Jubilee Year Celebration Finale
 20th To 23rd Class Test (Degree College)
 26th Republic Day
 30th Open day Junior College Declaration of Unit Test Results (Junior College - XI)
 31st Degree Certificates & Annual Prize Distribution Programme

February 2018

- 1st Annual Athletic Meet
 4th Submission of Attendance Report (S.Y.J.C)
 Submission of Syllabus Completion Report (S.Y.J.C.)
 5th to 10th Practical Exams (S.Y.J.C)
 15th to 26th A.T.K.T. Exams for Semester I , II , III & IV
 20th to 28th Practical Exams (Degree College - Sem.Sem II , IV , VI)
 28th Marathi Bhasha Divas

March 2018

- 5th Submission of Attendance Report (F.Y.J.C.)
 7th Submission of DTR & Syllabus Completion Report (Degree College Sem II , IV, VI)
 Submission of DTR & Syllabus Completion Report (F.Y.J.C.)
 8th International Women's Day
 6th to 25th Semester End Exams (Degree College Sem. II & IV)
 25th to 6th April Terminal Exams (F.Y.J.C.)

April 2018

- 4th LMC Meeting
 9th to 14th Practical Exams (F.Y.J.C)
 10th To 17th Additional Exams for Semester II & IV
 24th Declaration of Results (Junior College - XIth)
 26th to 30th Admission Programme for S.Y. J.C.
 27th Submission of A.P.I. (Degree College)
 27th Meeting of the Principal with all HODs
 27th Declaration of Results (Degree College - Sem. II & IV)
 27th to 30th Admission Programme - Degree College (S.Y. & T.Y. Classes)
 30th Term-end Meeting

- 1st May 2018** May - Day

Annexure (II): RESEARCH AND DEVELOPMENT

Dept.	Name of Faculty	Peer Review Journals			Non-Peer Review Journals			e-Journals			Conference proceeding		
		I	N	S	I	N	S	I	N	S	I	N	S
English	Ms. Mayurakshi Mitra							1					
Economics	Dr. Rakshandah Hani		1										
Hindi	Dr. Rama V. Singh										1		
Urdu	Dr. Majid Kazi		2										
Commerce	Dr. Sirajuddin Chougale	1											
	Dr. Mohammed Moghees	1											
	Dr. Abdul Majid Ansari	1											
	Dr. Mahmood A. Khan	1											
	Dr. Mazhar Thakur	1											
Accountancy	Prof Nahid Bhujwala												
	Dr. Bushra Shaikh	1											
Physics	Dr. Shahzad Akhtar	2											
Chemistry	Dr. Julekha Shaikh							1					
	Dr. Mayuri Joshi	1											
	Dr. Riyaz Dhar	1											
Mathematics	Dr. Vahida Shaikh	1											
Zoology	Capt. Dr. Akbar A. Dalvi	1											
	Dr. U. R. Singh	1											
	Dr. Zeenat Surve	1											
	Mr. Sachin M. Gosavi	2											
Total		16						2			1		

Major Research Project

Details regarding Major projects	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Dr. Rafi Ahmed	2017-18	Department of Biotechnology, Govt. of India	8,00,000	6,00,000/-

Minor Research Project (University of Mumbai)

Details regarding Minor projects	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Dr. Rafi Ahmed Research project no 145	2017-18	University of Mumbai	65,000/-	65,000/-
Dr. Zafar Sikandar Khan Research project no 144	2017-18	University of Mumbai	43,000/-	43,000/-

Book Publication

Name of the faculty	With ISBN No	Without ISBN No	Chapters in Edited Book
Dr. Akbar A. Dalvi	2	-	-
Dr. Majid Kazi	1	-	-
Ms. Mayurakshi Mitra	-	-	1
Dr. Shamsurrab	-	-	1
Dr. Riyaz Ahmed Dar	2	-	1
Dr. Wasim Hydery	1	-	-

