



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

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

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Ashwat Desai			
Phone no/Alternate Phone no.		022266812350			
Mobile no.		9321153535			
Registered Email		naac.gscs@sarafcollege.org			
Alternate Email		ashwat.desai@sarafcollege.org			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://www.rset.edu.in/gscs/naac/">https://www.rset.edu.in/gscs/naac/</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="https://www.rset.edu.in/gscs/schedule/">https://www.rset.edu.in/gscs/schedule/</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.23	2013	23-Mar-2013	22-Mar-2018
<b>6. Date of Establishment of IQAC</b>			16-Dec-2004		
<b>7. Internal Quality Assurance System</b>					
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		
Establishment of Bloomberg Terminal in Ghanshyamdas Saraf	10-Oct-2017 150		63		

College Bloomberg		
Tie-up /MOU with Skill Development and Vocational Training Institute of India under which Certificate courses were provided in various subjects such as E-Taxation	21-Oct-2017 90	30
Tie-up /MOU with Skill Development and Vocational Training Institute of India under which Certificate courses were provided in various subjects such as . English speaking and Personality Development	15-Feb-2018 90	42
BMS Department organised an exhibition on Innovation and sustainability	15-Jul-2017 1	110
BCAF Department organised	26-Mar-2018 1	130
BCBI Department Organised	12-Mar-2018 1	139
BFM Department organised	15-Mar-2018 1	148
BSC IT organised	16-Mar-2019 1	120
BMS Department of Self Finance Courses organised Entrepreneurial Fair	05-Mar-2018 1	102
A Seminar on Digital Transformation	13-Sep-2017 1	40
<a href="#">View File</a>		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Student Welfare Fund	State Government	2017 30	1142025
<a href="#">View File</a>				

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

Yes

Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
<ul style="list-style-type: none"> <li>• Tie up with Skill Development and Vocational Institute of India.</li> </ul>	
<ul style="list-style-type: none"> <li>• Starting Bloomberg Lab Giving students' exposure to and understanding of global market conditions and trading.</li> </ul>	
<ul style="list-style-type: none"> <li>• Organising various Seminars and Workshop for students on Career Counselling and Placements.</li> </ul>	
<ul style="list-style-type: none"> <li>• Encouragement to teachers to participate in Research Programmes and other Faculty Development Programmes</li> </ul>	
<ul style="list-style-type: none"> <li>• Organising Innovative Departmental Activities with direct involvement of maximum students.</li> </ul>	
<a href="#">View File</a>	
<b>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</b>	
Plan of Action	Achievements/Outcomes
To facilitate value addition to existing curriculum	On the recommendations of the IQAC, MOU was made with Skill Development Vocational Institute of India and the framework for introduction and development of value added/addon courses to be launched in the College. A systematic survey approach has been adopted to identify the needs of the students, keeping in mind the academic and industry relevance of the needs. Preferences for various courses were obtained and based on the responses of

	<p>the students, a value added/addon course titled Certificate Course in ETaxation - Direct tax was launched in collaboration with Skill Development and Vocational Training Institute of India.</p>
<p>To Prepare the Students For Global Job Market</p>	<p>To prepare the Students and enhance their financial Market Skills College has established Bloomberg Terminal In the College. Bloomberg Professional Service Bloomberg's Core Offering - is a global Software platform that provides transparent and reliable financial, economical information across all market sector. This Year 63 Students enrolled for Level 1 course Of Bloomberg Certification. Bloomberg can also be a powerful tool for our Faculty for Pedagogy and Research. Ghanshyamdas Saraf is the first undergraduate college in Mumbai to have such facility.</p>
<p>To promote research</p>	<p>Taking into cognizance the growing importance of research and the need to channelize the research aptitude and skills of faculty members in the College, College has launched a Research Cell of Mumbai University in the College in the subject of Commerce and Economics. Further, the Cell has assisted young faculty members in preparation of synopses for research proposals to be submitted to the University where they are taking admissions to the Ph. D Programme. To promote research culture, the College has encouraged faculty members to participate in Research Conclaves The details are : • Prof. Rupa Shah Assistant professor, Department of Commerce participated in InterUniversity Research Convention Avishkar in the Teacher's category and won a Gold Medal at University Level. She was also part of University contingent where she secured Silver medal at State Level. • Prof. CA Ameya Tanawade Assistant professor, Department of Accountancy Also Presented his Research Project in Inter University Research Convention Avishkar, where he bagged a Gold Medal at University level in PPG Category and He was also part of University contingent at State Level.</p>
<p>To promulgate Entrepreneurship at student level</p>	<p>Two of our young students have participated in Business Inventors</p>

	Programme 201718, where they presented their Business Plan " Innovation in Toilet System" . The Motto of this plan was "To live a good healthy life. They Won 'The Best Presenter Award'. The theme of the Programme was " Women Entrepreneurship"
Feedback from students and teachers on five quality parameters related to curriculum.	The feedback from students in each department after completion of each semester examination was collected and analysed. Consolidated reports were sent to the departmental heads for communicating discussing the results with the teachers. Feedback was taken on following five parameters.
Development Programmes for Students for Overall Development, Career Counselling and Placements.	<ul style="list-style-type: none"> <li>• Seminar on Python Programming. • Seminar on Digital Transformation. • Seminar on Core JAVA by Revith Infosolutions • Animation Awareness and Designing Session by MAAC. • Seminar on Careers in Banking and Finance By Financial Planning Academy (FPA) • Various Placement Drives were organised for providing Placement Opportunities to Students. Along with this for overall development of Students Self Finance Department organised various Departmental Activities. The five activities were as follows: • Exhibition of Innovation and Sustainability. • Financial Planetarium • Monetary Museum • Investment Bazaar • TechnoWizz</li> </ul>
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Council of College</td> <td>14-Oct-2017</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Council of College	14-Oct-2017
Name of Statutory Body	Meeting Date				
Governing Council of College	14-Oct-2017				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes				
Date of Visit	16-Jan-2013				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2018				

