



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	GHANSHYAMDAS SARAF COLLEGE OF ARTS AND COMMERCE
• Name of the Head of the institution	Dr. Ashwat R. Desai
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	022-66812350/66812345
• Mobile no	9321153535
• Registered e-mail	gsgc@rajasthani.org.in
• Alternate e-mail	ashwat.desai@sarafcollege.org
• Address	RSET Campus, Sunder Nagar, S.V. Road
• City/Town	Malad (West), Mumbai
• State/UT	Maharashtra
• Pin Code	400064
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr. Seema Agarwal				
• Phone No.	022-66812345				
• Alternate phone No.	022-66812350				
• Mobile	7666078046				
• IQAC e-mail address	naac.gscs@sarafcollege.org				
• Alternate Email address	seema.agarwal@sarafcollege.org				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.rset.edu.in/download/gscs/AQAR-2021-2022.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.rset.edu.in/download/gscs/Academic-Calendar-2022-2023.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	NIL	2004	16/02/2004	15/02/2009
Cycle 2	A	3.23	2013	23/03/2013	22/03/2018
Cycle 3	B+	2.64	2022	13/12/2022	12/12/2027
6.Date of Establishment of IQAC			16/12/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9.No. of IQAC meetings held during the year	04	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> • IQAC Instill an active research culture in the College among Faculty as well as Students. IQAC along with the Research Cell working constantly towards this objective. To accomplish this purpose in 2022-2023 IQAC and Research Cell organized Research Methodology Workshop, 2 Day Faculty Development Programme, National Conference. Students Participated in an Research Convention Conducted by University of Mumbai "AVISKAR". For PG students Session and Workshop on "Technical in Research" was Organised. 		
<ul style="list-style-type: none"> • Skill Development has been a top priority for the College. In this regard, the IQAC along with Career Guidance and Skill Academy has taken up several initiatives to provide the students with the required Knowledge, Skills and Abilities, beyond the Class room to make them better equipped to face the challenges posed by the real world. MoUs has been signed with different Skill Development institutes, Corporates and Agencies to offer Add on certificate programmes. Students also registered For SWAYAM / MOOCS online Courses during the Year. Total 2328 students registered for different SWAYAM programmes during the Year. 		
<ul style="list-style-type: none"> • As an extension of the IQAC initiative, various inter and intra collegiate departmental Activities were organised during the year. 		

• IQAC has taken initiative in streamlining the process of data collection, analysis and reporting for Students, Faculty, Departments and the various Curricular, Co-curricular and Extra Curricular Societies and Cells. This was achieved by creating a common formats for reporting the events and details for the year. The faculty were also asked to fill the information for the academic year related to their Teaching, Research, Professional Development and Student related activities in the given format and upload it in common drives. Likewise, every Department and Society Convenor was asked to fill the complete information about Courses Offered, Events organised, faculty members etc. for the complete Academic year. The creation of source files made the job of data compilation and reporting for NAAC, NIRF, and Annual Reports etc less cumbersome, accurate and time saving.

• IQAC has collected feedback from various stakeholders and submits a report to Principal to act on.

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

Plan of Action	Achievements/Outcomes
<p style="text-align: center;">Induction programme</p>	<ul style="list-style-type: none"> • Student Induction Programme 2022-2023 as per UGC Guidelines was organized.
<p style="text-align: center;">Academic Calendar</p>	<ul style="list-style-type: none"> • IQAC sets a calendar of academic and quality-improving activities for teachers, non-teaching staff, and students at the start of each academic year
<p style="text-align: center;">Streamlining the process of data collection, analysis and reporting</p>	<ul style="list-style-type: none"> • IQAC has taken initiative in streamlining the process of data collection, analysis and reporting for Students, Faculty, Departments and the various Curricular, Co-curricular and Extra Curricular Societies and Cells. • Faculties have been Given Academic Diary to record all their Teaching and Extra Curricular work. • Common Report Formats have been provided to all committees/ clubs/ associations to report the events. • Common drive has been created for Data Collection.
<p style="text-align: center;">FDP/ Seminar/ Sessions to be organised by IQAC and Staff Academy for Teaching and Non - Teaching Staff</p>	<ul style="list-style-type: none"> • Staff Academy and Research Cell organised FDP on "Research Publications: Things to Know" for the Faculty members of the institute. The purpose of FDP was to make faculty aware about Research Publications and concepts related to it. Total 54 Participants Participated in FDP. Staff Academy in Collaboration with Motilal Oswal organised a Session on "Effective and Healthy Investment Decision" for Teaching and Non -Teaching Staff. Total 36 members attended the same. • Staff Academy in Association with DLLE organised

	<p>a Guest Lecture on "Implementation of Consumer Protection Act" for all Teaching, Non- Teaching staff and Students. Total 36 Staff and 165 Students attended the lecture.</p>
<p>Research Methodology Work Shop to be organised by IQAC and Research Cell</p>	<ul style="list-style-type: none"> • In the Year 2022-2023 IQAC in collaboration with Research Cell organised a 2 day workshop on Research Methodology and total 54 participants participated in workshop.
<p>National Conference to be organised by IQAC and Research Cell</p>	<ul style="list-style-type: none"> • In the Year 2022-2023 , IQAC and Research Cell of Our College organised a National Multi-disciplinary one day Conference "Survival , Resurgence and sustainability in digitalisation: A Global Perspective To provide a platform to academicians, researchers, experts from Industry, and students for constructive deliberation and discussion on digitalisation. Total 270 participants participated in Conference.
<p>Research Programme/ Session for M.Com students</p>	<ul style="list-style-type: none"> • In the Year 2022-2023, Research Cell organised Research Programme "Technical in Research" for M.Com students to prepare them for "Avishkar" Research Conclave conducted by University of Mumbai. • A session on "Research Concepts and Applications" was also organised for PG Students.
<p>Internal IQAC Reports to be prepared and feedback to be shared</p>	<ul style="list-style-type: none"> • IQAC collects feedback from stakeholders and submits a report to Principal to act on. During the year 2022-2023 feedback on Curriculum from

	<p>students, teachers and Alumni were collected and a report has been submitted to principal. • Similarly Feedback on teaching and learning and Overall Survey was also conducted and report has been submitted to principal to act on it. • IQAC also conducted Feedback of teachers from students and detail report has been submitted to principal.</p>
<p>To streamline Alumni Association</p>	<ul style="list-style-type: none"> • Alumni Association of Ghanshyamdas Saraf College of Arts and Commerce has been registered on 3rd April 2023. • During the year Alumni association conducted a workshop for alumni students on "Professional Programmes". • Alumni Association conducted a session for alumni on "Career in Banking and Insurance Sector". Total 256 Alumni Attended the Session. • Alumni Reunion Meet was also organised by Alumni Students.
<p>Skill Development - Certificate Programme</p>	<ul style="list-style-type: none"> • Ghanshyamdas Saraf College is working towards skill development of students. To obtain this objective MOUs have been signed with different agencies and institutes. Specifically MOU has been entered With Skill Development and vocational training and institute of India (SDVTI), Tata Institute of Social Science, TNS INDIA FOUNDATION, WIRC ICAI for Train , Earn and Learn Programme, AV Financial Experts Networks Private Ltd. (FinX), BSE Institute, Phasor Education Pvt. Ltd.. • Add on and Certificate programs were

