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Khairul Islam Higher Education Society's

# Maharashtra College

of Arts, Science and Commerce

Annual Quality Assurance Report

(AQAR)

(2016-2017)

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## INDEX

<b>SR. NO.</b>	<b>Content</b>	<b>Page No.</b>
<b>1</b>	<b>PART A</b>	<b>01</b>
<b>2</b>	<b>PART B : CRITERIA I</b>	<b>07</b>
<b>3</b>	<b>PART B : CRITERIA II</b>	<b>08</b>
<b>4</b>	<b>PART B : CRITERIA III</b>	<b>11</b>
<b>5</b>	<b>PART B : CRITERIA IV</b>	<b>15</b>
<b>6</b>	<b>PART B : CRITERIA V</b>	<b>17</b>
<b>7</b>	<b>PART B : CRITERIA VI</b>	<b>17</b>
<b>8</b>	<b>PART B : CRITERIA VII</b>	<b>25</b>
<b>9</b>	<b>ANNEXURE I</b>	<b>29</b>
<b>10</b>	<b>ANNEXURE II</b>	<b>31</b>
<b>11</b>	<b>ANNEXURE III</b>	<b>35</b>
<b>12</b>	<b>ANNEXURE IV</b>	<b>36</b>
<b>13</b>	<b>ANNEXURE V</b>	<b>37</b>

## Part – A

**I. Details of the Institution**

1.1 Name of the Institution

Khirul Islam Higher Education Society's Maharashtra college of  
Arts Science and Commerce

1.2 Address Line 1

246-A, Jehangir Boman Behram Marg, Mummbai- 400008

Address Line 2

-----

City/Town

Mumbai

State

Maharashtra

Pin Code

400008

Institution e-mail address

prin.maharashtracasc08@yahoo.com

Contact Nos.

022-23081664, 23081665

Name of the Head of the Institution:

Dr. Sirajuddin H M Chogle

Tel. No. with STD Code:

022-23081664

Mobile:

9821681570

Name of the IQAC Co-ordinator:

Dr. Rakhshandah Hani

Mobile:

09819002133

IQAC e-mail address:

iqac.mahaclg@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)

Khirul Islam Higher Education Society's  
Maharashtra college of Arts Science and  
Commerce, Mumbai -400008.

1.5 Website address:

www.maharashtracollege.org

Web-link of the AQAR:

http://www.maharashtracollege.org/AQAR

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	81.30	2003-04	5 yrs.
2	2 <sup>nd</sup> Cycle	B++	2.88	2016-17	5 yrs.
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

09-07-2009

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

- i. AQAR 2009-2010 (22/08/2014)
- ii. AQAR 2010-2011 (19/09/2014)
- iii. AQAR 2011-2012 (10/10/2014)
- iv. AQAR 2012-2013 (14/11/2014)
- v. AQAR 2013-2014 (01/12/2014)
- vi. AQAR 2014-2015 (22/01/2016)
- vii. AQAR 2015-2016 (19/10/2016)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

---

1.11 Name of the Affiliating University (for the Colleges)

University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	---	UGC-CE	---
UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	Any other ( <i>Specify</i> )	---
UGC-COP Programmes	---		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	02

2.11 No. of meetings with various stakeholders: No.  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

2.14 Significant Activities and contributions made by IQAC

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

- Degree courses such as BMS, M.Com, M.Sc. Botany & M.Sc. IT were introduced.
- Certificate course in Marathi, Basic and Computerised Accounting (TALLY).
- Digital resources were added in the library.
- Infrastructural improvement like white washing of walls, renovation of washrooms and installation of new water filters was done.
- New classrooms were added to accommodate the new courses.
- The entire process of NAAC peer team visit was managed by the IQAC.
- New equipments were purchased for the gymkhana.
- State level workshop was conducted on Feedback Mechanism for Teachers, Institutional Level workshop on Leadership Skills for Students and Emotional Intelligence for non-teaching staff.

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

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- New curricular and co-curricular courses were introduced.
- Library was upgraded physically and digitally.
- Infrastructural developments were made wherever required to accommodate new courses.
- Arrangements were made for smooth conduct of NAAC peer team visit.



