



Hind SevaParishad's

Public Night Degree College

Hind Nagar, Vakola Market, Aaram Society Road, Santacruz (E), Mumbai – 400 055
Maharashtra

Permanently Affiliated to University of Mumbai

NAAC Accredited with 'B' Grade

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year

2016-2017

Submitted to

National Assessment and Accreditation Council (NAAC)

By

Dr.Seema S. Malankar

M.Com., L.L.B. (G), Ph.D.

Principal

Asst. Prof. Soda Bibi A. Farooqui

Coordinator

Motto : ‘TamasoMaaJyotirgamay’

“From darkness to enlightenment with the power of knowledge.”

Vision :To cater intellectual knowledge for excellence and inculcating values and ethics.

Mission: To offer educational opportunities in a vibrant academic environment.

OBJECTIVES OUTLINED :

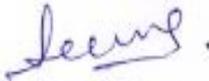
- To make higher education accessible to needy and resource less student.
- To prepare students to face challenges of life with positive spirit.
- To stimulate social responsibilities through community oriented extension programmes.
- To develop self confidence and nurture overall performance of the student.
- To formulate special strategies for slow learners and gifted children.
- To develop leadership skill for booming multinational corporate sector.

PREFACE

We would like to extend our sincere thanks to NAAC Peer Team, which has given us opportunity for self-evaluation with regard to the target set by us over the previous academic year. During the process of AQAR report preparation we learnt that there are still lot of areas which require additional efforts from outside to bring qualitative changes in the desired direction.

This Annual Quality Assurance Report of academic year 2015- 2016 & 2016-2017 is prepared as per the guidelines provided by the NAAC. The entire procedure of the preparation of this report was a brainstorming and it really helped us to bring improvement in overall academic process.

I would like to thank our college management members who have supported us throughout the year to achieve targets as well as to our teaching and non-teaching staff who helped by providing required information timely.



Dr. Seema S. Malankar

Principal

Public Night Degree College
Hind Nagar, Vakola, Santacruz (E),
Mumbai - 400 055.



Part – A

AQAR for the year

2016-17

1. Details of the Institution

1.1 Name of the Institute

Hind SevaParishad's
Public Night Degree College

1.2 Address Line 1

Shikshalaya, Hind Nagar

Address Line 2

Vakola Market, Aaram Society
Road,

City/Town

Santacruz (E), Mumbai

State

MAHARASHTRA

Pin Code

400 055

Institution e-mail address

Pndc1998@gmail.com

Contact Nos.

022 – 2667 31 71 / 2667 23 60

Name of the Head of the Institution:

Dr.Seema S. Malankar

Tel. No. with STD Code:

022 – 2667 31 71 / 2667 23 60

Mobile:

91-9029748896

Name of the IQAC Co-ordinator:

Ms. Sodabibi A. Farooqui

Mobile:

8082006311

IQAC e-mail address:

bibisoda@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

NA

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)

EC/46/A & A/ 126 dated – 16/09/2008

1.5 Website address:

www.publicinstitutes.org

Web-link of the AQAR:

http://www.publicinstitutes.org/aqar/AQAR_2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.43	2008	5 Years
2	2 nd Cycle	--	--	--	--
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC :

05/12/2008

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 - 2007-08 submitted on NA
- ii. AQAR – 2008-10 submitted on 26/09/2011
- iii. AQAR – 2010-12 submitted on 16/09/2013
- iv. AQAR – 2012-14 submitted on 13/03/2015
- v. AQAR – 2014-15 submitted on 30/03/2016

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

Type of Institution :Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

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

Autonomy by State/Central Govt. / University

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

A.Y. 2016-17 – National Level workshop on “Make in India: Opportunities and Challenges”.

