

**ANNUAL QUALITY ASSURANCE REPORT  
OF  
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

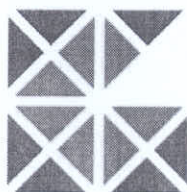
**YEAR: 2012-2013**

Submitted to

**NATIONAL ASSESSMENT & ACCREDITATION COUNCIL  
(NAAC)**

BY

RSET's



**Ghanshyamdas Saraf  
college of arts & commerce**

**EDUCATION EMPOWERS**

**Affiliated to University of Mumbai**

**Swami Vivekanand Road, Malad (West), Mumbai-400 064**

**Tel. No. : +91 66812345/66812350**

Website: [www.sarafcollege.org](http://www.sarafcollege.org)

Email Id: [gsgc@rajasthani.org.in](mailto:gsgc@rajasthani.org.in)

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## Foreword

Ghanshyamdas Saraf College, which is a wing of Rajasthani Sammelan Campus imparting undergraduate and post graduate commerce education, has been accredited with 'A' grade in 2004 and reaccreditation was done in 2013 with 'A' grade once again. It also has ISO 9001-2008 certification to its credit

During the academic year 2012-13, the Accountancy Department organised a one day workshop on 'Revised schedule VI of the Companies Act, 1956 with special reference to T.Y.B.Com Accountancy paper-I on 14/07/2012. The Self Finance Dept. organised a one day seminar on 'Micro finance – A supportive Tool for Development' on 11/9/2012. The Commerce Association also organised a two day National Conference on 'Indian Business Scenario– challenges Ahead' on 25<sup>th</sup> and 26<sup>th</sup> November 2012.

The college has successfully implemented the new semester based Credit and Grading System of Evaluation for F.Y.B.Com, S.Y.B.Com and T.Y.B.Com students.

This academic year 2012-13, the total student strength has increased from 3956 to 4284. Along with quantitative progress, we are equally concentrating on improving quality standards of our students and the college in general. Our management is very keen to provide to our students a conducive atmosphere through infrastructural development. Our college is equipped with state-of-the-art facilities such as a 6 storied spacious building, Durgadevi Saraf Hall, Kirandevi Saraf Learning Centre with audio visual facilities, a well stocked library, a gymnasium and games room, good canteen and an air-conditioned communication centre. As far as infrastructural development is concerned, our college has added one more feather in its cap. Our luxurious Draupadidevi Sanwamal Women's Hostel was inaugurated on 7<sup>th</sup> January, 2012 by His Excellency Shri K. Shankarnarayan, Governor of Maharashtra and Goa. It is in operation from the academic year 2012-13 and accommodates 100 girl students.

With such an excellent infrastructure, experienced and qualified faculty and efficient administrative staff, we look forward to achieve better results in the years to come.

Prof. Bhavana Vaidya

I/C Principal

## Members of the Quality Advisory Committee (QAC): 2012-13

Sr. No.	Name	Designation
1	Dr. Sujata Karmarkar	Principal / Chairperson
2	Shri Banwarilal Jhun Jhunwala	Trustee, Management
3	Shri Madhavprasad Khemka	Member, Management
4	CA Kailash Kejariwal	Co-ordinator, IQAC
5	Shri Ramesh Rathod	Office Superintendent
6	Mrs. Flory D'souza	Head Clerk
7	Ms. Mohini Bhavsar (Commerce)	Cultural Secretary
8	Mr. Gaurav Gupta (Self Finance)	Cultural Secretary
9	Mrs. Daksha Kapadia	Department of Economics
10	Mrs. Nilima Majumdar	Department of Accountancy
11	Dr. Vandana Dube	Department of Law
12	Mrs. Snehalata Sharma	Department of Foundation Course
13	Dr. Anil Dhimdime	Department of Environmental Studies
14	Dr. Shripad Joshi	Department of Commerce
15	Dr. Seema Agarwal	Department of Mathematics & Statistics
16	Mr. Rajkumar Jaiswal	Department of Mathematics & Statistics
17	Mrs. Shubhangi Dharma	Self Finance Courses
18	Mrs. Ulka Sardesai	Librarian

## Members of the Internal Quality Assurance Cell (IQAC): 2012-13

Sr. No.	Name	Designation
1	CA Ashwat Desai	Convener
2	Dr. Vandana Dube	Member
3	Mrs. Shubhangi Dharma	Member
4	Ms. Sonali Khade	Member



CA Ashwat R. Desai

Signature of IQAC Convener

  
**I/C PRINCIPAL**  
 Rajasthani Sammelan Education Trust  
 Ghanshyamdas Saraf College  
 Of Arts & Commerce  
 I/C Principal Prof. Bhavana Vaidya

Signature of IQAC  
Chairperson

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2012-13

#### 1. Details of the Institution

1.1 Name of the Institution

GHANSHYAMDAS SARAF COLLEGE OF  
ARTS AND COMMERCE

1.2 Address Line 1

RSET Campus

Address Line 2

Sunder Nagar, S.V. ROAD,  
MALAD (W)

City/Town

MUMBAI

State

MHARASHTRA

Pin Code

400064

Institution e-mail address

gsgc@rajasthani.org.in

Contact Nos.