## Part – B

## Criterion – I

**I. Curricular Aspects**

## 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01*	03		
UG	03		03**	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				04
Others				
<b>Total</b>	04	03	03	04

Interdisciplinary				
Innovative				

\* The college is a sub centre for conducting classes for MA in Islamic Studies

\*\*One Programme added during the current academic year

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06
Trimester	
Annual	

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

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

\*Please provide an analysis of the feedback in the Annexure

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

Syllabus Revision is done at University level

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

Department of Management Studies

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
50	34	14	NIL	02

2.2 No. of permanent faculty with Ph.D.

23

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
34	03	14	00	00	00	02	00	48	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

10

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	04	52
Presented papers	10	14	NIL
Resource Persons	NIL	01	NIL

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 the subject.

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

180

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

As per University Guidelines

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

05

as member of Board of Study/Faculty/Curriculum Development workshop

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>B.A</b>	ECONOMICS	13	1	2	2	3			5	2	62	
	SOCIOLOGY	06	--	--	1	--	2		--	02	1	66.66
	ENGLISH	13	03	03	02	02			03	--	77	
	URDU	16	07	05	--	--			02	02	86	
	MARATHI											
	HINDI	03	01	02	--	--	--		--	--	--	100
	ARABIC & ISLAMIC STUDIES	11	--	01	04	03	02		--	--	--	90.90
	POLITICAL SCIENCE	05		01	01	01	---		---	---	02	100
HISTORY	10		01	01	01	---		---	---	07	100	
<b>B.Sc</b>	ZOOLOGY	17	04	09	04	--	--		--	NIL	NIL	100
	BOTANY	21	07	13	01	--	--		--	NIL	NIL	100
	PHYSICS	08	02	06	--	--	--		--	--	--	100
	MATHS	15	07	03	--	--	--		--	05	--	67
	CHEMISTRY	39	05	23	07	---	---		---	02	05	86.49
	COMPUTER SCIENCE	21	--	03	03	02	--		--	11	02	38.09
	INFORMATION TECHNOLOGY	51	01	06	04	--	--		--	38	02	21.56
<b>B.Com</b>	<b>128</b>	<b>11</b>	<b>15</b>	<b>22</b>	<b>25</b>	<b>35</b> (Reserve)		<b>20</b>	<b>2</b>	<b>74.68</b>		

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	03
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	52
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	24	14		
Technical Staff	26	04		19

## Criterion – III

### 3. Research, Consultancy and Extension

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

In order to sensitise, motivate and create healthy ambience for research work, both minor and major, the IQAC has initiated talk with several research funding agent for collaborations. Besides this, teachers are also provided with several opportunities to attend workshops, seminars and conferences for upgrading themselves on the content as well as teaching and research methodologies. The college and IQAC also send teaching faculties to take up summer and winter courses to keep them professional up to date. 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.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	55,000	-
Outlay in Rs. Lakhs	-	55,000	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	1	-
Non-Peer Review Journals	1	-	2
e-Journals	-	018	-
Conference proceedings	1	07	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects		UGC (WRO)	55,000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

-

Chapters in Edited Books

-

ii) Without ISBN No.

1

3.8 No. of University Departments receiving funds from

UGC-SAP

NA

CAS

NA

DST-FIST

NA

DPEA

NA

DBT Scheme/funds

NA

3.9 For colleges

Autonomy

NA

CPE

NA

DBT Star Scheme

NA

INSPIRE

NA

CE

NA

Any Other (specify)

NA

2720

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	01			
Sponsoring agencies					

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

02

3.13 No. of collaborations

International

Nil

National

Nil

Any other

Nil

3.14 No. of linkages created during this year

Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency

Nil

From Management of University/College

Nil

Total

Nil

3.16 No. of patents received this year

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

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

08
07

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

03
----

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

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
-----	-----	-----	-----	-----------------	-----	-----------	-----

3.21 No. of students Participated in NSS events:

University level	26	State level	Nil
National level	Nil	International level	Nil

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	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other <input type="text" value="-"/>

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

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

**NCC Unit**

- 54 cadets participated in *trekking*
- 12 cadets participated in *TSC* organised in Mumbai and Nashik.
- A *Blood Donation Camp* was setup at Nair Hospital.
- 52 – 60 *Sapling Plantation* with the slogan *One Cadet One Tree*
- NCC cadets participated in *Bhajan Sandhya*.
- 45 cadets participated in *Anti Abuse Day* in Maharashtra College.
- 12 cadets took part in *First Aid Programme* under disaster management.