	<p>offered to student and during the Year 2022-2023 total 458 students have enrolled for the different certificate programmes. • Students also registered For SWAYAM / MOOCS online Courses during the Year. Total 2328 students registered for different SWAYAM programmes.</p> <p>• To enhance the skill and employability among the students 24 sessions/ guest lectures were organised and total 3350 students attended these sessions.</p>
Perspective Plan 2022-2023 to 2026-2027	<p>• Ghanshyamdas Saraf College of Arts and Commerce got Accreditation Certificate and awarded as B+ grade in 3rd Cycle. • With recommendation of NAAC IQAC has already prepared a Perspective Plan for Next 5 Years and it has been approved in Governing Council meeting</p>
Strategic Plan 2022-2023	<p>• IQAC also formulated A Strategic Plan for the year 2022-2023 and also action taken report accordingly. The strategic plan for the year 2022-2023 is prepared with compliance of 5 years Perspective Plan.</p>
Policy Documents	<p>• IQAC has formulated and revised some important Policy documents for better working for next five years.</p>
Quality Audits	<p>• IQAC conducted Green Audit, Environment Audit and Energy Audit during Year 2022-2023. Audit reports are duly prepared and Audit Certificate received from Audit Agencies.</p>

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Council	14/10/2023
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022-2023	08/02/2024
15. Multidisciplinary / interdisciplinary	
<p>The college runs six undergraduate programs under the Bachelor's Degree and one program under Master's Degree. The elective courses offered in these programs are interdisciplinary in nature. There are multidisciplinary courses such as Foundation Course, Business Communication, Environmental Studies, Business law, Taxation, Research methodology and Mathematics and Statistics are offered along with specific core courses and electives. Additionally, we provide add-on courses, giving our students more chances to deepen their comprehension and be inspired to put what they've learned into practice. The college offers additional courses through partnerships with TISS, Techno Serve, Financial Experts, SDVTII , IIBF, IIII and others. Our existing Foundation Course educates our learners about environmental concerns and sustainable development. Community service activities are mediated by NSS, NCC, college and departmental festivals and student committees and they play a pivotal role in sensitizing students towards environmental, social and health issues.</p>	
16. Academic bank of credits (ABC):	
<p>We have registered our college with the National Academic Depository of the UGC. The College has already applied to Digital India for an ABC account, and it has been accepted. Our students have opened an academic account with us, and all of their completed course credits will be reflected in their accounts. We are registered with the ABC. According to the NEP standards, the college will guarantee the validity of these credits. Students can then use these credits to their advantage and apply to any university directly for admission to the following year of their degree programme. The college will</p>	

adhere to the guidelines set forth by the University of Mumbai.

17.Skill development:

The college has arranged seminars, workshops, and guest lectures to increase students' knowledge and develop their leadership, communication, creativity, professionalism, and other qualities. During the year 2022-2023, College offered Certificate courses integrating varied skill components in them. To name a few, Campus to Corporate Training Program, Diploma in Banking and Financial Market, TEL Program, Chartered Financial Expert Certification (CFX) Program, Certificate Program in Financial Market and Financial Technology, Certificate in Management and Soft Skills, Life Skills Training for Youth and many more. In addition to this Our College Conducted various Sessions/ Guest Lectures and Workshops for skill based education. College also entered MOUs with different institutes/ agencies like Skill Development vocational institute of India (SDVTII), Tata Institute of Social Science, CFX, and Many more for Skill development of Students. In addition to professional development, measures have been taken to establish welfare programmes for both teaching and non-teaching staff. These projects aim to improve their non-economic and economic advancement, efficiency, social position, and health.

Our approach is multidisciplinary and intercollegiate. The faculty assists in supervising research projects as part of the curriculum, setting up competitions for research presentations, getting our students ready for the University of Mumbai's Avishkar convention, encouraging attendance at conferences, etc. Along with actively participating in NCC and NSS events, our students also develop their social and communal abilities. Additionally, the curricula have featured skill development through project work, industrial visits, fieldwork, internships, and hands-on learning techniques. Days of National and International Importance are also marked in order to instill human ideals like justice, truth, peace, love, and nonviolence.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college has literary associations working for preservation and usage of languages at its best. The college has Marathi Vadgmay Mandal, Hindi Literary association, Gujrathi Association and English Literary associations which are actively conducting various programs to encourage Language usage.

Celebration of national festivals, rituals, and activities held on

the campus foster and leads to gaining an experience of the country's diversity. The college celebrates Independence Day, Republic day, Hindi Divas, Gujarathi divas, Marathi Bhasha day, Yoga Day and many more as an act of reverence towards Indian languages and culture.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

In the Induction Day/ orientation Programme for First Year Students program , an honest attempt is made to orient the students on Outcome-Based Education. Various workshops, webinars, and seminars were conducted to orient the faculty to develop the COs, POs and PSOs with respect to industry standards, employability skills, and acquaintance required. The COs, POs and PSOs are communicated to students and explained what is expected of them at the end of the semester or the academic year. Faculty member have attended workshop on mapping of The COs, POs and PSOs.

20.Distance education/online education:

College has resumed to offline mode in the year 2022-2023, still during 2022-23 some important and revision lectures were conducted online. QUIZ, presentation, VIVA, Six monthly reports of Ph,D students were conducted online. Students have the facility in the Library of e-learning and students have been oriented towards MOOCs and Courseware. Students were registered for SWAYAM Courses. Career Guidance and Skill Academy conducted many online Sessions and some online Certificate programme. Every department conducted online Revision Lecture followed by Mock Test. College Library has installed a Software for Blind Students.

Extended Profile

1.Programme

1.1 276

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 4707

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 257

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 1758

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 58

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 30

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	276
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	4707
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	257
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1758
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	58
File Description	Documents
Data Template	View File

3.2	30
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	337.3734
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	175
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institute consists of the principal, heads of departments, and the IQAC. Ghanshyamdas Saraf College follows the CBCS syllabus prescribed by University of Mumbai and ensures effective curriculum delivery. The IQAC takes up this responsibility as well as plans curriculum enhancement programmes via a well-structured academic calendar to include various curricular and co-curricular activities like bridging the gap with industry expectations, skill development, and value addition programs, and faculty training programme. The workload is prepared by the HOD, and subjects are allocated to the faculty, following which a lesson plan is prepared. The Time-Table Committee of the College operates at the departmental and faculty level. The progress of the syllabus coverage and course delivery is monitored by the faculty through lesson plan tracking. To close curriculum gaps between industry and academia, plans are made for curriculum enrichment courses using the add-on value-added courses and certificate programs. Effective course delivery is ensured using various instructional

methods and pedagogical initiatives as per university guidelines. College has adopted various teaching learning methods like role plays, interactive sessions, presentations, Guest lecture series etc . Along with this the institute provides the students with a platform to enhance their skills and knowledge by conducting national level events like Business Plan contest, Software Development contest, Summer Training report contest, Research Paper contest etc. The institution is a recognized Local Chapter of SWAYAM.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The IQAC of College prepares an Academic Calendar at the beginning of the year, adhering to the calendar of the university.

