



Yearly Status Report - 2014-2015

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. (CA) Jayant Apte
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	022266812350
Mobile no.	9821125965
Registered Email	gsgc@rajasthani.org.in
Alternate Email	jayant.apte@sarafcollege.org
Address	RSET Campus, Sunder Nagar, S.V. Road
City/Town	Malad (West), Mumbai
State/UT	Maharashtra
Pincode	400064

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. (CA) Ashwat Desai			
Phone no/Alternate Phone no.		022266812350			
Mobile no.		9321153535			
Registered Email		naac.gsgc@sarafcollege.org			
Alternate Email		ashwat.desai@sarafcollege.org			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.rset.edu.in/gsc/naac			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://www.rset.edu.in/gsc/schedule			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.23	2013	23-Mar-2013	22-Mar-2018
6. Date of Establishment of IQAC			16-Dec-2004		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Digital Learning for students	14-Jan-2015 5		75		

Syllabus Revision Workshop for F.Y.BFM	30-Jul-2014 1	25
Workshop on Revised Syllabus of F.Y.BAF	30-Jul-2014 1	37
Staff Academy Program on Work Life Balance	03-Jul-2014 1	47

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute	Student Welfare Fund	State Government	2014 1	681015
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

- Submitted data on All India Survey on Higher Education 29/10/2015 for the year 201415.

- Involved students in activity for Environmental Conservation.

- Activities to sensitize students toward social issues and problems.

- Facilitated increased research output and an enhanced research climate for faculty and students.

- Staff development.

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
View Link	http://www.rset.edu.in/gsccl/iqacactivities
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Council of the College	04-Apr-2015

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

[16-Jan-2013](#)

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

[2015](#)

Date of Submission

[29-Oct-2015](#)

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The college has an accounting package "Tally" for its accounting functions. Admission Process is online. 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. M.I.S. is used for maintenance of infrastructure and other facilities. Issues related to infrastructure are communicated via Email to the facility manager. The Biometric system is used to record attendance of staff. RFID cards are

used for recording attendance of the students. INFLIBNET is regularly used by faculty and students. College library uses 'Koha' software for smooth conduct of library activities.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1. Appointment of Qualified Faculty - Institution hires qualified faculty as per the UGC norms. For conducting interview, Vice-chancellor nominee is appointed from University along with subject experts across different specializations, Principal and Management members. 2. Distribution of Workload (as per UGC and DHE norms) - The distribution of workload is done to the faculty by the time-table committee and as per the norms set by the University. Individual timetable is distributed, departmental and class timetable is displayed in the respective classrooms on the first day of the class. 3. Leave Management - All faculty members of the institution apply for different types of leaves (SL, CL, and DL) and information goes for necessary approval to the Head of the Department. The same goes to HR for keeping a record of total number of leaves consume by the faculty throughout the year and the balance leave available with faculty. The daily attendance is tracked through biometric technology to avoid any tampering of attendance. 4. Attendance - Institution have a student attendance record which helps in recording student's attendance of all lectures and tutorials conducted for UG and all PG programmes. The college follows the criteria of 75% attendance for students. 5. College Website - The institution website consist of college information regarding courses and admission, and is regularly updated with various activities held in college. 6. Co-and Extra-curricular activities - Institution initiates value added courses such as BSE Course where session on Financial Markets by BSE Institution Faculty ,along with study visit to BSE Campus, Course on Commercial Banking to add credit to the curriculum for the students. It initiated skill development and employability courses in the campus. 7. Examinations - The institution takes care of the exam activities in the form of appointment of examiners, collection of the question papers, collection and compilation of continuous evaluation marks, end semester marks and declaration of results using CGPA system. As per the UGC norms the college conducts class test per semester for internal assessment and a semester end exam after the completion of course to evaluate student performance. Students are given practice question bank and previous year question papers for thorough preparation. 8. Completion of Syllabus - The institution department takes care of the completion of syllabus by respective subject faculty. This is monitored and controlled through the Lesson plan which is prepared by subject faculty and approved by Head of Department. 9. Teaching Methodology - Institution believes in advancement of students with the usage of new mediums of learning. Therefore, faculty are trained and equipped to use newly available methods of teaching such as Powerpoint presentations, Case Studies, Live Projects, Industrial Visits, Assignments, Class Activities which brings knowledge and information beyond syllabus. The institution has taken initiative to encourage E-Learning by establishing GOLD (Goyal Online Learning Academy). Our college is taking benefit of the Academy by conducting online tests for our students in various subjects. 10. Remedial Lectures - Institution conducts remedial lectures for the slow learners and ATKT.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Financial Markets for beginners and economic indicators	N.A.	01/07/2014	4	Employability	Knowledge about Financial Markets and Economic Indicators
Commercial Banking	N.A.	01/07/2014	4	Employability	Knowledge about commercial banks.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Film TV and New Media Production	14/06/2014