**NSS Unit**

- NSS unit in association with *BEST services* conducted awareness programme for better utilisation of bus facilities and maintenance of discipline in the bus and at the bus stop.
- A *Free Health & Dental Check up Camp* was organised for the people of the adopted area.
- NSS Unit in association with Masina Hospital organised *Blood Donation* camp.
- Volunteers of the Unit were trained in a workshop to administer resuscitation in case of emergencies.
- Three days *Cleanliness Drive* was conducted to clean the college campus and the neighbouring places.
- Students also participated in *Anti Dowry* street play competition.
- NSS volunteers visited Sanjay Gandhi National Park to create awareness on *Environmental issues*.
- NSS Unit in association with Salam Mumbai conducted *Anti Tobacco* awareness campaign.
- In an innovative project, the NSS unit engaged itself in collecting unused medicines from the students and distributed to poor patients through an NGO, *Umeed Foundation*.



**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	6160sq.mt.	----	----	6160sq.mt.
Class rooms	30	02	Self	32
Laboratories	13	NIL	KIHES	13
Seminar Halls	01	---	---	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	63	03	General Fund	66
Value of the equipment purchased during the year (Rs. in Lakhs)	11.12	3.13	General Fund	14.25
Others	---	---	---	---

## 4.2 Computerization of administration and library

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, equipments 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	23880	1295850	450	42758	24330	1338608
Reference Books	51052	3537693	42	35769	51094	3573462
e-Books	Nil	-	-	-	-	-
Periodicals	37	43389	42	50312	-	-
e-Journals	-	-	-	-	-	-
Digital Database	One (N.List)	5725	One (N.List)	5725	One (N.List)	5725
CD & Video	150	-	20	-	170	170
Others (All Text Books Book Bank)	20038	1496677	860	92330	20898	1589007

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	219	06	219	02	01	17	07	12
Added	--	--	--	--	--	--	--	--
Total	219	06	219	02	01	17	07	12

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	01.33
ii) Campus Infrastructure and facilities	12.50
iii) Equipments	00.14
iv) Others	00.41
<b>Total :</b>	<b>14.38</b>

## 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 & Grievance Redressal
- Anti-Ragging Committee
- N.C.C and its scope
- NSS and its scope
- Gymkhana and its scope
- Anti – Drug campaign with local police station
- Waste management and its scope
- Demonetization

#### 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
1819	79		

#### (b) No. of students outside the state

NIL

#### (c) No. of international students

NIL

	No	%
Men	780	41.26

Women

No	%
1110	58.73

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1659					1659	1890			06	02	1890

Demand ratio 1:1.5

Dropout % : 1 to 2

#### 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:

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

5.6 Details of student counselling and career guidance

VCGC has organised various programs to help the students / ex- students of not only this college but other colleges also.

- Lecture on career opportunities after XII Arts.
- Cost and management accountants course of ICMA
- Lecture on personality development
- Company secretaries course of ICSI
- BRA course of Russel Square International College, London
- Career opportunities in Association of chartered certified accountants
- Career opportunities for science students
- Preparation for UPAC/MPSC exam
- Lecture on Importance of Bank Account

No. of students benefitted 950

5.7 Details of campus placement NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	86	66	20

5.8 Details of gender sensitization programmes

The Women Development Cell (WDC) of the college has been involved in creating gender sensitization among the various stakeholders including students, teachers and non-teaching staff. It organised a workshop in association with Young Womens Christian Association(YWCA) on the topic ‘Offences against girls and how to deal with it. The cell also organised a trip to Research centre for women studies, SNDT University, wherein students witnessed a play titled “Hum Khawateen’.

5.9 Students Activities

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

State/ University level	<span style="border: 1px solid black; padding: 2px 10px;">01</span>	National level	<span style="border: 1px solid black; padding: 2px 10px;">NIL</span>	International level	<span style="border: 1px solid black; padding: 2px 10px;">NIL</span>
No. of students participated in cultural events					
State/ University level	<span style="border: 1px solid black; padding: 2px 10px;">NI</span>	National level	<span style="border: 1px solid black; padding: 2px 10px;">NI</span>	International level	<span style="border: 1px solid black; padding: 2px 10px;">NI</span>

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	<b>89</b>	<b>1,73,000</b>
Financial support from government	NIL	NIL
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives : NIL

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: \_\_\_\_\_NIL\_\_\_\_\_

## Criterion – VI

### **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, Local Managing 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.