022-6681235/ 66812345

Name of the Head of the Institution:

Dr. Sujata Karmarkar

Tel. No. with STD Code:

022-66812345

Mobile:

9969995066

Name of the IQAC Co-ordinator:

CA Ashwat R. Desai

Mobile:

9321153535

IQAC e-mail address:

naac.gscc@sarafcollege.org

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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OR

1.4 NAAC Executive Committee No. & Date:

EC/PCRAR/63/10

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

www.sarafcollege.org

Web-link of the AQAR:

www.rset.edu.in/gscc/naac

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	-	2004	16/2/2004 To 15/2/2009
2	2 <sup>nd</sup> Cycle	A	3.23	2013	23/3/2013 To 23/3/2018
3	3 <sup>rd</sup> Cycle	-	-	-	-

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

16/12/2004

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

- i. AQAR 2008-2009 submitted on 09/06/2010
- ii. AQAR 2009-2010 submitted on 27/11/2010
- iii. AQAR 2010-2011 submitted on 14/05/2011
- iv. AQAR 2011-2012 submitted on 31/10/2013

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu.) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

University of Mumbai



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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

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

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Alumni  Others

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

If yes, mention the amount

Rs. 22,50,000 (XI Plan)

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. One day workshop on Revised Schedule VI of the Companies Act, 1956 with special reference to TY B Com Accountancy, Paper I on 14 July 2012.
2. Self Finance Department has organised One Day Seminar on "Micro Finance – A supportive tool for development." On 11/09/2012.
3. National Conference on 'Indian Business Scenario – Challenges Ahead' organised on 25th and 26th November 2012.

2.14 Significant Activities and contributions made by IQAC

- Digitization
- Minimising environmental degradation.
- Creating Social awareness.
- Development programmes for staff, Faculty and students.
- Preparation of NAAC PEER team Visit.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<b>1) Introduction of Academic Calendar / Plan for Faculty Members.</b>	<ul style="list-style-type: none"><li>• The Academic diary was introduced in order to help the faculty members to maintain the record of the work undertaken by them on daily basis. The concept was well received by the faculty members as the planner becomes a single point of reference for various activities undertaken by them.</li></ul>
<b>2) Digitization</b>	<ul style="list-style-type: none"><li>• The software is used for effective management of admissions, examinations, and online fees payments.</li><li>• College website is created.</li><li>• "LIBSUITE" Software is used in the library.</li><li>• Tally software is used for accounting function.</li><li>• Biometric system is used to record attendance of staff.</li><li>• The college has high speed broadband connectivity.</li><li>• Students are allotted unique ID Number which helps the college to track academic progress of the student through out his association with the college.</li><li>• The college has a facility to send mass SMS to the students and/or parents for important events or emergencies.</li></ul>

<p><b>3 ) Minimising environmental degradation</b></p>	<ul style="list-style-type: none"> <li>• Tree plantation was organised on 24<sup>th</sup> August 2012 in the college campus where 30 saplings were planted in which 36 volunteers participated.</li> <li>• Sensitization of students was done on energy conservation.</li> <li>• Sensitization of students was done on water conservation.</li> </ul>
<p><b>4) Social Awareness</b></p>	<ul style="list-style-type: none"> <li>• Blood Donation drive was organised on 12<sup>th</sup> Aug. 2012 at Durgadevi Saraf Auditorium in which 100 units of blood were collected &amp; more than 185 Thalessemia was done where 34 volunteers participated.</li> <li>• Cleanliness Drive was conducted at College campus on 16<sup>th</sup> Sept. 2012 where 18 Volunteers Clean up the premises.</li> <li>• Special Residential camp of 7 days was conducted at Shanti Govind Vidhalaya, Chandrapada, Naigaon (east) from 21<sup>st</sup> Nov. to 27<sup>th</sup> Nov.2012 under the theme of health &amp; Cleanliness where 25 volunteers participated in which various activities were carried for the well being of students &amp; villagers.</li> <li>• 12 Volunteers has organised Flag collection rally in association with Dalmia College On 15<sup>th</sup> August 2012 for the awareness of respect of our National Flag.</li> </ul>