2.14 Significant Activities and contributions made by IQAC

- During the academic year 2016-17, the IQAC Cell organised a National Level conference on “Make in India: Opportunities and Challenges”.
- Academic calendar is maintained to stream line all the co –curricular and curricular activities.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The Plan of Action formulated by IQAC was discussed with the members of the Management.
- Concrete measures were undertaken and actions plans were formulated. Most of the objectives have been achieved.
- To initiate research culture seminar and workshop were organised.
- As our most of the student are working were regularly organised talk and workshop to give them insight into new option and filled

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	2	--	2	--
UG	3	--	2	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	5	--	4	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓ 02 (B.Com., B.M.S. & M.Com.)
Trimester	
Annual	

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

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

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

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

As college is affiliated to University of Mumbai, it does not have freedom to make changes in the prescribed syllabus. But the college does take care that teaching methods are such that the topic is well understood by our weak students also.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	05	04	01	Nil	Nil

2.2 No. of permanent faculty with Ph.D. 1

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

Academic Year 2016-2017

Asst. Professors		Associate Professors		Professors		Others (Lecturer)		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	---	---	---	5	5	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

	Guest Lecturers	Visiting Faculty	Temporary Faculty
A.Y.2016-17	21	07	--

2.5 Faculty participation in conferences and symposia:

Academic Year 2016-2017

No. of Faculty	International level	National level	State level
Attended	4	7	3
Presented papers	4	7	--
Resource Persons	--	1	--

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

- Group discussion, debate, etc. were encouraged among student for topic which are relevant in current time
- Alumni students are encouraged to help in studies to current student
- Peer group teaching and learning is encouraged
- Exhibition, talk are encouraged among student to make aware to them to various social issues
- Project are used as information and learning g process for student

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)

During the Academic year 2016-2017, college started the Open Book Examination for the First and Second Year class.
College continued the practice the Preliminary Examination for the Third Year Students. In addition to this the college continued the practice of allotting seat nos. to the examinees.

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

01

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Academic Year 2016-2017

Title of the Programme	Total no. of students appeared	Division			
		Distinction	I	II	III
F.Y.B.Com.	187	2	3	3	10
S.Y.B.Com.	176	2	4	27	10
T.Y.B.Com.	122	2	7	30	11
F.Y.B.M.S.	19	1	5	5	2
S.Y.B.M.S.	10	2	1	2	0
T.Y.B.M.S.	27	1	12	7	0
M.Com. I Management	7	1	2	3	0
M.Com. II Management	10	1	6	1	0
M. Com. I Accountancy	29	1	3	15	0
M.Com. II Accountancy	3	1	1	1	0

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

- In order to evaluate and monitor teaching & learning process student feedback is taken
- Seminar and workshop are conducted to enhance the knowledge to teacher and students
- In spite of the fact that ours is a night college students are encouraged and motivated to participate in intercollegiate activities in day colleges to widen their horizons

2.13.1 Initiatives undertaken towards faculty development

Academic Year 2016-2017

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	--
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	5	2	Nil	2
Technical Staff	1	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiative of the IQAC in sensitizing/ promoting Research Climate in the Institution.

- Extension unit of college is engaged creating research culture among by student
- Teaching faculties are motivated to take part in conference and workshop
- College itself organize workshop conference on yearly bases to provide platform to teachers for conducting research work

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

Academic Year 2016-2017

	International	National	Others
Peer Review Journals	--	--	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	2	7	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
DPE	<input type="text" value="--"/>	DBT Scheme/funds	<input type="text" value="--"/>

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	-	1	-	-	3
Sponsoring agencies	-	-	-	-	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Yet to do
	Granted	
International	Applied	Yet to do
	Granted	--
Commercialised	Applied	Yet to do
	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

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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>
		Any other	<input type="text" value="2"/>

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

- Academic year 2016-17
- Crowded procession
- Juhu beach cleaning
- Paper bag distribution
- Voter registration drive
- Voting awareness drive
- Street play on female feticide
- Eco friendly Ganesh making
- Mahashivaratri patrolling at national park

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Academic Year 2016-2017

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4000 sq. Mtrs.	--	--	4000 sq. Mtrs.
Class rooms	9 – 7,632 sq. Feet	--	--	9 – 7,632 sq. Feet
Laboratories	1 – 864 sq. Feet	--	--	1 – 864 sq. Feet
Seminar Halls	2 – 1,700 sq. Feet	--	--	2 – 1,700 sq. Feet
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 2,94,358	Rs. 10,000	Admission Fund	Rs. 3,04,358 After Depreciation – Rs. 2,58,705
Others	-	-	-	-

4.2 Computerization of administration and library:

College has installed E-Granthalaya software for the library management.