#### 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. (Refer to annexure II)
- 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
- Computerised circulation for Faculty
- Preparation of list of available reference books for the proposed unaided courses (M.Com. B.M.S. ,MSc. (IT) and M. Sc. Botany)
- Formation of Inspection Committee for the same.

#### 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. All these efforts enable them to widen their choices. "Lets Share" a program is started by the faculty members of the college wherein staff members share their views and thoughts on a selected topic.

#### 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	<ul style="list-style-type: none"> <li>•Vice Chancellor’s Scheme of Book Bank (Build your own Library)</li> <li>•Books Borrowing facility from library.</li> <li>•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.</li> <li>•Maharashtra College Teachers’ Contributory Recreation (MCTCR) Fund honors retiring teachers by gifting gold jewelry.</li> <li>•Al Falah, an interest free scheme is functional in college which provides loans upto 80,000 rupees to its members. The amount is generated through monthly contribution from its members.</li> </ul>
Non teaching	<ul style="list-style-type: none"> <li>•Books Borrowing facility from library;</li> <li>•Festival Advance</li> <li>•The Maharashtra College Employees’ Co-operative Credit Society provides financial assistance of Rs.5,000 -10,000 to its members through Welfare Fund.</li> <li>- Fees Concession for enrolment in various programmes conducted by the college</li> </ul>
Students	Group Insurance, Students Aid Fund and Book Bank Facility.

6.5 Total corpus fund generated

14, 07,920

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

For PG Programmes Yes  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

6.12 Activities and support from the Parent – Teacher Association

The College is supported by the Alumni and the Parents as and when required in terms of finance and logistics.

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 practicals. 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

**Energy Conservation:-**The teachers, students as well as the non-teaching staff take initiatives in energy conservation. Lights, fans, computers are switched off when not required. The water leakage problems are immediately addressed. The laboratories are very well ventilated with ample scope for daylight to save electricity. The lifts are judiciously used. The students avail the facility of lift only from 2<sup>nd</sup> floor to 5th floor in the main college building of seven floors. The doors and windows of classrooms, staff common rooms and departmental staffrooms are kept open for maximum ventilation and receiving ample natural light.

**Efforts for Carbon neutrality:-**

Following are the activities being practised for attaining carbon neutrality:-

- 1.Reuse of one sided printed paper to prepare notes, rough printouts to minimise paper uses.
- 2.Use of air conditioners at 25 °C.
- 3.Even with extreme space constraints, the Botany department maintains botanical garden which increases aesthetic value and reduces pollution.

**Hazardous Waste Management:-**

The unwanted dilute acids and alkalis are diluted and thrown in the sink. The chemicals those can be recycled are reused to minimize waste and maximize usage. The microbial waste, used agarose and polyacrylamide gels, dissected organism waste are properly disposed. The animals used for dissecting one system, wherever possible are reused for dissecting another system. This practice helps in minimizing dissected animal waste.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Establishment of the committee for placement and training of the students.
- Initiated ‘Spoken tutorial project’ in collaboration with IIT Bombay
- Initiated talks for instalment of solar panels.

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.
- To keep track on NAAC process with NAAC authorities.
- Preparation of AQAR report for the academic year 2015-16.
- 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.
- Formation of Women’s Development Cell – Help & Counselling Desk
- Computerized circulation for Faculty.
- Organise workshops and seminars at State/National/International level.
- Apply for approval of NCC Womens’ wing.

**Following were the implementations:-**

- NAAC peer team of three visited was conducted from January 19 to 21, 2017. College bagged B<sup>++</sup> grade in second cycle of NAAC accreditation.
- AQAR report for academic year 2015-16 was prepared and the same was uploaded on college website.
- Started with self-financing course BMS and post graduate courses i.e. M.Com in Commerce and M.Sc. in .Botany in affiliation with University of Mumbai.
- Applied for starting NCC Womens’ wing and got approval in the month of May-2017
- Certificate Course in Basic Accounting & Computerised Accounting (TALLY) was started from this academic year.
- Organized One day Interdisciplinary National Conference on “Sustainable Development: Impact on Trade, Commerce, Economics and Science” in collaboration with Department of Commerce, University of Mumbai on Saturday, 19<sup>th</sup> Nov. 2016.
- Organized Two day International Conference on “Internet of Things” in collaboration with Taiba University, Medina (Saudi Arabia) dated 22<sup>nd</sup> & 23<sup>rd</sup> February, 2017.
- Organized one day workshops for students (on Leadership skills), teachers (on Feedback Mechanism), non-teaching staff (on Emotional Intelligence).
- CAS (Screening & Selection) process was initiated.
- Orientation Programme and Parents’ teacher were organised for Degree classes.
- Completed computerized documentation of the library books circulation for faculty.
- 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.
- Students were made aware about several career opportunities available for them. Also they were directed towards the basic requirements for jobs. The students were also assessed through aptitude test in collaboration with NIIT. In-campus placement drives were also carried out in collaboration with Hindustan Times, and Nielson.
- Students, NSS volunteers and NCC cadets attended programme “Coffee with Vice-Chancellor” to have open talk with him on various aspects of education.
- Blood Donation camp was organized by NSS in the college premises.
- Visits, study tour, and excursions were organised by several departments as per the requirements of the respective syllabi.
- Renovation of the college office was completed. The staff-room facility to the faculty was extended with installation of AC. Infrastructural renovations were also carried out.
- Upgradation of Gymkhana was done by purchasing new equipments.