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	35	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Bombay Stock Exchange Course	10/11/2014	205

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom		87

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

Institution conducts online feedback by the teacher every Academic Year, after the semester examination. The faculty gives feedback for all the theory and practical courses taught by them in the year. The general assessment points of the feedback based on question based syllabus, adequacy of syllabus, assessment of answer books, Satisfaction about teaching methodology, Faculty approachability towards students, Faculty ability to teach subject and control the class, Syllabus coverage, organisation of lectures, use of modern tools.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom		1291	5728	1288
BMS		144	1153	144
BA		144	540	144
MCom		220	471	174
MA (Journalism)		60	51	24
MA		60	20	8

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014	4274	349	47	0	6

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
47	34	9	8	0	4

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

? College offers a highly efficient Mentoring system for our students, the details of which are as follows: • Every class division is assigned to a faculty member as class Facilitator at the beginning of the year. The class Facilitator acts as a mentor for the students of that respective class. • Division representatives (DR) are appointed for every class divisions. These DR's Coordinate with the class facilitator (mentors) and keep them informed about the developments in their class • Each Mentor meets their students regularly and guides them in their studies and extracurricular activities. • Mentors also provide advice/ Counseling on career guidance and personal issues. • The mentor guides their students during their summer and final projects. • Mentor motivates the students to attend their lectures regularly and participate in maximum number of cocurricular and extra

curricular activities and in other areas of their interest. • Faculty Members who are conveners of Various activities also act as mentor of the students belonging to their group. They guide , motivate and attend their grievances. • Mentors also coordinate with the parents and keep them abreast about the progress of their child. • Mentors communicate with fellow faculty members in order to guide and motivate the students during their time of difficulties. ? College is also having an in house counseling centre named as Ramdhar Maheshwari Career Counseling Centre for counseling the students on their career planning and also to overcome their stress and personal problems. ? College also provides counseling by appointing external agencies to guide the students in preparing and appearing for competitive examination. Agencies like Lafit group and Reward Port were appointed during the year.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1782	47	1:38

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	0	1	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2014	Dr. (CA) Jayant Apte	Vice Principal	Member of Board of Studies of Accountancy of University of Mumbai.
2014	Dr. (CA) Jayant Apte	Vice Principal	Recognised as Ph.D guide in Department of Accountancy ,Faculty of Commerce from University of Mumbai.
2014	Dr. Shripad Joshi	Associate Professor	Recognised as Ph.D guide in Department of Business Policy and Administration from University of Mumbai.
2015	Dr. Shagun Srivastava	Associate Professor	Recognised as Ph.D guide in Department of Business Policy and Administration from University of Mumbai.

