



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	GHANSHYAMDAS SARAF COLLEGE OF ARTS AND COMMERCE
Name of the head of the Institution	Dr. (CA) Jayant Apte
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	022266812350
Mobile no.	9821125965
Registered Email	gsgc@rajasthani.org.in
Alternate Email	jayant.apte@sarafcollege.org
Address	RSET Campus, Sunder Nagar, S.V. Road
City/Town	Malad (West), Mumbai
State/UT	Maharashtra
Pincode	400064

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. (CA) Ashwat Desai			
Phone no/Alternate Phone no.		022266812350			
Mobile no.		9321153535			
Registered Email		naac.gsgc@sarafcollege.org			
Alternate Email		ashwat.desai@sarafcollege.org			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.rset.edu.in/gsc/naac">http://www.rset.edu.in/gsc/naac</a>			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="http://www.rset.edu.in/gsc/schedule">http://www.rset.edu.in/gsc/schedule</a>			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.23	2013	23-Mar-2013	22-Mar-2018
6. Date of Establishment of IQAC			16-Dec-2004		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Regular Meetings of IQAC	28-Apr-2016 1		13		

Feedback from Students and Teachers obtained on curriculum and used for improvement	23-Mar-2016 1	476
ISO Certification	09-Sep-2016 01	10
Workshop on Sexual Harassment- its Prevention ,Prohibition and redressal	06-Aug-2015 1	58
UGC Sponsored National Conference on	02-Feb-2016 2	52
Regular Meetings of IQAC	09-Jul-2015 1	12
Regular Meetings of IQAC	10-Sep-2015 1	13
Regular Meetings of IQAC	26-Nov-2015 1	12
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**8. Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Students Welfare	State Government	2015 1	16945
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- Fostering Community Based Activities.

- Promotion of Sports.

- Organizing Conferences/ workshop /seminars and development programs for Students and Faculty Development Programmes for Student on Career Counselling and Placements.

- Enchantment in digitalisation of activities related to administration and students.

- Encourages Teachers to participate in Research Programmes and other Faculty Development Programmes.

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

Plan of Action	Achievements/Outcomes
Fostering Community based Activities	Fostering Community Responsibility by conducting various activities during the year. Large number of students was involved in these community based practices. Practices such as Blood Donation Camps, Tree Plantation drives, Road Safety Awareness Programmes near the campus, Rally on International Disable Day, Red Ribbon Club Workshop for HIV/Aids Awareness, Celebration of Valentine Day In orphanage, Paper Bag making projects, Hospital Attachment Camp at Military Hospital INS, Community based project at Punarvas School - Goregaon , Flag collection rally on 15th August, Workshop on Disaster Management and many more. Coverage of a wider area with increased number of students for carrying out the social services and complying with social responsibilities. (Refer for detailed activities Criteria 6.5.6)
Promotion of Sports	The institution has made lot of efforts to promote sports during last few years. The efforts and the motivation given to students have shown result during the year. Our students are making their mark at National Level. Various Indoors and Outdoor games were conducted on the Sports day such as Carom (Singles and doubles) , Table Tennis ( Singles and doubles), Chess ,

	<p>Boxing ,Kick Boxing, Cricket, Football, Volley Ball , Kabbaddi and KhoKho , Running race, Long jump, Discuss throw , Javelin throw, Shortput throw for boys and girls. There was overwhelming response from students as they participated in large number. The college also announces the Best Girl Athlete and Best Boy Athlete of the year. ? At intercollegiate Kabbaddi for Women, organised by R.A.D.A.V College , Bhandup ( 21st October - 26th October 2015) , our college bagged the First Prize. 48 college teams had participated in this event. ? 3rd National Tebma Martial Arts (Kick Boxing) was Organised at Badlapur. Our Students won 5 Gold,4 Silver and 3 Bronze Medals in Different Catogary. Two students Mr. Ganesh Yadav and Miss Jyoti Gupta bagged the "Best fighter" title in their respective categories. Our college won the 2nd position at this National Level tournament. ? 5th national Kungfu championship was held at Goregaon on 27/12/2015. Our students bagged 5 Gold, 4 Silver and 1 Bronze Medal. • Our Star performers were Miss Sayali Jadhav and Miss Trupti Sonavane who represented Mumbai University Kabaddi team at all India level and Open Women Maharashtra Team at National Level.</p>
<p>Organising Conferences/ workshop /seminars and development programs for Students and Faculty</p>	<p>Commerce Department of college organised Two Day UGC Sponsored Inter-Disciplinary National Conference based on the theme, "Contemporary issues in New Governance with Perspective Version-2020".</p>
<p>Enhancement in digitalisation</p>	<ul style="list-style-type: none"> <li>• Prompt intimation of notifications to all teaching, non- teaching staff of the college and the students through SMS.</li> <li>• Study material for certain practical subject like Accountancy, Costing was made available to the students online on college website.</li> </ul>
<p>Research and other Faculty Development Programs</p>	<ul style="list-style-type: none"> <li>• Two of Our Faculty Dr. Anju Bohra and Dr. Ashwat R. Desai obtained their Ph.D degree.</li> <li>• Our Faculty, CA Prof. Ameya Tanawade Participated in Inter -University 'Research Convention - Avishkar 2015-2016.' And secured Silver Medal at Mumbai University Level.</li> <li>• Three of our faculty members Prof. Bhavana Vaidya, Dr. Jayant Apte, and Dr. Shripad Joshi attended UGC Sposored Short-Term Course on "Contemporary</li> </ul>

	Strategies for Teaching and Evaluation." Conducted by Human resource Development Centre of University of Mumbai. • Three of our Faculty Dr. Seema Agarwal, Prof. Rajkumar Jaiswal, Dr. Anil Dhindhime attended UGC Sponsored refresher Course.
Feedback from students and teachers on five quality parameters related to curriculum.	The feedback from students in each department after completion of odd & even semester examinations are collected and analysed. Consolidated reports were sent to the departmental heads for communicating & discussing the results with the teachers.
Development Programmes for Students on Career Counselling and Placements.	• Campus to Corporate Program by BSE ( Bombay Stock Exchange) • Counselling by Lafit Group and Reward Port Group • Workshop/ Training by BSE( Bombay Stock Exchange ) • Workshop/Training by Pearl Academy for Skill development. • Workshop/Training by Tim Education Group. • Workshop/Training by Soul Flower. • Various companies conducted on campus and Off campus interviews.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Governing Council of College	07-May-2016