Theory Courses -Two mid exams, Internal exams and assignments are conducted in each semester as per the University norms.

Practical Courses are executed and evaluated based on the norms prescribed by the university. There is an internal test in the semester. The criterion for internal assessment marks (25 marks) is based on the University guidelines.

Project Work: At the end of Third year there are Projects reviewed by Internal Guide and External Guide along with Viva-voce conducted for 100 marks.

Group Discussions: This involves discussion among a group of students to assess the application of various concepts to gain a better perspective on the merits & demerits of the concepts.

Role Play: For explaining complex systems, the faculty uses the role play method where each sub-system is enacted by a particular student, to involve the students much better in the teaching learning process.

Case Studies/Assignments - Teaching using case studies and Assignments enables students to apply what they have learned and provides opportunity to apply critical thinking skills from classroom to real life situations.

Departmental Activities: Various activities are conducted under various departments related to programs and students are evaluated on basis of this.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

08

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

27

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

2716

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institution through its curriculum, sensitizes students to be aware about Professional Ethics, Gender, Human Values, Environment and Sustainability. While teaching the prescribed syllabus, the institution also arranges various activities to address cross-cutting issues. Professional Ethics is introduced to students in subjects like Business Communication, Advertising, Business Ethics

& Corporate Governance etc. SYBMS students are made aware of professional ethics with subjects like Organizational Behaviour, Integrated Marketing Communication. BCAF and BFM departments organized FINANSERIA and FINANSKO respectively to enhance professional ethics among students with creativity. BSc IT department organized online programme 'Techn-O-Wizz'. Gender sensitization and Human Values are observed in the subject Foundation Course. WDC organised sessions and debate competitions for gender awareness. Activities of NSS, NCC, DLLE and ROTARACT give the opportunity to experience empathy towards disadvantaged people. Environmental studies and Foundation Course play a crucial role in developing understanding about Environment and Sustainability. Students participated in activities like Beach cleaning, tree plantation, E-Waste collection for recycling, paper bag making etc. enthusiastically.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

22

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

3299

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://www.rset.edu.in/download/gscs/Feedback-Analysis-Report-2022-2023.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.rset.edu.in/download/gscs/Feedback-Analysis-Report-2022-2023.pdf

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of students admitted during the year**

1545

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

257

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

The institution undertakes a comprehensive assessment of learners' performance, taking into account their scores in the HSC examination. Learners are assessed on the basis of their class interaction and academic performance. Class teachers accordingly counsel the students and effectively categorize students into two groups: slow learners and advanced learners.

At the start of the academic year, an orientation program is conducted to familiarize first-year students with their respective class teachers and divisions.

Slow learners were provided with resources and support to help them prepare for their exams, including question banks, notes, revision lectures, and remedial lectures.

Advanced learners are encouraged to pursue professional courses during mentoring sessions. Furthermore, students are engaged in

presentations to boost their skills, and quiz competitions are held to enhance their IQ.

Learner's were encouraged to enroll in online SWAYAM courses to further enrich their understanding and skills. Guest lectures are another notable feature, allowing students to gain deeper insights into various subjects. This exposure aids them in making informed decisions about their career paths and areas of specialization

To enrich the overall learning experience, students are actively encouraged to participate in curricular and extracurricular activities, both within the institution and in inter-collegiate and intercollegiate competitions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
4707	58

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Experiential Learning: The college's Career Guidance & Placement Cell facilitates internships, allowing students to gain first hand insights into the business world. Self-Finance Departments organize a range of departmental activities. B.Sc.IT department conducts online practical sessions to deliver curriculum content effectively The college has diverse committees, including Sports, Rotaract, NSS, NCC, DLLE, WDC, Literary Associations, etc. which organize tournaments, sessions, community service projects, and other events that hone students' talents. Students in Semester VI and MCOM under work on their research or internship-based projects the guidance of their respective project guides.

Participative Learning: Learners are motivated to participate in different activities for this Students are grouped together to develop presentation skills, fostering team development. Participation in contests like quizzes and debates fosters the development of critical thinking, research abilities, and effective communication skills among students. Students are encouraged to participate in conferences.

Problem-Solving Method: The case study method challenges students with hypothetical scenarios, encouraging them to devise solutions. In the Foundation course subjects for FY and SY students, projects are assigned to enhance their knowledge and presentation skills."

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college do facilitate various ICT facilities, Cloud-based storage, Data center, Wifi facility to enhance the teaching-learning activity. Campus-wide Wi-Fi connectivity is available. In the process of ICT enabled learning the teacher uses Information and Communication Tools - LCD projectors, ICT enabled classrooms, Computer Labs, Laptops, Internet and Intranet, Email, web Learning, Google Quiz, Kahoot etc.

- Professors create Google Classrooms tailored to specific subjects. Faculty members also maintain individual YouTube channels.
- There are two smart classroom and projectors in all the classrooms enabling teachers to deliver content more effectively.
- Each department is equipped with laptops and projectors for enhanced teaching and presentations.
- Desktop computers, printers, scanners, and photocopying machines are available, all linked to an internal LAN network that connects to the Internet.
- The library boasts an extensive collection of books, journals,

periodicals, Online Public Access Catalog (OPAC) services, and access to a wealth of e-books and e-journals through the N-list database.

- The Gold Academy, an e-learning platform established by the institution, offers online testing and e-content delivery.
- Study materials are accessible through the college website, respective Google Classrooms, and shared within WhatsApp groups.
- College events are disseminated through the college website, YouTube channel, and Facebook page for broader outreach and engagement.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

58

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

477.58

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Evaluation is a crucial aspect of the teaching-learning process. The Examination Committee, in regular interactions with IQAC and Heads of Department, plans and introduces reforms in the evaluation system. The college follows the norms prescribed by the University of Mumbai, which are communicated to students through the college prospectus at the time of admission to their academic program.
- According to the guidelines of Mumbai University, the college conducts Semester End Exams for each subject in courses like BCAAF, BMS, BCBI, BSc IT, and BFM and BCOM – FC which follows a 75:25 pattern. M.Com Course follows 60:40 pattern .
- The college has an examination committee consisting of senior teachers and other teaching and non-teaching staff as members to handle any issues. The timetable is prepared and communicated to the students well in advance. The notices regarding examinations and time tables are informed to the learners through the college website, Google classroom, class WhatsApp groups, Notice boards and during regular lectures.
- An evaluation of answer scripts is done within a stipulated period and as per norms of Mumbai University. The internal exams are conducted for internal evaluation and teachers individually also carry out internal assessment of the students through tests, quizzes, presentations, etc.
- Apart from the usual pattern of evaluation, the college promotes extra-curricular activities such as Sports, NCC, NSS, DLLE where students receive Grace Marks in accordance with University policies.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- Internal examination related grievances are addressed as per the college grievance redressal policy and mechanism which is informed to learners duly.
- The examination system has a time-bound, and effective mechanism to deal with grievances related to examinations. The college takes pre-emptive measures to mitigate grievances related to internal assessments.