4.3 Library services:

Academic Year 2016-2017

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs.)	No.	Value
Text Books	5,295	4,23,326	747	92,556	6,042	5,15,882
Reference Books	2,704	7,19,784	96	24,012	2,8001	7,43,796
e-Books	-	-	-	-	-	-
Journals	14	44,008	-	-	14	44,008
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	195	8,192	195	8,192	195	8,192
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

Academic Year 2016-2017

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department	Others
Existing	35	01	35	35	27	4	4	-
Added	10	-	10	10	10	-	-	-
Total	45	01	45	45	37	4	4	-

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

- a) All the staff are well versed in use of ICT.
- b) Teacher sends notes to student through email.
- c) Steps are taken to minimize use of paper in administrative work by making the use of ICT. Thus we are following the practice of paperless office.

4.6 Amount spent on maintenance in lakhs :

Academic Year 2016-2017

i) ICT	Rs. 2.945
ii) Campus Infrastructure and facilities	Rs. 2.817
iii) Equipments	Rs.0.10
iv) Others	Rs. 1.285
Total :	Rs. 7.146

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC Cell organized orientation session for all the students in the beginning of the academic year to inform and encourage them to avail various facilities such as book bank, freeship, scholarship, etc.
- Placement cell organized sessions and workshop to inform students about various job opportunities available in the market.
- Research workshop was also organized to encourage student do research work.
- Cell guide teacher to help student who are missing their lecture due to job.
- Extra assignment are given to student so that they can study at home.

5.2 Efforts made by the institution for tracking the progression

- As most of the students are working to support their family, teacher college has practices of giving them home assignment so as to help them in their studies
- Remedial coaching is conducted on regular base to help weaker students.
- Bright student are encouraged to help weak student.
- Teacher encouraged to mentor students.
- Peer group learning was also organised to help the slow learners.

5.3 (a) Total Number of students:

Academic Year 2016-2017

UG	PG	Ph. D.	Others
600	64	Nil	Nil

(b) No. of students outside the state

03

(c) No. of international students

Nil

Academic Year 2016-2017

No	%
461	69.43

Men

No	%
203	30.57

Women

Academic Year 2016-2017					
General	SC	ST	OBC	Physically Challenged	Total
504	19	-	45	-	568

Demand ratio -NA (Since admission is given on first come first serve Basis.Dropout % - 10%

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

College staff regularly motivated the students to enrol themselves in the Public career academy which is run by college management.

College library also provide good number of books to the students for the preparation of competitive examinations such as Railways, Bank, Public Service Commissions. Etc.

In addition to this various speakers were also invited to guide the students about different competitive examinations.

No. of students beneficiaries

500 (Who attended the sessions.)

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Academic Year 2016-2017

- Training on Financial Market
- Session on Stock Market Awareness
- Session on Tally
- A Visit to BSE
- Guess Lecture on Stress Management
- Session on Conflict Management
- Workshop on Career Planning
- VittiyaSaksharataAbhiyaan
- Workshop on Career in LIC

No. of students benefitted– 500 (who attended the sessions)

5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
LIC	100	20	---

5.8 Details of gender sensitization programmes

- Session on Women in Indian Law.

5.9 Students Activities

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

Academic Year 2016-2017

Sports: State/ University level – 25 National level -Nil International level- Nil

No. of students participated in cultural events

Cultural: State/ University level -35 National level - Nil International level- Nil

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

Sports: State/ University level- Nil National level – Nil International level- Nil

Cultural: State/ University level - 10 National level - Nil International level- Nil

5.10 Scholarships and Financial Support

Academic Year 2016-2017

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	53	2,85,280
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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