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
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Date of Visit	16-Jan-2013
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2016
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Date of Submission	16-Feb-2016
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Management Information System is operative in the college in the
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following areas of our activities: A. Accounting: The College uses accounting package "Tally" for its accounting functions. B. Administration: For non accounting function, the college uses MS word and Excel. ERP has developed MIS for smooth functioning of administration. All the basic records are maintained on computer. The college has a main server to store the data. All the PCs are in a network. Regular back up policy is in place. Each PC has an individual user password. M.I.S. is used for maintenance of infrastructure and other facilities. Issues related to infrastructure are communicated via Email to the facility manager. The Biometric system is used to record attendance of staff. RFID cards are used for recording attendance of students. SMS gateway sends important notifications to different stakeholders of the college. C. Admission: Admission process of the students is done online. Admission module helps in conducting the admission process of all UG and PG students smoothly. Students are required to complete the admission formalities by filling up their information online. This admission module helps in generating information as required for admitting the students. Merit list is also generated based on which students are admitted in the college. D. Others: Website of the college is also updated on regular basis.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

? College Website - The institution website consists of college information regarding courses offered and admission process, and is regularly updated with various activities held in college. ? Appointment of Qualified Faculty - Recruitment is done as per UGC and University guidelines. Teaching staff is recruited as and when the vacancy arises strictly as per the guidelines of UGC, University of Mumbai and the State Government norms. ? Distribution of Workload (as per UGC and DHE norms) - The distribution of workload is done among the faculty by the time-table committee and as per the norms set by the University. ? Teaching Methodology - College uses new mediums of learning. Faculty are trained and equipped to use newly available methods of teaching such as PowerPoint presentations, Case Studies, , Industrial Visits etc. . ? Students mentoring and Remedial Lectures - Remedial Classes are conducted for the slow

learners, The faculty (mentor) regularly interacts with the assigned students to access and monitor the progress of each student and the same is communicated to the parents. All these matters are also reported and discussed in the Local Managing Committee (LMC) meeting. ? Examinations - As per the guidelines of University of Mumbai the college appointed Exam In-charge for smooth conduct of Examinations. Academic Calendar is prepared at the beginning of the year strictly adhering to the timeline and framework given by University of Mumbai Time Table for examination, class room allocation, supervision duty chart for the teachers and duty chart for non teaching staff is prepared and displayed well in advance. Monthly Teaching plan is prepared by every faculty member to ensure that the syllabus is completed properly and well in time. Notices are also displayed in advance for submission of Mark sheets by the faculty members.

. ? Leave Management - All faculty members of the institution apply for different types of leaves (Sick leave , Casual Leave, and Duty Leave) and application goes for necessary approval to the Head of the Institution. The same goes to HR for keeping a record of total number of leave consumed by the faculty throughout the year and the balance leave available with faculty. The daily attendance is tracked through biometric technology, as per the University guidelines. ? Attendance - Institution has a proper student attendance recording system which helps in recording student's attendance of all lectures and tutorials conducted for UG and all PG programmes. The college follows the criteria of 75% attendance for students and the attendance is monitored on regular basis. ? Co- curricular and Extra-curricular activities - College initiates value added courses. Courses such as BSE Course , success camp for girl students at Talegaon, Orientation for MBA program, Seminar in association with T.I.M.E education. Industrial visit to Igatpuri etc. Women development cell organized workshop on topic "Sexual Harassment of Women Prevention Prohibition and Redressal" ,

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Campus to Corporate by Bombay Stock Exchange	NIL	04/11/2015	12	Employability	Soft Skill Development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	0	08/06/2015
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	0	06/06/2015

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

	Certificate	Diploma Course
Number of Students	205	0

### 1.3 – Curriculum Enrichment



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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Soft Skills	01/08/2015	61
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Study Visit to Pearl Academy	58
BCom	Field Trip to Igatpuri (Dhekale, Varai, Satiwali, Penta and Khodala)	40
BCom	Success Camp at Nilshi Village (Lonawala)	86
BCom	Field Visit to BSE	66
BCom	Industrial Visit to Delhi Nainital- Corbett	58
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
<p>Teachers Feedback Institution obtains feedback from the teacher every Academic Year, after the semester examination. The faculty gives feedback for all the theory and practical courses taught by them in the year. The areas covered and taken care during the feedback are question based on syllabus, adequacy of syllabus, assessment of answer books, Satisfaction about teaching methodology, Faculty approachability towards students, Faculty ability to teach subject and control the class, Syllabus coverage, organisation of lectures, use of modern tool through satisfaction survey. Student Feedback Institution also conducts feedback from students every Academic Year, after the semester examination. The student gives feedback for all the theory and practical courses taught to them in the year. The points covered while conducting the feedback are based on question based syllabus, adequacy of syllabus, evaluation of their answer books, Satisfaction about teaching methods, teachers approachability towards them, Faculty ability to teach subject and control the class, Syllabus coverage, planning of lectures, use of modern tool and implementation of the tools and satisfaction among students of it..</p>

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

## 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	FY BCOM	896	1925	883
BCom	FY BCAF	148	820	144
BCom	FY BCBI	143	295	141
BCom	FY BFM	72	124	67
BCom	FY BSC IT	71	260	71
BMS	FY BMS	149	846	149
BA	FY BMM	150	396	150
MCom	ACCOUNTS	135	177	132
MCom	MANAGEMENT	78	79	55
MA (Journalism)	MACJ	60	15	13
MA	MAFTNMP	60	35	28

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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	4390	400	44	0	6

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
50	35	9	8	0	4

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

? College offers a highly efficient Mentoring system for our students, the details of which are as follows: • Every class division is assigned to a faculty member as class Facilitator at the beginning of the year. The class Facilitator acts as a Mentor for the students of that respective class. • Each Mentor meets their students regularly and guide them in their studies and extracurricular activities. • Mentors also provide advice/ Counseling on career guidance and on personal issues. • The Mentors guide their students during their summer and final projects. • Mentors motivate their students to attend their lectures regularly and participate in maximum number of cocurricular and extra curricular activities and in other areas of their interest. • Mentors also coordinate with the parents of their students and keep them abreast about the progress of their child. • Mentors communicate with fellow faculty members in order to guide and motivate the students during their time of difficulties. • Mentoring is done to First Year Students by Faculty members for improving their academic performance. They are also encouraged to participate in different co curricular and extra curricular activities for overall development. For Second Year and final year Student college have a separate in – house counseling centre . ? College is having an in house counseling centre named as “Ramdhar Maheshwari Career Counseling Centre” for

counseling the students on their career planning and also to overcome their stress and personal problems. Mentoring Activities: 1. In BSC IT for every practical subject we have a practical incharge. 2. Commerce faculty teachers guide Second and Third year students about specialized subjects offered during their curriculum career opportunities available related to those subjects. 3. At PG level, teachers give one to one guidance to the students for their project work. 4. Skilled development workshops are conducted every year for employability enhancement of the students. This year, in association with Pearl Academy, a Skill development Workshop was conducted for final Year Students. 5. Placement cell conduct, various guest lectures and workshops for creating better career opportunities for the students. 6. Advice need based mentoring is done on personal issues of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1833	50	1:36