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
BCom	B.Com, BCAAF, BCBI, BFM, B.SC.(IT)	1	22/09/2014	28/11/2014
BCom	B.Com, BCAAF, BCBI, BFM, B.SC.(IT)	2	18/03/2015	30/04/2015
BCom	B.Com, BCAAF, BCBI, BFM, B.SC.(IT)	3	22/09/2014	28/11/2014
BCom	B.Com, BCAAF, BCBI, BFM, B.SC.(IT)	4	18/03/2015	30/04/2015
BCom	B.Com, BCAAF, BCBI, BFM, B.SC.(IT)	5	01/11/2014	05/02/2015
BMS	BMS	1	22/09/2014	28/11/2014
BMS	BMS	2	20/03/2015	30/04/2015
BMS	BMS	3	22/09/2014	28/11/2014
BMS	BMS	4	10/03/2015	30/04/2015
BMS	BMS	5	14/11/2014	16/02/2015
BMS	BMS	6	22/04/2015	17/07/2015
BA	BMM	1	22/09/2014	28/11/2014
BA	BMM	2	10/03/2015	22/04/2015
BA	BMM	3	24/09/2014	27/10/2014
BA	BMM	4	16/03/2015	27/04/2015
MCom	Accounts, Management	1	17/11/2014	03/03/2015
MCom	Accounts, Management	2	17/04/2015	07/07/2015
MCom	Accounts, Management	3	18/11/2014	04/03/2015
MCom	Accounts, Management	4	16/04/2015	14/08/2015

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

? Ghanshyamdas Saraf College is a college affiliated to the University Of Mumbai and adheres to the rules and regulation laid down by the University for Conduct of the examinations. The college takes various steps to carry out a continuous internal evaluation (CIE) system which are as follows : • Students are given syllabus at the beginning of each semester. After each topic is taught, various assessments in the form of class tests, tutorials , poster presentations are conducted. • Teachers have a detailed discussion about the type of questions the students need to prepare while appearing for the University examination. They are also made aware about the evaluation process which the evaluators follow for assessing the papers. • Notice for conducting internal exams dates are displayed on the college boards well in advance. These

tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners. • Evaluation is done both in theory and practical examinations. • Performance of the students is monitored by the Head of Department and the necessary feedback is given to the Principal and concerned faculty members. All these matters are also put up and discussed in the Local Managing Committee (LMC) meeting. • Remedial Classes are conducted for the slow learners ? The examination committee is provided with ICT facilities such as computers, high speed digital printers so that the question paper which comes from the university is printed quickly and on time.

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

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

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Com	BCom		754	656	87
BCAF	BCom		126	122	97
BCBI	BCom		105	85	81
BFM	BCom		37	31	84
B.Sc.(IT)	BCom		44	20	45
BMS	BMS		130	85	65
BMM (Journalism)	BA		25	12	48
BMM (Advertising)	BA		81	70	86
M.Com	MCom		99	90	91

2.7 – Student Satisfaction Survey

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

Nil

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	2	ICSSR	0.5	0

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	3	3
International	Commerce	12	3
National	Accountancy	4	1
International	Accountancy	4	1
International	Economics	2	2
National	Mathematics, Statistics Computer Science	2	2
International	Mathematics, Statistics Computer Science	5	2

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

Department	Number of Publication
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Commerce (Books)	2
Commerce (Research Papers)	15
Accountancy (Research Papers)	5
Economics (Research Papers)	3
Mathematics, Statistics Computer Science (Research Papers)	6
Law (Research Papers)	3
English (Research Papers)	1
Environmental Studies (Research Papers)	1
Library (Research Papers)	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	1	14
Presented papers	25	15	0	0
Resource persons	0	5	1	16

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Annual Training camp Neral	NCC	1	9
National Integration camp KV Colaba	NCC	1	2
Independence Day parade	NCC	1	32
Cleanliness Drive	DLLE	2	50

Survey on Status of women in our society	DLLE	2	89
Visit to Shanti Daan mission of charity	DLLE	2	40
Rally on Drug Awareness	NSS	1	6
Tree Plantation	NSS	1	40
Blood Donation	NSS	1	38
Cleanliness Drive on Marve Beach	NSS	1	20
Special Residential 7 Days Camp	NSS	1	26
Senior Citizen Registration Workshop	NSS	1	24
Seminar on HIV AIDS	NSS	1	15
Disabled Day Awareness Rally	NSS	1	38
Community based education project at puranvas school	NSS	1	40
Paper Bag making project	NSS	1	50
Flag Collection rally	NSS	1	30
International Peace rally	NSS	1	8
Marathon for AIDS awareness	NSS	1	10
Two day workshop on natural manmade disaster management	NSS	1	2
Workshop on youth for Governance	NSS	1	2