- Seminar on Hepatitis B
- Free Health Check Up Camp in the vicinity of college.
- NSS unit participated in Rashtriya Ekata Daud on the occasion of Sardar Vallabhbhai Patel Jayanti.
- Seminar HIV/ AIDS Awareness.
- Street Play on the awareness about HIV/ AIDS across the city.
- Rally on HIV/ AIDS Awareness in the locality of the college.
- Volunteers participated in Election Campaign Rally.
- Awareness for Dengue and Malaria.
- College organised HIV Aids seminar to make the people aware.
- NSS unit of the college carried out Juhu Beach Cleaning Drive.
- Blood Donation Camp was organised.
- NSS volunteers participated in Paper Bag making and distribution drive.
- NSS unit of the college participated in Swachh Bharat Abhiyan with and it also conducted Swachha Bharat Abhiyaan at Santacruz Station.
- Workshop on Making of Eco Friendly Ganesh.
- Tree Plantation.
- Road Safety Rally and Awareness.

5.13 Major grievances of students (if any) redressed:

No major issue of student grievance was reported in college so far.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision – To cater intellectual knowledge for excellence and inculcating values and ethics.

Mission – To offer educational opportunities in a vibrant academic environment.

6.2 Does the Institution has a management Information System

College is yet to proceed for Management Information System.

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

6.3.1 Curriculum Development

- The college is permanently affiliated to University of Mumbai. Therefore, the college follows the curriculum designed by the University.
- However, college adapts to the changes made in the curriculum by the university.
- Guest lecture, Guidance sessions were conducted to impart extra knowledge to the students.
- In ensure employability amongst the students, the institutions focuses on multi skill development of the students in addition to the curriculum developed by the University.
- The placement cell conducts various programmes throughout the year in order to make the students aware about various career opportunities in the job market.

6.3.2 Teaching and Learning

- All the faculty members are encouraged to adopt ICT –enabled teaching-learning process to make the students more attentive and make the teaching-learning process more interactive.
- Teachers also followed the method of projects, assignments etc., to encourage the group learning.
- Apart from traditional method of teaching, college followed the method of debate, group discussion, etc. to make the teaching-learning process more interactive.
- Students were motivated to form a peer group to encourage peer group learning.
- College teachers identified the slow learners and accordingly conducted remedial coaching to uplift such students upto the mark with the main flow.

- In order to bring the corporate attitude amongst the students industrial visits were also organised.

6.3.3 Examination and Evaluation

- Orientation sessions were organised by the college in the beginning of the academic year by examination committee to orient the students about the pattern of examination and evaluation for the students.
- Various guidance sessions were organised by the college to help the slow learners to cope up with the examination.
- Assignments and question banks were given to the students to enhance the academic performance of the students.
- The Principal and the Faculties monitor the performance of the students by making an analysis after every internal and external examinations.
- Parents meetings were organised in order to discuss the performance of the students with their parents.
- College continued the practice of remedial coaching.

6.3.4 Research and Development

All the faculties were motivated to take the research work.

During the academic year 2016-17, Eleven (11) research papers were presented during the International, National and State level conferences. And 11 research papers were published in the International, National and State level conference proceedings.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- From the academic year 2016-2017, the college has started computerised issues and receipts of books.

6.3.6 Human Resource Management

Principal always motivated the teaching staff to take up the major and minor research work.

Principal also encouraged the teaching and non-teaching staff to attend the workshop, seminar, conference, etc to keep themselves update with latest happening in their field and to sharpen their skill.

6.3.7 Faculty and Staff recruitment

The college follows the norms of University of Mumbai and the Joint Director of Higher Education, Mumbai Region for recruitment of staff.

6.3.8 Industry Interaction / Collaboration

College invited experts from various fields such as marketing, call centre, insurance finance, etc. to organise seminar, session, workshop, training sessions for the students to guide and train them so as to enable them to stand in a corporate/ financial sector.

6.3.9 Admission of Students

College follows the University of Mumbai norms for admission. Admission committee of the college examines the past academic record of the students. Admission committee gives first preference to poor students, women students and deprived students. Admissions are given to the students on first come first serve basis.