Date of Submission	03-Feb-2018
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p><b>Accounting:</b> The College uses accounting package "Tally" for its accounting functions. <b>B. Administration:</b> For non accounting functions, the college uses MS word and Excel. ERP has developed MIS for smooth functioning of administration. All the basic records are maintained on computers. The college has a main server to store the data. All the PCs are in a network. Regular back up policy is in place. Each PC has an individual user password. M.I.S. is used for maintenance of infrastructure and other facilities. Issues related to infrastructure are communicated via Email to the facility manager. The Biometric system is used to record attendance of staff. RFID cards are used for recording attendance of students. SMS gateway sends important notifications to different stakeholders of the college. <b>C. Admission:</b> Admission process of the students is done online. Admission module helps in conducting the admission process of all UG and PG students smoothly. Students are required to complete the admission formalities by filling up their information online. This admission module helps in generating information as required for admitting the students. Merit lists are also generated based on which students are admitted in the college. <b>D. Others:</b> Website of the college is also updated on regular basis.</p>

## 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. **Qualified Faculty** – Institution hires qualified faculty as per the UGC norms. For conducting interviews, Vice-chancellor nominee is appointed from University along with subject experts across different specializations, Principal, and Management members. 2. **Examinations** –For smooth conduct of examinations appointment of examiners, collection of the question papers, collection and compilation of continuous evaluation marks, semester end marks

and declaration of results using CGPA system. As per the UGC norms, class tests per semester for internal assessment and a semester end exam after the completion of course are taken to evaluate student performance. 3. Leave Management - All faculty members apply for different types of leaves (SL, CL, and DL) and information goes for necessary approval to the Head of the Institution for approval. HR also keeps record of the total number of leaves utilized and the balance leave available with faculty. The daily attendance is tracked through biometric system. 4. Distribution of Workload - Workload is distributed among the faculty by the time-table committee and as per the norms of the University. Individual timetable is distributed, departmental and class timetable is displayed in the respective classrooms. 5. Co-Curricular and Extra-curricular activities - Institution believes in overall development of the students. Co-curricular activities such as CATC was held in Fulpada by NCC, International Yoga Day celebration, Cleanliness Drive, Educational Projects, Tree Plantation, Waste Management and many more activities conducted by NSS unit. Women's Development Cell arranged a talk on 'Role of Internal Committee in Dealing with Sexual Harassment of Women at Workplace. Success Camp was arranged by Rotaract Club at Nilshi where students were taught self defense techniques. The College organises various seminars, workshops, interviews for the benefit of the students like Python Programming Session for TYBSc-IT students, Digital Transformation seminar organised by NIIT, Quiz competition conducted by Career Launcher, a workshop organized for TY students by TIME institute on Resume Building and Group Discussion/Personal Interview skills. Tata Strive and Sling App provided a free course on Banking and Communication and preparing students which was initiated with the help of TATA group 6. Attendance -. The College follows the criteria of 75% attendance for students and the attendance is monitored on a regular basis. 7. College Website - The Institution website consists information regarding courses and admissions, and is regularly updated with various activities held in College. 8. Completion of Syllabus - The Institution's departments take 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 the Head of Department. 9. Teaching Methodology - Institution believes in student-centered learning. Faculty avail new methods of teaching such as Powerpoint presentations, Case Studies, Live Projects, Industrial Visits, Assignments, Class Activities which cater to knowledge and information of the students beyond the prescribed syllabus. Institution's initiative for Gold Academy has benefited many students by conducting online tests in various subjects. 10. Remedial lectures- Institution conducts remedial lectures for slow learners on a regular basis.

#### 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
Certificate Course on Capital Market with Bloomberg	Nil	10/10/2017	150	Personality Development	Skill development in Capital Market
Certificate Course in English Speaking and Personality Development	Nil	21/10/2017	7	Personality Development	Skill development and vocational training.

#### 1.2 – Academic Flexibility



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

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Nil	05/06/2017
<a href="#">View File</a>		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Nil	05/06/2017

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

	Certificate	Diploma Course
Number of Students	135	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
Certificate Course in English Speaking and Personality	21/10/2017	42
Certificate Course in E-Taxation	15/02/2018	30
<a href="#">View File</a>		

### 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	Industrial Visit to Bengaluru	134
BCom	Internship by Star Health	9
BCom	Internship by My Insurance Club	20
BCom	Internship with RBI	1
BCom	Internship Project for TYBMS students	71
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

## Feedback Obtained

Teachers Feedback Institution obtains feedback from the teacher every Academic Year, after the semester examination. The faculty gives feedback for all the theory and practical courses taught by them in the year. The areas covered during the feedback are questions based on the syllabus, assessment of answer books, Satisfaction about teaching methodology, relevance of course content, Faculty approachability towards students, Syllabus coverage, organisation of lectures, use of modern tool through satisfaction survey, new modes of teaching, adoption of ICT in lesson plan. Student Feedback Institution also conducts feedback from students every Academic Year, after the semester examination. The student gives feedback for all the theory and practical courses taught to them in the year. The points covered while conducting the feedback are based on questions based on the syllabus, adequacy of syllabus, evaluation of their answer books, satisfaction about teaching methods, teachers' approachability towards them, Faculty's ability to teach subject and control the class, Syllabus coverage, planning of lectures, use of modern tools and implementation of the tools and satisfaction among students about it, approach of teachers towards the students. Parents Feedback Institution conducts feedback from the parents, where parents give feedback on various criteria mentioned in the feedback form, the feedback from the parents is collected during the Parents Teachers Meeting (PTMs) which is held at regular intervals by the Institution. Feedback is taken on the curriculum, relevance of it on the real life situation of the students, how important is the course from their perspective for their wards. The points are calculated according to the grades given by the parents in various criteria. The grades are given as A, B, C, D (where A Very Good, B Good, C Satisfactory, D Unsatisfactory). The Average and percentage of various criteria are calculated. The strength and weakness are summarized. The proposals given by the different committees and departments are discussed for necessary action and improvement.