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	0	0	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	Dr. Jayant Apte	Vice Principal	Chairman of Board of Studies of B.Com Financial Markets
2015	Prof. Rupa Shah	Assistant Professor	Best Research Paper presenter at KES College ,Mumbai
2015	Prof. Rupa Shah	Assistant Professor	Appointed as member of Academic Panel for preparatory Course for IDOL FY BCOM Commerce II of University of Mumbai
2015	Dr.Seema Agarwal	Assistant Professor	Appointed as subject expert in "Mathematical and statistical Techniques" at B.K. Shroff College.
2015	Prof. Daksha Kapadia	Associate Professor	Appointed as Member of Board of Studies in Business Economics, university of Mumbai.
2015	Prof. CA Ameya Tanawade	Assistant Professor	Silver Medal in Inter -University 'Research

			Convention - Avishkar 20152016. at Mumbai University Level.
2016	Dr. Anju Bohra	Assistant Professor	Obtained her Ph.D Degree in the Subject of Accountancy from Jai Narayan Vyas University, Jodhpur
2016	Dr. Ashwat R Desai	Associate Professor	Obtained his Ph.D Degree in the Subject of Accountancy from University of Mumbai.
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCAF	6	29/04/2016	25/07/2016
BCom	BCBI	1	12/10/2015	09/11/2015
BCom	BCBI	2	28/03/2016	25/04/2016
BCom	BCBI	3	01/10/2015	28/10/2015
BCom	BCBI	4	16/03/2016	27/04/2016
BCom	BCBI	5	26/10/2015	20/01/2016
BCom	BCBI	6	27/04/2016	20/07/2016
BCom	BFM	1	13/10/2015	09/11/2015
BCom	BFM	2	29/03/2016	25/04/2016
BCom	BFM	3	01/10/2015	25/04/2016
BCom	BFM	4	16/03/2016	27/04/2016
BCom	BFM	5	12/10/2015	04/01/2016
BCom	BFM	6	26/04/2016	18/07/2016
BCom	B.Sc (IT)	1	10/10/2015	09/11/2015
BCom	B.Sc (IT)	3	29/09/2015	28/10/2015
BCom	B.Sc (IT)	4	14/03/2016	27/04/2016
BCom	B.Sc (IT)	5	13/10/2015	23/02/2016
BCom	B.Sc (IT)	6	26/04/2016	18/07/2016
BMS	BMS	1	13/10/2015	09/11/2015
BMS	BMS	2	29/03/2016	25/04/2016
BMS	BMS	3	30/09/2015	19/10/2015

BMS	BMS	4	15/03/2016	27/04/2016
BMS	BMS	5	27/10/2015	04/02/2016
BMS	BMS	6	27/04/2016	21/07/2016
BA	BMM	1	12/10/2015	06/02/2016
BA	BMM	2	25/04/2016	25/07/2016
BA	BMM	3	20/10/2015	09/11/2015
BA	BMM	4	26/03/2016	30/04/2016
MCom	Accountancy Management	1	12/11/2015	06/02/2016
MCom	Accountancy Management	2	25/05/2016	24/08/2016
MCom	Accountancy Management	3	20/11/2015	08/02/2016
MCom	Accountancy Management	4	26/05/2016	31/08/2016
BCom	B.Com	1	01/10/2015	02/11/2015
BCom	B.Com	2	18/03/2016	25/04/2016
BCom	B.Com	3	30/09/2015	30/10/2015
BCom	B.Com	4	29/03/2016	27/04/2016
BCom	B.Com	5	12/10/2015	21/12/2015
BCom	B.Com	6	11/04/2016	20/06/2016
BCom	BCAF	1	13/10/2015	09/11/2015
BCom	BCAF	2	29/03/2016	25/04/2016
BCom	BCAF	3	01/10/2015	30/10/2015
BCom	BCAF	4	16/03/2016	27/04/2016
BCom	BCAF	5	28/10/2015	28/01/2016

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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the guidelines of University of Mumbai the institution appoints college Exam InCharge for smooth conduct of the Examinations and making policy decisions with regard to organizing examinations, improving the systems of examinations. Ghanshyamdas Saraf College is a college affiliated to the University Of Mumbai and adheres to the rules and regulation laid down by the University for Conduct of the examinations. The college takes various steps to carry out a continuous internal evaluation ( CIE) system which are as follows:

- Assessment strategies - Measuring the academic progress of the students through internal assessment, result analysis, attendance, and project method and through academic units and functionaries.
- Parent teacher meeting /monitoring - Parents are invited at least once in a semester to discuss the progress of their wards. This is in addition to the regular monitoring of the student's progress by their mentors.
- The faculty (mentor) regularly interacts with the assigned students to access and monitor the progress of each student and the same is communicated to the parents.
- Remedial Classes are conducted for the slow learners
- Performance of the students is monitored by the Head of Department and the necessary feedback is given to the Principal and concerned faculty members. All these matters are also put up and discussed in the Local Managing Committee (LMC) meeting.

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

? The institution ensures that timeline and the framework given by University of Mumbai is strictly adhered to as follows: • Academic Calendar for the conduct of examination and for conducting the other activities is prepared in detail at the beginning of the year. Principal, Vice Principal and various head of departments approve the same. • Time Table for examination, class room allocation, supervision duty chart for the teachers and duty chart for non teaching staff is prepared and displayed well in advance. • Monthly Teaching plan is prepared by every faculty member to ensure that the syllabus is completed properly and well in time. Notices are also displayed in advance for submission of Mark sheets by the faculty members.

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.rset.edu.in/gsccl/program-outcome.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B .Com	BCom		769	623	81
BCAF	BCom		122	115	94
BCBI	BCom		97	68	70
BFM	BCom		45	36	80
B.Sc. (IT)	BCom		52	35	67
BMS	BMS		110	91	83
BMM	BA (Journalism)		18	13	72
BMM	BA		73	57	78
M .Com	MCom		318	242	76

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## 2.7 – Student Satisfaction Survey

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

NIL

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	0	0	0	0

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	0	30/04/2016

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
A Study of Financial Operational aspect of Toll Plaza	Prof. Ameya Tanwade	University of Mumbai , Department of Student welfare	23/12/2015	Secured 2nd position in the Commerce, mgmt law, Ph.D category at the University level.
Research paper celebrity endorsement and its impact on consumer buying behaviour with reference to Global business scenario	Prof. Rupa Shah	BK Shroff college of Arts Commerce	06/02/2016	Best paper presentation in mgmt marketing

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	08/06/2015

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Accountancy	2

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	10	3.22
International	Commerce	6	3.22
National	Accountancy	10	3.41
International	Accountancy	1	3.41
National	Economics	3	3.41