- The mentor-mentee scheme provides a platform for students to discuss any queries related to attendance, syllabus, or examinations freely and clarify their doubts and concerns regarding the course and examinations. The examination committee, chaired by the principal, is responsible for addressing exam-related grievances.
- The policy for malpractices are followed as per guidelines of Mumbai University to punish students involved in malpractices during exams. Unfair means committee is formed particularly to address this. CCTV cameras monitor the examination process to ensure that cases of malpractices are remote.
- An additional examination is conducted for students who have not attended internal examinations and semester-end examinations due to unavoidable reasons, permissible by Mumbai University.
- The teacher in-charge of the division distributes mark sheets on a specified date and time, ensuring transparency and reliability of internal assessment.
- If a student has any grievance concerning marks, they can address it through the procedure of re-evaluation of answer scripts as per the guidelines of Mumbai University. External examiners are appointed to re-evaluate the answer scripts. The notice of re-evaluation is displayed on the notice board and concerned students are informed.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

unicated to teachers and students.

- The Programme outcomes and Course outcomes are framed as specified by University of Mumbai and the Board of Studies of that specific Programme.
- Our college is permanently affiliated with the University of Mumbai, and we strictly adhere to the syllabus provided by the university. The majority of the university's syllabus

includes Program Outcomes (POs), Course Objectives (COs), and a subject preamble that outlines the course's necessity and expected outcomes.

- We have made these POs, Program Specific Outcomes (PSOs), and COs readily available on our institutional website for transparency. Additionally, these learning outcomes are integral to our college's vision and mission statements.
- To ensure that our students are well-informed about the syllabus, we organize an orientation program every year for all first-year students. This program equips them with the necessary information and guidelines.
- For third-year students pursuing various course specializations, we regularly arrange sessions to enhance their knowledge, skills, and provide insights into the expected outcomes. We also invite guest lecturers to enrich their educational experience.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.rset.edu.in/gscs/program-outcome/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- The institute has a process to measure the attainment of POs and COs with two methods, direct and indirect methods.
- The Direct Method Includes attainment of POs and Cos through the examination and evaluation pattern prescribed by the University of Mumbai, which includes written examinations, practical examinations, and internal assessment. For internal assessment, the college conducts various activities such as assignments, research/survey-based projects, class tests, and group presentations. This evaluation process serves to assess students' subject knowledge, analytical skills, critical thinking, problem-solving abilities, and application of knowledge, and presentation and communication skills. The performance of students in semester-end examinations is considered a significant indicator of their achievement of the projected outcomes. A yearly result analysis is prepared for all courses to gauge students'

performance.

- The indirect method refers to the alumni survey and employer feedback survey. Additionally, the college organizes departmental activities annually to enhance students' skills and knowledge.
- Students are evaluated on an ongoing basis, taking into account their regular attendance, active participation in class discussions, timely submission of assignments, their responsiveness to faculty questions, and their overall conduct. Furthermore, the college keeps parents informed about their child's progress by conducting parent meetings

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1500

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.rset.edu.in/download/gsc/2.7-Feedback-survey-Report-22-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

04

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- Various entrepreneurship based activities conducted under Entrepreneurship Cell. E - Cell Conducted Following Activities in 2022-2023
1. Orientation Session on "Why Entrepreneurship"
 2. Inter-Collegiate Business Plan Competition
 3. A session on Seed Capital-A startup funding for Kick-Starting your Business
 4. Visit to Atlas Skillet University
- For Promoting Research among Students Research Cell Along with IQAC Conducted Following activities in year 2022-2023:
1. Seminar on Research Concepts and application.
 2. Workshop on " Technical in Research"
 3. In total 4students of the college actively participated in 'Avishkar', a state level research convention.
- IQAC and Research College also organised one National Level Research Conferences, 2 days National Research Methodology Workshop.
 - Staff Academy and Research Cell organised FDP on "Research Publications: Things to Know" for the Faculty members of the institute.
 - The Career guidance and Skill Academy conducted activities for skill development
1. MOU with Skill Development Institute of India (SDVTII), for Offering Various Skill Based add on/ certificate programmes.
 2. To enhance the skill and employability among the students 24

sessions/ guest lectures were organised and total 3350 students attended these sessions.

- **Digital Library:** Access to E-books and E-journals were provided through N-LIST. Digital Book-Shelf and E-periodicals rack was introduced.

Green Initiative events were conducted where innovative new Initiatives were conducted which are environment friendly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

08

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

NIL

File Description	Documents
URL to the research page on HEI website	https://www.rset.edu.in/gsccl/about-research-cell/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

02

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

55

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- The College took a lot of initiative to impart a holistic approach and sensitizing the students about the social

issues that are happening in our community and neighborhood.

- These activities were conducted through the DLLE, NCC, NSS and Rotaract Committees who came together for various programs such as Aksha Beach Clean-up with the title such as : "Swach Sagar Surakshit Sagar". These extension Committees also organised events like Tree Plantation, Run for Leprosy, food donation drive and visit to orphanages & Old age homes.
- The NCC Unit of the college took the initiative celebrating National Yoga Day, World Nature Conservation Day, Independence Day and Clean India Campaign to sensitize the students about Environmental Conservation.
- The NSS Unit took up the initiative Flag distribution drive, poster making competition, Paper bag making competition, Tiranga yatra, social work in rural village & self-development of volunteers,
- Department of Lifelong Learning and Extension (DLLE) which is the university initiative extension played a vital role in creating and promoting self-protection awareness among women which is the need of an hour in today's times. Community health camp was conducted for the benefits of the members living in a society.
- The Rotaract Club under Rotary Foundation, conducted the Jeevandan, health checkup camp for local residents, students, teaching and non-teaching staff.
- The Rotaract Club also conducted activities like Manage your vexation, Annapoorna, CPR training session for basic life support, Prawaah, Stationery donation drive, Rashmi project etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

75

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2213

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year****114**

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year****17**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has a sprawling campus of 5180 sq. meter, of which 483.34 square metres are dedicated to buildings and infrastructure.

The College has adequate facilities for the core teaching learning process:-

- All Classrooms are ICT enabled to accommodate 60/120 students each for U.G and P.G programs.
- Examination Room has one computers, one printer, two Copy printers Machines.
- 5 laptops for each department and 10 Computers installed in staff room for each department available for teachers to facilitate teachinglearning.
- 03 ICT labs for U.G programs with 175 computers all with appropriate configuration and internet facility of bandwidth 100 MBPS. There is a separate full-fledged server control room for handling ICT facilities.
- The campus is equipped with free internet access. Staffroom has 11 LAN-connected PCs with the necessary softwares, 2 printers, and internet connection.
- College has an approved Research Center in Commerce and Economics PhD scholars.

Academic support system for learning and overall development:-

- The library has 14 internet-connected PCs, with scanner, printer, 3 barcode readers, INFLIBNET subscription
- The college has exclusive space for extension activities and for committees with ICT facilities viz. National Service Scheme (NSS),National Ceded Commission (NCC) and Councilor's center.
- There is a multi-purpose auditorium with the seating capacity of 250 - 300, and a conference room with the seating capacity of 40-50.
- The college is the first undergraduate institution in the University of Mumbai to set up a Bloomberg lab with 12 Bloomberg Terminals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- The College has a turf laid playground with Basketball,

throw ball, volleyball, football, cricket, basketball courts , a box cricket and badminton court.