6.4 Welfare schemes for

Teaching	Yet to do
Non teaching	Yet to do
Students	Yet to do

6.5 Total corpus fund generated

Yet to do

6.6 Whether annual financial audit has been done

Yes

No

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

In Internal Evaluation -

- Meeting of Staff and Principal was held at beginning and at the end of the term to evaluate the academic process. In addition to this Parent – Teacher Meeting was also conducted to invite suggestions from the parents for the smooth conduct of all academic activities.
- Student's feedback on teachers as well as college was regularly taken and analysed and the same was communicated to the concerned person as well. If required, corrective measures were also taken.
- College Annual Quality Assurance Report was prepared to give insight into the areas of improvement in overall working of the college.

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

The college is affiliated to University of Mumbai and does not have an autonomous status. However, the college declares its result within 30 days and follow the protocol of University of Mumbai.

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

The college is permanently affiliated to University of Mumbai. However, the college examination committee follow the norms of university for the smooth conduct of examination. The college examination committee incorporates the changes made by The Controller of Examination, University of Mumbai. Internal and External Assessment were carried out in a systematic manner and honestly.

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

Yet to apply.

6.11 Activities and support from the Alumni Association

- Alumni Association meeting was held twice in the year on regular basis.
- Alumni student were encouraged to guide the bonafide students of the college in their academic issues.
- Alumni also helped the students in getting placement so that they can earn and learn and complete their graduation.

6.12 Activities and support from the Parent – Teacher Association

- Parent – Teachers meeting were held twice in one academic year. Meeting helped to communicate the parents about the children's academic performance.
- Apart from that parents were also given the freedom to call to teacher in order to know the progress of their ward as well as the attendance status.
- Even teachers also made personal contact with parents to discuss the performance of the student.

6.13 Development programmes for support staff.

- College staff was regularly motivated to attend the seminar, workshop, conferences, etc. organised by various academic institutions, university, NGOs, etc. to update their knowledge and skill.
- College organised Yoga training session for the students and staff members on the occasion of World Yoga Day.
- The Chief Executive Officer of the college who is also a Doctor by profession regularly interacts with the staff members on several health issues.
- Teacher are encouraged to participate in work shop and seminar

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

- College campus is already well maintained. College building is surrounded by many trees.
- NSS Unit of college organised Tree Plantation Drive to maintain the greenery of the college campus.
- College has already banned the use of plastic is ban in college premises.
- Dustbins are also kept at convenient places in college campus

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.
- As most of the students are working in our college, they miss lecture. In order to cover their missed out study, the teachers were directed to conduct revisionary lectures before the start of examinations.
 - In addition to the above effort the college also instructed the concerned subject teacher to give assignments to the students so that they can cover the syllabus.
 - After the completion of the syllabus of the concerned subject teacher, the departmental heads organised Expert Lectures for the college students by inviting the expert and senior teachers of the subject from other colleges.
 - In addition to the syllabus learning, various sessions were also organised by various committees on the topic of personality development, skill development and English speaking, etc.
- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
- In order to make the students industry ready, following activities were undertaken:
 - a) A series of sessions were organised to train the students about Financial Market.
 - b) A visit was organised to Bombay Stock Exchange to make the students aware about working of stock exchanges.
 - c) A training session on Tally was organised to train the students on software based accounting.
 - d) A workshop on Career Planning was organised.
 - e) A session on Vittiya Saksharata Abhiyaan was organised.
 - In order to train the staff for NAAC Reaccreditation IQAC of the college organised a guidance session NAAC Reaccreditation.
 - In order to improve the communication skill of the students following sessions were organised by the college:
 - a) Session on English Speaking.
 - b) Session on Logical Reasoning.
 - In order to make the students socially responsible citizen following activities were organised:
 - a) A session on Conflict Management.
 - b) A guest lecture on Stress Management.
 - In order to enhance the research culture among the students and staff a workshop was organised on Research Methodology.

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

Student Mentoring

- College followed the practice of Student Mentoring by encouraging teachers to have one to one contact with student whose performance was not well. Students were also mentored for various academic and non-academic issues.

Session on awareness on job Requirement

- Several sessions were conducted throughout the academic year to keep the students aware about the actual requirement in the job market. They were guided about the skills, knowledge, qualifications, etc. currently required in the market to get the job.