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)

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- 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 student 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.
- 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.

**STRENGTHS:**

- 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.
- 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.

**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.
- Establishing a well-equipped research centre.

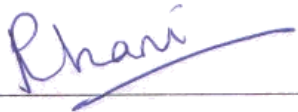
**CHALLENGES:**

- 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**

Name: *Dr. Rakhshandah A. Hani*

Name *Dr. Sirajuddin H. M. Chougale*



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*Signature of the Coordinator, IQAC*



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*Signature of the Chairperson, IQAC*

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**Annexure ( I ) : ACADEMIC CALENDER (16-17)**

**June 2016**

6 <sup>th</sup>	First Day of the Academic Year 2016-17
	Meeting of the Principal with all HODs
7 <sup>th</sup>	Commencement of the Lectures for S.Y. & T.Y. Degree Classes
14 <sup>th</sup>	Orientation Programme for S.Y. & T.Y. Degree Classes
<u>Date</u>	Admission Programme for F.Y. Degree Classes as per University schedule
15 <sup>th</sup>	Re-opening of Junior College for Academic Year 2016-17
	Meeting of the Principal with Jr.College Supervisor & the teaching faculty
16 <sup>th</sup>	Commencement of the Lectures for S.Y.J.C. Classes
<u>Date</u>	Admission Programme for F.Y. J.C. Classes as per H.S.C. Board , Mumbai
22 <sup>nd</sup>	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 2016-17

**July 2016**

7 <sup>th</sup>	Orientation Programme and Parents' Meet for F.Y. Degree Classes
7 <sup>th</sup>	Orientation Programme and parents' meet for F.Y.J.C. Classes
9 <sup>th</sup>	Founder's Day: Dr. Rafique Zakariya Memorial Lecture
11 <sup>th</sup> to 16 <sup>th</sup>	Library Orientation Week
16 <sup>th</sup>	Formation of Women's Development Cell - Help & Counseling Desk
30 <sup>th</sup>	Announcement for Magazine articles, write-ups and reports

**August 2016**

1 <sup>st</sup>	LMC Meeting
1 <sup>st</sup> to 6 <sup>th</sup>	Science Week
15 <sup>th</sup>	Independence Day
23 <sup>rd</sup>	Blood Donation Camp
24 <sup>th</sup> to 27 <sup>th</sup>	Class - Test ( Degree College )
24 <sup>th</sup> to 27 <sup>th</sup>	Class - Test ( F.Y.J.C. )
29 <sup>th</sup>	Formation of Students' Council
31 <sup>st</sup>	Economic Forum Elocution Competition

**September 2016**

3 <sup>rd</sup>	Teachers' Day ( 5 <sup>th</sup> Sept. being Holiday )
	<b>6<sup>th</sup> To 12<sup>th</sup> Mid term break</b>
10 <sup>th</sup> to 19 <sup>th</sup>	Practical Exams ( Degree College Sem I , III , V )
15 <sup>th</sup>	Hindi Divas ( 14 <sup>th</sup> Sept. being Holiday )
21 <sup>st</sup>	Shyam Kishan Nigam Trophy Inter-Collegiate Elocution Competition
19 <sup>th</sup> to 30 <sup>th</sup>	A.T.K.T. & Exams for Semester I , II , III & IV