Recognitions/ Awards

Name of the Faculty	Dept	Name of the Award/ Recognition	Awarding Agency/ University
Dr. Sirajuddin Chougale	Commerce	D. Litt. (Honorary)	University of South America
Dr. Mujahid Nadvi	Arabic and Islamic studies	3 rd Position in National Quiz Competition	Anjuman-e-Islam

Paper presented in International/national/State level conferences

Name of Faculty	Paper Presented		
	I	N	S
Dr. Ahamad Shaikh	1		
Dr. Sirajuddin Chougale	1		
Dr. Mohammed Moghees	1		
Dr. Abdul Majid Ansari	1		
Dr. Mahmood A. Khan	1		
Dr. Mazhar Thakur	1		
Dr. Bushra Shaikh	1		
Ms. Mayurakshi Mitra	1		
Ms. Shanti Polamuri		1	
Dr. Rama. V. Singh	2	2	
Dr. Majid Kazi		1	1
Mr. Azfar Khan		1	
Dr. Nigvendra Sharma	1		
Dr. Julekha Shaikh	1	2	-
Dr. Riyaz dar	1		
Mr. Sachin Gosavi	1	-	-
Dr. Ugeshkumari Singh	-	1	-
Dr. Zeenat Surve			
Total	14	8	1

Conferences, Seminars and Workshops attended

Name of Faculty	Conference/ Seminar/ Workshop Attended			Resource person		
	I	N	S	I	N	S
Dr. Sirajuddin Chougale			1			
Dr. Shanti Polamuri	1	1				
Ms. Rehana Vadgama		1	3			
Ms. Mayurakshi Mitra		1	2			
Dr. MaJid Kazi		4				
Dr. Rama Singh		1	4			
Mrs. Parveen Asif Khan			2			
Ms. Karen Miranda		1	2			1
Mr. Satish Bhalerao		2	3			
Dr. M. Z. Shahid		1	1			
Mr. Mohd. Bilal			1			
Dr. Rakhshandah Hani			4			
Mr. Azfar Khan			1			
Ms. U. R. Singh		2	4			2
Dr. Arshad Ali Haider		1	3			
Dr. Zeenat Surve			4			
Mr. Sachin M. Gosavi		2	3			2
Dr. A.M.H. Shaikh			1			
Dr. Julekha Shaikh		2	2			1
Dr. Nilima Dixit		1	2			
Mrs. Shagufta Ansari		1	4			
Dr. Mayuri Joshi		1	2			
Dr. Riyaz Ahmad Dar			1			
Dr. N. K. Sharma			1			
Dr. Poonamlata S. Yadav			1			
Dr. Shehzad Akhtar			2			
Dr. Hussain Mujahid			2			
Mr. Shamshurrab Hai			1			
Ms. Vahida Shaikh			4			
Dr. Mazhar Thakur			2			
Ms. Sabahat Parveen			1			
Dr. Mujahid Nadvi			1			
Dr. Rafi Ahmed			1			
Dr. Zafar Khan		2	1			
Dr. Moinuddin Vakil			2			
Total	1	24	69			06

M.Phil./ Ph.D. Guides

Details of M.Phil./ Ph.D. Guides				
Name of Guide	Student registered		Student Awarded	
	M.Phil.	Ph.D.	M.Phil.	Ph.D.
1. Dr. Majid Kazi	---	---	---	---
2. Dr. A.M.H. Shaikh	---	---	---	---
3. Dr. Julekha Shaikh	---	---	---	---
4. Dr. N. K. Sharma	---	---	---	---
5. Dr. Mahmood Alam Khan	---	---	---	---
6. Dr. Abdul Majid Ansari	---	---	---	---
7. Dr. Sirajuddin Chougale	---	01	---	---
8. Dr. Zafar Khan	---	---	---	---