7.4 Contribution to environmental awareness / protection

The college undertook various activities throughout the academic year to create awareness about the environment conservation, few of which are given as below:

- NSS Unit of the college carried out paper bag making and distribution activity in the vicinity of the college.
- Juhu Beach Cleaning drive was organised after the emersion of Lord Ganesh Statue and Goddess Durga Statue every year.
- Tree Plantation drive was conducted in and around campus on 2nd October to make campus eco-friendly on the occasion of Gandhi Jayanti.
- Beautification of college is main motto of the college. Various plants are maintained with utmost care in the college.
- Approach gate is also surrounded by various plants.
- Use of plastic is banned in college campus.
- Workshop on “Eco-Friendly Lord Ganesh Statue”making was organised during the academic year 2016-17.

7.5 Whether environmental audit was conducted? Yes No

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

Being a night degree college we get admissions of such students who have gap of more than 10 to 25 years. Our college teachers take extra efforts to help such students to perform well with other regular students and perform well in the examination and finally achieve a degree.

Being located near the slum area of Kurla, Dharavi and Santacruz, most of the admitted students are from vernacular medium. The college take efforts to improve the English of such students so that they can perform well in academic and at the same time they will not have any communication problem in the job after graduation.

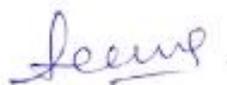
8. Plan of Institution for next year

- To form and register formal Alumni Association.
- To focus on the development of Hard Skill and Soft Skill of the students.
- To motivate teachers and students to undertake research work.
- To conduct sessions to guide the students for various competitive examinations.
- To conduct sessions to guide the teachers to clear NET and SET examinations.
- To complete the CAS Process of all the eligible faculty members.



Signature of the Coordinator, IQAC

Name – Ms. Sodabibi A. Farooqui



Signature of the Principal

Name- Dr. Seema S. Malankar

Principal

Public Night Degree College

Hind Nagar, Vakola, Santacruz (E),
Mumbai - 400 055.



Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure:2 Academic Calendar for the Academic Year 2015-16

List of the activities conducted by the college

Sr. No.	Organised by	Name of Activity	Date of Activity
01	NSS	Celebration of International Yoga Day	21/06/2015
02	NSS	NSS Orientation	02/07/2015
03	MaitriSangh	Session on Scholarship and Freeship	10/07/2015
04	MaitriSangh	Session on Book Bank Facility	10/07/2015
05	Student Welfare	Session of Central Government Skill Development Scheme	17/07/2015
06	Student's Council	Chocolate Day	24/07/2015
07	W.D.C.	Nail Art Competition	28/07/2015
08	NSS & Nature Club	Pot Designing Competition	29/07/2015
09	Student's Council	Guru Pournima	31/07/2015
10	Student's Council	Friendship Day	05/08/2015
11	WDC	Salad Decoration Competition	11/08/2015
12	Cultural Committee	Mehandi Competition	12/08/2015
13	Self Financed Dept.	Essay Writing Competition	13/08/2015
14	NSS & Cultural Committee	Rangoli Competition	13/08/2015
15	Self Financed Dept.	Elocution Competition	14/08/2015
16	Placement Cell	Placement Activity by LIC	14/08/2015
17	NSS	Celebration of Independence Day	15/08/2015
18	Self Finance Dept.	Debate Competition	18/08/2015
19	Placement Cell	Placement Activity for Call Centre	19/08/2015
20	Dept. of Economics	Guest lecture on Economics	22/08/2015
21	Placement Cell	Session on Career in Management Field	31/08/2015
22	Sports Committee	Chess and Carrom Competition	04/09/2015
23	Student's Council	Celebration of Teacher's Day	05/09/2015
24	NSS	Crowd Procession during Ganesh Visarjan	21/09/2015