## 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	B.COM	860	2556	860
BCom	BCAF	136	864	136
BCom	BCBI	138	391	133
BCom	BFM	71	140	56
BCom	BSC IT	71	316	69
BMS	BMS	138	1050	138
BA	BMM	138	529	137
MCom	Accounts	140	207	140
MCom	Bus. Mgt	80	105	80
MA (Journalism)	MACJ	60	21	16

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2017	4477	469	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
53	38	10	8	0	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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. Institute has a well defined policy of mentoring newly admitted under graduate students. • Institute assigns to every teaching faculty the role of mentor to the newly admitted students. • Every class division is assigned to a faculty member as class Facilitator at the beginning of the year. The class Facilitator acts as a mentor for the students of that respective class. • Each Mentor meets their students regularly and guides them in their studies and extra-curricular activities. • Mentor motivates the students to attend their lectures regularly and participate in maximum number of co-curricular and extra curricular activities and in other areas of their interest. • Mentors also coordinate with the parents and keep them abreast about the progress of their child. • Mentoring is given to First Year Students by Teacher by the way of mentoring in academic performance, for overall development through different co-curricular and extra curricular activities. As for Second Year and final year Student College has a separate in – house Counseling centre. • College has 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. • In addition, the tutorial system where faculty members interact with a small group of students ensures one-to-one academic interaction and informal mentoring as well. • Remedial Lectures are also conducted for slow learners, so that individual attention can be give to enhance their learning. • Advice need based mentoring is done on personal issues of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1782	53	1 : 34

## 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	15	3	0	11

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
2017	Dr. ( C.A.) Jayant Apte	Vice Principal	Appointed as Member of Board of Studies of Accountancy of

			University of Mumbai.
2017	Dr. Shripad Joshi	Associate Professor	Appointed as Member of Board of Studies Commerce of University of Mumbai.
2018	Prof. Rupa Shah	Assistant Professor	Gold medal at University Level in Teachers Category in Inter University Avishkar Research Convention 2017-18.
2018	Prof. CA Ameya Tanawade	Assistant Professor	Gold medal at University Level in PPG Category in Inter University Avishkar Research Convention 2017-18.
2018	Prof. Rupa Shah	Assistant Professor	Silver Medal at Maharashtra State Inter University Research Convention held at Mahatma Phule Krishi Vidyapeeth , rahuri, Ahemadnagar.
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCOM	SEM I	28/11/2017	09/01/2018
BCom	BCOM	SEM II	20/04/2018	06/06/2018
BCom	BCOM	SEM III	17/11/2017	17/01/2018
BCom	BCOM	SEM IV	04/05/2018	04/06/2018
BCom	BCOM	SEM V	29/11/2017	20/03/2018
BCom	BCOM	SEM VI	12/04/2018	10/07/2018
BMS	BMS	SEM I	28/11/2017	08/01/2018
BMS	BMS	SEM II	23/04/2018	22/05/2018
BMS	BMS	SEM III	16/11/2017	09/01/2018
BMS	BMS	SEM IV	04/05/2018	23/05/2018
<a href="#">View File</a>				

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

Ghanshyamdas Saraf college is affiliated to University of Mumbai and adheres to the syllabus laid down by the university. Standardized and systematic Examination and Evaluation system is present. The internal examinations help to evaluate the conceptual clarity of the learners in different courses. For Continuous evaluation Group discussions, PowerPoint presentations, debate competition, dissertations and report preparation, assignments etc. are given to students. Result Analysis is discussed in the departmental meeting and effective action is taken to improve whenever necessary. The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings. The college takes various steps to carry out a continuous internal evaluation (CIE) system which are as follows: • Assessment strategies - Measuring the academic progress of the students through internal assessment, result analysis, attendance, and project method and through academic units and functionaries. • Parent teacher meeting /monitoring - Parents are invited at least once in a semester to discuss the progress of their wards • The faculty (mentor) regularly interacts with the assigned students to access and monitor the progress of each student and the same is communicated to the parents. • Remedial Classes are conducted for the slow learners Performance of the students is monitored by the Head of Department and the necessary feedback is given to the Principal and concerned faculty members. All these matters are also put up and discussed in the Local Managing Committee (LMC) meeting.

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

The College ensures effective implementation of the examination schedules. It receives the university given timeline and adheres to it. In the beginning of the academic year, academic calendar is published by the college on the website. It gives a time plan for the curricular as well as the extracurricular activities for the students. The college carries out effective planning to stick to academic calendar. This allows the teachers and the students to space out their teaching and learning and regular assessment of the same. Following the institution academic calendar, every department creates internal calendars to ensure timely delivery of syllabus. Every teacher follows a strict agenda that is discussed and approved by the head of their respective departments. 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 as per schedule.

## 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)

<https://www.rset.edu.in/gscce/program-outcome/>

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	BCOM	818	626	77
BCAF	BCom	BCAF	140	127	91
BFM	BCom	BFM	55	33	60
BSCIT	BCom	BSCIT	54	33	61

BMS	BMS	BMS	136	131	96
BCBI	BCom	BCBI	129	98	76
BMM JOUR	BA (Journalism)	BMM JOUR	14	11	79
BMM ADVt	BA	BMM ADVT	125	91	73
MCOM	MCom	MCOM	169	150	89
<a href="#">View File</a>					

## 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)

<a href="#">NIL</a>
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## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	0	0	0	0
<a href="#">View File</a>				

### 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
Nil	NIL	05/06/2017

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
Impact of ban on cattle slaughter on Indian Economy	Dr. Ameya Tanawade	University of Mumbai	20/12/2017	Inter University Avishkar Research Convention-University Round Gold Medal
Impact of surrogate advertising on Indian Audience	Dr. Rupa Shah	University of Mumbai	20/12/2017	Inter University Avishkar Research Convention-University Round Gold Medal
Impact of surrogate advertising on Indian Audience	Dr. Rupa Shah	Mahatma Phule Krishi Vidyapeeth, Rahuri	17/01/2018	Inter University Avishkar Research Convention-State Level Silver Medal

Special contribution trophy of field co-ordinator	Dr. Seema Agarwal	University of Mumbai	20/01/2018	Special contribution as a field co-ordinator of DLLE(Mumbai University)
Impact of surrogate advertising on Indian Audience	Prof. Deepika Udyawar	M.B. Harris College	27/01/2018	Best Research Paper
Advertising ethics and its influence on consumers	Dr. Rupa Shah	Chandrabhan Sharma college	07/04/2018	Best Research Paper
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	05/06/2017
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