Refresher / orientation / short term course

Details of refresher / orientation / short term course				
Name of faculty	UGC HRDC	Duration	Title of refresher course	Title of short term course
Ms. Shaikh Bushra Mehmood	UGC	01 February 2018 to 21 February 2018	Refresher course in the subject commerce	-----
Ms. Karen Miranda	UGC	27 th September to 17 th October 2017	Refresher course in Women and Social studies	-----
Dr. Leena Prabhu	UGC	27 th September to 17 th October 2017	Refresher course in Women and Social studies	-----
Dr. Riyaz Ahmed Dar	UGC-HRDC	16 th May 2017 to 12 th June 2017	75 th General Orientation Course	-----
Mrs. Ansari Saima Nisar Ahmed	UGC-HRDC	6 th November 2017 to 26 th November 2017	-----	Special Winter School in Computational Mathematics
Ms. Sabahat Parveen	UGC-HRDC	6 th November 2017 to 26 th November 2017	-----	Special Winter School in Computational Mathematics
Dr. Ugeshkumari R. Singh	ICAR-CIFE	6 th March 2018 to 16 th March 2018		Training program on Utilization of protein extracted from leaves and non-edible seeds for preparing fish feed

Annexure (III): Library Book Bank Facility

Best Practice I

1) **Title of the Practice:** Library Book Bank Facility

2) **Goal (Objectives):**

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

The economically challenged students are loaned a set of text books in order to support their academic studies. It is an immense challenge for the economically poor students to afford costly books and hence this practice was initiated to cater their need to have an access to costly textbooks.

3) **The Context:**

Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

A substantial student's crowd comes from the economically backward class. Affording the fees for education is very challenging for them let alone the ability to buy books for themselves for studies. The library issues only one book at a time and also the book needed to study may not be available at the time when required. This limitation affected the performance level of the students. To cater to the need of such poor students and increase their academic performance this practice of Library Book Bank was started.

4) **The Practice:**

Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.

Library book bank facility is performed through a book bank committee which takes all policy making decisions. Procedure: - the notice regarding the invitation for availing book bank facility is displayed on the notice board at beginning of the academic year or at the beginning of the semester. The library distributes the book bank form to the students who wants to avail the said facility. Within a week they are asked to submit the form along with the photocopy copy of their ration card so as to check the authenticity of their being actually being needy for availing the book bank facility. This is followed by personal interview of students by the book bank committee members. Worthy students are then loaned the text books accordingly at a very meagre amount for the academic year or the semester.

5) **Evidence of Success:**

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

A total of 599 students availed this facility out of which 449 students were from Degree section and 150 students were from Junior section. Following is the data for the books distributed per year/semester to degree college students.

Book Bank distribution Record (No. Of Beneficiaries) 2017-18

Year	Faculty			
	Arts	Science	Commerce	Total
F.Y. J.C.	34	26	19	79
S.Y.J.C.	31	16	24	71
First Year	63	61	49	173
Second Year	42	44	47	133
Third Year	37	33	69	139
Master's (M. Com)	-	-	04	04
Total	207	180	212	599

Annexure (IV): Students Aid Fund (SAF)

Best Practice II

1) **Title of the Practice:** Students Aid Fund (SAF)

2) **Goal (Objectives):**

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

To provide financial support to economically weak deserving and regular students.

3) **The Context:**

Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

The SAF was started somewhere in early 1980's with the vision to encourage more and more students to attend the College. The then Teaching faculty, especially those residing in the nearby locality of the College observed that many students though enrolled for the course would not attend the regular classes. On investigation it was found that these absent students had to work to meet their basic needs left alone the education. With this context in mind the College started the Practice to financially support economically weak students.

4) **The Practice:**

Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.