<p><b>5) Development programmes</b></p>	<ul style="list-style-type: none"> <li>• Volunteers Participated in Peace Rally on 1<sup>st</sup> October 2012 held at Gate way of India organised by University of Mumbai.</li> <li>• 18 Volunteers Participated for HIV AIDS awareness Rally on 1<sup>st</sup> December 2012 held at Wadala.</li> <li>• Essay writing competition was organised on 20<sup>th</sup> September 2012. Theme of the competition was related to social issues and women's issues. The motto of this competition was to aware the students on various social issues.</li> <li>• Poster making competition was organised on 17<sup>th</sup> September 2012. Theme of the competition was related to social issues and women's issues. The motto of this competition was to aware the students on various social issues.</li> <li>• Organised signature campaign on protest against gang rape in Delhi.</li> <li>• Organised essay competition on gender issues.</li> <li>• Lecture was organised for teaching staff on "use of New Media in Teaching."</li> <li>• Seminar was organised for students on preparation for common entrance test for getting Jobs in nationalised banks.</li> <li>• The college has always encouraged the non teaching staff to pursue further studies. To showcase their talents, the staff members are encouraged to participate in events organised by other institutions. The non teaching staff of</li> </ul>
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<p><b>6) Preparation of NAAC PEER team Visit.</b></p>	<p>college organises various activities like sports, workshop and satyanarayan pooja every year.</p> <ul style="list-style-type: none"> <li>• Seminars are organised even for students.</li> <li>• Industrial visits, lectures by industry experts and domain experts are regularly conducted.</li> <li>• Book exhibition – cum – sale is organised for the benefit of students and staff.</li> <li>• The college magazine publishes achievements of staff and students on annual basis.</li> <li>• The NAAC PEER Team visited the institution and successfully completed the Re accreditation of the college with A grade.</li> </ul>
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*\*Refer Annexure 1 A for Academic calendar..*

2.16 Whether the AQAR was placed in statutory body      Yes ☒ No ☐

Management ☒      Syndicate ☐      Any other body ☐

Provide the details of the action taken

The Report was placed in Governing body meeting and necessary action was taken.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	--	0	--
PG	3	--	3	--
UG	7	--	6	--
PG Diploma	0	--	0	--
Advanced Diploma	0	--	0	--
Diploma	0	--	0	--
Certificate	0	--	0	--
Others	0	--	0	--
<b>Total</b>	10	--	9	--

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

√

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

(ii) Pattern of programmes:

Pattern	No. of Programmes
Semester	10
Trimester	N.A.
Annual	N.A.

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☐ Students ☒  
*(On all aspects)*  
 Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

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

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

Revision of Syllabus is carried out at University level

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	04	10	00	01

2.2 No. of permanent faculty with Ph.D.

07

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

05

71

23

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	University level
Attended	-	-	-
Presented papers	01	17	-
Resource Persons	-	-	-

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

- Healthy interaction between students and faculty which goes beyond the classrooms.
- Well- equipped computer laboratories.
- Group discussions, case studies, problem bases learning practices.
- Outside classroom activities for wholesome development of mind and acquiring skills.

2.7 Total No. of actual teaching days

During this academic year

180

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

Various examinations/ evaluation undertaken:

- Regular, tutorials are conducted.
- Paper presentations and seminars are also encouraged.
- Continuous evaluation is carried out throughout the semester through regular tests, projects, presentations. Quizzes etc.

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

	Member of Board of Studies	Faculty/Syllabus revision	Curriculum development workshop
No. of faculty	01	-	-

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

#### RESULT ANALYSIS

2012-2013

SEM V (In Numbers)

TITLE OF THE PROGRAMME	TOTAL NO. OF STUDENTS APPEARED	GRADE O & A	GRADE B	GRADE C	GRADE D	GRADE E	Passing %
B.COM	-	-	-	-	-	-	-
BAF	115	106	-	-	-	-	92.17 %
BBI	107	64	4	-	-	-	53.55 %
BMS	118	41	49	-	-	-	76.27 %
BFM	25	17	1	-	-	-	72 %
BSC IT	-	-	-	-	-	-	
BMM – ADVT	-	-	-	-	-	-	
BMM – JOUR	-	-	-	-	-	-	
M.COM SEM 1 (PART 1)	149	28	51	16	1	-	64.43%
M.COM SEM 3 (PART 2)	-	-	-	-	-	-	

## RESULT ANALYSIS

2012-2013

### SEM VI (In Numbers)

TITLE OF THE PROGRAMME	TOTAL NO. OF STUDENTS APPEARED	GRADE O & A	GRADE B	GRADE C	GRADE D	GRADE E	Passing %
B.COM	742	638	43	7	-	-	92.72%
BAF	114	102	1	-	-	4	93.86%
BBI	104	58	-	-	-	25	79.81%
BMS	114	56	4	-	-	7	58.77 %
BFM	24	17	-	-	-	5	91.67 %
BSC IT	-	-	-	-	-	-	
BMM – ADVT	-	-	-	-	-	-	
BMM – JOUR	-	-	-	-	-	-	
M.COM SEM 2 (PART 1)	141	59	51	6	-	-	82.27 %
M.COM SEM 4 (PART 2)	106	33	46	17		-	90.57 %

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

The IQAC has identified qualitative and quantitative indicators and has designed the process for monitoring and evaluating the teaching learning process.