National	Mathematics, Statistics Computer Science	3	3.41
National	Law	1	3.41
National	English	1	3.41
International	English	1	3.41
National	Environmental Studies	1	3.41
National	Commerce ( Self Finance Courses)	18	3.41
National	Liabrary	3	3.41
<a href="#">View File</a>			

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

Department	Number of Publication
Commerce ( Self Finance Courses)	18
Library	3
Commerce ( Books)	2
Accountancy ( Books)	2
Commerce (Research Paper)	16
Accountancy(Research Paper)	11
Economics (Research Paper)	3
Mathematics, Statistics Computer Science(Research Paper)	3
Law	1
English	2
Environmental Studies	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2015	0	0	0
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2015	0	0	0
<a href="#">View File</a>						



### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	8	0	8
Presented papers	5	48	0	1
Resource persons	0	1	0	6
<a href="#">View File</a>				

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Annual Training camp SD college Palghar	NCC	1	16
Yoga Day camp Colaba	NCC	1	3
Independence Day parade	NCC	1	32
Group Selection campfor Thal sainik camp	NCC	1	3
The Thal sainik camp at Pune	NCC	1	3
National integrated Camp at Colaba	NCC	1	2
NCC Day camp at Colaba	NCC	1	3
Basic leadership camp at Kolhapur	NCC	1	2
National intergartion camp at Raipur	NCC	1	2
Special Residential 7 Days Camp Boisar	NSS	2	23
Tree Plantation	NSS	2	10
National Integrated camp	NSS	2	1
International Day with disability	NSS	2	20
Community based education project at puranvas school	NSS	2	10
Blood Donation Camp	NSS	2	28

Paper Bag making project	NSS	2	23
Flag Collection rally	NSS	2	24
workshop on disaster management	NSS	2	1
Dengue Malaria awareness program	NSS	2	10
The area based project of hospital	NSS	2	10
Leadership training camp of 5 days at Kalina	NSS	2	2
Road safety workshop at KES college	NSS	2	2
Red Ribbon club workshop at Wadala	NSS	2	2
Cleanliness Drive	DLLE	2	50
Survey on Status of women in our society	DLLE	2	85
Visit to old age home at St. Joseph Convent Assisi Bhavan Goregoan east.	DLLE	2	30
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Poster Making Competition in Udaan Fest	Second Prize	DLLE University of Mumbai	2
NSS Volunteer award	Best NSS Volunteer	NSS, University of Mumbai	1
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
DLLE	DLLE, University of Mumbai	Street Play(Women empowerment)	2	15
NSS	NSS	Street Play(HIV AIDS awareness)	2	12

		Street Play(HIV AIDS awareness)		
DLLE	DLLE	Essay Writing, Poster making, Slogan Writing, Quiz (Social issues)	2	80
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Soft Skill development	Campus to Corporate by Bombay Stock Exchange	Bombay Stock Exchange	04/11/2015	16/12/2015	205
Skill Development	Visit to Pearl Academy	Pearl Academy	12/12/2015	12/12/2015	58
Employabilty	Aptitude Test , Group discussion and Interviewing	T.I.M.E Education	16/02/2016	16/02/2016	116
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Rotrary club of Goregaon West Coast	11/02/2016	Social Cause, developing team building leadership qualities philanthropic activities	36
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
25.4	228.2

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	16.11.16.000	2013

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19228	1893874	1815	21043	21043	1914917
Reference Books	16095	4841264	265	0	16360	4841264
e-Books	97000	3000	139309	3000	236309	6000
Journals	40	283961	42	59292	82	343253
e-Journals	6000	2000	6318	2000	12318	4000
CD & Video	147	50826	37	0	184	50826
Others (specify)	242	59880	32	17383	274	77263
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##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Sujata Karmarkar	Commerce	Gold Academy	02/06/2015

Dr. Shripad Joshi	Export Marketing	Gold Academy	15/01/2016
Prof. Rupa Shah	Commerce	Gold Academy	02/02/2016
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	62	38	1	0	0	24	0	512	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>62</b>	<b>38</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>512</b>	<b>0</b>

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

512 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Gold Academy	<a href="http://www.goldelearning.com/">http://www.goldelearning.com/</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
153.73	165.66	25.4	22.82

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

The physical facilities including Computer Laboratory and Classrooms etc. are made available for all students. The classrooms, furniture and fixtures are utilized regularly for the students but sometime it is also made available for conducting various value added courses like ACCA, CFP, Skill Academy, BSE Institute and CASI Global. The maintenance and the cleaning of the classrooms and the computer laboratory is done with the help of Housekeeping Department, the contract of which has been given to outside agency. The college has adequate number of the computers with internet connections and the utility soft wares are distributed in different locations such as administrative office, computer laboratory, library, staff room etc. The office computers are also connected through the LAN and office software makes work easier and systematic. The library is also provided with LAN facility for the computers and they are loaded with the library software. The college website is maintained regularly by AMC with outside agency. Academic and Support Facilities : The academic support facilities like library, sports and the other platforms supporting overall development of the students like NSS, NCC and DLLE is open only to the college students. A provision of the budget for the library maintenance is made by the college management. The sports department of the college has adequate infrastructure consisting of the sports room and the sports ground which can be

used by student and staff. Career Guidance and Placement Cell of the college provides opportunity to students to get access to corporate world and make them employable.

<http://www.rset.edu.in/gsc/infrastucture-policy>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students' Welfare Fund	29	244494
Financial Support from Other Sources			
a) National	Government Schemes and Management Scholarship and Free ships Schemes	45	322735
b) International	NIL	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Campus to corporate Program	04/11/2015	81	Bombay Stock Exchange
Study Visit to Bombay Stock Exchange	23/11/2015	66	Bombay Stock Exchange
Field Visit to Igatpuri	20/02/2016	120	Survey on Rural Marketing
Industrial Visit Delhi, Nainital, Corbett	24/12/2016	58	Ghanshyamdas Saraf College
Success Camp	04/12/2016	86	Ghanshyamdas Saraf College and Rotary Club
Remedial Lectures	23/03/2016	242	Ghanshyamdas Saraf College

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Counselling	0	60	0	5

	by Lafit Group				
2015	Counselling by Reward Port	0	65	0	12
2015	Workshop/Training by D.G.Khetan School for UPSC Competitive Exam	26	0	0	0
2015	Workshop and Training by Bombay Stock Exchange	0	205	0	0
2015	Workshop Training by Rotary Club	0	85	0	0
2015	Workshop/Training by Pearl Academy	0	56	0	0
2015	Workshop/Training by T.I.M.E. Education Group	0	143	0	0
2016	Workshop/Training by Soul Flower	0	11	0	0
2016	Workshop/Training on CWM course	0	19	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Integra Unisource, Prima Nexus, Beena	241	58	Angel Broking, Yes Bank, Andromedia	54	8