- Sports Equipment's like court Equipment like shot-puts, javelins, and discus, etc. are made available.
- At Gymkhana, there are amenities for indoor gaming. These includes facilities for playing chess (05 boards), carrom (04 boards), table tennis (02 tables)
- Amenities for cultural and extracurricular activities include an open-air ground with a capacity of 1200 people where the college annual day is held.
- The college has Air-conditioned Auditorium.
- There is a 3 bed Medical room with two full time nurses and first aid is available in the campus.
- There is a cafeteria with hygienic conditions and a healthy menu having a seating capacity of more than 100 students.
- There is a girls common room (GCR) and Boys Common Room.
- Girls washrrom on 5th floor has amenities like sanitary napkin vending machine.
- Miscellaneous Facilities; NCC Room and NSS Room and IQAC Room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**34**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****101.00**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library of the college referred to as SHRIVALLABH G. SARAF KNOWLEDGE RESOURCE CENTRE is a hybrid library and is open for 12 hours in a day. The library collection comprises of books, periodicals, geographical resources, CD-ROMS & online resources. The library provides access to e- resources through N-LIST subscription and Digital Library Website. The library provides variety of services to its users ranging from regular to specialize. Library organizes many activities for the students on a regular basis. Library uses ILMS software: KOHA. Library is a

Fully Automated with Version : 16.11.16.000. The software has provided Web OPAC which can be accessed from anywhere and anytime.

Library has following Features:

- Circulation is automated with a barcode system. Each book and user's borrower card is bar coded.
- Statistical reports can generate easily.
- Customization in formats is possible.
- Web OPAC is active. Status of collection of all libraries on campus is accessible through this.
- Easy search for book and its accompanied material like CD/DVD.

Additional Equipment:

1. Barcode scanners - 3
2. Printer to generate Bar code - 1
3. Photocopier (Canon) with scanner
4. Computers for users - 7
5. Computers for staff - 7
6. Computers with Earphones and Mike and CD/DVD players - 4

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.rset.edu.in/gscclibrary/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.28

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

449.37

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- GSCC continues to strive towards maintaining a sustainable ICT enabled environment and serve to provide the resourceful means of infrastructure for the benefit of the student community and their academic and research activities to realize the potential it holds.

- Keeping in mind the interest of students and teaching staff, the institution has 3 well equipped computer laboratories with latest configuration desktops with dedicated individual machines for teachers to teach in any lab.
- In the year 2022-23, all class rooms are made well equipped with built in projectors, speakers, LAN Connectivity (through WiFi as well as physical connectivity) and whiteboard. In two classrooms smart boards have been installed for conducting lectures.
- In the year 2022-23, Cat 6 cable was purchased. Access points, Speaker & Switch, Desktop Microphone were also purchased. Maintenance contract charges were paid & Hard disk: 240 GB (qty:4), 04 GB (qty:7) and Data Cable (qty:04) were purchased.
- The college has a tie up with Google (gSuite)
- All the staff rooms and offices have been well equipped with Printing facility as well as photocopy provision has been made available for all teaching and non-teaching staff.
- Institution has been provided with a High Speed WiFi facility (upgraded from 50 MBPS to 100 MBPS)
- Closed Circuit Television Camera (CCTV) are installed on each floor.
- Biometric Attendance System has been deployed.
- Apart from this, IT team have their own policies and procedures for smooth and efficient working of IT infrastructure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

29.54690

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The computer laboratories are attended by Computer Lab Assistants and maintained by the IT Team who maintain record of the lab usage. They resolve technical issues reported to them.
- Lab equipment's are strictly inspected by lab assistants before the commencement of practical classes and examinations. Online Stock register & logbooks are maintained and the Instruments / Computers are used within the proximity of teachers.
- Library is maintained by head Librarian and fully qualified Library staff. The Library Committee meets to discuss the function, requirements, utilization of resources, distribution of funds and other matter pertaining to the library. Library Policy gives detailed description of Library Hours, General Rules, and Borrowing Rules for students and staff and of functioning of library.

- In lieu of House Keeping AMC – dedicated housekeeping staff are designated on each floor.

Sport Facilities:

- Sports committee annual plan includes preparation of annual budget and development of sports teams. There are centralized policies in place for the procurement and maintenance of the college’s infrastructure.

other Annual Maintenance Contracts like:

- Security, Pest control, Housekeeping, Air Conditioners, Water Coolers, Biometric Machines CCTV Networks, Xerox (Reprography), stationery providers – office, exam, other requirements, Fire Safety – Fire Extinguishers, building maintenance, etc.

ERP:

- Online Admissions, College Office Automation and database management.
- processing and finalization of results

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

29

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

161

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.rset.edu.in/download/gsc/5.1.3-Additional-Document.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
2993	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
2993	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

158

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

148

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

37

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

15

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students’ representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students’ Council is constructed with students from various fields and works to develop the skills of students. Institute encourages students to take part in various committees which enhances their personality, helps in learning, teamwork, soft skills and helps in developing decision making skills. Institute values the opinion of the students and conducts activities which highlights the involvement of students in various areas:

Student council: It forms a bridge between the administration and the students. It comprises mainly class representatives from different streams. They are responsible for conducting various activities related to academic and non-academic functionality.

NSS: It has a deep impact on the growth and personality development of students. It organizes various activities and camps related to social service and awareness programs.

NCC: It helps students in developing discipline, leadership,

sportsmanship, courage, character and spirit of selfless service to mankind.

DLLE: It facilitates economic and social responsibilities in students towards the society. It plans programs that help students face different life based challenges.

Rotaract Club: It brings students together from various fields to exchange ideas, create awareness, learn new skills, camping activities, adventure thrills and much more.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

76

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association got registered on 3rd April, 2023.

The Association meets periodically to discuss the ways and means to improve the academic environment of the College, as well as to exchange views on the employment opportunities and scope for higher education.

LIST OF ALUMNI ENGAGEMENTS: -

1. Orientation for Alumni Students about CFP was organized on 28th August, 2022.
 2. A session on Career Opportunities in Banking and Insurance for TY students was conducted by our Alumni Ms. Prachi Tiwari.
 3. Oculus - Eye Check Camp was organized on 21st January, 2023.
 4. Alumni Reunion Meet was organized on 8th April, 2023.
 5. Support offered by Alumni for Career Guidance and Placement
-
1. Alumni Ms. Anjali Jain conducted a session on Career opportunities in Content Writing.
 2. A session on How to crack Government Entrance Exams was conducted by alumni Ms. Srishti Yadav.
 3. Alumni Ms. Sonal Mishra conducted a session on career opportunities in Investment Banking.
 4. Alumni Mr. Bhavin Jain helped in organizing selection round for Internship opportunity by Wol 3D India

File Description	Documents
Paste link for additional information	https://alumni.sarafcollege.org/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
---	----------------------

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: 'To ensure consistent human enrichment and development by

setting higher and newer goals in the Pursuit of excellence.”