#### 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	2	5.44
International	Commerce	4	5.44
National	Accountancy	6	4.49
International	Accountancy	7	4.49
National	Economics	1	5.2
International	Economics	2	5.2
National	Mathematics, Statistics and Computer Science	1	4.74
International	Mathematics, Statistics and Computer Science	3	4.74
National	Law	2	0
International	Law	1	0

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### 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
Accountancy	20
Commerce	6
Economics	3
Mathematics, Statistics and Computer Science	4
Law	3
Library	2
Self Finance	14

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2017	0	0	0

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2017	0	0	0

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	2	2	17
Presented papers	16	14	0	2
Resource persons	0	0	0	9

[View File](#)

## 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
Combined Annual	NCC	1	3



Training Camp at Thakur College Dahisar 01/06/17 to 10/06/17)			
Combined Annual Training Camp at Fulpada, Virar (19/7/17 to 28/07/17)	NCC	1	2
Combined Annual Training Camp at Ghatkopar (27/09/17 to 06/10/17)	NCC	1	2
Combined Annual Training Camp at Ghatkopar (13/10/17 to 22/10/17)	NCC	1	2
Combined Annual Training Camp at Ghatkopar (25/10/17 to 03/11/17)	NCC	1	2
Combined Annual Training Camp at Aurangabad (19/11/17 to 28/11/17)	NCC	1	1
Combined Annual Training Camp at Aurangabad (29/11/17 to 08/12/17)	NCC	1	1
Combined Annual Training Camp at Aurangabad (19/12/17 to 28/12/17)	NCC	1	1
Combined Annual Training Camp at Colaba (24/12/17 to 02/01/18)	NCC	1	1
Hospital Attachment Camp, Colaba (05/06/17 to 16/06/17)	NCC	1	2
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Street Play Competition	Second Prize	Public Concern for Governance Trust	15

Poster Making Competition in Udaan Fest	First Prize	DLLE University of Mumbai	15
Rangoli Competition / Quiz/ Creative Writing	First Prize Second Prize / Second Prize / Second Prize	DLLE KES Shroff College, Kandivali	4
Best out of Waste / Rangoli Competition	Third Prize/ Third Prize	DLLE DTSS College	2
Organ donation drive	First Prize	Rotaract Club	11
Award ceremony	best charter club award and got 19th rank	Rotaract Club	78
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Rotaract	Rotaract Club Saraf College	Dustbin Distribution Drive(9th August 2017)	2	10
Rotaract	Rotaract Club Saraf College	Juhu Cleanliness Drive(6th September 2017)	2	27
Rotaract	Rotaract Club Saraf College	Swach Powai Cleanup(16th September 2017)	2	20
Rotaract	Rotaract Club Saraf College	Swach Bharat at Goregaon station(24th-25th September 2017)	2	57
Rotaract	Rotaract Club Saraf College	Helping hand to Nepal(23rd August 2017)	2	32
Rotaract	Rotaract Club Saraf College	Railway station cleanup drive(17th January 2018)	2	10
NSS	The Lions Club	Blood donation drive(15th September 2017)	2	43
NSS	NSS	Flag collection rally(15th August 2017)	2	32
NSS	BMC	Cleanliness drive(11th	2	36

		September 2017)		
NSS	NSS	Special residential camp (3rd-9th October 2017)	2	25
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
<a href="#">View File</a>			

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
Placements	Internship	Capital first Ltd	01/11/2017	31/12/2017	34
Placements	Internship	Birla Sunlife insurance Company	01/11/2017	15/12/2017	10
Placements	Internship	My Insurance Club	01/02/2018	31/03/2018	20
Placements	Internship	Reserve Bank of India	01/03/2018	30/04/2018	1
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Skill Development and Vocational Institute of India	29/09/2017	Skill Development and Vocational Training	72
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
29577200	26358000

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

#### 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	22688	2283393	2414	287174	25102	2570567
Reference Books	16318	5265276	40	0	16358	5265276
e-Books	3010000	9725	45000	3900	3055000	13625
Journals	88	380791	35	38250	123	419041
e-Journals	18818	6000	650	2000	19468	8000
CD & Video	191	56212	0	0	191	56212
Others (specify)	286	95456	15	24538	301	119994
<a href="#">View File</a>						

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
NIL	NIL	NIL	05/06/2017
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth	Others
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								h (MBPS/ GBPS)	
Existing	62	38	62	0	0	24	0	512	0
Added	0	0	0	0	0	0	0	0	0
Total	62	38	62	0	0	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	<a href="http://www.goldelearning.com/">http://www.goldelearning.com/</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1298000	725867	29577200	26358000

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)

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

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

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Welfare Fund	46	244137
Financial Support from Other Sources			
a) National	Government Scheme, Other Sources, IRB Endowment Scholarship Fund, BKT Endowment Freeship Fund, JBB Endowment Freeship Fund	88	1603735
b) International	Nil	0	0
<a href="#">View File</a>			

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
Workshop on ICT readiness of smart cities	27/09/2017	35	Ghanshyamdas Saraf College Saraf College in collaboration with All India Institute of Local Self Government
Educational Tour- Bangalore-Mysore-Coorg	25/12/2017	127	Ghanshyamdas Saraf College of Arts Commerce
Success Camp	05/01/2018	76	Ghanshyamdas Saraf College Rotary Club
Workshop on GD PI	12/01/2018	210	TIME Institute
<a href="#">View File</a>			

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
2017	Seminar on Python Programming and Digital Transformation	0	80	0	0
2017	Seminar on Digital Transformation	0	40	0	0

2017	Quiz - Inquizitive Minds	0	150	0	0
2017	BJS Test	0	100	0	0
2017	Seminar for Careers in Health Insurance Industry and Internship	0	172	0	0
2018	GET Test	0	194	0	0
2018	Scholarship drive by BSE Institute for Global Financial Markets Professional Program	0	130	0	0
2018	Workshop on Animation Awareness and Designing Session	0	45	0	0
2018	Seminar on Careers in Banking and Finance	0	150	0	0
2018	Certificate Course in E taxation	0	30	0	0
<a href="#">View File</a>					

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
Tech Mahindra Business Services, Just Dial, Capital	571	138	Nil	0	0