The teachers of various faculties identify students who are economically weak. Such students are then recommended for SAF. The Students approach SAF secretary for the application form wherein they are subjected to interview about their family constraints, residence, family dependents and other related details. The detail of the interview is written on the back of the application form. Once the application form is duly filled and submitted along with the Xerox of ration card and last year's mark sheet to the secretary. An investigation is carried out with reference to their suitability of availing the facility. This activity is carried throughout the year. The fund for the same is generated from each and every student enrolled in the college as a part of admission fee. There is a separate bank account for it at Bombay Mercantile Co-operative Bank with the name as 'SAF account, Maharashtra College'. The students receive the aid through cheque. There are three signatories for the issuance of cheque. They are: - The Principal of the College, The Chairman (Management representative) and the Secretary (Member of teaching faculty). On an average students receive Rs. 2000/- to Rs. 2500/- as financial support. For the much needy student the fund amount may be raised to Rs. 3000/-. The duration required for receiving of

financial support is on an average of one week from the time of submission of application form. In urgent cases especially at the time of admission, the duration of receiving financial support is reduced to couple of hours.

5) Evidence of Success:

Provide evidence of success such as performance against targets and benchmarks and review results.

What do these results indicate? Describe in about 200 words.

Every year approximately an amount of Rs. 1 lakh is distributed among the needy students under SAF scheme. In the academic year 2017-18 an amount of Rs. 234000/- was distributed among the needy students. A total of 101 students were able to avail this facility from degree section. There was 20% increase in students availing this facility as compared to the previous year. Following is the detail of SAF facility disbursed to the students.

SAF Facility 2016 - 17 (Degree College)				
	No. of beneficiaries			Total
	ARTS	SCIENCE	COMMERCE	
F.Y	16	11	09 + 01 = 10 (01 – F.Y.B.M.S.)	37
S.Y.	08	12	07	27
T.Y.	16	12	09	37
Total	40	35	25	101

Annexure (V) : ACADEMIC CALENDAR (18-19)

June 2018

6 th	First Day of the Academic Year 2018-19 Meeting of the Principal with all HODs
7 th	Commencement of the Lectures for S.Y. & T.Y. Degree Classes
14 th	Orientation Programme for S.Y. & T.Y. Degree Classes Admission Programme for F.Y. Degree Classes as per University schedule
15 th	Re-opening of Junior College for Academic Year 2018-19
18 th	Meeting of the Principal with Jr.College Supervisor & the teaching faculty Commencement of the Lectures for S.Y.J.C. Classes Admission Programme for F.Y. J.C. Classes as per H.S.C. Board
19 th	First Term Meeting (Degree & Junior College)
21 st	International Yoga Day
25 th	Submission of individual and departmental Time-Table, Year-plan and the list of activities and programmes to be carried out by the department during the Academic Year 2018- 19

July 2018

5 th To 12 th	Additional Examination Sem II & IV
9 th	Founder's Day: Dr. Rafique Zakariya Memorial Lecture
13 th & 14 th	Orientation Programme and Parents' Meet for F.Y. Degree Classes
13 th to 15 th	Library Orientation Week
17 th	Formation of Women's Development Cell - Help & Counseling Desk
23 rd	Commencement of the F.Y.B.Sc. Practicals

August 2018

1 st	CDC Meeting
7 th	Orientation Programme and parents' meet for F.Y.J.C. Classes
7 th	Students' Forum Meeting
8 th	Commencement of the Lectures for XI th Classes
9 th	Nature Trail
12 th	Students' Seminar
13th To 17th Mid-term Break	
15 th	Independence Day
16 th	Planning Forum - Elocution Competition– Department of Economics
23 rd	Blood Donation Camp
24 th	Economic Forum Elocution Competition
27 th	Eid Milan – Students' Forum
31 st	Formation of Students' Council

September 2018

1 st	Nature Trail – Sarus Nature Club
3 rd To 8 th	Science Week
5 th	Teachers' Day
12 th	Shyam Kishan Nigam Trophy Inter-Collegiate Elocution Competition
11 th to 16 th	Science Week
14 th	Inauguration of Golden Jubilee Celebration Year & Release of Logo
14 th	Hindi Divas
22 nd	Staff Meeting (Degree & Junior College)
24 th	VCGC Seminar – Career Opportunities for Students

