



Yearly Status Report - 2019-2020

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.	02266812350
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. Ashwat Desai
Phone no/Alternate Phone no.	02266812345
Mobile no.	9321153535
Registered Email	naac.gscs@sarafcollege.org
Alternate Email	ashwat.desai@sarafcollege.org

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.rset.edu.in/download/gscs/aqar-2018-19.pdf
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/download/gscs/schedule-2019-20.pdf

5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	0	2004	16-Feb-2004	15-Feb-2009
2	A	3.23	2013	23-Mar-2013	22-Mar-2018

6. Date of Establishment of IQAC	16-Dec-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
State Level Seminar was organized in association with Maharashtra State Commission for Women and University of Mumbai Women Development Cell. The theme for the seminar was Challenges to Women	31-Jul-2019 1	151
B.Com(Accounting & Finance) Department of Ghanshaymdas Saraf College organized Departmental Activity of BCAF Finansiera 2019-20	06-Mar-2020 1	500
The BMS department of Ghanshyamdas Saraf of College conducted their annual departmental activity INNOVISION 2020 based on the theme Sustainable Business Plans	11-Feb-2020 1	410
B.Com. (Financial Market) Self Finance department of Ghanshyamdas Saraf College, organized its departmental activity FINANSKO (FINTECH AGE 2020)	12-Feb-2020 1	150
Banking and Insurance department of Ghanshyamdas Saraf College had organized departmental activity CURRENZO	25-Feb-2020 1	135
IQAC and BSC (IT) department organised One day online workshop on Advance Excel for Non Teaching Staff	22-May-2020 1	766
IQAC and BAF department organised Two day online workshop on Advance Excel for Teaching Staff	20-May-2020 2	1136
IQAC and Shirvallabh G. Saraf Knowledge Resource Centreorgained a National Webinar on Technology-mediated Teaching-learning	30-Apr-2020 1	441
IQAC organised a Faculty Training Programme Bloomberg Market Concept	15-Jan-2020 20	6

organised at Sharda Cropchem Bloomberg lab of Our College for Teaching and Non teaching staff of Ghanshyamdas Saraf College of Arts and Commerce.		
Internal Quality Assurance Cell (IQAC) organized a One Day Inter-Disciplinary National Conference on ICT and AI in Business, Accounting and Finance: The Game Changers for Economic Growth	15-Feb-2020 1	170
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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	Nil	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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)

- Internal Quality Assurance Cell (IQAC) organized a One Day InterDisciplinary National Conference on 'ICT and AI in Business, Accounting and Finance: The Game Changers for Economic Growth'.
- State Level Seminar was organized in association with 'Maharashtra State Commission for Women' 'University of Mumbai Women

Development Cell'. The theme for the seminar was "Challenges to Women's Development, Empowerment and Liberation in Contemporary India".

- Faculty Training Programme "Bloomberg Market Concepts for teaching and nonteaching staff.
- IQAC organised different courses, webinars and online workshops for teaching, non teaching Staff and Students during COVID 2019 Lockdown Period.(March to May 2020).
- IQAC and Self Finance Department also Organised Various Departmental Activities.

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

Plan of Action	Achivements/Outcomes
Development Programmes for Students for Overall Development, Career Counselling and Placements	<ul style="list-style-type: none"> • Session on Resume Writing and Life at B Schools • Session on Performance Evaluation of Mutual Funds in India • Session by Chasmic Institute for TY B.Sc (IT) students: • Workshop by ITM on Artificial Intelligence. • Awareness Session on Actuarial Sciences • Session on Careers in Securities Markets • InternShala Student Partner (ISP) Talk • Orientation Session by Kotak Education Foundation.
Feedback from students and teachers on five quality parameters related to curriculum.	<ul style="list-style-type: none"> • The feedback from students in each department is obtained after completion of each semester examinations and analysed. Consolidated reports are sent to the departmental heads for communicating & discussing the results with the teachers.
Promulgate Entrepreneurship at student level	<ul style="list-style-type: none"> • E Cell of our college entered into a MOU with Navyuvak Entrepreneurs, Mumbai to Promulgate Entrepreneurship at student level. An attempt was made to boost the confidence of our students by organizing webinars and assisting students in their future endeavours. The webinars were great attempt to help students to plan for future course of action, at this time, where recession is expected to take the charge of economy because of the Corona pandemic. • E Cell organised an orientation program on Anybody Can Do Entrepreneurship (ABCDE) On Wednesday, July 10 2019.
Training Programme For Teaching and Non Teaching Staff	<ul style="list-style-type: none"> • Bloomberg Professional Service Bloomberg's Core Offering is a global Software platform that provides transparent and reliable financial, economical information across all market sector. Bloomberg is also a

powerful tool for our Faculty for Pedagogy and Research. Ghanshyamdas Saraf is the first undergraduate college in Mumbai to have such facility. This year Faculty training Programme was arranged for Teachers for enhancing their Data Analysis Techniques to help them in their Research. 04 teachers and 02 Non Teaching Staff have Completed Level 1 programme.