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Snow Skiing Course	Selected	Indian Institute of Mountaineering	1
Combined ATC	Special Prize	Matheran Valley School, Neral	9
Debate Competition	Second Prize	Matheran Valley School, Neral	1
NCC Camp	Best Guard of Honour	NCC National Integration Camp	1

Street Play Competition in Udaan Festival	Second Prize	DLLE, University of Mumbai	15
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	NSS	Beach Cleaning Drive	20	50
DLLE WDC	DLLE WDC	Cleanliness Drive	4	150
Independence Day celebration	WDC	Street Play on empowerment of Women	2	15

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Counselling	Career Counselling	Lafit Group	12/02/2015	12/02/2015	47
Counselling	Career Counselling	Reward Port	12/09/2014	12/09/2014	18
Placements	Job Placements	Sales Academy Private Limited	20/02/2015	20/02/2015	54
Employability	Financial Market for beginners and Commercial Banking	Ambition Learning Solutions	01/07/2014	31/10/2014	35

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3127000	2380596

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18940	1855474	288	38400	19228	1893874
Reference Books	15926	4739111	169	102153	16095	4841264
Journals	26	229901	40	54060	66	283961
CD & Video	131	50826	16	0	147	50826
Others (specify)	221	42597	5	17283	226	59880
e-Books	97000	3000	0	0	97000	3000
e-Journals	6000	2000	0	0	6000	2000

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Shripad Joshi	Export Marketing	Gold Academy	15/01/2015
Rupa Shah	Commerce	Gold Academy	15/02/2015

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

4 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1475000	1164829	3127000	2380596

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

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

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare Fund	26	247255
Financial Support from Other Sources			
a) National	Government Scheme	93	744047
b) International	NIL	0	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	20/08/2014	112	Internal Faculty Members
Personal Counselling for all First Year Students	11/08/2014	1576	Ramadhar Maheshwari Career Counselling Center

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2014	Counselling by Reward Port	0	18	0	10
2014	Counselling by Ambition Learning	0	35	0	27
2015	Counselling and Placements by Sales Academy Private Limited	0	54	0	18
2015	Counselling by Lafit Group	0	47	0	0

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Globus Company, GenXT Homes, Lafit Company, Coverfox Company, Reward Port, Astitva Consultant, Gurukul ELearning, TV18, SPARK	626	62	Motilal Oswal, ICICI Prudential, Parit Software Technology, Sterling Hoilday Resorts	136	25

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2014	3	B.Com	B.Com	Durgadevi Saraf Institute of Management Studies	PGDM
2014	6	B.Com	B.Com	Durgadevi Saraf Institute of Management Studies	MMS
2014	91	B.Com	B.Com	Ghanshyamdas Saraf College of Arts & Commerce	M.Com

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
Sports	National	5
Cultural	Inter Collegiate	250

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2014	Gold medal	National	1	0	582884	Ganesh Yadav
2014	silver medal	National	1	0	0	Minal Jadhav
2014	Silver medal	National	1	0	508492	Trupti sonawane

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

The students council of Ghanshyamdas Saraf College hosted a number of events during the Academic Year 2014 15. The students' council activity began with the Orientation Program being organized to welcome the First Year students and to orient them about the college, course curriculum, activities scheduled during the year, protocol to be followed in the premises, etc. Upon completion of the orientation a Freshers' Party was arranged in which cultural programme was included followed by hosting the Pageant for Mr. Miss Fresher. It concluded with snacks being served. This followed with the Teachers Day celebration on 5th September. StudentTeacher competition was held followed by the Bookmark competition. The next event that was held was the Quotes writing competition. The theme was general and students could write any quote as per their area of interest. Innumerable meaningful and thought provoking quotes were showcased by the students of B.Com SelfFinance section. Raas Garba celebrations was a grand affair with the students participating in large numbers and dancing to the tunes of the Garba songs played. Prizes were awarded in the category of Best Garba Dancer and Best Traditional Costume in Male Female category. The beginning of the second term was vibrant with colours with the Rangoli completion being held. The Theme was based on a social message which had to be seen through the Rangoli art. Students came out with their creativity and displayed wide array of social messages via their Rangoli art. The final event organized by the students' council during the academic year was the Farewell functions where the juniors bid adieu to their senior Third year students. The Third year representatives from different streams shared their experiences and fond memories spent in the college. This was followed by the cultural programme organized for them. The Third year students left no stone unturned with their performances at the personality Pagaent contest as well as on the dance floor. The students parted with fond memories to last and be treasured for a lifetime. To sum up, it was indeed an eventful year with the active participation of student participants, student volunteers, committee members and Heads of Institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