**Oct. 2016**

5 <sup>st</sup> to 21 <sup>st</sup>	Semester End Exams ( Degree College Sem. I & III )
	Terminal Exams ( Junior College XIth & XIIth )
8 <sup>th</sup>	Submission of DTR & Syllabus Completion Report (Degree College Sem I , III , V
	Submission of DTR & Syllabus Completion Report ( Junior College XIth & XIIth )
25 <sup>th</sup>	Term-end Meeting

**26<sup>th</sup> Oct. to 14<sup>th</sup> Nov. Diwali Vacation**

**(Degree College: Semester II , IV & VI)**

**November 2016**

15 <sup>th</sup>	The College re-opens after Diwali Vacation and Lectures begin as per Time-Table
17 <sup>th</sup> To 25 <sup>th</sup>	Additional Exams for Semester I & III
25 <sup>th</sup>	Samvidhan Divas / Constitution Day ( 26 <sup>th</sup> Nov. being Holiday )

**December 2016**

7 <sup>th</sup>	Declaration of Results (Degree College - Sem. I & III ) Declaration of Results (Junior College - XI & XII)
14 <sup>th</sup>	Library Day
17 <sup>th</sup>	Annual Athletic Meet
19 <sup>th</sup> to 23 <sup>rd</sup>	" PARVAZ "
24 <sup>th</sup>	Annual Function

**26<sup>th</sup> to Jan 1st 2017 Winter Break**

**January 2017**

4 <sup>th</sup>	Parent - Teacher Meet for S.Y.J.C.
5 <sup>th</sup>	Founder's Day : Inter-collegiate Students Musha'era / Sha'eron se miliye Programme ( Three poets can be invited )
10 <sup>th</sup>	Development of Entrepreneurship Project
16 <sup>th</sup> to 22 <sup>nd</sup>	Priliminary examination - S.Y.J.C. Unit Test - F.Y.J.C.
24 <sup>th</sup> To 28 <sup>th</sup>	Class Test ( Degree College )
26 <sup>th</sup>	Republic Day
31 <sup>st</sup>	Degree Certificates & Annual Prize Distribution Programme

**February 2017**

4 <sup>th</sup>	Submission of Attendance Report ( S.Y.J.C ) Submission of Syllabus Completion Report ( S.Y.J.C. )
6 <sup>th</sup> to 12 <sup>th</sup>	A.T.K.T. Exams for Semester I , II , III & IV
8 <sup>th</sup> to 13 <sup>th</sup>	Practical Exams ( S.Y.J.C )
20 <sup>th</sup> to 28 <sup>th</sup>	Practical Exams (Degree College - Sem.Sem II , IV , VI ) Practical Exams ( F.Y.J.C )
28 <sup>th</sup>	Marathi Bhasha Divas

**March 2017**

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

**April 2017**

4 <sup>th</sup>	LMC Meeting
10 <sup>th</sup> To 17 <sup>th</sup>	Additional Exams for Semester II & IV
18 <sup>th</sup>	Declaration of Results (Degree College - Sem. II & IV ) Declaration of Results (Junior College - XIth )
21 <sup>st</sup> to 27 <sup>th</sup>	Admission Programme - Degree College ( S.Y. & T.Y. Classes ) Admission Programme for S.Y. J.C.
27 <sup>th</sup>	Submission of A.P.I. ( Degree College )
27 <sup>th</sup>	Meeting of the Principal with all HODs
30 <sup>th</sup>	Term-end Meeting

**1st May 2017**

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	Mayurakshi Mitra	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Nil	1	NIL
Hindi	Dr. Rama V. Singh											1	
Urdu	-						2						
History	Dr. Leena Prabhu											1	
Computer Science	Prof. Shaikh Arun & Prof Sadiya Hanna								1				
Accountancy	Prof Nahid Bhujwala	2											
	Dr. Bushra Shaikh	2											
Chemistry	Dr. A Shaikh	2						1					
	Dr. Julekha Shaikh	1						1					
	Dr. Shagufta Ansari	1						1					
	Dr. Mayuri Joshi	3	1					3	1				
	Dr. Riyaz Dhar	1						1					
Zoology	Dr. Ugesh K. singh	1											
	Dr. Arshad Ali Haider											1	
<b>Total</b>		<b>13</b>	<b>01</b>				<b>2</b>	<b>7</b>	<b>2</b>			<b>3</b>	