First Ltd.,  
Birla  
Sunlife  
Insurance  
Company,  
Star Health,  
Ugam  
Solutions,  
Biotrains,  
My Insurance  
Club, ICICI  
Prudential  
Life  
Insurance,  
WNS Global,  
Andromeda  
Sales,  
Piramal  
Group,  
Reward Port

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	19	B.Com	Self Finance	Durgadevi Saraf Institute of Management Studies	PGDM
2018	15	B.Com	Self Finance	Durgadevi Saraf Institute of Management Studies	MMS

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

Items	Number of students selected/ qualifying
NET	0
SLET	0

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

Activity	Level	Number of Participants
Sports	Institutional Level	1570
Sports	Intra Indoor	430
Sports	Outdoor	740
Sports	Sports Day	400



Cultural	Institution	271
Cultural	Inter-collegiate	2000
<a href="#">View File</a>		

### 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
2018	International Asia Kabaddi Championship	International	1	0	734193	Sayli Jadhav
<a href="#">View File</a>						

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

'Students' Council' of Ghanshyamdas Saraf College for the Academic Year 2017-18 was constituted according to the directives given in the Circular No. SW/27/ of 2018 dated 15/01/18 of University of Mumbai. Election of 'Secretary of Students Council' was conducted on 7th February, 2018. 'Teachers Day' celebration was held on 8th September, 2017 instead of 5th September, owing to the holiday declared for AnantChaturdashi on that day. The highlights of the day were: Student-Teacher competition for B.com Self-Finance students. Cultural Program was organised in the Durgadevi Saraf auditorium 'RaasGarba' was organized on 29th September, 2017 to celebrate the festivities of Dussehra in the Durgadevi Saraf Auditorium. Garba competition was held and prizes were awarded for the Best Dancer Best Costume in the male and female category Rangoli competition was also scheduled from 9am to 10.15am. Students from B.com and Self-Finance students participating for the same with creative ideas and thought provoking slogans. 'Saree and Kurta Day' celebrations were held on 20th February, 2018 in the College premises. The highlights of the day were: It was a special occasion as it symbolized support to the Non- Teaching Staff who performed the "Satyanarayan Puja" on the same day Diya Decoration competition was also held between 9.00am to 10.00am for the students of B.Com, Self-Finance M.com. The 'Annual Graduation Day' ceremony of students of Academic Year 2016-17 was held on Saturday, 24th March, 2018 from 11am onwards. 'Farewell Party' for M.Com and TY students of B.Com, BCAAF, BMS, BCBI, BFM and B.Sc(IT) was organized on March 27, 2018 at Durgadevi Saraf Auditorium from 9.00am onwards. The theme of the day was in sync with the event - "Journey from Unknown to Known". The highlights of the day were: First and second year students left no stone unturned in entertaining seniors with their energetic and soulful Dance and Singing Performances Videos Speech of College Memories presented by M. Com Third Year Students Mr. Miss Farewell 2017-18 titles was allotted to 2 students each from B.Com Self Finance course. Various extension activities on Social Issues Environmental Conservation Awareness and Community development were also organized during the year. Below listed are a few among them: • Extension activities were organised to sensitize students to the needs of the underprivileged sections of society. Independence Day Garba were celebrated with them. In addition, a Blood Donation drive for the underprivileged was also organized. Children's Day was celebrated with AIDS affected children • Diwali celebration at Home for Senior Citizens was undertaken. Indeed, it was special for both, the inmates of the Home as well as for the teachers and students who visited. They came back with vivid memories and a new found sensitivity for

their elders. • Students were encouraged to be creative and showcase their talents at various collegiate and inter-collegiate events. Personalised guidance and training by faculty and experts helped the students realise their potential and exhibit their latent talents. In addition to the above various initiatives were initiated

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

332

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

Decentralization helps to promote the quality of education and aids in developing a responsible management. At the same time, decentralization is seen as a means of improving the efficiency of education system and the quality of educational services. At various levels of the college, the Governing body, Management, Principal, Vice Principal, IQAC Members, Steering committee, teaching staff, non-teaching staff, supporting staff, student's union, student representatives, Stakeholders, Alumni and various committees jointly propose, design, formulate and execute their plans within the frame work of governance. The Academic, Administrative, NCC, NSS, IQAC of our college, all are working together for the smooth running and over all functioning of the college. Participative management practices are followed by our college and the entire work is decentralized. This leads in prompt decision making and quick action by the decentralized units thereby helping them in completing their work properly and in record time. Some of the key areas of responsibility are identified and delegated at different levels i.e. at Governing Council, Principal, Vice Principal, IQAC, HODs, Faculties and Administrative Office Level. • The Governing Council (GC) delegates all academic and operations related decision making authority to the Principal. The Principal in turn has appointed faculty members as Convenors for various Committees/Associations such as Admission Committee, Students Council, Examination Committee, Cultural Association, Discipline Committee, Sports Committee, Students Grievance committee, Unfair means Committee, Women's Development Cell, Entrepreneurship Cell (E- Cell) , NCC, NSS, Library Committee, Green Initiatives, etc. This has ensured smooth working, better co-ordination and good outcomes. • Class Facilitators (Teaching Faculty) are also appointed for each and every class of F.Y., S.Y. and T.Y to coordinate with the students in conducting various activities, understanding the grievances of the students and redressing the same. Students also play an active role as co-ordinators in various co-curricular 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	<p>? The curriculum of a college is the manifestation of its philosophy. Curriculum designing and development is decided by the affiliating university. The College caters to the demands of the future global teachers by offering add-on competency based courses beyond the regular course curriculum. The college has introduced Value Addition programs in collaboration with reputed organizations. Various workshops and Seminars are also conducted at regular intervals. These programs go beyond syllabus and aim to impart knowledge and skills in various areas. Many of the college teaching faculty members are on the Board of Studies and member of Academic Council of University of Mumbai and are involved in framing syllabi. Faculty members are on Syllabus Revision committees and they exercise care while framing the syllabus that outdated matter are done away with and introduce topics and concepts which are as per the current needs. This will enable students with better employable skills and make them job ready. Other faculty members attend syllabus revision workshops and this augments their capacity to deal with the curriculum.</p>
Teaching and Learning	<p>The institution facilitates the smooth running of the teaching-learning programmes. The institution has a well-conceived plan for monitoring student progress on a frequent basis. The teaching learning outcomes are evaluated continuously at both - the department and college level. The college conducts remedial lectures for slow learners weak students. The college makes the lectures interesting and student friendly by making use of innovative, student-centric and participatory teaching learning methods such as slide shows through projectors, PPT presentations, etc. Guest Lectures on various topics by experts are organized for staff and students on regular basis. Regular updating and</p>

improvement of library I.T. Laboratory facilities. Faculties are required to submit their work plans at the beginning of the year and are made to regularly maintain the teacher's diary. Encouraging students to extend their knowledge to various target groups in the community and learn from them through extension programmes in urban and rural areas like Road Safety Programs, Tree Plantation, Survey on Rural Marketing.