The Quantitative indicators are as follows:

1. Number of programmes and enrichment courses.
2. Number of learners.
3. Number of faculty members.
4. Number of teaching days.
5. Success rate.
6. Available resource.

The qualitative indicators are as follows:

1. Academic excellence.
2. Work ethics.
3. All round development of the learners.

To monitor the quality of teaching learning, the IQAC has developed the following process

1. Preparation of teaching plan
2. Scrutiny of daily lecture schedule by principal
3. Interaction of principal with Class Representatives
4. Feedback obtained by HODs, Coordinators, Vice principals, and faculty member appraisals at the end of every semester.

To evaluate the quality of teaching learning, the IQAC has developed the following process:

1. Maintaining Academic Diary.
2. Analysis of learners' feedback about faculty members.
3. Performance of learners in internal test and semester end examinations and overall result analysis.
4. Interaction of the principal with the faculty members to discuss feedback and results and review of academic progress at the meetings of the local managing committee.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme(Short Term Programme)	NIL
HRD programmes	NIL
Orientation programmes	<b>01</b>
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	01		14( SF-6, Com-8)
Technical Staff *	-	-	-	-

\* *Technical Staff Is outsourced.*

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC of the college constantly strives to include a culture of research among the staff and the students. The college also provides support and cooperation to teachers who undertake major/minor research projects ( sanctioned by University/ ICSSR)..

3.2 Details regarding major projects: NIL

3.3 Details regarding minor projects: NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	02	14	02

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organised by the Institution

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

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year: NIL

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. Of Awards won in NSS:

University level  State level   
National level  International level

(Won the Second prize in the Street play Competition in the University of Mumbai by our NSS volunteer.)

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organised

University forum  College forum  NCC   
NSS  Any other (DLLE)

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

1. Tree plantation was organised on 24<sup>th</sup> August 2012 in the college campus where 30 saplings were planted in which 36 volunteers participated.
2. Blood Donation drive was organised on 12<sup>th</sup> Aug. 2012 in association at Durgadevi Saraf Auditorium in which 100 units of blood were collected & more than 185 Thalessemia was done where 34 volunteers participated.
3. Cleanliness Drive was conducted at College campus on 16<sup>th</sup> Sept. 2012 where 18 Volunteers Clean up the premises.
4. Special Residential camp of 7 days was conducted at Shanti Govind Vidhalaya, Chandrapada, Naigaon (east) from 21<sup>st</sup> Nov. to 27<sup>th</sup> Nov.2012 under the theme of health & Cleanliness where 25 volunteers participated in which various activities were carried for the well being of students & villagers.
5. 12 Volunteers has organised Flag collection rally in association with Dalmia College On 15<sup>th</sup> August 2012 for the awareness of respect of our National Flag.
6. Volunteers Participated in Peace Rally on 1<sup>st</sup> October 2012 held at Gate way of India organised by University of Mumbai.
7. 18 Volunteers Participated for HIV AIDS awareness Rally on 1<sup>st</sup> December 2012 held at Wadala.
8. Essay writing competition was organised on 20<sup>th</sup> September 2012. Theme of the competition was related to social issues and women's issues. The motto of this competition was to aware the students on various social issues.
9. Poster making competition was organised on 17<sup>th</sup> September 2012. Theme of the competition was related to social issues and women's issues. The motto of this competition was to aware the students on various social issues
10. Sensitization of students on "Energy Conservation" was done by putting small posters in every class to switch off the tube lights and fans when the class is over.

## Criterion – IV

### 4. Infrastructure and Learning Resource

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.94067 acres	-	-	1.94067 acres
Class rooms	21	-	-	21
Laboratories	1	-	-	1
Seminar Halls	1	-	-	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	151	08	UGC Grant and Management Contribution	159
Value of the equipment purchased during the year (Rs. in Lakhs)	304,95,000	29,88,750 ( 22,50,000+ 738750)	UGC Grant and Management Contribution	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

The college premises have a well distributed Internet facility via the LAN connection.

The administrative office uses ERP software for admissions, attendance (swipe card), General Register, Fees etc.