130

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

04

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

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

•For smooth functioning, the Governing Council (GC) delegates all academic and operational related decision making authority to the Principal. The Principal in turn has appointed faculty members as convenors for various Committees/Associations such as Admission Committee, Students Council, Examination Committee, Cultural Association, Discipline Committee, Sp[orts Committee, Students Grievance committee, Unfairmeans Committee , Women’s Development Cell, Entrepreneurship Cell (E Cell) , NCC, NSS , Library Committee, Green Initiatives, etc. This has ensured proper functioning, better coordination and good results. •Class Facilitators (Teaching Faculty) are also appointed for each and every class of F.Y., S.Y. and T.Y to coordinate with the students in conducting various activities, understanding the grievances of the students and redressing the same. Students are also empowered to play an active role as coordinators in various cocurricular and extracurricular activities as well in IQAC, Students Council, Women’s Development Cell, Department of Life long learning, students grievance Cell, Anti Ragging Cell, etc.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Many teachers are on the Board of Studies and involved in framing syllabi. Faculty members are on syllabus revision committees and / or attend workshops that enhance their ability to deal with the curriculum.
Teaching and Learning	The IQAC ensures that the teaching learning process is meaningful and relevant by its emphasis on the following : •Use of innovative, student friendly, student centric and participatory teaching learning methods such as slide shows through projectors, PPT presentations, etc. •Organising talks on various topics by experts for staff and students on regular basis. •Regularly updating the library and improving updating laboratory facilities. •Getting staff to submit their work plans at the beginning of the year and to regularly maintain the teacher’s diary. •Encouraging students to extend their knowledge to various

	<p>target groups in the community and learn from them through extension programmes in urban and rural areas.</p> <ul style="list-style-type: none"> •Industrial visits are also organised for students.
Examination and Evaluation	<ul style="list-style-type: none"> •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. •Examination committee monitors and ensures smooth conduct of all examinations. •Online assessments are monitored properly Internal exam marks are also uploaded.
Research and Development	<p>The college ensures that high quality research is produced by supporting the staff and students in several ways:</p> <ul style="list-style-type: none"> •The number of faculty who have received Doctoral Degrees are recognised as Ph.D. guides has been consistently increasing •Staff is motivated to apply for research grants from different funding agencies. •Members of the faculty are encouraged to participate in seminars and conferences. •The Library is well equipped with books, journal and eresources to support research by staff and students.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> •The library infrastructure has been enhanced through computerization and online data bases. •Faculty members are encouraged to make use of ICT in the Teaching Learning process. •The library has a vast collection of eresources, books and journals. •An ebook reader is available in the library. •The library staff is encouraged to attend workshops - courses to enhance their skills.
Human Resource Management	<p>Students:</p> <ul style="list-style-type: none"> •Extension activities were organised to sensitize students to the needs of the underprivileged sections of society. •Competitions were conducted to promote literary skills. (e.g., poetry, limerick writing etc.) •Students were encouraged to be creative and showcase their talents at MAUJ (the annual intercollegiate festival) and at various collegiate and intercollegiate events. Students