Financial Services, Infosys, Lafit Co., My Croyance, GenX/P3, Sales Academy, ICFAI, IGate, EQ Solutions, Radious Hospitality, Reward Port, LT			Sales Distn Pvt. Ltd., RSM India		
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#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	9	B.Com	B.Com	Durgadevi Saraf Institute of Management Studies	Post Graduation Diploma in Management
2016	4	B.Com	B.Com	Durgadevi Saraf Institute of Management Studies	Masters in Management Studies

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#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SLET	0

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#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Institution Levl	680
Cultural	Institution	360
Cultural	Intercollegiate Fest MAUJ	2353

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### 5.3 – Student Participation and Activities

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

Year	Name of the	National/	Number of	Number of	Student ID	Name of the
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	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
2015	Kabaddi Federation Cup	National	1	0	734193	Sayli Jadhav
2015	abaddi Federation Cup	National	1	0	508492	Trupti Sonawane
2016	5th National Kung-Fu Championship	National	1	0	582884	Ganesh Yadav
2016	5th National Kung-Fu Championship	National	1	0	506285	Rohit Mishra
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students' council of Ghanshyamdas Saraf College organized a number of events during the Academic Year 201516. An Orientation Program was organized to orient the First Year students about the college, course curriculum, activities scheduled during the year, protocol to be followed in the premises, etc. Teachers Day celebration was held on 5th September, 2015. StudentTeacher competition was held on the same day wherein students from B.Com and SelfFinance section participated and the students with effective teaching skills were awarded prizes. The next event that was hosted was the Bookmark competition. The theme was on importance of the 3 R's reduce, reuse recycle. Meaningful beautiful bookmarks were designed by the students of B.Com SelfFinance section. Raas Garba celebration was a grand affair with the students participating in large numbers and dancing to the tunes of the Garba songs played. Prizes were awarded in the category of Best Garba Dancer and Best Traditional Costume in Male Female category. Post the midterm break, the Rangoli competition was organized. The Theme was based on cultural diversity of India. Students displayed the cultural diversity of our nation through their colorful imagination displayed via the Rangoli art. Various extension activities and personality development measures were also organized during the year. Some of them being:

- Extension activities were organised to sensitize students to the needs of the underprivileged sections of society.
- Students were encouraged to be creative and showcase their talents at MAUJ (the annual intercollegiate festival) and at various collegiate and intercollegiate events.

Personalised guidance and training were imparted by faculty and experts to help the students realise their potential and thereby it helped develop their leadership qualities. In addition to the above various initiatives were initiated by the Students' Council in collaboration with various other committees of the College. Some of the initiatives included:

- Tree Plantation drive
- Antiragging drive
- Antitobacco/smoking drive

The final event organized by the students' council during the academic year was the Farewell function where the juniors bid adieu to their senior Third year friends. The Third year representatives from different streams shared their experiences and fond memories spent in the college. This was followed by the cultural programme organized for them. The students parted with fond memories and a heavy heart. To sum up, it was indeed an eventful year with the active participation of student participants, student volunteers, committee members and Heads of Institution.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

223

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

Our college follows participative management practices and the entire work is decentralized. This helps in completing the work promptly. Authority is also delegated to these decentralized units so that they can take the necessary decisions for completing their work properly. Some of the key areas of responsibility are identified and delegated at different levels i.e. at Governing Council, Principal, Vice Principal, IQAC, HODs, Faculties and Administrative Office Level. • The Governing Council (GC) delegates all academic and operational related decision making authority to the Principal. The Principal in turn has appointed faculty members as convenors for various Committees/Associations such as Admission Committee, Students Council, Examination Committee, Cultural Association, Discipline Committee, Sports Committee, Students Grievance committee, Unfair means Committee, Women's Development Cell, Entrepreneurship Cell (E Cell), NCC, NSS, Library Committee, Green Initiatives, etc. This has ensured smooth functioning, better coordination and good results. • Class Facilitators (Teaching Faculty) are also appointed for each and every class of F.Y., S.Y. and T.Y to coordinate with the students in conducting various activities, understanding the grievances of the students and redressing the same. Students also play an active role as coordinators in various cocurricular and extracurricular activities as well in IQAC, Students Council, Women's Development Cell, Department of Life long learning, students grievance Cell, Anti Ragging Cell, etc.

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

Yes

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	• Students: • To follow the policy of Digital India, Whatsapp Groups were formed for each class and Class Facilitator Teacher and Class Representatives were made 'Group Admins'. This helped the college to forward all important notices to the

students online. • Study material for certain practical subjects like Accountancy and Costing was made available to the students online on college website. • With initiation of Kunjbihari Goyal Gold Academy, text books for all courses were made available online to our students. Our college is first to do this among all affiliated colleges to University of Mumbai. • Online Tests were conducted for students of F.Y., S.Y. and T.Y. for Multiple Choice Question in theory subjects. • Two students participated in Power Point Presentation Competition at University of Mumbai on topic Women's Empowerment • Extension activities were organised to sensitize students to the needs of the underprivileged sections of society. • Competitions were conducted to promote literary skills. (e.g., poetry, limerick writing etc.) • Students were encouraged to be creative and showcase their talents at MAUJ (the annual intercollegiate festival) and at various collegiate and intercollegiate events. Students develop organisational, managerial leadership skills by organising these intercollegiate festivals. They are involved at every level i.e. from conception to the P.R , Logistics Accounting. • As members of various committees, students were given opportunities to enhance their leadership qualities and their organizational, report writing and other skills. • Staff: • Motivating and facilitating the faculty members to participate in Refresher Orientation courses. • Selfappraisal of the teachers through maintenance of Academic Diary. • Maintenance of Grievance Redressal Cell, AntiRagging Committee, Sexual Harassment Committee.. • The faculty members are given opportunities to strengthen their leadership, organizational, management and other skills as conveners or members of various committees. • Regular meetings of the nonteaching staff with the Principal are organised to provide a platform for informal discussion and improvement of the work environment. • Non teaching staffs are also encouraged to participate in various intercollegiate competitions. •

The Non teaching Staff are also organises several events - a. Annual Satyanarayan Puja, in which teachers and student volunteers take part. b. It also organised a 2 day Inter Collegiate Sports Tournament and talent Contest for Administrative staff of other colleges. • Faculty and Staff Recruitment • Recruitment is done as per UGC and University guidelines. • Teaching staff is recruited as and when the vacancy arises strictly as per the guidelines of UGC, University of Mumbai and the State Government norms. • A selection Panel consisting of subjects experts, a Government nominee, Management nominees, the Principal and the Head of the Department is formed.