The College Library is automated and uses “ LIBSUITE” Software for carrying out the Various library function.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14955	1411256.2	1926	211760.00	16881	1623016.2
Reference Books	14714	3881362.5	659	407001.75	15373	4288364.3
e-Books	80,000 + N-List BCL + American Library * BCL 70,000					13000.00
Journals	50	110800.00	44	81999.00	44	192799.00
e-Journals	3800 +	-	-	-	N-List	5000.00
Digital Database	-	-	-	-	-	-
CD & Video	106	44,104	10	3,853	116	47,957.00
Others (specify) Periodicals	17	13108	19	14054	19	27162

\* American Library membership fees (Annual) Rs. 3,000 BCL Fees Rs 10,000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing (2012-13)	62 comp	1 (38 nos.)	Tata Blazenet	-	--	24	--	--
Added	-	-	-	-	-	-	-	-
Total	62 comp	1 (38 nos.)	01	-	-		-	--

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

Internet access available to all
----------------------------------

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	29,88,750
iv) Others	-
<b>Total:</b>	29,88,750

## Criterion – V

### 5. Student Support and Progression

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

- The Cell has suggested various initiatives to enhance awareness of the students about various support services made available to them by the institution.
- Notices are sent to the classrooms to convey information.
- Students are encouraged to check the website which is updated regularly.
- Notices are displayed on the respective notice board etc. major changes are also incorporated in the prospectus.

#### 5.2 Efforts made by the institution for tracking the progression

- Alumni database has been initiated to capture the information related to their further studies, training and placement.
- 38 students were selected by ICICI bank for internship for 60 days beginning from 23rd June, 2012.
- 45 students have done internship with Bajaj Finserv Ltd from 5th October 2012.
- PNB Metlife had conducted an orientation session on 15th February, 2013. List of shortlisted candidates is yet to be finalized.
- Times of India had conducted interviews of candidates on 8th March, 2013. 38 students are shortlisted for the second round of interviews.
- Integrity Placement Solutions had come on 16th March, 2013 to discuss about the placement opportunities with ICICI Bank.

5.3 (a) Total Number of students : 4284 students

UG	PG	Ph. D.	Others
4009	275	-	-

(b) No. of students outside the state :

26

(c) No. of international students

-

Men

No	%
0	

Women

No	%
0	

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3808	35	3	110	-	3956	4100	51	3	130	-	4284

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

No. of students beneficiaries

NA

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counselling and career guidance

The College has an active Career Guidance and Placement Cell. Different Companies have approached the college for internship and placements.

No. of students benefitted

121

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	200	121	-

#### 5.8 Details of gender sensitization programmes

- The College organised essay competition on gender Issues to create awareness among students.
- The Women Development Cell organised signature campaign on protest against gang rape in Delhi.

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

State/ University level

NIL

National level

NIL

International level

NIL

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports :

State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	103	208441 student welfare fund
Financial support from government	33	447465
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## **Criterion – VI**

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

##### **Vision:**

To create positive changes in society through our path-breaking educational excellence.

##### **Mission:**

- Contribute to Indian Society by nurturing a generation of thought leaders and practitioners who will be change agents in our society.
- Focus on reducing the educational inequity by providing highest quality educational opportunities to all classes of society.
- Focus on progressive education by offering practical, innovative and contemporary educational programmes.
- Provide an environment that nurtures a passion for learning and creative thinking.
- Build intellectual capital through faculty development, research and consultancy.

#### **6.2 Does the Institution has a management Information System**

- The college has an accounting package “Tally” for its accounting functions. For non accounting function the college uses MS word and Excel. All the basic records are maintained on computer. The college has a main server to store the data. All the PC’s are in a network. Regular back up policy is in place. Each PC has an individual user password.
- MIS is used for maintenance of facilities for example, for communication with the Facilities manager for addressing issues related to infrastructure. The Biometric system is used to record attendance of staff. (Note: above information needs to verify)

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

##### **6.3.1 Curriculum Development**

- Though the curriculum for various courses is prescribed by the University of Mumbai, some of the faculty members, either as members of the Board of studies, or as members of syllabus framing committees, have made a significant contribution in framing of the syllabi.
- Faculty members are also encouraged to participate in workshop organised to discuss the framing of the syllabi of various courses.

##### **6.3.2 Teaching and Learning**

To improve quality of teaching and learning, the strategies are:

- Rigorous process for selection of faculty members.
- Detailed guidelines for attracting and retaining good faculty members.
- Conducive work environment.

#### 6.3.3 Examination and Evaluation

- All the rules and regulations pertaining to the examinations, laid down by the University of Mumbai, are scrupulously followed.
- The internal examinations help to estimate the conceptual clarity of the learners in different courses.
- Innovative projects, research surveys and assignments help to enhance the relevance of different courses.