develop organisation, managerial leadership skills by organising these intercollegiate festivals. They are involved at every level i.e. from conception to the P.R , Logistics Accounting. •As members of various committees, students were given opportunities to enhance their leadership, organizational, report writing and other skills. Staff: •The Faculty members are provided with continued support and encouragement for participation in refresher courses, seminars and workshops. •The faculty members are also encouraged and supported to make paper or poster research presentations at local, national and international levels. •The faculty members are given opportunities to strengthen their leadership, organizational, management and other skills as conveners or members of various committees. •Regular meetings of the nonteaching staff with the Principal are organised to provide a platform for informal discussion and improvement of the work environment. •Non teaching staffs are also encouraged to participate in various intercollegiate competitions. •Faculty and Staff Recruitment •Recruitment is done as per UGC and University guidelines. •Teaching staff is recruited as and when the vacancy arises strictly as per the guidelines of UGC, University of Mumbai and the State Government norms. •A selection Panel consisting of subjects experts, a government nominee, management nominees, the Principal and the Head of the Department is formed.

Industry Interaction / Collaboration

•The college constantly makes efforts to maintain strong links with the industry and to increase the number of collaborations. This enhances learning and creates employment opportunities for the students. •The Employment Placement Cell invites companies to make presentations to students and to canvass job vacancies.

Admission of Students

•The College follows strictly the guidelines issued by the University of Mumbai and the government from time to time. •All details pertaining to admissions are displayed on the college website. •The ERP system is used to manage admissions to all undergraduate

and postgraduate programmes, in both aided and self financing sections.

- Admission process is streamlined to minimize the waiting time for parents and students.
- All efforts are made to make the admission process transparent and systematic.

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

E-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> •Getting staff to submit their work plans at the beginning of the year and to regularly maintain the teacher's diary. •Faculty members are encouraged to make use of ICT in the Teaching Learning process. •The library infrastructure has been enhanced through computerization and online data bases. •The library has a vast collection of eresources, books and journals. •An ebook reader is available in the library.
<p>Administration</p>	<ul style="list-style-type: none"> •MIS is used for maintenance of infrastructure and other facilities. Issues related to infrastructure are communicated via Email to the facility manager. The Biometric system is used to record attendance of staff. •RFID cards are used for recording attendance of the students.
<p>Finance and Accounts</p>	<ul style="list-style-type: none"> •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.
<p>Student Admission and Support</p>	<ul style="list-style-type: none"> •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 admissions to all undergraduate and postgraduate programmes, in both aided and self financing sections. •Admission process is streamlined to minimize the waiting time for parents and students. •All efforts are made to make the admission process transparent and systematic.
<p>Examination</p>	<p>CC TV Cameras installed in Exam Photocopy Room and each and every Classroom. High Speed Digital Printers</p>

for obtaining speedy printouts of question papers sent by University.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2014	Rajkumar Jaiswal	State level seminar on 10th and 11 th June , 2014	Patkar College , Mumbai	600
2014	Rajkumar Jaiswal	Workshop on 19th July, 2014	JM Patel College , Mumbai	250
2014	Rajkumar Jaiswal	Orientation on 3rd September to 1st October 2014	Staff Academy , University of Mumbai	500
2014	Dr. Seema Agarwal	State level seminar on 10th and 11th June, 2014	Patkar College, Mumbai	600
2014	Dr. Seema Agarwal	Workshop on 19th July, 2014	JM Patel College, Mumbai	250
2014	Dr. Seema Agarwal	Orientation on 3rd September to 1st October 2014	Staff Academy, University of Mumbai	500
2015	Dr. Seema Agarwal	International Conference on 19th and 20th January, 2015	University of Mumbai	3000
2015	Ameya Tanawade	One Day workshop on 18th June, 2015	R.A. Podar college, Mumbai	250
2015	Ameya Tanawade	International Conference on 9th and 10 th January , 2015	P.D. Kharkhanis College, Ambernath , Thane	2200
2015	Gopal Sonar	One Day Conference on 26th February ,2015	Thakur College, Mumbai	1000
2015	Gopal Sonar	One Day Workshop on Revised Syllabus for TY B.Com Commerce Paper	Thakur College, Mumbai	250