October 2018

3 rd to 6 th	Plastic Collection Drive – Sarus Nature Club
4 th to 12 th	A.T.K.T. & Exams for Semester II
4 th to 14 th	Practical Exams (Degree College Sem I , III , V)
8 th	Submission of DTR & Syllabus Completion Report (Degree College Sem I , III , V) Submission of DTR & Syllabus Completion Report (Junior College XIth & XIIth)
15 th to 24 th	A.T.K.T. & Exams for Semester IV
15 th to 24 th	IQAC Planned : Parent-Teacher Meet for F.Y. Classes (All Faculty)
20 th to 24 th	Internal Test F.Y./S.Y./T.Y. BMS & F.Y./S.Y. M.Com.
24 th to 30 th	Parent – Teachers Meet – IQAC Programme (F.Y.B.A., B.Sc., B.Com., BMS.,I.T. & Com.Sc.)
24 th to 05 th Nov.	Sem IV Regular Exam.
24 th to 03 rd Nov.	Practical Exam. F.Y. / S .Y. Classes Terminal Exams (Junior College XIth & XIIth)

November 2018

3rd Nov. Term End Meeting

6th Nov. to 24th Nov. Diwali Vacation

26 th	The College re-opens after Diwali Vacation and Lectures begin as per Time-Table
28 th to 12 th Dec.	Sem I Regula Exam. (As per University Schedule)
30 th Nov.	IQAC Workshop for Teachers

December 2018

13 th to 22 nd	PARVAZ - Cultural Programs (All Departmental Programmes and Annual Function)
15 th	Annual Athletic Meet
18 th	Library Day
23 rd	Declaration of Results (Degree College - Sem. I & III)

Winter Break 26th to Jan 1st 2019

January 2019

3 rd	Parent - Teacher Meet for S.Y.J.C.
4 th to 18 th	Preliminary examination - S.Y.J.C. & Unit Test - F.Y.J.C.
5 th	Founder's Day : Inter-collegiate Students Musha'era / Sha'eron se miliye Programme (Three poets can be invited)
24 th to 29 th	Internal Test F.Y./S.Y./T.Y. BMS & F.Y./S.Y. M.Com.
26 th	Republic Day
30 th	Open day Junior College Declaration of Unit Test Results (Junior College - XI)
31 st	Degree Certificates & Annual Prize Distribution Programme

February 2019

4 th	Submission of Attendance Report (S.Y.J.C) Submission of Syllabus Completion Report (S.Y.J.C.)
5 th to 10 th	Practical Exams (S.Y.J.C)
20 th to 28 th	Practical Exams (Degree College - Sem.Sem II , IV , VI)
21 st to 20 th	March H S C Board Examination
28 th	Marathi Bhasha Divas

March 2019

5 th	Submission of Attendance Report (F.Y.J.C.)
7 th	Submission of DTR & Syllabus Completion Report (Degree College Sem II , IV, VI) Submission of DTR & Syllabus Completion Report (F.Y.J.C.)
8 th	International Women's Day
6 th to 25 th	Semester End Exams (Degree College Sem. II & IV)
25 th to 6 th April	Terminal Exams (F.Y.J.C.)

April 2019

4 th	CDC Meeting
9 th to 14 th	Practical Exams (F.Y.J.C)
10 th To 17 th	Additional Exams for Semester II & IV
24 th	Declaration of Results (Junior College - XIth)
26 th to 30 th	Admission Programme for S.Y. J.C.
27 th	Submission of A.P.I. (Degree College)
27 th	Meeting of the Principal with all HODs
27 th	Declaration of Results (Degree College - Sem. II & IV)
27 th to 30 th	Admission Programme - Degree College (S.Y. & T.Y. Classes)
30 th	Term-end Meeting

1st May 2019

May - Day