#### 6.3.4 Research and Development

Strategies to strengthen research and development are:

- College provides all support for research and development like sanctioning duty leaves, encouraging faculty members for organising/ participation in faculty development programmes, research method workshop etc.
- Two Faculty members have successfully completed their PhD.
- Three faculty members are appointed as research guide.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation:

- The library has a vast collection of e-resources, books and journals.
- The book exhibition –cum-sale is organised every year for the benefit of students, staff and the local community.
- The college has high speed broad band connectivity.

#### 6.3.6 Human Resource Management

- The college follows self –assessment methods to evaluate the performance of the faculty in teaching, research and extension programmes.
- The college recognises the contribution by each of its staff members.
- The college magazine publishes achievements of staff on an annual basis.

#### 6.3.7 Faculty and Staff recruitment

- As per UGC and University guidelines.

#### 6.3.8 Industry Interaction / Collaboration

- Departments are encouraged to make their courses of study relevant to industry.
- Industrial visits, Lectures by industry experts and domain experts are regularly conducted.

#### 6.3.9 Admission of Students

- The College follows the guidelines issued by the University of Mumbai and the government from time to time.
- All details pertaining to admissions are displayed on the college website.
- The ERP system is used to manage admission for all undergraduate and postgraduate programmes, in both aided and self financing sections.

- Admission process is streamlined to minimize the waiting time for parents and students.

#### 6.4 Welfare schemes for

Teaching	NIL
Non teaching	NIL
Students	Initiatives undertaken for the welfare of the students are as follows: <ul style="list-style-type: none"> <li>• Student Aid fund, Book Bank Facility for the financially weak students.</li> <li>• Gymkhana facilities for indoor games.</li> </ul>

#### 6.5 Total corpus fund generated

#### 6.6 Whether annual financial audit has been done? Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	Yes	ISO	Yes	Outside professional firm

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

Being an affiliated college, all university guidelines are strictly adhered to and college uses the ERP system to streamline examinations.

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

The affiliating university is progressive in its outlook and has initiated measures such as the Academic Audit of colleges, adhering to UGC guidelines pertaining to teaching, learning and research that can help in promoting Academic Autonomy.

6.11 Activities and support from the Alumni Association

The college has an active Alumni Association. Get together of Our past students held on 25/08/2012.

6.12 Activities and support from the Parent – Teacher Association

On several occasion, the parents and teachers have opportunities for interact with each other. Parent –teacher meetings are also organised to discuss the attendance and academic progress of the students.

6.13 Development programmes for Non- Teaching staff

The college has always encouraged the non teaching staff to pursue further studies. To showcase their talents, the staff members are encouraged to participate in events organised by other institutions. The non teaching staff of college organises various activities like sports, workshop and satyananarayan pooja every year.

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

The College has augmented its efforts to save water and electricity by creating awareness about use of lights and fans.

## Criterion – VII

### **7. Innovations and Best Practices**

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

1. Enhanced use of ERP Software:

- Streamlining admission and examination processes.
- Speed up admission function
- Documentation and easy generation of reports.

2. Curricular Aspects:

- The college offers a wide range of add on Courses to facilitate the students to get exposure to varied curricula. Besides the conventional B.Com course, self- financed courses such as BMS, BMM, BFM, BBI,BAF and B.Sc (IT) at undergraduate level and M.Com with Accountancy, M.Com with Business Management and MA with Communication and Journalism at Post Graduate level are offered to the students.
- The College has been meticulously implementing the scheme of project work undertaken by the students based on field work or practical orientations.

3. Research ,Consultancy & Extension:

- Dr. Jayant Apte and Dr. Shagun Srivastava are recognised as Ph.D guides by the University of Mumbai.
- Dr Shripad Joshi is also recognised as Ph.D guide of JJTU.
- The Extension activities of the college are effectively managed and integrated with the curricular activities of the college.

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

- Introduction of Academic Dairy for faculty members.
- Strengthening measures to preserve environment.
- Enhanced use of ERP software.

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

- Introduction of the Academic Diary.
- Strengthened the measures to preserve environment.

7.4 Contribution to environmental awareness / protection

- Monitoring the Consumption of energy
- Regular AMC's with Vendors of air conditioners etc. to ensure that the equipment is in good working condition.
- Sensitization of students about energy conservation.
- Sensitization of students about water conservation.

7.5 Whether environmental audit was conducted? NO

7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

A SWOC Analysis was conducted by the college which brought to the light the following:

#### **STRENGTHS**

- Committed staff.
- Faculty research is strengthened
- Value based education.
- Ethical, Munificent and pro-active management.

#### **WEAKNESSES**

- Limited space for developing the infrastructure.
- Being a commerce college puts limitation on core research and patents.