Inculcate Value Based Education among the Students

To Inculcate values among the Students and to sensitize them towards Society, college has taken certain initiatives which will help in providing different opportunities to the students in health awareness, providing basic and supportive education to underprivileged children. 1. In association with IDF, Green initiative committee of Ghanshyamdas Saraf College, installed an E Waste box on the ground floor of the college premises on 18th September, 2019. The purpose of this box is to collect E Waste and dispose them with responsibility. 2. DLLE organized Dignity Program on 1st Aug., 2019 in collaboration with IDF (Indian Development Foundation). The resource Person was a renowned Gynaecologist, Dr. Sarita Naik. The program was attended by around 300 students and teachers. 3. A Team of 56 Members of DLLE in association with IDF have visited different BMC schools at Malwani and Andheri during the Month of December, 2019 and January 2020, to conduct classes for the students under their Students Leadership Program Project. The aim of the project was to cultivate habit of teaching and learning. 4. Our Students in association with Nanavati Hospital organized Youth Awareness Programme including BLS, CPR, PALS and organ donation on 6th Dec, 2019 at Durgadevi Saraf Auditorium. MS. Priyanka Marsurkar of Nanavati hospital was the guest speaker. Our students also presented effective skit on organ donation awareness. The program was attended by around 250 students and teachers. The aim of the program was to spread awareness about organ donation and how to handle emergencies. 5. The Students started community based project of Punarvas School Goregaon(w) from 22nd July 2019. The school is

basically for mentally challenged children where our volunteers formed group of 10 to 12 students and worked for the betterment of the students by teaching them, singing, painting and many other activities.

MOU's with industries / Institutes to Meet Skill based Courses.

The College has expanded its linkages with various Institutes and Industries. For this College has entered into MOU's with various Institutes/ Industry which are as follows: 1. Placement Cell tied up with Tata Institute of Social Sciences for conducting various certificate and diploma courses for students under National University Students Skill Development (NUSSD) Programme in September 2019. These Programs are aimed at improving employability skills of the students and have been declared as Skill Development Best Practice in the country by United Nations Steering Committee on Children and Youth. These courses are offered free of cost to the students belonging to weaker financial background. 2. CASI Global, New York to promote knowledge about Corporate Social Responsibility (CSR) and Sustainability. 3. For enhancing employability among the students, a MOU have been entered has been entered into with NGO Technoserve for conducting Youth Employability Program for enhancement of employability and work place skills for deserving youth 4. With Arrangement with Bloomberg, college has trained Students in Bloomberg Market Concepts(BMC). 5. E Cell of our college entered into an MOU with Navyuvak Entrepreneurs, Mumbai to Promulgate Entrepreneurship at student level.

Developing E- Content by teachers

Following faculty members have developed E-Content which is available at Gold Academy, our E-Learning Platform for the students: 1. Dr Anju Bohra created E Content in the subject of Cost Accounting for TY B.Com. 2. Prof. Yogita Mahimkar created E - Content in the subject of Direct and Indirect Taxes for TY B.Com 3. Prof. Alaok Hardikar Financial Accounting for TY B.com. 4. Dr. Seema Agarwal created E Content in the subject of Mathematics and Statistical techniques for FY B.Com. Prof. Mamta Chhajer's lectures on various topics of Management

Accounting and Research Methodology in Accountancy & Finance for S.Y.BAF students were uploaded on her You Tube Channel. Students can easily Subscribe to Gold Academy and Access the E Content and Video Lectures for Self Study.

Seminar/Webinars/Workshop/Training Programmes

1. State Level Seminar was organized in association with Maharashtra State Commission for Women & and University of Mumbai Women's Development Cell; on 31st July 2019. 'The theme for the seminar was Challenges to Women's Development, Empowerment and Liberation in Contemporary India

2. Internal Quality Assurance Cell (IQAC) organized a One Day Inter-Disciplinary National Conference on 15th February ,2020. The theme of the conference was ICT and AI in Business, Accounting and Finance: The Game Changers for Economic Growth. 170 participants attended the Conference.

3. IQAC and Shirvallabh G. Saraf Knowledge Resource Centre organized a National Webinar on Technology-mediated Teaching-learning on 30th April 2020. 441 participants attended the webinar from all over India.

4. IQAC and BAF Department of Ghanshyamdas Saraf College organised a Two Day National Webinar on Advance Skills For Teaching Staff. 1136 Participants attended the webinar from all over India.

5. IQAC and BSC-IT Department of our College Organised a One Day National Webinar for Non Teaching Staff on MS-Excel : Tips and Tricks. 766 Participants attended the webinar from all over India.

6. IQAC in association with Financial Planning Academy organised Webinar on Using Derivatives to Enhance Your Portfolio Returns. 307 Participants attended the webinar from all over India.

7. IQAC and Rotaract Club of Ghanshyamdas Saraf College organised a One Day Webinar for Students on Re Imagining the Future: Navigating the Path Ahead.402 Participants attended the Webinar.

8. IQAC and Rotract Club of Ghanshyamdas Saraf College organised a One Day Webinar for Students on How to be a great professional and work ready. 610 Participants attended the Webinar.

9. IQAC and BCBI Department in association with Financial Planning Academy organised National Webinar on Careers in Financial Planning. 580 Participants

attended the Webinar. 10. IQAC and BCBI Department in association with Financial Planning Academy organised National Webinar on Banking Jobs: Think Beyond IBPS And Public Sector Banking Jobs. 600 Participants attended the Webinar. 11. Women Development Cell of Ghanshyamdas Saraf College organised a National Webinar on Gender Equity and COVID 2019.227 Participants attended the Webinar. 12. Workshop on Capital Markets was conducted in association with IIFL. 40 students completed the 10 Days workshop. 13. Microsoft Technology Associate Certification in Java was conducted in association with Technowings. 15 students completed the course. 14. Workshop on :Machine Learning with Python was organised in association with Imarticus Learning. 86 students participated in workshop.