**Examination and Evaluation**

All the rules and regulations pertaining to the examinations, laid down by the University of Mumbai, are conscientiously followed. Regular tutorial and remedial classes are conducted. Continuous evaluation is carried out through regular tests, assignments, projects, viva-voce, group discussions. The internal examinations help to evaluate the conceptual clarity of the learners in different courses. Pioneering projects, research surveys and assignments help to enhance the relevance of different courses. The teachers have opportunities for continued academic progress and professional development. Examination committee monitors and ensures smooth conduct of all examinations. Online assessments are monitored properly internal exam marks are also uploaded. Rigorous analysis of results are carried out with Department Head and the Principal after every exam.

**Research and Development**

The institution promotes research culture among faculty and students. The college ensures that high quality research is produced by supporting the staff and students in several ways: The number of faculty who have received Doctoral Degrees are recognised as Ph.D. guides has been consistently increasing. The institution felicitates the faculty members who have obtained Ph.D degree during the given academic year on the Annual Day. Faculty members of the faculty are encouraged to participate in seminars and conferences, both National International. College bears the cost towards the registration fees for the same. To motivate the faculty members College bears the cost towards registration fees for faculty attending reputed National/International

conferences. College Library also supports research by lending books, journals and e-resources. It has a designated area for Research Scholars with dedicated computers and seating facilities.

Library, ICT and Physical Infrastructure / Instrumentation

- Library:
  - The library infrastructure has been improved through computerization and online data bases.
  - As an institutional policy, the library encourages procurement of a large number of books, journal and Periodicals.. However, now with digitization at its peak, the college is considering e-books in place of hard copies. The new books/e-books are procured based on recommendations from all the departments with a fair distribution across all specialties.
  - The library has a vast collection of e-resources, books and journals.
  - An e-book reader is available in the library.
  - The library staff is encouraged to attend workshops and courses to enhance their skills. The same is then passed on to the Teaching staff (wherever applicable) via FDP or workshop organized for the teaching staff
- ICT: Usage of ICT A.In teaching Learning process: Faculty members are encouraged to make use of ICT in the Teaching- Learning process. For this purpose the Institute has LCD Projector, a Learning Centre which can be used as a conference room and Laptops are provided for interactive sessions. In addition to these additional laptops and projectors are purchased for different departments so that maximum number of lectures can be aided with audio-visual effects. B.In administration: Library Fee admission biometric employee attendance system attendance monitoring of students.
- Physical infrastructure :
  - Infrastructure as per regulatory body is established and maintained. Maximum utilization of resources is encouraged.
  - Sufficient Numbers of Computers are installed in Computer Lab so that each student can get access to the computers which makes teaching learning effective.
  - The institute has well established classrooms, seminar halls and fully equipped Computer Lab.
  - . Other facilities such as canteen, good campus, hostel, Sports ground, indoor auditorium and common rooms, are

<p>Human Resource Management</p>	<p>available.</p> <p>The aim of the human resource management in the College focuses on attracting, training, developing, motivating and retaining its human resources. The faculty members are given several opportunities to strengthen their leadership, organizational, management and other skills as conveners or members of various committees. Regular meetings of the non-teaching staff with the Principal are organised to provide a platform for informal discussion and improvement of the work environment. 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.</p>
<p>Industry Interaction / Collaboration</p>	<p>At GSCC, the focus is on strengthening industry interaction and collaborations as well as building long-term mutually beneficial ties for the collaborating institutions. In this regards MOU's have been entered with Different Institutes and Collaborating activities has been conducted in the Year to enhance the Industry interaction. Our students were encouraged to hone their skills by attending a seminar on digital transformation. Scholarship drive by BSE Institute for Global Financial Markets Professional Program Skill development courses like Certificate course in E Taxation , personality development and Spoken English. Every year our college organises campus hiring drive where corporates participate. Our college interacts with companies like Tech Mahindra, Just Dial , Andromeda Sales , Birla Sunlife Insurance, ICICI Prudential, Piramal Group etc. The college makes constant efforts to maintain strong links with the industry and to increase the number of collaborations. This augments knowledge and generates employment openings for the students. Our college has an active placement cell to canvass job vacancies.</p>



Admission of Students	<p>Admission procedure is followed as per the guidelines issued by the University of Mumbai and the Government from time to time. The institution provides clear information to students about admission and completion requirements for all programmes, the fee-structure and refund policies, financial aid and student support services. 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 section. Admission process is streamlined to minimize the waiting time for parents and students. Group SMS's are sent to communicate important information. All efforts are made to make the admission process transparent and systematic. The Admissions are assisted by the Administrative Staff. Teachers and student volunteers, and by the In-house I.T team. The management gives all logistical support needed.</p>
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The College uses its electronic database and information systems for Planning and development. College has Implemented SMS system for dissemination of information including regular notice to all stakeholders. Faculty members are required to submit their work plans at the beginning of the year and to regularly maintain the academic diary. Faculty members are encouraged to make use of ICT in the Teaching- Learning process. Laptops, Projectors etc. are made available to all departments. The timetable and other academic communication are uploaded on the website. College has Executed SMS system for broadcasting of information including regular notice to all stakeholders. College websites gives regular updates on announcements, events, activities. Faculty members are required to submit their work plans at the beginning of the year and to regularly maintain the academic diary.</p>
<p>Administration</p>	<p>For Better Streamlined Administrative work, database and records are maintained in electronic Form. For sending all information to stake holders a Notice display system is</p>

available in College.. MIS is used for maintenance of infrastructure and other facilities. Issues related to infrastructure are communicated via E-mail to the facility manager. The Biometric system is used to record attendance of staff. Adequate number of PCs, Printers and Scanners etc are provided to Admin Staff.