Mission: ‘Empowerment Through Value-Based Education’

Motto-‘Vidya Vinayen Shobhate’

These vision and mission is communicated through website, banner on the walls of college campus, during orientation of fresher. The various decision making bodies, committees and faculties formulate the plans of the college considering vision and mission of the college.

All activities of the college are in accordance with the vision and mission of the college. The institution's spirit of vision and mission has been sufficiently incorporated into our academic, co-curricular, extracurricular, and extension activities. In order to increase the students' employability, academic programmes created and developed by the affiliated university are supplemented with skill development programmes.

To attain Vision and Mission Various Human enrichment and development activities were conducted during the year by different departments /committees / association/ clubs.

The intercollegiate, academic, and cultural competitions serve to inspire and motivate students.

The heads of the departments are authorised to monitor the routine functions at the departmental level. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

- Activities conducted to reach our mission - Human enrichment and development activities
- Activities conducted to reach our Vision “Value-Based Education” -The institution places a high value on value-based education as a component of the curriculum since it helps students become responsible members of society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization

Ghanshyamdas Saraf college has decentralized governance and a participative management structure. In accordance with the college's vision and mission, governing bodies create policies that are implemented throughout the entire institution.

In close cooperation with all relevant parties, the committee develops institutional development policies and strategies.

1. Principal Level: With the backing of the college development committee (CDC) and Governing Council, the Principal is empowered to make decisions about the institution's daily administrative and academic matters.
2. Faculty level: The Principal's decisions are carried out at the departmental level by the corresponding heads. Together with other departmental faculty, HODs are accountable.
3. Student level: Individually or collectively, students communicate their wants and suggestions to their class facilitator through their class representatives, who then submit those suggestions to the Department Council. During staff council meetings, heads of departments submit ideas from each department, and the council makes recommendations to the governing body for action. If the governing council determines that the issue warrants attention, they will authorize it and entrust the Principal with carrying it out through the appropriate administrative wings.

Participative Management

At the strategic, functional, and operational levels, the institution fosters a culture of participative management. This year, All Departments, Associations/Clubs/ Committees conducted Inter collegiate and Intra Collegiate competition.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Yes: College has a perspective plan.

The Principal with IQAC has developed a perspective plan based on the recommendation of NAAC during the third cycle.

The Annual Strategic Plan is prepared for the year 2022-2023 and effectively deployed. The Annual Strategic plan is effectively deployed in following areas;

- Curriculum Aspect:
- Academic Diary
- Teaching Plan and Syllabus Completion Reports
- In 2022-2023 total 458 students have enrolled for the different Add-on/certificate programmes.
- Total 2328 students registered for different SWAYAM programmes. Feedback on Curriculum has been obtained and an Action taken Report has been updated on Website
- Teaching Learning and Evaluation:
- During the Year 2022-2023 All the Class rooms are converted into ICT enabled.
- Activities are conducted for Slow Learners and Advance Learners. Mentor - Mentee Sessions Were Conducted.
- Research, Innovation and Extension Activities:
- Research Cell has been made proactive.
- IQAC and Research Cell Conducted Workshop on Research Methodology, Guest Lecture for PG Students. National Conference is also Organised during the Year.
- Student Support:
- To give financial support to students more Scholarships are provided to them.
- Total 24 sessions/ guest lectures were organised for Career Counselling Sessions and Preparatory Sessions for Competitive Exams and total 3350 students attended these sessions.
- More placement and internship opportunities are provided to students. Revision Lectures, remedial Lectures are conducted
- Policy Documents and Strategies: Policy documents are revised this year and new policies are made and been approved in CDC and Governing Council meetings.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our college is a Hindi Linguistic Minority Institution affiliated to university of Mumbai. The College is managed by Rajasthani Sannelan Education Trust. At the apex level it is the governing body, at the Institutional level Governing Council of College and at the college level, the Principal is assisted by IQAC Coordinator, Vice-Principals, Programme coordinators, faculty and non- teaching staff. Important policy decisions are taken by Governing Council in accordance with the recommendations of CDC and IQAC. CDC and IQAC have been represented by all stakeholders - management, principal, staff, students, alumni, professionals, and industry experts.

Appointment & Service Rules

The appointment of teaching and non-teaching staff, both aided and unaided, is done in accordance with the joint DHE, University of Mumbai, and Maharashtra government norms.

Promotional policies:

The UGC's Performance Based Appraisal Scheme (PBAS) is followed by GSCC Added Staff, and for unaided staff college follows Self - Appraisal System with recommendation of Principal. Their promotional strategy is transparent and unbiased. The teacher receives help from the IQAC for calculating the CAS API, preparing and producing documents as per the requirements. The promotions are time-bound for the non-teaching personnel.

Grievance Redressal Mechanism:

- Any staff member—teaching, non-teaching, or support—who has a complaint may bring it up with the HOD. If necessary, it will be escalated to higher levels.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.rset.edu.in/download/gscs/institutional-hierarchy.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and nonteaching staff.

Welfare Measures For Teaching and Non- Teaching Staff:

1. Well equipped, air-conditioned staffroom is provided for the faculty members. A separate cubicle is provided to head of the departments and Vice Principals are given separate Cabin.
2. Well- equipped Administrative office is provided to non-Teaching Staff.
3. Pantry facility with appliances like aqua guard, plates, electric kettle, Induction Stove, etc. is provided in the staffroom.
4. Banking facility can be availed within the college campus.

5. Well-equipped library is also provided, where teachers can issue and refer various books, journals, papers, etc. The library also has a research cell where researchers can conduct the research activity online as well as offline.
6. The institution provides Support for teachers to complete her NSS, NCC and DLLE training.
7. Full-time employees are also entitled to maternity leave, casual leave, sick leave, duty leave, and paid leave.
8. Free Health check-up was also organised for all staff members.
9. The institution grants duty leave for participating in refresher courses, conferences, seminars and Ph.D. studies.
10. Every year, the institution celebrates Teacher's Day and presents appropriate gifts to all teachers.
11. The college facilitates the professional growth and enrichment of the staff by implementing an effective Performance Appraisal System. This system is maintained with the objective of improving academic and administrative standards.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

08

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

26

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college conducts performance appraisals of the teaching and non-teaching staff where it evaluates and provides feedback on the Staff job performance. The performance appraisal is conducted in the following ways:

Performance Appraisal System For Teaching Staff:

- **Self-appraisal:** Self-appraisal is a process where each Faculty members will identify their strengths, weaknesses, and development needs. College conducts Self-appraisal process every year. This helps the employees to express their thoughts and qualities about themselves. All self-appraisal forms are then evaluated by the Head of the Department and scores marked by the Teacher are verified. Whenever necessary, the concerned faculty is called and the matter/feedback is given. Corrective measures are suggested and the same is reviewed subsequently.
- A careful analysis of the feedback received from students on Teachers is conducted and communicated to the teachers individually by the Principal in the presence of the Vice Principal

Performance Appraisal System For Non - Teaching Staff:

Self-assessment: The performance of the non-teaching staff is reviewed once every three years. The employee is encouraged to go through his performance in the past 3 years, The employee needs to analyse if he has performed all the required duties and if there is any professional growth. This self-appraisal form is then evaluated by the Head of the Institution and scores marked by the non-teaching staff are verified. Whenever necessary, the concerned staff is called and the matter/feedback is given. Corrective measures are suggested and the same is reviewed subsequently.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

As an Affiliated institution, the College conducts its audit process in accordance with the extant guidelines. Qualified statutory and internal auditors are appointed to examine and audit the books of accounts of our institution. Accordingly, auditing of the annual financial statements is done by an internal auditor who is duly appointed by the Governing Body and a statutory auditor who is jointly approved by the Governing Body and the University of Mumbai. The college has accounts and a finance department headed by Finance In-charge, 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 requirements for running all academic and administrative departments are approved by the Governing Council.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

7,48,850/-

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is a grant-in-aided College offering 10 programs. Salary grant to college Aided section Teaching and Non-Teaching staff is provided by the Government of Maharashtra. College also receives a research grant from UGC and the University of Mumbai.

The main source of fund for college is tuition fees received from students as per the guidelines by the University of Mumbai. Institute generates sundry income by the sale of scrap, old newspapers, double-sided used answer sheets/papers, and project viva books. At least three quotations are called by the college and normally the lowest quotation is accepted by the college while performing various types of expenditures.

Educational Receipts and other Income includes

Admission forms fees, Processing fees, Tuition fees, Examination fees, Gymkhana fees, ID card fees, Library fees, Laboratory fees, Magazine fees, Industrial Visit fees, Mark sheet fees, Project Fees, Orientation workshop fees, National Conference Income, University Exam / Convocation fees, Miscellaneous fees, etc.

Expenses on Education includes

Admission forms, Prospectus, Affiliation fees, Salary and Allowance for Staff, Honorarium to Guest Lecturers, and Expenses on Events, Examination, Industrial Trip, Committee & Departmental activities, Orientation/workshop / Seminar/conference, Students, etc.

Optimal Utilization of Resource-

To provide and maintain proper infrastructure facilities, required changes in infrastructure are done from time to time. Budget is prepared well in advance as per the requirements of various departments. The college focuses on the effective implementation of plans and policies by utilization of resources optimally.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC of College continuously Contributed for institutionalizing the quality assurance strategies and processes while also keeping an eye on infrastructure changes. With the Recommendation of the

NAAC Peer Team (3rd Cycle), IQAC initiated a move towards inclusion of all stakeholders in the quality enhancement from 2022-2023. The two incremental changes listed below were put into place in 2022-2023.:

Practice - 1: Research Enhancement among students and teachers.

One of the Major Recommendation of NAAC review committee in 3rd cycle was to enhance research culture among teachers and students. The institution's commitment to ensuring continuous quality improvement motivated the IQAC in collaboration with Research Cell to direct its quality enhancement measures towards conducting programs to instill a strong research culture amongst both students and staff.

The Research Cell in collaboration with IQAC has conducted:

- Two day Research Methodology Workshop.
- Multi-Disciplinary One Day National Conference
- Research Cell organised Research Programme "Technical in Research" and A session on "Research Concepts and Applications" for PG Students.
- FDP on "Research Publications: Things to Know" for the Faculty members of the institute.

Practice - 2: IQAC Initiatives in the quality enhancement during the year:

1. Enhancing ICT facilities.
2. All Class rooms as ICT enabled and projectors have been installed in all the classrooms.
3. Feedback Mechanism is improved.

Perspective Plan for Next Five Years have been formulated and Annual Strategic Plan for 2022-2023 was planned and effectively deployed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

For Streamlining the process of data collection, analysis and reporting IQAC has taken initiative in streamlining the process of data collection, analysis and reporting for Students, Faculty, Departments and the various Curricular, Co-curricular and Extra Curricular Societies and Cells. Common Report Formats have been provided to all committees/ clubs/ associations to report the events. Common drive has been created for Data Collection.

The quality initiatives taken by IQAC for review are as follows:

Practice 1: Academic Review

The IQAC of the college reviews its teaching learning process, structures & methodologies of operations by asking all the teachers to maintain an Academic Diary which includes detail of Teaching plan, time table and daily maintenance of ongoing lectures along with Syllabus Completion Report. Every Saturday teachers submit the Academic Diary to their respective Head of Departments and subsequently to the Vice Principal by Semester end and finally to the Principal at Academic year end who verifies and signs it.

Practice 2: Feedback Mechanism

- Feedback on Curriculum
- Student Satisfaction Survey.
- Feedback on Teachers- A careful analysis of the feedback received from students are analysed and communicated to the teachers individually by the Principal.
- Self-Appraisal: To review and improve the teaching learning process IQAC took initiative to collect Self-Appraisal from Teachers. After collecting and analyzing these forms IQAC submitted its report to the principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

C. Any 2 of the above

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Ghanshyamdas Saraf College of Arts and Commerce regularly work towards Prevention of Sexual Harassment and Sensitize the students about gender equity.

Since this work involves both prevention and redress, GSCC has 2 integrated bodies - the Internal Compliance Committee [ICC] as mandated by these laws and policies to receive, process and redress complaints of sexual harassment, and the Women Development Cell [WDC] to do the work of raising awareness on questions of gender and sexuality, advocating for respectful and anti-discriminatory gender relations, and to mainstream gender in the policies of the Institute.

- Gender Sensitization and Awareness Initiatives: - Ghanshyamdas Saraf constantly thrives at creating an environment where students are sensitized to issues like gender equality, gender equity, sexual harassment, etc.
- Women Development Cell organized various programs like Personality Development & Menstual Hygiene for girls, an

Intercollegiate Essay writing competition on "Gender Equality: Myth or Reality?", a talk on Crime against Women, session on Sexual Harassment for Girls and Boys. The above programs were specifically designed to create awareness among students with regard to Gender Equity and Gender Equality.

- **Physical Infrastructure for Safe Environment:** The College has installed CCTV cameras across the campus .There are separate common rooms for girls and boys in the campus. The girls washroom room has required facilities like sanitary napkin vending machine etc A SAKHI box, has been installed in the Girls Common Room to help the students report their concerns.

File Description	Documents
Annual gender sensitization action plan	https://www.rset.edu.in/download/gscs/7.1.1-full-gender-sensitization-plan-watermark.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.rset.edu.in/download/gscs/7.1.1-Specific-Facilities-provided-to-Girl-Student.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
--	------------------------------

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Institution has regularly updated policy and systems of managing different types of waste.

Solid Waste Management:- The college boasts an expansive green campus and places significant emphasis on maintaining a clean, eco-friendly environment. Some of the waste produced is repurposed for compost creation. Additionally, a Bottle Crusher Machine has been installed in the college canteen, aiding in the recycling of plastic waste.

Liquid waste management:- The liquid waste originating from washrooms and bathrooms is efficiently directed through a systematic drainage system. Wastewater from toilets is effectively channeled away through underground drainage systems.