Collaborative Certificate Courses

Ghanshyamdas Saraf College of Arts and Commerce started Add on Certified Courses by Collaborating with Institutes and Industries. They are as follows: 1. Bloomberg Market Concepts (BMC) is a self-paced elearning course which was conducted at Sharda Cropchem Bloomberg Lab that provided an interactive introduction to the financial markets. The first batch for the academic year 201920 started from July 1, 2019 and 89 students registered and completed the BMC Course in the year 201920. 2. Technoserve conducted Placement Oriented Youth Employability Skills Training Program, 104 students completed the Course. 3. Certificate Course in ETaxation was conducted in association with Skill Development and vocational Training Institute of India , 95 students completed the Course . 4. Diploma in Entrepreneurship offered by Tata Institute of Social Sciences (TISS) under National University Students Skill Development (NUSSD) Project was Conducted during the year, 10 students are pursuing the Course. 5. Diploma in Banking and Financial Services offered by Tata Institute of Social Sciences (TISS) under National University Students Skill Development (NUSSD) Project was conducted during the year ,43 students are pursuing the course. 6. Certificate Course in Management and Soft Skills offered by Tata Institute of Social Sciences (TISS) under National University

Students Skill Development (NUSSD) Project was conducted during the year ,54 students are pursuing the course. 7. Preparatory Course for Banking Sector Exams was conducted in association with SSB Educational Trust, 23students completed the same. 9 CASI Global Certificate Course offered by CASI Global was conducted during the year ,21students completed the same. 10 Microsoft Technology Associate Certification in Java conducted in association with Technowings ,15 students completed the course.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Council	26-Oct-2019

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

2020

Date of Submission

12-Feb-2020

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)

Management Information System is operative in the college in the following areas of our activities: A. Accounting: The College uses accounting package "Tally" for its accounting functions. B. Administration: For non accounting function, the college uses MS word and Excel. ERP has developed MIS for smooth functioning of administration. All the basic records are maintained on computer. The college has a main server to store the data. All the PCs are in a network. Regular back up policy is in place. Each PC has

an individual user password. M.I.S. is used for maintenance of infrastructure and other facilities. Issues related to infrastructure are communicated via Email to the facility manager. The Biometric system is used to record attendance of staff. RFID cards are used for recording attendance of students. SMS gateway sends important notifications to different stakeholders of the college. C. Admission: Admission process of the students is done online. Admission module helps in conducting the admission process of all UG and PG students smoothly. Students are required to complete the admission formalities by filling up their information online. This admission module helps in generating information as required for admitting the students. Merit list is also generated based on which students are admitted in the college. D. Others: Website of the college is also updated on regular basis.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

1) The institution has an excellent practice of conducting meeting at the beginning of each calendar year to evaluate the achievements of the last year and frame new modalities for the current academic year. 2) Appointment of Qualified Faculty - The Institution follows the UGC norms while appointing qualified faculty. The entire process is done through interview. As per the University guidelines a panel of Vice chancellors' nominee, subject expert, Principal and Management members is constituted for taking the interview. 3) Examinations - Regular classtest, mid-term examinations, regular assessment, viva-voce, remedial and tutorial classes are conducted for continuous evaluation of the students. For the smooth conduct of examinations there is well set procedure for paper setting, evaluation, moderation, submission of mark sheets etc. 4) Leave Management - Biometric device is installed to track the daily attendance of the faculty. The HR Department of the institution keeps track of the different types of leaves taken by the faculty. 5) Distribution of Workload and Teaching Plan (as per UGC and DHE norms) The workload and teaching plan is framed as per the university guidelines. Academic Diary is provided to each teacher to maintain details of lectures taken, activities conducted etc. Individual timetable is distributed to each teacher, Departmental and class timetables are displayed in the respective classrooms. Teachers prepare lesson plans and deliver lectures according to this plan. 6) Co-and Extra-curricular activities - Our institution believes in overall development of the students. For creating employability it organises Job Fairs and has also collaborated with various organisation such as Tata Institute of Social Science, Bloomberg etc. Various certificate course and value added courses like E taxation course

and GST practices and procedures, preparation for banking exams, internship and campus placement are conducted in association with various companies such as ICICI Prudential, Motilal Oswal Kotak Mahindra Bank, Axis Bank, TCS, Infosys, Wipro, etc. In addition, Yoga Day Celebration, Tree Plantation Drive, NSS 7 Days Residential Camp, Blood Donation Camp, Workshop on Self Defence etc. are organised for students under various Committees/Associations/Clubs. 7) Attendance - The institution strictly abides by the attendance norms laid by the University. A proper policy is in place for recording the students' attendance of all lectures and tutorials. 8) College Website - The institution has a college website which provides detailed information about the infrastructure facilities, students'E-learning process, information of courses, activities, admission process etc. The website is regularly upgraded and updated. 9) Completion of Syllabus - The institution has a planned procedure for ensuring completion of syllabus by each teacher. A syllabus completion report is obtained from each teacher. 10) Teaching Methodology - Innovative Teaching-Learning Methods such as live projects, class activities, group discussions, field visits, project work, internship, case-studies, ICT are used over and above the traditional chalk and black board method. The institution has e-learning reservoir- a well equipped library. Gold academy is one of the E-learning platforms established by the institution which benefits the students through econtent provided to them and by conducting online test.