Finance and Accounts

To ensure the availability of data and long- term storage of records , the account department is ensuring digitisation of its records. Office and Accounts Section is fully Computerised. Maintenance of the college accounts through the accounting package 'Tally'. 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 PCs are in a network. Regular back up policy is in place. Each PC has an individual user password.

Student Admission and Support

Admission procedure is followed as per the guidelines issued by the University of Mumbai and the government from time to time. The institution provides clear information to students about admission and completion requirements for all programmes, the fee-structure and refund policies, financial aid and student support services. 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 section. Admission process is streamlined to minimize the waiting time for parents and students. Group SMS's are sent to communicate important information. All efforts are made to make the admission process transparent and systematic. The Admissions are assisted by the Administrative Staff. Teachers and student volunteers, and by the In-house I.T team. The management gives all logistical support needed.

Examination

While the examination schedule is administered by the University of Mumabai, the College takes proactive measures to ensure relevant and timely information dissemination amongst students. Notifications prior to examination such as submission of examination form are timely displayed on College website and notice boards.



Information pertaining to collection of admit cards and other examination related formalities are also communicated to students through electronic channels. CCTV Cameras installed in Exam Photocopy Room, corridors, and each and every Classroom. High Speed Digital Printers for obtaining speedy printouts of question papers sent by University.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Prof. Alok Hardikar	Syllabus revision Workshop	SIES College, SION East	500
2017	Prof. Archana Manikar	Syllabus revision Workshop	SIES College, SION East	500
2017	Prof. Sneha Khajane	Syllabus revision Workshop	SIES College, SION East	500
2017	Prof. Ankita Kale	Syllabus Revision Workshop	Thakur College , Mumbai	500
2018	Sanajy Jadhav	One week training Programme for library support staff	Ramniranjhan Jhunjhunwala college, Ghatkopar	1460

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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)
2017	Nil	Nil	05/06/2017	05/06/2017	0	0

[View File](#)

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	Number of teachers who attended	From Date	To date	Duration
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programme				
UGC Sponsored Refresher Course, University of Mumbai	1	06/11/2017	26/11/2017	21
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	4	0	0

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff room has a air-conditioned, canteen facility at concessional rates, pantry facility in staff room, banking facility in the college campus.	The children of non-teaching staff in getting admission in our college and their fees is waived off. College uniform is provided and all infrastructure is provided to students	Student welfare Fund, Student Aid Fund, IRB Endowment Fund, BKT Endowment freeship fund JBB Endowment Scholarship

### 6.4 – Financial Management and Resource Mobilization

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

As Affiliated institution, the College conducts its audit process in accordance with the extant guidelines. Accordingly, auditing of the annual financial statements is done by an internal auditor who is duly appointed by the Governing Body and a statutory auditor who is jointly approved by the Governing Body and the University of Mumbai. College has accounts and finance department headed by Finance In-charge, who controls the data related to all financial transactions of the college by carrying out annual budget allocation. The budgets are approved by the Governing Council in their meetings. Financial allocation for day to day activities and yearly requirement for running all academic and administrative departments are approved by Governing Council.

#### 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
Student welfare Fund, Student Aid Fund, IRB Endowment Fund, BKT Endowment freeshipfund JBB Endowment Scholarship	705847	Financial Support to Economically weak students.
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#### 6.4.3 – Total corpus fund generated

1847872
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### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

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

The College does not have a Parent-Teacher Association. However, the IQAC actively seeks feedback from the parents of the students studying in the College. During the Parent-Teacher Meeting the feedback is then analysed to improve the functioning of the College. Further, there is active interaction with parents during the admission and orientation phase. The overall development of students is discussed in parent-teacher meeting. Students attendance and academic performance of students. Students are also felicitated and parents are invited to attend the function.

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 Inter-Collegiate Sports Tournament, Workshop. Since year 1994, Satyananarayan Pooja is organised on a yearly basis and attended in large numbers by all-students and teachers. • Experts lectures are arranged where guest speakers are invited to speak to staff members. They conduct development programmes on hierarchy of reporting, how to carry out job responsibilities, how to write official letters, behaviour and etiquette. • Non-teaching staff are encouraged to attend workshops/seminars conducted by various colleges / university

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

Research extension activities have improved significantly • Library facilities have been improved by introducing e-resources which diversify the choice of books. • New Industrial linkages with MOUs.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
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
2017	Establishment of Bloomberg Terminal in Ghanshyamdas Saraf College Bloomberg's Core Offering - is a global	10/10/2017	10/10/2017	10/03/2018	63

	Software platform that provides transparent and reliable financial, economical information across all market sector.				
2017	BMS Department organised an exhibition on Innovation and sustainability	15/07/2017	15/07/2017	15/07/2017	110
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A talk was held on " ROLE OF INTERNAL COMMITTEE IN DEALING WITH SEXUAL HARRASSEMENT OF WOMEN AT WORKPLACE""	23/01/2018	23/01/2018	82	29

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
<ul style="list-style-type: none"> <li>• Green initiative (Tree Plantation Drive ) conducted by NSS unit of the institute at Punarvaas school.</li> <li>• Disposal of canteen eatery food waste.</li> <li>• Disaster management Workshop attended by NSS Unit.</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0

Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	0	1	15/09/2017	01	Blood donation camp	Public Health	120
2017	0	1	09/08/2017	01	Dustbin distribution drive	To promote Swachh Bharat abhiyan	10
2018	1	0	17/01/2018	01	Railway Station cleanup drive	World Responsible Youth week	10
2017	0	1	01/08/2017	01	Tree plantation Drive	Green Initiative	48
2017	1	0	29/08/2017	01	Crowd Control	crowd evacuation and Traffic Control duties during 5th day of Ganpati Immersion	29
2017	0	1	02/12/2017	01	HIV AIDS AWARENESS RALLY.	Public Health	20
2017	0	1	03/10/2017	01	Special Residential Camp	Health and Cleanness	28