#### **OPPORTUNITIES**

- New skill development courses approved by University of Mumbai.
- Tie-up with institutions/organisations for offering courses which will do value addition.
- Strengthening of industry-academia collaboration.

## CHALLENGES

- Emergence of private institutions and private universities having interdisciplinary programmes.
- Profile of our learners and their holistic development.
- Challenging learning and evaluation system.

### 8. Plans of institution for next year

- To study the NAAC Peer team report and implement their suggestions.
- To set up Anti- ragging cell.
- To set up Cyber security and awareness cell.

Name: CA Ashwat R. Desai



Signature of the Coordinator, IQAC

Name: I/C Principal Prof. Bhavana Vaidya

  
**I/C PRINCIPAL**  
Signature of the Chairperson, IQAC  
**Rajashree Sammelan Education Trust**  
**Ghanshyamdas Saraf College**  
**Of Arts & Commerce**

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**Abbreviations:**

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

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## Annexure 1A:

### Academic Calendar for the Year 2012-13

Month	Planner
May-2012	<ul style="list-style-type: none"> <li>• Printing prospectus.</li> <li>• Scrutiny of application and admission forms of S.Y. B.Com, T.Y. B.Com, BMS, BMM, BCBI &amp; BCAAF.</li> <li>• Meeting with parents and students of junior college (XIIth Standard) for academic counseling.</li> <li>• Admission of the students.</li> <li>• Interviews and continuation of un-aided staff.</li> </ul>
June-2012	<ul style="list-style-type: none"> <li>• Admission of F.Y.B.Com, BMS, BMM, BCAAF, BCBI, B.Sc(IT) by putting up three merit list and finalizing the admission list.</li> <li>• Time table preparation by Time Table Committee.</li> <li>• Meeting of Principal with Teaching and Non-Teaching Staff on the re-opening day.</li> <li>• Formation of various committees.</li> <li>• Meeting of the Principal with respective departments and committees.</li> <li>• Admission procedure for M.Com.</li> <li>• Commencement of F.Y., S.Y., T.Y. and M.Com Part-II lectures.</li> </ul>
July-2012	<ul style="list-style-type: none"> <li>• Planning examination schedule.</li> <li>• MKCL enrollments.</li> <li>• Students' enrollment for extension activities.</li> <li>• Address by Principal to F.Y. students.</li> <li>• Orientation of final year students for projects.</li> <li>• Painting competition by Marathi Sahitya parishad.</li> </ul>
August-2012	<ul style="list-style-type: none"> <li>• Preparation of F.Y. &amp; S.Y. ATKT examination.</li> <li>• Remedial lectures for ATKT students.</li> <li>• Formation of Students' Council.</li> <li>• Training programmes/orientation for students carrying out extension activities.</li> <li>• Essay writing competition by WDC.</li> <li>• Periodical test for F.Y., S.Y. &amp; T.Y. students.</li> <li>• Independence Day Celebration.</li> </ul>
September-2012	<ul style="list-style-type: none"> <li>• Seminar on "Micro Finance- A supportive tool for development".</li> <li>• Essay &amp; Debate competition by Planning Forum.</li> <li>• Antakshari competition.</li> <li>• Talent contest.</li> <li>• Hindi Divas Celebration.</li> <li>• Teachers' Day Celebration.</li> <li>• F.Y. and S.Y. additional periodical test.</li> <li>• F.Y. and S.Y. (Sem-I &amp; Sem-III) examination.</li> <li>• Second periodic test for T.Y.</li> <li>• Meeting parents of those students have less attendance.</li> <li>• Indoor games tournaments.</li> <li>• LMC and Governing Council meetings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Centralized Assessment of Sem- I &amp; III answer books.</li> <li>• Processing of results and collection of mark sheets.</li> <li>• Garba Ras by Students' Council.</li> </ul>