**Minor Research Project**

Details regarding Minor projects	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Dr. Julekha A. Shaikh X - Ray diffraction and Antimicrobial studies of Ni(II) and Pd(II) complexes of tetradentate Schiff bases.	2016-17	University of Mumbai	30,000/	<b>30,000/</b>
Dr. Riyaz Ahmed Dhar	2016-17	University of Mumbai	25,000/	<b>25,000/</b>

**Book Publication**

Name of the faculty	With ISBN No	Without ISBN No	Chapters in Edited Book
Dr. A. Dalvi	-	-	1

### Recognitions/ Awards

Name of the Faculty	Dept	Name of the Award/ Recognition	Awarding Agency/ University
Dr. Julekha A. Shaikh	Chemistry	The Best Research Presentation Award	University of Mauritius on 12th and 13th May 2017.
Dr. Julekha A. Shaikh	Chemistry	Distinguished Best Researcher and Academician Award	University of Mauritius on 12th and 13th May 2017.

Name of Faculty	Paper Presented		
	I	N	S
Mayurakshi Mitra		1	
Dr.Rama.V.Singh	1	1	
Dr. Majid Kazi		2	
Azfar Khan	2	2	
Dr. Rakhshandah Hani		1	
Prof.Avinash Ingole	1	1	
Dr. Abdul Qaiyum Ansari		1	
Dr. A. A. Haider		1	
Dr.Julekha Shaikh		1	
Dr. Nilima Dixit	3		
Dr. Mayuri Joshi		1	
Shaikh Arun	1		
Dr. Mohammad Moghees	1	1	
Dr. Abdul Majid Ansari	1	1	
<b>Total</b>	<b>10</b>	<b>14</b>	

Details of M.Phil./ Ph.D. Guides				
Name of Guide	Student registered		Student Awarded	
	M.Phil.	Ph.D.	M.Phil.	Ph.D.
Dr. Majid Kazi	---	---	---	---
Dr. A.M.H. Shaikh	---	---	---	---
Dr. Julekha Shaikh	---	---	---	---
Dr. N. K. Sharma	---	---	---	---
Dr. Mahmod Alam Khan	---	---	---	---
Dr. Mohammad Moghees	---	06	---	01
Dr. Abdul Majid Ansari	---	---	---	---
Dr. Sirajuddin Chougale	---	01	---	---

Name of Faculty	Conference/ Seminar/ Workshop Attended			Resource person		
	I	N	S	I	N	S
Shanti Polamuri		1	1			
Mayurakshi Mitra			1			
Rehana Vadgama			1			
Dr. Rama Singh	2		1			
Mrs. Parveen Asif Khan			1			
Arab Abdul Aziz			1			
Dr. Rakhshandah Hani			1			
Avinash W. Ingole			1			
Capt. Dr. A. A. Dalvi			1		1	1
Ms. U. R. Singh			5			
Dr. Arshad Ali Haider			3			
Dr. Zeenat Surve			5			
Sachin M. Gosavi			5			
Dr. A.M.H. Shaikh			2			
Dr. Julekha Shaikh			2			
Dr. Nilima Dixit			2			
Mrs. Shagufta Ansari			2			
Dr. Mayuri Joshi			2			
Dr. Riyaz Ahmad Dar			2		1	
Dr. N. K. Sharma			1			
Dr. Poonamlata S. Yadav			1			
Wasim Hydere			1			
Shaikh Bushra		3	--			
Dr. Mohammad Moghees			1			
Dr. Abdul Majid Ansari			1			
Dr. Sirajuddin Chougale			1			
Saima Shaikh			2			
Arun Shaikh			1			
Neha Shaikh			1			
Ansari Shahid			1			
Yaseera Anware			2			
<b>Total</b>	<b>2</b>	<b>4</b>	<b>52</b>	<b>1</b>	<b>2</b>	<b>1</b>

<b>Details of refresher / orientation / short term course</b>				
<b>Name of faculty</b>	<b>UGC HRDC</b>	<b>Duration</b>	<b>Title of refresher course</b>	<b>Title of short term course</b>
Rehana Vadgama	Sardar Patel University	26 <sup>th</sup> September to 23 <sup>rd</sup> October 2016	English	-----
Parveen Asif Khan	Mumbai University	19 <sup>th</sup> September to 8 <sup>th</sup> October 2016	Refresher course on democratic spaces and plural identities	-----
Parveen Asif Khan	Mumbai University	12 <sup>th</sup> December to 31 <sup>st</sup> December 2016	Refresher course on Human Rights	
Dr. Arshad A Haider	NSS Empalled Training Institute	22 <sup>nd</sup> November to 30 <sup>th</sup> November 2016	Orientation Course for NSS program officer	---
Dr. Riyaz Ahmed Dar	UGC HRDC	16 <sup>th</sup> May to 12 <sup>th</sup> June 2017	75 <sup>th</sup> General Orientation Course	

### 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 628 students were benefitted with this facility out of which 452 students were from Degree section and 176 students were from Junior section. In comparison to last academic year there is an increase of 13% in students availing this facility. Following is the data for the books distributed per year/semester to degree college students.