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

Title	Date of publication	Follow up(max 100 words)
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Code of Conduct and College Regulations for Students	05/06/2017	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	05/06/2017	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
Celebration of Independence Day	15/08/2017	15/08/2017	129
Crowd evacuation and Traffic Control duties during 5th day of Ganpati Immersion	29/08/2017	29/08/2017	29
Rally on AIDS Prevention	02/12/2017	02/12/2017	20
Women's Day Celebration	08/03/2018	08/03/2018	20
Celebration of Senior Citizen Day	08/08/2017	08/08/2017	40
Bhajan Sandhya on International Non Violence Day at Gateway of India	02/10/2017	02/10/2017	21
Rally on International Disabled Day	25/02/2018	25/02/2018	30
Blood Donation Drive	15/09/2017	15/09/2017	38
Celebration of Valentines' Day with Orphanage Children	14/02/2018	14/02/2018	20
<a href="#">View File</a>			

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

Since last year the college has increased its efforts to save electricity by

creating awareness about judicious use of lights and fans and has entered into Annual Maintenance Contracts so that air conditioners work efficiently. • As a step towards Green initiative, Tree Plantation Program was organized. • 'Cleanliness Drive' in the campus and also at Juhu Beach. • The college undertook various projects like- Organ Donation, Blood Donation, Free Eye Check-up Camp. • The college collected funds and other materials towards helping Flood affected people in Nepal.

## 7.2 – Best Practices

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

**Practice-I Title: Establishment of a Bloomberg Lab.** The objectives: a) To give student the rare opportunity to access real-time data from financial markets, thus giving a practical edge to their academic knowledge- thereby boosting their career prospectus. b) To enable faculty elevate conventional classroom teaching by using Bloomberg as pedagogy tool. c) To enable faculty to use Bloomberg for research. The practice The college has established a Bloomberg Lab with 12 Terminals, in the process becoming the first college in the University of Mumbai to offer this facility to undergraduate students. Bloomberg is a U.S. based technology company established in 1981, which delivers accurate business and financial information and which has provided revolutionary financial solutions. Today, Bloomberg has become central nervous system of global finance and a global software platform providing reliable financial information across all market sectors. Bloomberg also has a vertical which opens up the database and knowledge banks for universities. This can help students to access cross-asset, real-time data and historical time series analysis in all financial markets. Students can do real-time studies of capital markets and get the rare opportunity of enhancing their academic knowledge with actual exposure to the practical corporate world. This advantage will also give student added leverage in their career prospects. The college also plans to use the Bloomberg Lab facility for Faculty Development, Research and as a valuable pedagogy tool. The lab is equipped to integrate the industry's data, research, news and analytics into the teaching curriculum. Teachers can use real-time market data to elevate their teaching. Faculty members can also find Bloomberg data very useful in their Research activities.

**Practice-II Title: establishment of a Research Cell of the University of Mumbai in the college.** The objectives: a) To promote and encourage a Research culture among our faculty members. b) To provide opportunities to faculty members to have and develop their research skills and aptitude. The practice Taking into cognizance the growing importance of research and the need to channelize the research aptitude and skills of faculty members in the College, College has launched a Research Cell of Mumbai University in the College in the subject of Commerce and Economics. Further, the Cell has assisted young faculty members in preparation of synopses for research proposals to be submitted to the University where they are taking admissions to the Ph. D Programme. To promote research culture, the College has encouraged faculty members to participate in Research Conclaves The details are : • Prof. Rupa Shah Assistant professor, Department of Commerce participated in Inter-University Research Convention Avishkar in the Teacher's category and won a Gold Medal at University Level. She was also part of University contingent where she secured Silver medal at State Level. • Prof. CA Ameya Tanawade Assistant professor, Department of Accountancy Also Presented his Research Project in Inter University Research Convention Avishkar, where he bagged a Gold Medal at University level in PPG Category and He was also part of University contingent at State Level.

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

<https://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

**Institutional Distinctiveness:** Continuous efforts to 'enhance the canvas' for our students and provide them with all possible opportunities to broaden the scope and range of their learning. Given the obvious limitations of conventional teaching on one hand and considering the challenges and demand of an ever-shrinking, liberalized and globalized world on the other, we believe that it is imperative to look beyond the curriculum and give students a wide range of programmes and activities which can prepare them for the real world's demands. This year we tried to achieve this in five main ways: a. Establishment of the Bloomberg Lab to give students exposure to real-time conditions in the global financial market. GSCC is the first college in University of Mumbai to not only to have 12 Bloomberg Terminals it is the only college to open this Lab for the use of undergraduate students, at a time when only some Management Institutes have Bloomberg Terminals for their MBA students. As a result, we have students of B.Com-Financial Markets/B.Com-Accountancy Finance/B.Sc.IT and B.Com-Management Studies all availing the services of a trained professional which gives them a real edge over other students when they seek job in India or abroad. b. GSCC entered in to MoU with the Skill Development Vocational Institute of India to introduce add-on courses. We began with a certificate course in E-Taxation: Direct Tax, keeping in mind the students' needs and the relevance of the course. c. Programmes for students' overall development and career placement initiatives were undertaken. They included seminars on Core Java, Python Programming and Digital Transformation a seminar on Animation and Designing and seminar on Banking and Finance. Placement drives were organised to give job-opportunities to students. d. The students of the Self-Finance Department organised 5 different exhibitions on different themes related to their respective courses: viz. Innovations Sustainability Financial Planetarium Monetary Museum Investment Bazar Techn-O-Wiz. Students were directly involved in these exhibitions from the conceptual stage to the execution stage and almost every student had a role to play, with faculty members playing facilitating role. e. The launching of a Research Cell in Commerce Economics recently is a major step in encouraging research skills among faculty and students. In conclusion, we have and will continuously strive to bring newer and more varied schemes within the reach of our students and also our faculty. This will bring them more awareness, greater competence and confidence and give them a really solid base to succeed in whatever they choose to do in future because we helped to 'enhance the canvas' for them.

Provide the weblink of the institution

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

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

Future Plans of action for Academic Year: 2018-19 • To make solid advancements in our collaborations and linkages with institutes and industries at both national and international levels. • To give added momentum to the activities of the Research Cell and encourage more faculty members to do research. • To expand the activities of the Bloomberg lab and encourage faculty members to use it for pedagogy and research.