2014	Dr. Shripad Joshi	One Day Workshop on 21st June and 2nd July, 2014	Thakur College and Chetna College	1000
2015	Dr. Shripad Joshi	International Conference on 9th and 10th January, 2015	P.D. Kharkhanis College, Ambernath, Thane	2200
2015	Rupa Shah	International Conference on 9th and 10th January, 2015	P.D. Kharkhanis College, Ambernath, Thane	2200
2015	Ashwat Desai	International Conference on 9th and 10th January, 2015	P.D. Kharkhanis College, Ambernath, Thane	2200

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2014	How to Strike Work Life Balance	How to Strike Work Life Balance	03/07/2014	03/07/2014	47	10

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
UGC Sponsored Orientation Programme held at Staff Academy, University of Mumbai	2	03/09/2014	01/10/2014	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Well equipped, airconditioned staff room	The college has helped the children of Non	Airy classrooms, security in the campus, RO

is provided, canteen facility at concessional rate, pantry facility, banking facility in the campus.	teaching staff in getting admission in our College. Further the college has also waived fees of their children. College uniform is provided, canteen facility at concessional rate, pantry facility, banking facility in the campus.	drinking facility, adequate sanitation facilities , proper and hygienic upkeep of common areas, counselling and guidance centre, hostel in the campus for girls students , book bank facility for financially weak students and Students Aid Fund.
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6.4 – Financial Management and Resource Mobilization

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

Institution conducts continuous Internal Audit. External Audit is conducted by external professional firm. Day to day activities are monitored by Internal Audit Department. Compliance of audit objections are done on immediate basis.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		

6.4.3 – Total corpus fund generated

991302

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	ISO	Yes	Outside Professional Firm

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The attendance of the students • Academic progress of the students. • Parents are invited during the felicitation function when their children win Prizes/ Awards.

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

•The college has always encouraged the non teaching staff to pursue further studies. To showcase their talents, the staff members are encouraged to participate in events organised by other institutions. •The non teaching staff of college organises various activities like sports, workshop and satyananarayan pooja every year. •Development programmes on Hierarchy of reporting, how to carry out job responsibilities, how to write official letters, behaviour and etiquettes are conducted in house. •The College encourages nonteaching staff to attend workshops/seminars conducted by various colleges / University. During the Year Mr.Anil Shindhe attended the workshop of social welfare office on14th August ,2014 held at Chetana College , Bandra East, Mumbai.

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

Research extension activities have improved significantly • Library facilities have been improved by introducing eresources to compensate for lack of space • Industrial linkages with MOUs have been initiated.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2014	The College has augmented its efforts to save electricity by creating awareness about judicious use of lights and fans and has entered into AMCs so that air conditioners work efficiently.	10/06/2014	10/06/2014	30/04/2015	47
2014	Tree plantation was organized in the college campus.	26/07/2014	26/07/2014	26/07/2014	40
2014	Cleanliness Drive was conducted at Marve Beach to clean the beach on the next day of the Ganapati Immersion.	09/09/2014	09/09/2014	09/09/2014	20
2014	Paper making project where about 1500 Paper bag was made distributed	01/07/2014	01/07/2014	31/08/2014	25

	among vendors and chemists to reduce use of plastic bags.				
2014	To create awareness about Resource Conservation, our volunteers completed an energy saving project	01/11/2014	01/11/2014	24/12/2014	15

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
BCom	15/08/2014	15/08/2014	5	3

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

Percentage of power requirement of the University met by the renewable energy sources
• Disposal of canteen eatery food waste • Disposal of garden and other green waste

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2014	1	0	26/07/2014	01	Tree plantation Drive	Strategic location Advantage	21

						s College is strategically located, close to Two Local railway station, Highway and link road Disadvantages crowded area	
2014	0	1	12/11/2014	01	Cleanline ss Drive	Strategic location Advantages College is strategically located, close to Two Local railway station, Highway and link road Disadvantages crowded area	19