Industry Interaction / Collaboration

• Bombay Stock Exchange Institute (BSE) organises a training programme for employability related skill development of our students. • College maintains regular interaction with a number of Industry Houses like P3 Architecture, Andromeda Sales distribution ,Lafit Group etc These industrial organisations participate in the Campus Hiring Drive organised by the college every year. • The college constantly makes efforts to maintain strong links with the industry and to increase the number of collaborations. This enhances learning and creates employment opportunities for the students. • The Employment Placement Cell invites companies to make presentations to students and to canvass job vacancies.

Admission of Students

• The College follows strictly the guidelines issued by the University of Mumbai and the government from time to time. • All details pertaining to admissions are displayed on the college website. • The ERP system is used to manage admissions to all undergraduate and postgraduate programmes, in both aided and self financing sections. • Admission process is streamlined to minimize the waiting time for parents and students. Group SMSes are sent to communicate important information. • All efforts are made to make the admission process transparent and systematic. • The Admissions are assisted by the Administrative Staff. Teachers and student volunteers, and by the Inhouse I.T team. The management gives all logistical support needed.

<p>Curriculum Development</p>	<p>Value Addition programs delivered through workshops and Seminars are regularly conducted. These programs go beyond syllabus and aim to impart knowledge and skills in various areas. Many teachers are on the Board of Studies and member of Academic council of University of Mumbai and are involved in framing syllabi. Faculty members are on Syllabus Revision committees where they can ensure that the revision made to the syllabus will make it more updated and suited to students needs. Other faculty members also attend workshops that enhance their ability to deal with the curriculum..</p>
<p>Teaching and Learning</p>	<p>The teaching learning outcomes are monitored on regular basis both - at the department and college level. • The college lays special emphasis on the slow learners remedial lectures are conducted for such students. • Use of innovative, studentcentric and participatory teaching learning methods such as slide shows through projectors, PPT presentations, etc. • Organising Guest Lectures on various topics by experts for staff and students on regular basis. • Regularly updating the library and improving updating I.T. laboratory facilities. • Getting faculty to submit their work plans at the beginning of the year and to regularly maintain the teacher's diary. • Encouraging students to extend their knowledge to various target groups in the community and learn from them through extension programmes in urban and rural areas like Road Safety Programms, Tree Plantation ,Survey on Rural Marketing. • Field visits are also organised for students (Field visit to Igatpuri).</p>
<p>Examination and Evaluation</p>	<p>• • All the rules and regulations pertaining to the examinations, laid down by the University of Mumbai, are scrupulously followed. • Regular tutorial and remedial classes are conducted. • Continuous evaluation is carried out through regular tests, assignments, projects. • The internal examinations help to evaluate the conceptual clarity of the learners in different courses. • Innovative projects, research surveys and assignments help to enhance the</p>

relevance of different courses. • Examination committee monitors and ensures smooth conduct of all examinations. • Online assessments are monitored properly internal exam marks are also uploaded. • Rigorous analysis of results are carried out with Department Head and the Principal after every exam

Research and Development

The college ensures that high quality research is produced by supporting the staff and students in several ways: • The number of faculty who have received Doctoral Degrees are recognised as Ph.D. guides has been consistently increasing. • The institution felicitates the faculty members who have obtained Ph.D degree during the given academic year on the Annual Day. • Encouraging faculty towards getting projects. • College bears the cost towards registration fees for faculty attending reputed National/International conferences. • Members of the faculty are encouraged to participate in seminars and conferences. • The Library is well equipped with books, journal and eresources to support research by staff and students .It has a designated area for Research Scholars with dedicated computers and seating facilities.

Library, ICT and Physical Infrastructure / Instrumentation

• • Library: • The library infrastructure has been enhanced through computerization and online data bases. • As an institutional policy the library encourages procurement of a larger number of books, journal and Periodicals. Presently this number is 37,403 with many more books to be added in the current financial year. The new books are procured based on recommendations from all the departments with a fair distribution across all specialties. • The library has a vast collection of eresources, books and journals. • An ebook reader is available in the library. • The library staff is encouraged to attend workshops and courses to enhance their skills. • ICT: Usage of ICT A. In teaching Learning process: Faculty members are encouraged to make use of ICT in the Teaching Learning process. For this Purpose Institute have LCD Projector, a learning centre which can be used as a conference room and

Laptops are provided for interactive sessions. B. In administration: Library fee admission biometric employee attendance system attendance monitoring of students. • Physical infrastructure : • Infrastructure as per regulatory body is established and maintained. Maximum utilization of resources is encouraged. • Sufficient Numbers of Computers are installed in Computer Lab so that each student can get access to the computers which makes teaching learning effective. • The institute has well established classrooms, seminar halls and fully equipped Computer Lab. • . Other amenities such as canteen, a bank on campus, hostel, ,Sports ground, indoor auditorium and common rooms, are available.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• Implemented SMS system for dissemination of information including regular notice to all stakeholders.</li> <li>• Faculty members are required to submit their work plans at the beginning of the year and to regularly maintain the academic diary.</li> <li>• Faculty members are encouraged to make use of ICT in the Teaching Learning process. Laptops, Projectors etc. are made available to all department.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Notice display system for students and other stakeholder.</li> <li>• MIS is used for maintenance of infrastructure and other facilities. Issues related to infrastructure are communicated via Email to the facility manager. The Biometric system is used to record attendance of staff.</li> <li>• Adequate number of PCs, Printers ,Scanners etc are Provided to Admin Staff.</li> </ul>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Fully computerised office and accounts section.</li> <li>• Maintenance of the college accounts through Tally.</li> <li>• College uses MS word and Excel. All the basic records are maintained on computers. The college has a main server to store the data. All the PCs are in a network. Regular back up policy is in place. Each PC has an individual user password.</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• The College follows the guidelines issued by the University of Mumbai and the government from time to time.</li> <li>• All</li> </ul>

details pertaining to admissions are displayed on the college website. • The ERP system is used to manage admissions to all undergraduate and postgraduate programmes, in both aided and self financing sections. • Admission process is streamlined to minimize the waiting time for parents and students. • All efforts are made to make the admission process transparent and systematic. • The Admissions are assisted by the Administrative Staff, Teachers and student volunteers, and by the Inhouse I.T team. The management gives all logistical support needed.