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
Youth Employ ability training Programme (Batch 1)	Nil	22/07/2019	40	Employability	Training for getting good employment
Youth Employ ability training Programme (Batch 2)	Nil	22/01/2020	40	Employability	Training for getting good employment
E-Taxation	Nil	21/07/2019	1	Employability	Skill Development (Knowledge about Filing tax returns Online)
Bloomberg Market Concept Course	Nil	01/07/2019	20	Employability	Knowledge about Financial Market
GST Practices and Procedure	Nil	05/01/2020	1	Employability	Skill Development Knowledge about GST procedure
Nil	Diploma in Entrepreneurship	11/04/2020	90	Entrepreneurship	Skill Development- Leadership Quality

Nil	Diploma in Banking and Financial Services (TISS - NUSSD)	20/04/2020	90	Employability	enhancement Knowledge about Banking Financial Services
Certificate Course in Management and Soft Skills	Nil	20/12/2019	90	Employability	Skill Development for Entrepreneurs
CASI Global Certificate Course	Nil	01/08/2019	1	Employability	Skill Development
Certification in Java	Nil	09/01/2020	12	Employability	Employability- knowledge about Computer Software
Basics of Capital Market	Nil	20/08/2019	10	Employability	Skill Development- Knowledge about Capital market
Preparatory Classes for Banking Exams (SSB Educational Trust)	Nil	06/02/2020	90	Employability	Skill Development- Training for appearing banking Exams

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Nil	03/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Nil	03/06/2019

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

	Certificate	Diploma Course
Number of Students	447	53

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
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Workshop on Capital Markets(IIFL)	20/08/2019	40
Workshop on Machine Learning with Python (Imarticus learning)	10/02/2020	86
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Internship with IPAC	15
BCom	Internship with Bajaj Finserv	1
BCom	Internship with Kotak Mahindra Bank	1
BCom	Nilesh Gadoya and Associates	1
BCom	Internship with Janaswamy	6
BCom	Internship with Ideal Management	2
BCom	Internship with Adapt Associates	1
BCom	Internship by TYBMS students at various organisation	10
BCom	Internship Project by TYBAF students at various organisation	14
BCom	Industrial Visit to Kerala	89
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
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
Teachers Feedback Institution obtains feedback from the teachers at the end of every semester. The faculty gives feedback for all the theory and practical courses taught by them during the year. The contents of the feedback form covers issues such as syllabus, relevance of the course content, development of skills, creation of employability, teaching method adopted, adherence of teaching plan etc. Student Feedback Institution also obtains feedback from

students at the end of each semester. The student gives feedback for all the theory and practical courses taught to them in the year. Various area are taken into account while conducting feedback such as relevance of the course content, satisfaction about teaching methods, completion of syllabus, use of ICT by the teachers, approach of teachers towards the students etc. Alumni Feedback Institution created questionnaire for feedback from alumni students on various criteria that is content criteria, values gained from the course, application of the course on real life situation, relevance of the course content on skill development and employability, how clear was the course and content to them. The data is analyzed and the suggestions are considered and placed before the IQAC for discussions and for further development.

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
MCom	Business Management	80	155	80
MCom	Accounts	140	274	140
BA	BMM	144	688	120
BMS	BMS	154	1494	154
BCom	B.Sc (IT)	72	319	72
BCom	BFM	72	183	57
BCom	BCBI	144	381	131
BCom	BCAF	144	952	144
BCom	B.Com	890	3240	890

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	4442	448	51	0	8

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
59	43	13	8	6	12

[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)

Institute has a well-defined policy of mentoring newly admitted under graduate students. For this purpose, college has formed a Committee named as “Academic Mentor Committee”. This Committee assigns to every teaching faculty the role of mentor to the newly admitted students. During the Year this committee has worked for slow learners and many guiding lectures has been conducted by mentors for the mentee. 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. 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 extracurricular activities and in other areas of their interest. Mentoring is done to First Year Students for improving their academic performance, overall development in various co- curricular and extracurricular activities. As for Second Year and Third year Student, College has a separate in – house counseling centre. College is having an in- house counseling centre named as “Ramdhar Maheshwari Career Counseling Centre” for counseling the students on their career planning and also to overcome their stress and personal problems. In addition to that, Career Guidance Placement Cell Skill Academy plays a pivotal role in providing Add- on courses for enhancing employability skills of the students, arranging for career guidance sessions and partnering with corporates so that students receive full time, part time and internship job opportunities. Career Guidance Placement Cell Skill Academy of our college has been actively involved in organizing different activities for the benefit of the students. The highlight of this year’s activities was collaboration with Tata Institute of Social Sciences for starting various employability courses under NUSSD Programme and Mentoring programs by them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1788	59	1 : 31

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	13	5	0	15

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
2019	Dr.(CA) Jayant Apte	Principal	Appointed as Chairman of BOS Financial Markets of University of Mumbai
2019	Dr.(CA) Jayant Apte	Principal	Appointed as VC nominee of BOS Financial Markets of Thakur College, Mumbai.
2019	Dr.(CA) Jayant Apte	Principal	Judge for various categories of Inter University Research Convention Avishkar - University of Mumbai.
2019	Dr. Rupa Shah	Assistant Professor	Completed her Minor

			Research Project in the field of Commerce from University of Mumbai.
2019	Dr. Anju Bohra	Lecturer	Qualified Maharashtra SET in Commerce
2019	Prof. Sonali Khade	Lecturer	Qualified Maharashtra SET in Geography
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCAF	I	18/10/2019	26/11/2019
BA	BMM	V	22/11/2019	08/01/2020
BA	BMM	III	15/10/2019	16/12/2019
BA	BMM	I	22/10/2019	15/12/2019
BMS	BMS	V	28/11/2019	06/01/2020
BMS	BMS	III	28/09/2019	26/11/2019
BMS	BMS	I	18/10/2019	26/11/2019
BCom	B.Com	V	14/10/2019	22/11/2019
BCom	B.Com	III	28/09/2019	25/11/2019
BCom	B.Com	I	10/10/2019	20/11/2019
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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, s 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 time management and timeliness. 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 well in time.