25	Nature Club	Slide Show on Species and Habitat	22/09/2015
26	NSS and Nature Club	Juhu Beach Cleaning	22/09/2015
27	Examination Committee	IstTerm Regular and ATKT Examination	20/09/2015 to 10/10/2015
28	DLLLE	First Term Training	03/10/2015
29	NSS and Nature Club	Paper Bag Making	07/10/2015
30	NSS	Residential Camp	16/10/2015 to 22/10/2015
31	NSS	Paper Bag Distribution	07/11/2015
32	Placement Cell	Session on career in ISO Certification & Implementation	19/11/2015
33	NSS	Survey on Dengue/ Malaria Awareness	19/11/2015
34	NSS	Seminar on HIV/ AIDS	20/11/2015
35	NSS	Constitution Day	26/11/2015
36	Cultural Committee	Antakshari Competition	28/11/2015
37	NSS	Street Play on HIV/ AIDS Awareness at Wadala Depot	30/11/2015
38	NSS	Rally on HIV/ AIDS Awareness	30/11/2015
39	NSS	Street Play on HIV/ AIDS	01/12/2015
40	Nature Club	Poster Making Competition	04/12/2015
41	DLLLE	Second Term Training	07/12/2015
42	NSS and Dept. of Foundation Course	Essay Writing Competition on Human Rights Day	10/12/2015
43	NSS	Poster Making for Blood Donation	12/12/2015
44	Student's Council	Black & White Day	12/12/2015
45	Literary Association	Debate and Essay Competition	12/12/2015
46	Cultural Committee	Singing Competition	15/12/2015
47	NSS	Awareness Campaign for Poster Making	15& 16/12/2015

48	Nature Club	Handkerchief Designing	17/12/2015
49	Student's Council	Jeans Day	17/12/2015
50	Placement Cell	Session on Career in Banking Sector	17/12/2015
51	NSS	Blood Donation Camp	19/12/2015
52	Sports Committee	Annual Sports	21/12/2015 to 23/12/2015
53	NSS	Survey of Out of School Children	02/01/2016 to 03/01/2016
54	NSS	Seminar on Hepatitis B	05/01/2016
55	Dept. of Commerce	Case Study Solving Competition	05/01/2016
56	Self Financed Dept.	Industrial Visit to Jaipur	05/01/2016 to 09/01/2016
57	Literary Association	Marathi Language Day	06/01/2016
58	Dept. of Accountancy	Balance Sheet Tally Competition	08/01/2016
59	MaitriSangh	Session on Personality Development	08/01/2016
60	Accountancy Department	Session on Awareness about Banking Transactions by ICICI Bank Representatives	09/01/2016
61	NSS	Tree Plantation	11/01/2016
62	Dept. of Economics	Quiz Competition	11/01/2016
63	DLLLE	UDAAN Festival	16/01/2016
64	Cultural Committee	Annual Day	16/01/2016
65	WDC	Session on Gender Discrimination	20/01/2016
66	Placement Cell	Session ISO Certification and Implementation	21/01/2016
67	NSS	Seminar on Investment Awareness	23/01/2016
68	NSS	Celebration of Republic Day	26/01/2016
69	Student Welfare	Session on English Speaking by ANAMIKA	28/01/2016

70	Placement Cell	Aptitude Test	06/02/2016
71	Student's Council	Tie and Saree Day	09/02/2016
72	IQAC	Workshop on Research Methodology	10/02/2016
73	Student's Council	Rose Day	16/02/2016
74	Cultural Committee	Traditional Day	16/02/2016
75	Placement Cell	Session on Career in Banking Sector	17/02/2016
76	Examination Committee	IInd Term Regular and ATKT Examination	22/02/2016 to 15/03/2016
77	NSS	Poster Making for Health Check Camp	25/02/2016
78	NSS	Swachchha Bharat ABhiyaan Rally at Santacruz Station	25/02/2016
79	NSS	Health Check Camp Awareness Campaign	26/02/2016
80	NSS	Health Check Camp	28/02/2016
81	Self Financed Dept.	Guest lecture on International Finance	03/03/2016
82	Self Financed Dept.	Guest lecture on Entrepreneurship Management and SME	03/03/2016
83	Self Financed Dept.	Guest lecture on Operations Research	04/03/2016
84	Self Financed Dept.	Guest lecture on IAPM	05/03/2016
85	Self Financed Dept.	Guest lecture on Retail Management	05/03/2016
86	Self Financed Dept.	Guest lecture on International Marketing	05/03/2016
87	Self Financed Dept.	Guest lecture on Indian Management, Thought and Process	05/03/2016
88	NSS	Mahashivratri Patrolling	07/03/2016
89	IQAC	Workshop on Soft Skill Development	16/03/2016 to 22/03/2016
90	Library Committee	National Workshop on "Open Space and Content Management"	30/04/2016
91	NSS	Celebration of Maharashtra Day	01/05/2016