**Book Bank distribution Record (No. Of Beneficiaries) 2016-17**

Year	Faculty			
	Arts	Science	Commerce	Total
F.Y. J.C.	46	15	19	80
S.Y.J.C.	38	25	33	96
First Year	51	83	40	174
Second Year	54	36	51	141
Third Year	30	52	55	137
Total	219	211	198	628

## 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 2016-17 an amount of Rs. 163000/- was distributed among the needy students. A total of 80 students were able to avail this facility from degree section. Following is the detail of SAF facility disbursed to the students.

<b>SAF Facility 2016 - 17 (Degree College)</b>				
	No. of beneficiaries			Total
	ARTS	SCIENCE	COMMERCE	
F.Y	09	12	08	34
S.Y.	12	10	06	18
T.Y.	06	07	09	20
Total	28	29	23	<b>80</b>

## Annexure ( V ) : ACADEMIC CALENDER (17-18)

### June 2017

- 5<sup>th</sup> First Day of the Academic Year 2017-18  
Meeting of the Principal with all HODs
- 6<sup>th</sup> Commencement of the Lectures for S.Y. & T.Y. Degree Classes
- 14<sup>th</sup> Orientation Programme for S.Y. & T.Y. Degree Classes  
Admission Programme for F.Y. Degree Classes as per University schedule
- 15<sup>th</sup> Re-opening of Junior College for Academic Year 2017-18  
Meeting of the Principal with Jr.College Supervisor & the teaching faculty
- 16<sup>th</sup> 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
- 21<sup>st</sup> International Yoga day
- 22<sup>nd</sup> 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

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

### August 2017

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

### September 2017

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

### October 2017

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

**17<sup>th</sup> Oct. to 8<sup>th</sup> Nov. Diwali Vacation**

**November 2017**

- 9<sup>th</sup> The College re-opens after Diwali Vacation and Lectures begin as per Time-Table  
17<sup>th</sup> Iqbal day  
9<sup>th</sup> To 20<sup>th</sup> Semester III SYBA ,BSC & BCOM Examination  
20<sup>th</sup> To 30<sup>th</sup> Semester I FYBA ,BSC & BCOM Examination  
24<sup>th</sup> & 25<sup>th</sup> International Conference on Dynamics of Glocalization  
24<sup>th</sup> & 25<sup>th</sup> Open day Junior College Declaration of Results (Junior College - XI & XII)  
25<sup>th</sup> Samvidhan Divas / Constitution Day ( 26<sup>th</sup> Nov. being Holiday )

**December 2017**

- 14<sup>th</sup> Library Day  
21<sup>st</sup> to 23<sup>rd</sup> PARVAZ - Cultural Programs  
23<sup>rd</sup> Declaration of Results (Degree College - Sem. I & III )  
24<sup>th</sup> National Musha'ira at YMCA ground

**26<sup>th</sup> to Jan 1<sup>st</sup> 2018 Winter Break**

**January 2018**

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

**February 2018**

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

**March 2018**

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

**April 2018**

- 4<sup>th</sup> LMC Meeting  
9<sup>th</sup> to 14<sup>th</sup> Practical Exams ( F.Y.J.C )  
10<sup>th</sup> To 17<sup>th</sup> Additional Exams for Semester II & IV  
24<sup>th</sup> Declaration of Results (Junior College - XIth )



26<sup>th</sup> to 30<sup>th</sup> Admission Programme for S.Y. J.C.

27<sup>th</sup> Submission of A.P.I. ( Degree College )

27<sup>th</sup> Meeting of the Principal with all HODs

27<sup>th</sup> Declaration of Results (Degree College - Sem. II & IV )

27<sup>th</sup> to 30<sup>th</sup> Admission Programme - Degree College ( S.Y. & T.Y. Classes )

30<sup>th</sup> Term-end Meeting

**1<sup>st</sup> May 2018** May - Day