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/gsc/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
MAFTNMP	MA	MAFTNMP	15	7	47
MACJ	MA	MACJ	19	15	74
BMM (Journalism)	BA	BMM (Journalism)	18	14	77.78
BMM (Advertising)	BA	BMM (Advertising)	105	84	80
B.Sc (IT)	BCom	B.Sc(IT)	59	45	76.27
BFM	BCom	BFM	54	46	85.19
BMS	BMS	BMS	134	121	90.30
BCBI	BCom	BCBI	127	106	83.46
BCAF	BCom	BCAF	131	119	90.84
B.Com	BCom	B.Com	798	669	83.83

[View File](#)

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)

<https://www.rset.edu.in/download/gsc/students-satisfaction-survey->

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	365	Academic Planning and Development, University of Mumbai	0.3	0
View File				

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
One Day Interdisciplinary National Conference in association with FPA based on theme 'ICT and AI in Business Accounting and Bridging the Gap: Recent Trends in Business Accounting and Finance: The Game Changers for Economic Growth'	IQAC	15/02/2020
Youth Employability Skills Training Program conducted by Technoserve.	Commerce Self Finance	24/06/2019
10 Days Workshop on Capital Markets conducted in association with IIFL.	Commerce Self Finance	20/08/2019
Workshop on Machine Learning with Python organised in association with Imarticus Learning.	B.Sc (IT)	10/02/2020

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
Special contribution trophy of field co-ordinator	Dr. Seema Agarwal	University of Mumbai	01/02/2020	Special contribution as a field co-ordinator of DLLE (Mumbai University)
View File				

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
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Nil	Nil	Nil	Nil	Nil	03/06/2019
View File					

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
Nil	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	1	6.17
International	Commerce	6	6.17
National	Accountancy	4	5.90
International	Accountancy	4	5.90
National	Economics	2	5.50
International	Economics	1	5.50
National	Mathematics, Statistics and Computer Science	2	6.52
International	Mathematics, Statistics and Computer Science	2	6.52
National	Foundation Course	1	5.50
National	Self Finance	24	5.39

[View File](#)

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
Law	1
Commerce	3
Self Finance	7
Accountancy	2

[View File](#)

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
Nil	Nil	Nil	2020	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
Nil	Nil	Nil	2020	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	90	812	43	250
Presented papers	10	18	5	0
Resource persons	1	1	0	0

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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
Rashtriya Prem Utsav	Phirozshah Mehta Bhavan, Kalina (NSS) Unit	2	5
Tree Plantation Drive	SRPF Camp at Jogeshwari (East)	2	47
Donation Camp for Kolhapur Flood Relief	Ghanshyamdas Saraf College of Commerce (GSCC)	2	30
Blood Donation Drive	(GSCC) The Lions Club of Millennium	2	50
Yoga camp	NSS Western Suburb Unit (District level)	2	2
Leadership Training Camp	NSS Western Suburb Unit (District level)	2	1
Community based project	Punarvas School Goregaon(w)	2	50
International Yoga day	Ghanshyamdas Saraf College of Commerce (GSCC)	2	12
E-Waste Box Installation	Green Initiative in Collaboration with IDF	2	3

Tree Plantation Drive	Green Initiative in Collaboration with, NCC and NSS Unit of Saraf College	3	15
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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
RYLA Live Beyond Life (Organ Donation Promotion)	First Prize in Organ Donation RYLA	Rotaract Club Of Borivali Rotary District 3141	25
World Responsible Youth	Momentum for participating in WRY Activity	Rotary Rotaract District Organisation, R.I.D. 3141	120
Tulyata	Momentum for performing skit on Rights For Kinner for promoting Gender Equality	Shilpis dance academi and activity centre	15
Maha Walk a thon	Momentum for participating in Walk A Thon orgnised by Government of Maharashtra	Government of Maharashtra	85
Poster making competition(19th Sept.,2019)	3rd prize.	Vidya Vikas College	1
Social Action Award (25th Sept,2019)	Received trophy	IDF	6
street play (18-01-2020)	2nd prize	KES Shroff College	20
Documentary film(18-01-2020)	1st prize	KES Shroff College	1
Karmah(25-01-20)	Trophy of best college	Vidya Vikas College	50
UDAAN Fest(01-02-2020)	2nd prize	Mumbai University	20
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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 activites	Number of students participated in such activites
Beach Cleaniliness Drive	Rotaract District Organisation,	Spar Clean	3	42

	R.I.D. 3141			
Swachh Bharat	United For Greater Cause Rajani Foundation	The Cleaning Bee: Clean-a-thon	3	87
Kolhapur-Sangali Flood Relief	Indian Development Foundation (IDF)	Sahayata (Rise for Kolhapur-sangali)	3	6
Eco Friendly Ganesha	Sprouts Environment trust.	Green Ganesha	3	25
Quit Plastic Movement	Nandlal H. Valia Research Charitable Trust	Walk with Message	3	66
Woman Empowerment	Women Development Cell of Saraf College	Womaniyaa	3	113
(NSS)NATIONAL SERVICE SCHEME	B.M.C. of Malad Station	Street Play	2	12
(NSS)NATIONAL SERVICE SCHEME	Swachhata Pakhwada (NSS)	Cleanliness drive	2	30
(NSS)NATIONAL SERVICE SCHEME	B.M.C. of Malad Station	Cleanliness drive	2	42
(NSS)NATIONAL SERVICE SCHEME	Red Ribbon Club (MDACS)	Peer Educators Training	2	2
View File				