Examination

CCTV Cameras installed in Exam Photocopy Room and each and every Classroom. High Speed Digital Printers for obtaining speedy printouts of question papers sent by University.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2015	0	0	0	0
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	Workshop on Sexual Harassment its preven tion, proh ibition and redressal . Chief Guest was Deputy Com missioner of Police Sheela Sail, Guest of	Workshop on Sexual Harassment its preven tion, proh ibition and redressal. Chief Guest was Deputy Com missioner of Police Sheela Sail, Guest of	06/08/2015	06/08/2015	50	8



Honour Mrs. Sneha Khandekar and speaker Mrs. Mangala Ma rathefrom NGO Swadhar.	Honour Mrs. Sneha Khandekar and speaker Mrs. Mangala Ma rathefrom NGO Swadhar.				
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Refresher Course, University of Mumbai	2	16/11/2015	05/12/2015	20
Refresher Course, Babasaheb Ambedkar Marathwada University, Aurangabad.	1	26/05/2015	15/06/2015	20
UGC Short Term Course on "Contemporary Strategies for teaching and evaluation"	3	26/10/2015	31/10/2015	06
Faculty Development Programme conducted by Deviprasad Goenka Management College of Media Studies	1	16/01/2016	16/01/2016	1
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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Well equipped, air conditioned staff room is provided, Canteen facility at concessional rates, Pantry facility in Staff Room, Banking facility in the campus.	The college has helped the children of Non teaching staff in getting admission in our College. Further the college has also waived fees of their children. College uniform is provided, Canteen facility at concessional rates, Pantry facility, Banking facility in the campus	Airy classrooms. Security in the campus. RO drinking facility. Adequate sanitation facilities .Proper and hygienic upkeep of common areas. Counselling and guidance centre, Hostel in the campus for girls students. Book bank facility for financially weak students and Students' Aid Fund. Public Address System in every Class Room. CCTV Camera in every Class Room Stationary at very subsidised rates and Xeroxing facility in the campus. A Health Centre with First Aid and doctor -oncall facilities..
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#### 6.4 – Financial Management and Resource Mobilization

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

College has accounts and finance department headed by Finance Incharge, who controls the data related to all financial transactions of the college by carrying out annual budget allocation. The budgets are approved by the Governing Council in their meetings. Financial allocation for day to day activities and yearly requirement for running all academic and administrative departments are approved by Governing Council. Financial Data is recorded on day to day basis and the same is audited by Internal Auditors. At the end of the year the financial Statements of the Institutions are also audited by the Statutory external Auditors.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Students Welfare Fund, IRB Endowment Scholarship Fund, BKT Endowment Free ship Fund and Other Various Trusts	550284	Financial Support to Economically Backward Students.
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

567229
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#### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	No	

Administrative	Yes	ISO	Yes	Outside Professional Firm
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Institute conducts regular Parent - Teacher Meeting to discuss overall development of the Students. • Measures to improve attendance as well as performance of the Students. • Parents are invited during the felicitation function when their children win Prizes/ Awards.

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

• The college has always encouraged the non teaching staff to pursue further studies. To showcase their talents, the staff members are encouraged to participate in events organised by other institutions. • The non teaching staff of college organises various activities like InterCollegiate Sports Tournament, Workshop. It has organised a Satyananarayan Pooja every year since 1994, where students and teachers attend and help. • Development programmes on Hierarchy of reporting, how to carry out job responsibilities, how to write official letters, behaviour and etiquette are conducted in house. Experts are invited to speak to staff members. • The College encourages nonteaching staff to attend workshops/seminars conducted by various colleges / University.

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

Compliance of suggestions by NAAC, addressing weakness pointed out by NAAC, addressing opportunities pointed out by NAAC. • Research extension activities have improved significantly • Library facilities have been improved by introducing eresources to compensate for lack of space • Industrial linkages with MOUs.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Commerce Department of college organised Two Day UGC Sponsored InterDisciplinary National Conference based on the theme, "Contemporary issues in New Governance with Perspective	01/02/2016	01/02/2016	02/02/2016	52

	Version2020"				
2015	Tree Plantation drive organised by University of Mumbai.	05/06/2015	05/06/2015	05/06/2015	20
2015	Tree plantation drive organised by in Punarvasan School.	28/05/2015	28/05/2015	28/05/2015	22
2015	Paper Bag making project. 800 Paper Bags were made and distributed to the vendors and general stores in the near vicinity.	01/10/2015	01/10/2015	07/10/2015	22
2015	Participated in Hospital Attachment Camp at Military Hospital, INS, Ashwini	25/05/2015	25/05/2015	05/06/2015	3
2015	Dengue and Malaria awareness programme at M.H. Shroff College of Commerce	14/07/2015	14/07/2015	14/07/2015	10
2015	Area based project of M.W. Desai Hospital	27/07/2015	27/07/2015	27/07/2015	20
2015	Community based project of Punarvas school for specially able children , Goregaon	27/07/2015	27/07/2015	27/07/2015	24

2015	Flag collection rally	15/08/2015	15/08/2015	15/08/2015	24
2015	Blood Donation Drive	28/08/2015	28/08/2015	28/08/2015	24
2015	Participated in University level workshop for "Andhashradh a Nirmulan" (Eradication of Blind Superstition)	22/09/2015	22/09/2015	22/09/2015	2
2015	Workshop on Disaster Management at Majithia College.	07/09/2015	07/09/2015	07/09/2015	1
2015	Workshop on Road Safety at KES College, Kandivali.	15/09/2015	15/09/2015	15/09/2015	2
2015	Participated in RRC Workshop regarding Orientation for HIV/AIDS awareness.	15/09/2015	15/09/2015	15/09/2015	2
2015	BhajanSandhya on International day of Non violence at Gateway of India	02/10/2015	02/10/2015	02/10/2015	15
2015	Residential camp on health and cleanliness at Zilla Parishad School, Boisar	26/10/2015	26/10/2015	01/11/2015	23
2015	Street play on "Youth Empowerment" at Malad station	29/11/2015	29/11/2015	29/11/2015	3
2015	HIV /AIDS	01/12/2015	01/12/2015	01/12/2015	10

	awareness programme in the college				
2015	Rally on International day of Person's with Disabilities.	03/12/2015	03/12/2015	03/12/2015	20
2016	Poster making and street play at Intercollegiate UDAAN Festival organised by DLLE (University of Mumbai.	16/01/2016	16/01/2016	16/01/2016	20
2015	Essay writing competition on social issues.	01/09/2015	01/09/2015	01/09/2015	40
2015	Poster making competition on Social issues	03/09/2015	03/09/2015	03/09/2015	20
2015	Slogan writing competition on Social issues	12/09/2015	12/09/2015	12/09/2015	33
2015	Poem recitation competition on Social issues	10/09/2015	10/09/2015	10/09/2015	16
2015	Quiz competition on Social issues	15/09/2015	15/09/2015	15/09/2015	40
2016	Visit to Old age home, St. Joseph, Convent, Goregaon, East	08/03/2016	08/03/2016	08/03/2016	30
2015	A talk on "know Thyself" was organised. The guest	20/08/2015	20/08/2015	20/08/2015	20

	speaker was Rotarian Dr. Nilima Inamdar President of Rotary Club.				
2016	Organised IntraCollege Debate Competition on the topic, "A women's power to create dignified status."	13/01/2016	13/01/2016	13/01/2016	2
2016	Students of WDC celebrated Valentines' Day with children of Daya Vihar Ashram an orphanage.	14/02/2016	14/02/2016	14/02/2016	20
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
WDC organised IntraCollege Debate Competition on the topic, "A women's power to create dignified status"	13/01/2016	13/01/2016	36	16