October-2012	<ul style="list-style-type: none"> <li>• Staff Academy Guest Lecture.</li> <li>• Giving home assignments to slow learners of T.Y.</li> <li>• Term end meeting of teaching staff.</li> </ul>
November-2012	<ul style="list-style-type: none"> <li>• Processing of results and declaration of Sem-I &amp; III results.</li> <li>• NSS residential camp.</li> <li>• Two days National conference on “Indian Business Scenario-Challenges Ahead”.</li> </ul>
December-2012	<ul style="list-style-type: none"> <li>• Annual Sports Day.</li> <li>• Inter-collegiate festival “Mauj”.</li> <li>• Blood donation and Thalesamia checking camp.</li> <li>• Study tour to Hyderabad during Christmas vacation.</li> <li>• Sem-I &amp; III additional examination.</li> </ul>
January-2013	<ul style="list-style-type: none"> <li>• Kabaddi &amp; Kho-Kho Tournaments.</li> <li>• Elocution competition for selecting best speaker.</li> <li>• Planning Forum’s A.D. Shroff’s elocution competition.</li> <li>• Quiz competition.</li> <li>• Annual Day.</li> <li>• Prize distribution.</li> <li>• Participation in “Udaan Festival”.</li> <li>• Remedial lectures for ATKT students.</li> <li>• F.Y., S.Y. and T.Y. periodical test.</li> </ul>
February-2013	<ul style="list-style-type: none"> <li>• F.Y. and S.Y. ATKT examinations.</li> <li>• Mentoring of T.Y. students.</li> <li>• Farewell to final year students.</li> <li>• Preliminary examination of T.Y. students.</li> </ul>
March-2013	<ul style="list-style-type: none"> <li>• Sem-II &amp; IV examinations.</li> <li>• Conducting T.Y. B.Com University examination.</li> <li>• CAP for Sem-II &amp; IV examination.</li> <li>• Collection of mark sheets of semester examination.</li> </ul>
April-2013	<ul style="list-style-type: none"> <li>• Processing checking and declaration of results.</li> <li>• Staff academy guest lecture.</li> <li>• CAP for T.Y. assessment.</li> </ul>

## Annexure 1B:

### ACTIVITY LIST 2012-13

#### Association Report

- **Accountancy Association** organised a one day seminar on the topic “Revised Schedule VI of the Companies act 1956” in the month of July 2012.
- **Commerce Association** organised ‘Commerce Quiz’ competition in the month of Feb 2013.
- **Cultural Association** organised several intra collegiate competitors. Like Mehendi, Painting, Antakshari and Talent Contest. A two day intercollegiate festival, ‘Mauj’ was held on 13<sup>th</sup> and 14<sup>th</sup> Jan, in which competitions were organised in 25 colourful events covering literacy activities, fine and performing arts, IT and sporting events. The association was also helpful in organising the cultural events of the college Annual Day.
- **Staff Academy** – Dr. Mangesh Karandikar, faculty Dept. Of Communication & Journalism, University of Mumbai delivered lecture on “Use of New Media in Teaching” in the month of October 2012.
- **Planning Forum** - It organised inter-class competitions viz. Essay, Debate and elocution on current Economic topics such as Financial Crises, Development of Infrastructure in Maharashtra, etc. A.D. Shroff interclass elocution competition was organised on behalf of The forum of Free Enterprise. The 1<sup>st</sup> prize winner also participated in intercollegiate A. D. Shroff elocution competition.

NSS-NSS unit enrolled 50 volunteers for the academic year 2012-13. NSS Volunteers actively participated in community based education & health project at Punarvas Education Society, Goregaon and M. W. Desai Municipal Hospital respectively. Volunteers also completed Energy Saving project & paper bag making project. During Blood Donation drive in our college, 100 bottles of blood were collected and Thalessemia Check up was done for 185 TYBCom Students. Volunteers attended Leadership Training camp & workshop for Gender Sensitization & Women Empowerment. Volunteers also participated in tree plantation, HIV/ AIDS awareness Rally and Rally against female foeticide, etc.

- **NCC** – The Annual Training Camp was held in September 2012 at Military Station, Wadala. The National Integration Camp was held at Kendriya Vidyalaya, Coalba. The cadets actively participated in pulse polio campaign.

- **Women's Development Cell** organised Thaali Decoration and Rakhi Making competition, Essay Writing Competition on gender issue, signature campaign on Protest Against Gang Rape in Delhi.
- **Sport Cell:** Football and Kabaddi competitions were held, among others.
- **Career Guidance/ Placement Cell:** Companies like ICICI Bank, Bajaj Finserv, PNB Metlife, Times Group, Fly High academy, etc offered internship opportunities.
  - a) 38 students were selected by ICICI bank for internship for 60 days beginning from 23<sup>rd</sup> June, 2012.
  - b) 45 students have done internship with Bajaj Finserv Ltd from 5<sup>th</sup> October 2012.
  - c) PNB Metlife had conducted an orientation session on 15<sup>th</sup> February, 2013. List of shortlisted candidates is yet to be finalized.
  - d) Times of India had conducted interviews of candidates on 8<sup>th</sup> March, 2013. 38 students are shortlisted for the second round of interviews.
  - e) Integrity Placement Solutions had come on 16<sup>th</sup> March, 2013 to discuss about the placement opportunities with ICICI Bank.
- **Department of Life Long Learning & Extension:** The DLLE of the college has enrolled 82 students for the academic year 2012-13. The students understood Status of Women in Society (SWS) project was 25 women were surveyed by each student. It organised poster making competition and essay writing competition.

The DLLE students participated at "UDAAN" Festival (intercollegiate Festival) and won 3<sup>rd</sup> prize in street play competition.