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
One day State Level Seminar in association with University Women Development Cell based on theme "Challenges to Womens Development , Empowerment and liberation in Contemporary India.'	151	Self Financed	01
One Day Interdisciplinary National Conference in association with FPA based on theme 'ICT and AI in Business Accounting	170	Self Financed	01

and Bridging the Gap: Recent Trends in Business Accounting and Finance: The Game Changers for Economic Growth'			
National Webinar in association with University Women Development Cell based on theme Gender Equity and Covid 19 Sub theme: Queer Perspectives	227	Self Financed	01
National Webinar Technology Mediated 'Teaching -Learning'	441	Self Financed	01
Webinar in association with FPA on the theme' Using Derivatives to Enhance your Portfolio Returns'	307	Self Financed	01
Webinar with FPA on the theme 'Banking Jobs: Think beyond IBPS and Public Sector banking jobs'	600	Self Financed	01
Webinar in association with FPA on the theme 'Careers in Financial Planning'	580	Self Financed	01
Webinar in association with SDVTII on the theme Advanced Excel	1136	Self Financed	02
Webinar in association with SDVTII on the theme Tips and Tricks of using MS Excel	766	Self Financed	01
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact	Duration From	Duration To	Participant
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		details			
Internship	Internship opportunity	S C Mehra Associates LLP	12/04/2019	01/03/2020	01
Internship	Internship opportunity	Lattu Media Pvt. Ltd	24/06/2019	20/09/2019	01
Internship	Internship opportunity	GoQuest Media Ventures	20/06/2019	20/09/2019	01
Internship	Internship opportunity	Oriana Communications Pvt. Ltd.	09/05/2019	08/07/2019	01
Internship	Internship opportunity	Endomol Shine Group	27/07/2019	28/08/2019	01
Internship	Internship opportunity	Purplelinks Telecom Pvt. Ltd.	20/05/2019	19/06/2019	01
Internship	Internship opportunity	Nepa India Pvt. Ltd.	01/07/2019	30/09/2019	01
Internship	Internship opportunity	Sanver E-Solutions Pvt. Ltd.	24/05/2019	31/08/2019	01
Internship	Internship opportunity	Ashish Life Science Pvt. Ltd.	15/05/2019	15/06/2019	01
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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
Indian Development Foundation (IDF)	20/07/2019	Participation of Students in Social Responsibility Programme	0
Tata Institute of Social Sciences , Mumbai	25/11/2019	National University Student's Skill Development Programme (NUSSD)	107
Ashwaattha Advisors Private Limited (Technoserve)	29/11/2019	Campus to Corporate Careers Program for Enchantment of Employability and work place Skills for deserving Youth	104
Navyuvak Entrepreneurs , Mumbai	09/08/2019	Any Body Can Do Entrepreneurship (ABCD Programme)	17
Art of Living	26/02/2020	Personal wellbeing of Students	100

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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
10100000	10100000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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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	27456	2909167	6424	342553	33880	3251720
Reference Books	16759	5401756	1047	190901	17806	5592657
e-Books	3135000	17525	0	0	3135000	17525
Journals	155	455587	34	452954	189	908541
e-Journals	25468	10000	0	0	25468	10000
CD & Video	191	56212	0	0	191	56212
Others (specify)	316	140956	16	160066	332	301022

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

Name of the Teacher	Name of the Module	Platform on which module	Date of launching e-
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		is developed	content
Dr. Seema Agarwal	Mathematics	Gold Academy	19/09/2019
Dr. Anju Bohra	Cost Accounting	Gold Academy	19/12/2019
Prof. Yogita Mahimkar	Direct taxation	Gold Academy	20/01/2020
Prof. Alok Hardikar	Financial Accounting	Gold Academy	19/02/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
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	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
5750000	5763578	10100000	10100000

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

The physical facilities including Computer Laboratory and Classrooms etc. are made available for all students. The classrooms, furniture and fixtures are utilized regularly for the students but sometime it is also made available for conducting various value added courses like ACCA, CFP, Skill Academy, BSE Institute and CASI Global. The maintenance and the cleaning of the classrooms and the computer laboratory is done with the help of Housekeeping Department, the contract of which has been given to outside agency. The college has adequate number of the computers with internet connections and the utility soft wares are distributed in different locations such as administrative office, computer laboratory, library, staff room etc. The office computers are also connected through the LAN and office software makes work easier and systematic. The library is also provided with LAN facility for the computers and they are loaded with the library software. The college website is maintained regularly

by AMC with outside agency. Academic and Support Facilities : The academic support facilities like library, sports and the other platforms supporting overall development of the students like NSS, NCC and DLLE is open only to the college students. A provision of the budget for the library maintenance is made by the college management. The sports department of the college has adequate infrastructure consisting of the sports room and the sports ground which can be used by student and staff. Career Guidance and Placement Cell of the college provides opportunity to students to get access to corporate world and make them employable.