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

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

- Green initiative (Tree Plantation Drive ) conducted by NSS unit of the institute at Punarvaas school.
- Disposal of canteen eatery food waste.
- Disaster management Workshop attended by NSS Unit.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2015	0	1	05/06/2015	1	Tree Plantation drive	Green Initiative	20
2015	0	1	28/08/2015	1	Blood Donation camp	Public Health	28
2015	0	1	31/08/2015	5	Participated in Leadership Training programme conducted by University Of Mumbai	Personality Enchantment	2
2015	0	1	15/09/2015	1	Red Ribbon Club Workshop for HIV/Aids Awareness	Public Health	2
2015	0	1	15/09/2015	1	Participation in Workshop on Road Safety	Safety Awareness	2
2015	0	1	26/10/2015	7	Special Residential Camp of NSS Unit	Health and Cleanliness	23
2015	0	1	03/12/2015	1	Rally on	Awareness	20



			5		International Disability Day	Programme	
2015	0	1	14/02/2016	1	Celebration of Valentine Day In orphanage with Children's	Orphanage Visit	20

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct and College Regulations for Students	08/06/2015	Code of conduct and college regulations for students is mentioned in the college prospectus and also displayed on the college website. Disciplinary Action is taken against the students if they do not follow the college regulations and code of conduct
Code of Professional Ethics for Teachers	08/06/2015	The Institution ensures that the code of professional ethics specified under Rule No. 17 under UGC Regulations 2010 is followed strictly by the teachers.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Participation in Hospital attachment Camp at Military Hospital, INS Ashwini	25/05/2015	05/06/2015	3
Celebration of Independence Day	15/08/2015	15/08/2015	225
Teachers Day Celebration (On Day of Birth Anniversary of Sarvapali Radhakrishnan)	05/09/2015	05/09/2015	250
Bhajan Sandhya on International Non Violence Day at Gateway of India	02/10/2015	02/10/2015	15
Rally on AIDS	01/12/2015	01/12/2015	80

Prevention			
Rally on International Disabled Day	03/12/2015	03/12/2015	20
Blood Donation Drive	28/08/2015	28/08/2015	28
Celebration of Valentines' Day with Orphanage Children	14/02/2016	14/02/2016	20
Women's Day Celebration	08/03/2016	08/03/2016	25
Visit to Old Age Home at St. Joseph's Convent, Assisi Bhavan, Goregaon (East)	03/03/2016	08/03/2016	20

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College has increased its efforts from last year to save electricity by creating awareness about judicious use of lights and fans and has entered into AMCs so that air conditioners work efficiently. • This Year ,college has made effort for Plastic Free Campus , for this students themselves made 800 paper bags and distributed to vendors and distributors near the campus, speaking to them and explaining why they should discard use of plastic bags. • This year, as a green initiative a Tree plantation Drive Was organised. • To create awareness about Resource Conservation, our volunteers completed an energy saving project. • Reduction in use of paper in administrative procedure because of e communication. • Save Water initiative

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

Practice 1 Title of the Practice: Community Based Practices Outcome: Fostering Community Responsibility by conducting various activities during the year, large number of students were involved in these community based practices. Practices such as Blood Donation Camps, Tree Plantation drives, Road Safety Awareness Programmes near the campus, Rally on International Disabled Day, Red Ribbon Club Workshop for HIV/Aids Awareness, Celebration of Valentine's Day In orphanage, Paper Bag making projects, Hospital Attachment Camp at Military Hospital INS, Community based project at Punarvas School - Goregaon , Flag collection rally on 15th August, Workshop on Disaster Management and many more were implemented. Practice 2: Title of the Practice: Promotion of Sports The institution has made lot of efforts to promote sports during last few years. The efforts and the motivation given to students have shown result during the year. Various Indoors and Outdoor games were conducted on the Sports day such as Carom (Singles and doubles) , Table Tennis ( Singles and doubles), Chess , Boxing ,Kick Boxing, Cricket, Football, Volley Ball , Kabbaddi and KhoKho , Running race, Long jump, Discuss throw , Javelin throw, Shortput throw for boys and girls. There was overwhelming response from students as they participated in large number. The college also announces the Best Girl Athlete and Best Boy Athlete of the year. ? At intercollegiate Kabbaddi for Women, organised by R.A.D.A.V College , Bhandup ( 21st October - 26th October 2015) , our college bagged the First Prize. 48 college teams had participated in this event. ? 3rd National Tebma Martial Arts (Kick Boxing) was Organised at Badlapur. Our Students won 5 Gold,4 Silver and 3 Bronze Medals in Different Catogary. Two

students Mr. Ganesh Yadav and Miss Jyoti Gupta bagged the "Best fighter" title in their respective categories. Our college won the 2nd position at this National Level tournament. ? 5th National Kungfu championship was held at Goregaon on 27/12/2015. Our students bagged 5 Gold, 4 Silver and 1 Bronze Medal. ? Our Star performers were Miss Sayali Jadhav and Miss Trupti Sonavane who represented Mumbai University Kabaddi team at all India level and Open Women Maharashtra Team at the National Level.

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

<http://www.rset.edu.in/gsc/best-practices>

### 7.3 – Institutional Distinctiveness

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

- The Institution has declared its campus as Tobacco/ Smoking free Zone. To monitor this, CCTV Cameras have been installed at various places in the campus. Simultaneously awareness has been done among the students through display of Notices. Posters have also been displayed at various places in the campus.
- The Institution has declared its campus as Raging Free Campus. . To monitor this, CCTV Cameras have been installed at various places in the campus. Simultaneously awareness has been done among the students through display of Notices. Posters have also been displayed at prominent places in the campus.

Provide the weblink of the institution

<http://www.rset.edu.in/gsc/institutional-distinctiveness>

### 8.Future Plans of Actions for Next Academic Year

The following Plan of Action was formulated for the academic year 201617: The College intends to develop leadership qualities in the students through volunteerism. The college intends to involve more student volunteers while conducting various programme/activities in the college. Delegation of authority and responsibility will help them in enhancing there leadership quality and will also help them in giving experience of working in a group. The College also intends to enhance "Social Progress Index" of the students. More and more students will be encouraged to participate in various activities such as NSS, NCC, DLLE, WDC, Sports, Placement Cell, Student Council, Rotract Club, Literary Association etc.