E Waste Management :-The college advocates for a green culture and operates under a reduce-reuse-recycle policy, particularly concerning items such as plastic and e-waste. Therefore, the institution diligently endeavors to minimize e-waste by implementing the following strategies:•Regular maintenance of electronic equipment and computers by in-house technicians and AMC aims to prolong their lifespan. The institution has introduced an E-waste collection box to responsibly gather and dispose of electronic waste.

A wastewater recycling system has been implemented within the college campus. This system is sustained by utilizing sewage water to irrigate nearby trees. Moreover, the campus features a well-structured water harvesting system, borewell, and maintenance of water bodies, along with a systematic water distribution system.

Since our college is a Commerce and Arts college, it does not generate Biomedical and Hazardous chemicals and Radioactive waste

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

<p>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</p>	<p>B. Any 3 of the above</p>
---	-------------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
--	--

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Conscious and deliberate efforts have been made to cultivate an atmosphere where tolerance, equality, harmony and social responsibility become the</p>

natural outcome of all our endeavors.

The various extension activities by various committee like NCC, NSS and DLLE, Rotaract Club programmes, Women Development Cell Activities, Cultural Association Activities, Literary Association Activities for English, Hindi, Marathi and Gujarati Languages conduct extra-curricular activities and almost every programme/project or function held in Ghanshyamdas Saraf College would bear testimony to its culture of inclusiveness.

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical and cultural values among the students and staff.

Independence Day ,Anti corruption day, plastic free day, against drug abuse, International women day , Guru Purnima Day, anaapoorna day(serving food to hungry) , health check up of teachers, session on crime against women many more are celebrated. Gujrati learning workshop serve to create an atmosphere where the core values of equality, inclusiveness and harmony are promoted in a natural and healthy manner.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Syllabus:

Programs like BCom, BBI, BAF, BMS and BAMMC have courses covering information about the Constitution of India (FC), Women Rights (Media Gender and Culture), Ethical Conduct (Ethics and Governance) & Media Laws (CCPR, Media Laws)

Empowerment through value-based education

The Mission of the College is Empowerment through value-based education. Through value - based education students are imparted

knowledge on values, rights, duties, and responsibilities of a citizen. In addition to this, different types of activities are conducted to inculcate the values of equality, human dignity, unity, and integrity of the Nation. The aim of value-based education is to train the student to face the outer world with the right attitude and values.

Inculcating the right values among students and teachers

Various activities like Visit to old age home, Food distribution to orphans, Blood donation drive, community help etc. are conducted to make students and teachers aware about their moral duties towards society. Creating awareness against drug abuse and Illicit trafficking was a move towards inculcating the right values among students as a responsible citizen. Preserving the composite culture, to protect and preserve the natural environment and create awareness about conservation of natural resources and its importance are the fundamental duties of citizens of the country. These duties are performed through tree plantation drive, Beach Clean drive, and Swachhta Campaign etc. which sensitize students and teachers in understanding their duties and responsibilities towards society.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.rset.edu.in/download/gsc/7.1.9-Activities-that-inculcate-values.pdf
Any other relevant information	https://www.rset.edu.in/download/gsc/7.1.9-Additional-Information-Professional-Ethics-Gender,-Human-Values,-Environment-and-Sustainability-into-the-Curriculum.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are

B. Any 3 of the above

organized	
File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>ORGANIZING NATIONAL, INTERNATIONAL COMMEMORATIVE DAYS, EVENTS & FESTIVAL:</p> <ul style="list-style-type: none"> The various extension activities, extra-curricular activities and almost every programme/project or function held in the Institute would bear testimony to its culture of inclusiveness. Every year Ghanshyamdas saraf College celebrates various days and events in remembrance of renowned personalities and create awareness of social causes. occasions are celebrated in innovative ways. Many national and international days were celebrated like Independence day, Har Ghar Tiranga Day, World Aids Day, World Day against Child Labour, Human Rights Day and World Cancer Day, Tribute to Martyr of 26/11 Attack ,National Sports Day, Anti-corruption Day, Indian Navy Day, Mini Marathon, Memorial Day of Baba Bhimrao Ambedkar , Blood Donation Day and Contributed to old age orphanage. Many students participate in all the above activities with full enthusiasm and motivation. 	
File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of the Practice 1: Fostering a culture of Research and Integrity

Objectives of the Practice: To engage teachers and students in objective-based research activities,

The Context: Development of a Research Culture among Teachers and students

The Practice:

- Workshops on Research Methodology.
- National level Multi - Disciplinary conferences.
- Participation in the Avishkar-Inter-University Research Convention.
- Workshop and Session for PG students on Research Methodology. Faculty

Evidence of Success

- Increased participation in AVISHKAR,
- Publishing of research papers, books and Research environment.
- Strengthened Research Cell
- Dr. Rupa Shah is appointed as the Research Guide in Commerce.

Problems Encountered and Resources Required: Provision of ICT facilities for developing various software.

Title of the Practice 2:- "Holistic Development: Creating future leaders through activity based learning."

Objectives of the Practice

- Promote Academic Excellence by encouraging academic competition among students from different colleges
- Facilitate cultural diversity by bringing together students from various backgrounds, allowing them to share their traditions and experiences.

The Context

Intercollegiate activities shape students' experiences, growth, and development

The Practice

Various Intercollegiate activities like Business Plan Competition, Essay writing Competition and Book Review Competition and Departmental activities

Evidence of Success: -

Total 927 In-house and 693 students from different Mumbai colleges Participated in different Intercollegiate competition conducted by various Departments/ Committees.

Problems Encountered and Resources

Large-scale programs are not feasible due to budget constraints, lecture schedules, and continuous academic activities. And Acquiring permission is challenging.

File Description	Documents
Best practices in the Institutional website	https://www.rset.edu.in/download/gsc/7.2.1-Best-Practice.pdf
Any other relevant information	https://www.rset.edu.in/download/gsc/7.2.1-Geo-Tag-Photos-Best-Practice.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

In pursuit of mission statement of Institute "Empowerment through value-based Education" Ghanshyamdass Saraf college believes in cultural diversity. To imbibe cultural values, sensitize students towards diverse culture and richness of regional literature and to be in sync with various languages and cultural differences, various committees like Hindi literary association, Marathi Association, Gujarati Association & English Literary Association are established.

Efforts are made to create an environment where respects and recognize Indian cultural heritage, various programs like Gujarati learning workshop where even non-Gujarati students have shown positive response. Various other initiatives like celebration of Hindi Divas, Debate competition, Essay writing competition, Skill development lecture(Marathi), Book review etc. are organized periodically.

These activities ensure that students have provision to express their ideas, explore new areas of learning, promotes critical thinking, creativity and communication skills in regional languages which are essential for success in academic and professional settings.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Certificate courses to enhance employability in the need-based areas.
- Sensitizing the students to the neighborhood community.
- In association with the University of Mumbai, organizing sports events on the campus.
- Faculty development program ON Research Methodology
- Faculty development program for innovative teaching and learning.
- Infrastructure augmentation for better teaching and learning.
- Revamp of Computer LAB.
- International Conference.
- Various Intercollegiate Events.
- Implementation of NEP as per University guidelines.