Annexure:3 Academic Calendar for the Academic Year 2016-17**List of the activities conducted by the college**

Sr. No	Organized by	Name of Activity	Date of Activity
1	Dept. of Economics	Guest Lecture on Business Economics	20/06/2016
2	IQAC	NAAC Reaccreditation	20/06/2016
3	NSS	Celebration of International Yoga day	21/06/2016
4	Placement Cell	Training on Financial market	01/07/2016 to 05/07/2016
5	Self Finance Dept.	Stock Market Awareness	05/07/2016
6	Student Welfare	Session on Scholarship and Freeship	09/07/2016
7	Student Welfare	Session On Tally	18/07/2016
8	Self Finance Dept.	Guru Purnima	19/07/2016
9	DLLLE	First term Training	22/07/2016
10	Placement Cell	A Visit to BSE	25/07/2016 & 26/07/2016
11	Library Committee	Book Exhibition	28/07/2016
12	Self Finance Dept.	Food day	29/07/2016
13	Library committee	Orientation of Students	04/08/2016
14	MaitriSangh	Book Bank Facility	04/08/2016
15	Cultural Committee	Mehendi Competition	12/08/2016
16	Student Welfare	Session on English Speaking	13/08/2016
17	Self Finance Dept.	Fresher's Party	13/08/2016
18	NSS	Independence day	15/08/2016
19	Cultural Committee	Rangoli Competition	19/08/2016
20	WDC	Salad Decoration Competition	22/08/2016
21	MaitriSangh	Session on Conflict Management	29/08/2016
22	Self Finance Dept.	Inter Collegiate Competitions	30/08/2016
23	Attendance Committee	Parent-Teachers Association Meeting	31/08/2016
24	NSS	Eco Friendly Ganesh Making	01/09/2016
25	NSS	Celebration of Teachers Day	05/09/2016
26	Self Finance Dept.	Hindi Divas	14/09/2016
27	WDC	Guest Lecture on Stress Management	28/09/2016
28	Placement Cell	Workshop on Career Planning	29/09/2016

29	Self Finance Dept.	Guest Lecture on Logistics & SCM	14/10/2016
30	Library committee	Reading Motivation Day	15/10/2016
31	NSS	Celebration of Constitutional Day	26/11/2016
32	DLLLE	Second Term Training	07/12/2016
33	Literary Association	Essay Writing Competition	12/12/2016
34	Dept. of Economics	Guest Lecture on Business Economics	16/12/2016
35	Nature Club	Slide show on Animal Behavior	16/12/2016
36	Nature Club	Handkerchief Design Competition	17/12/2016
37	WDC	Session on Women and Indian Law	20/12/2016
38	Self Finance Dept.	Coffee with VC	20/12/2016
39	Literary Association	Debate Competition	23/12/2016
40	IQAC	Workshop on Research Methodology	04/01/2017
41	Cultural Committee	Singing Competition	09/01/2017
42	Literary Association	Elocution Competition	10/01/2017
43	Dept of Accountancy	“VittiyaSakshartaAbhiyaan (VISAKA)”	11/01/2017
44	Placement Cell	Workshop on Career in LIC	11/01/2017
45	Cultural Committee	Antakshari Competition	11/01/2017
46	Self Finance Dept.	Rangoli Competition	13/01/2017
47	Literary Association	Essay Writing Competition	18/01/2017
48	Dept of Accountancy	Test on Logical Reasoning	24/01/2017
49	NSS	Voting Awareness Campaign	24/01/2017
50	Self Finance Dept.	Mehendi Competition	25/01/2017
51	Cultural Committee	Annual Day	28/01/2017
52	DLLLE	UDAAN Festival	01/02/2017
53	Attendance Committee	Parent-Teachers Association Meeting	11/02/2017
54	NSS and Nature Club	MahaShivratri Patrolling	24/02/2017