<http://www.rset.edu.in/gsc/infrastructure-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	78	243100
Financial Support from Other Sources			
a) National	Other Trusts, IRB Endowment Scholarship Fund, BKT Endowment Free ship Fund, JBB Endowment Free ship Fund	51	259476
b) International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Certificate Course in E-Taxation	21/07/2019	95	SDVTII
Bloomberg Market Concepts (BMC) Course	01/07/2019	89	Bloomberg
Certificate Course in GST Practices and Procedures	05/01/2020	46	SDVTII
Diploma in Entrepreneurship	11/04/2020	10	Tata Institute of Social Sciences (TISS) under National University Students Skill Development (NUSSD) Project.
Diploma in Banking and Financial Services	20/04/2020	43	Tata Institute of Social Sciences (TISS) under National University

			Students Skill Development (NUSSD) Project.
Certificate Course in Management and Soft Skills	20/12/2019	54	Tata Institute of Social Sciences (TISS) under National University Students Skill Development (NUSSD) Project.
Preparatory Course for Banking Sector Exams	06/02/2020	23	SSB Educational Trust
CASI Global Certificate Course	01/08/2019	21	CASI Global
10 Days Workshop on Capital Markets	20/08/2019	40	IIFL
Microsoft Technology Associate Certification in Java	09/01/2020	15	Technowings
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Orientation Session by Technoserve for TY B.Com Students	0	132	0	0
2019	Orientation Session by Technoserve for TY Students of Self Finance	0	70	0	0
2019	Session on Resume Writing and Life at B-Schools	0	104	0	0
2019	Session on Performance Evaluation of Mutual Funds in India	0	112	0	0

2019	Orientation Session for Registered students of SY	0	60	0	0
2019	Orientation Session by IIFL	0	79	0	0
2019	Orientation Session for Registered students of TY and M.Com	0	220	0	0
2019	Management Games by CPLC	0	120	0	0
2019	Session on E-Commerce by Chasmic Institute for TY B.Sc (IT) students	0	40	0	0
2019	Session on Group Discussion by Time Institute	0	100	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nilesh Gadoya, ICICI Prudential Life Insurance, and Associates, P3 Architectural Solutions,	1390	16	Anand Rathi, Vibrant Publishers, Bajaj Finserv, SVN Systech India Pvt Ltd, Reliance Nippon Life Insurance	458	21

Adapt Associates, Teleperformance, Karvy Digiconnect, Markethub Stock Broking Pvt Ltd, Redreamz, 3hd Media, Aadhan Solution, Food Stuff, AU Small Finance			Company, TCS, Capgemini, Infosys, Wipro, Internshala, Indsec Securities And Finance Ltd., IPAC, Kotak Mahindra Bank, Ideal Management, Janaswamy	
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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
2020	15	B.Com/SFD	B.Com/SFD	DSIMS	MMS
2020	13	B.Com/SFD	B.Com/SFD	DSIMS	PGDM

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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
Cultural	Inter-collegiate	1323
Cultural	Institutional Level	178
Sports	Institutional Level	1475

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	All India Inter-Zonal Kabaddi Tournament	National	1	0	9898725	Sayli Jadhav

2019	All India Inter-Zonal Kabaddi Tournament	National	1	0	9894568	Tejaswini Gilbile
2019	Open National Athletics Championship	National	1	0	9904523	Gautam Solanki
2019	All India Inter-Zonal Kabaddi Tournament	National	1	0	958698	Pranali Nagdeote
2019	Second Rank in University of Mumbai's Youth Festival	National	0	1	9894529	Tanushree Gupta
2019	Second Rank in University of Mumbai's Youth Festival	National	0	1	9903931	Anushka Boble
2019	Second Rank in University of Mumbai's Youth Festival	National	0	1	9903666	Swati Acharya
2019	Second Rank in University of Mumbai's Youth Festival	National	0	1	9904504	Sakshi Vishwakarma
2019	Second Rank in University of Mumbai's Youth Festival	National	0	1	9903932	Neera Veturkar
2019	Second Rank in University of	National	0	1	9903662	Hema Gupta

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

The Students' Council of Ghanshyamdas Saraf College organized various activities during the Academic Year 2019-20. Following is the summary of these activities which highlights the achievements thereof. SUMMARY ACHIEVEMENTS 'Poster Making Competition' was organised on 14th August, 2019 on the topic 'Anti-Ragging'. The competition was held between 10.30am to 11.30am. The highlights of the day were: Students from B.Com Self-Finance exhibited their potential by artistic display through their colourful posters which sent across meaningful messages on the 'Negative effects of ragging and stressed the need to have a ragging -free campus.' 14 students participated. Winners were awarded with certificates medals. 'Teachers Day' was celebrated to mark the birth of the great teacher Dr.Sarvepalli Radhakrishnan. It was however held on 17thSeptember, 2019 instead of 5th September due to Ganesh vacations being declared during that period. The highlights of the day were: Student-Teacher competition for B.com Self-Finance students.Winners was awarded with medals certificates. Cultural Program was organised in Durgadevi Saraf auditorium. The teachers were felicitated by the students with a handmade card and a sapling, which was symbolic to the real value and essence of teachers - 'to grow continuously by imparting value based education'. The celebration ended with the students serving refreshments to their Gurus. The 'Annual Degree Distribution' ceremony of Academic Year 2019-20 for the rankers was held on Saturday, 14th December , 2019 from 9.30am onwards. The venue for the ceremony was Durgadevi Saraf Auditorium. The highlights of the day were: The majestic and grand academic procession from DSIMS till the Durgadevi Saraf Auditorium. Degrees awarded to the Graduate and Post-Graduate students. Exemplary speeches by the Chief guest, the President of RSET, Principal, etc. The Degree Distribution for the rest of the Graduates and Post-Graduates was held on the same day at 12noon. 'Traditional Day' celebrations were held on 4thJanuary, 2020 in the College premises. The highlights of the day were: It was a special occasion as it signified support to the Non- Teaching Staff who performed the "Satyanarayan Puja" on the same day. Students and Faculty participated in the celebrations by coming dressed in our traditional Indian attire. Rangoli competition was also held between 8am to 9.00am. Students from B.com and Self-Finance participated in good numbers with creative ideas and thought provoking slogans. Three prizes were awarded. 'Farewell Party' for M.Com and TY students of B.Com, BCAF, BMS, BCBI, BFM and B.Sc.(IT) was organised on February 29, 2020 at Durgadevi Saraf Auditorium from 9.00am onwards. The theme of the function was "Indo-Western". The highlights of the day were: The junior students left no stone unturned in entertaining seniors with their energetic and soulful Dance and Singing Performances. Dance singing performances by TY students. Inspiring speeches by the Heads of Institution heart-warming experiences shared by T.Y. B.Com students. Videos of College Memories presented by M. Com Third Year Students. CONCLUSION It was an eventful year with a number of events conducted under the Students' Council wing. All the activities and events were successfully