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct and College Regulations for Students	10/06/2014	Code of conduct and college regulations for students is mentioned in the college prospectus and also displayed on the college website. Disciplinary Action is taken against the students if they do not follow the college regulations and code of conduct
Code of Professional Ethics for Teachers	10/06/2014	The Institution ensures that the code of professional ethics specified under Rule No. 17 under UGC Regulations 2010 is followed strictly by the teachers.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Teachers day Celebration (on the occasion of Birth Anniversary of Sarvapalli Radhakrishnan	05/09/2014	05/09/2014	500
Senior Citizen Registration Workshop	04/11/2014	04/11/2014	24
Seminar on HIVAIDS	01/12/2014	01/12/2014	15
"Disabled day" awareness Rally	03/12/2014	03/12/2014	38

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

The College has augmented its efforts to save electricity by creating awareness about judicious use of lights and fans and has entered into AMCs so that air conditioners work efficiently. • This year, Tree plantation was organized in the college campus on 26th July 2014. • Cleanliness Drive was conducted at Marve Beach to clean the beach on the next day of the Ganapati Immersion i.e. on 9th Sept. 2014. • Our volunteers actively participated in Paper making project where about 1500 Paper bag were made distributed among vendors and chemists to reduce use of plastic bags. • To create awareness about Resource Conservation, our volunteers completed an energy saving project. • Reduction in use of paper in administrative procedure because of e communication. • Plastic free campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Practice 1 Title of the Practice: Initiation of E Learning Academy Practice 2: Title of the Practice: Enhancement of Research

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

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

7.3 – Institutional Distinctiveness

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

• Stronger participation of students in the various intercollegiate, state and national level cultural activities: Students were encouraged to be creative and showcase their talents at MAUJ (the annual intercollegiate festival where participation is of more than 3000 students from different colleges across Mumbai, Thane and Navi Mumbai) and at various collegiate and intercollegiate events. Students develop organisation, managerial leadership skills by organising these intercollegiate festivals. They are involved at every level i.e. from conception to the P.R, Logistics Accounting. Students Ghanshyamdas Saraf College lifted the Best College Trophy in the overall championship for cultural events Dalmia College Fest. • Enhanced infrastructural facilities in the college. Good security in the campus, bright and airy lecture rooms , better hygienic quality of food at concessional rate in the canteen, well equipped library facility, counselling and guidance centre , proper and hygienic upkeep of common areas. • Sensitized students to the need for environmental conservation: Tree Plantation drive taken up by the college. Strengthening measures to preserve environment through Save Water and save Energy programs. Plastic free campus. • Staff Development: Faculty Members are

motivated to do research. The number of faculty members who have received Doctoral degree and are recognised as Ph.D guides has been consistently increasing. Various lectures and interactive sessions were conducted for development of faculty members. Faculty members have attended various seminars, conferences and workshops.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

Digitization: College has already initiated KUNJBIHARI S. GOYAL ONLINE ACADEMY FOR LEARNING AND DEVELOPMENT (GOLD ACADEMY) for the purpose of disseminating academic content to the students. The aim is to conduct online tests, online quiz and online lectures for the students in the field of commerce. More and more students of commerce and self finance courses will be registered in coming year. Faculty members will also be given training by this academy. All the computers in the college are upgraded on regular basis. All accounting and non accounting soft wares are upgraded with latest versions from time to time. CCTV camera will also be installed in few more places. **Minimising environmental degradation:** More emphasis will be given on programmes such as Tree Plantation, Cleanliness Drive, Plastic Free Campus, Energy Saving Projects and Water Conservation projects. **Creating Social awareness:** Students will be participating in various rallies and workshops conducted by the College, University and other colleges on social awareness. Blood Donation Camp will also be organized like every year, visits to schools of specially challenged students, old age homes and hospitals. **Continue to upgrade faculty by encouraging research:** More and more faculty members will be encouraged to undertake research activity and pursue Ph.D. those faculty members who have completed Ph.D will be motivated to get recognition as Ph.D Guides. Various lectures and interactive sessions will be conducted for development of faculty members. Faculty members will also be encouraged to participate in various seminars, workshops and conferences.