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association has been formed for the interest of past students. The

College also has its own official website where the Alumni students register themselves and can be contacted for various events and this website keeps the Alumni posted of all events that are happening in the college and keeps them updated. Most importantly the Alumni students have tie ups with various companies, in order to place the existing students in the reputed companies and furthermore the Alumni can also take advantage of the Placement cell for procuring jobs. Further, the alumni too actively supports Placement Cell of the college and help to place current students from time to time. This Year the Alumni had shown their keen interest and had participated in various social activities and college intra collegiate events like Sports, Mauj , Cricket Tournament, acting as judge in live music shows, referees, being sponsorers for various events and many more. The list of the activities are as follows :- ? On 30th August, a Self Defence workshop was conducted by our Alumni students Ganesh Yadav and Sakshi Chandak who are professional Taekwondo trainers . 113 students participated in this event with great enthusiasm. ? Alumni student Sanjay Jhavar organised a CLEAN-A-THON themed Poster making competition in college on 26th August,2019. Degree College and Junior college students participated in this event. ? On 8th September 2019 a Beach cleaning drive was organised by our Alumni association members along with the college Rotaract Club members. 89 students participated in this cleanliness drive ? Our Alumni students Nandkumar Panhalkar , Santosh Pal and Ankit Mishra were officiated as referees in the Intra - Collegiate KhoKho and Kabbaddi matches held on 18th November,2019 ? The Cricket match between Alumini and Teachers was conducted on 25th January, 2020 in the Pravinchandra D Shah Sports Academy of the college. Teachers and Alumni actively participated and enthusiastically played the match. This was the first cricket match between Alumini and Teachers in the Sports department of the college, and the event was a grand success. ? The event began at 10.30 am by tossing a coin and was successfully completed by 11.30 a.m. Santosh Yadav and Harish Paralkar were the Umpires of the match. Alumni won the match by 5 wickets and were awarded with a rotating trophy sponsored by Alumnus Mr. Kiran Gami. Prof Prasanna Choudhary won the Best batsman trophy and Best Bowler was awarded to Mr.Vishwas Shinde. The Sports representatives were actively involved in conducting the event. Principal Dr. Jayant Apte and Chief Co-coordinator Dr. Lipi Mukherjee were present for distributing prizes to the winners.

5.4.2 – No. of enrolled Alumni:

660

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)

As an institution, Ghanshyamdas college of Arts and Commerce has always promoted inclusive and participative management and decentralisation of authority aimed at healthy and constructive growth of the College by involving the interests of all concerned stakeholders. Though GSCC has generally adopted a decentralised and participative mode of management, nevertheless, the following two practices of decentralization and participative management adopted in academic year 2016-17 can be detailed: Decentralization The

institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal Level: The Governing Council (GC) delegates all required 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, Career Guidance and Placement Cell, NCC, NSS, Library Committee, , etc. This has ensured fixing of responsibility and accountability leading to overall good results. 2. Faculty level: Faculty members are given representation in various committees/cells nominated by the Principal. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. 3. Student level: Students are empowered to play important role in different activities. Functioning of different secretaries of Students Council (listed below) further reinforces decentralization. • Cultural secretary • Class Representatives • Committee In charges 4. Non-teaching staff level: Non-teaching staff are represented in the governing body and IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions. Participative Management The institution promotes the culture of participative management at the strategic level, functional level and operational level. • At Strategic Level Governing Council Principal and Vice Principals are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. • At Functional level Faculty members share knowledge among themselves, students and non teaching staff members while working for a committee. • At Operational level the Principal interacts with university, government, external agencies. Faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.

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
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. 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>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 Like CASI Global, SSB Institute, FINPLAN International Education, Technoserve and Collaborating activities has been conducted in the Year to enhance the Industry interaction.</p>
<p>Human Resource Management</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. College Motivates teacher and Support them Financially to do orientation, refresher and Other research Work. The System of Self-appraisal of the teachers through maintenance of Academic Diary has been introduced. Recruitment is done as per UGC and University guidelines.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The Institute strategies for Library aim at constant improvement and development of library services through updation of technology and employment of latest systems in library sciences. New journals, magazines, books and online database were procured to establish an academic rigour. Similarly, for physical and ICT infrastructure, focus on their regular maintenance and timely up gradation while ensuring its utility in the education process.</p>
<p>Research and Development</p>	<p>The college ensures that high quality research is produced by supporting the staff and students in several ways. The college supports teachers and students in ensuring high quality of research in several ways. There has been consistent increase of teachers completing Doctoral degrees and also recognised Ph.D. guides. The institution gives recognition on College Annual day to</p>

faculty members who have obtained Ph.D degree during the given academic year.

College Encourage faculty towards getting Research projects. 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.

Examination and Evaluation

All the rules and regulations pertaining to the examinations, laid down by the University of Mumbai, are scrupulously followed. Regular tutorial and remedial classes are conducted. Continuous evaluation is carried out through regular tests, assignments, projects. The internal examinations help to evaluate the conceptual clarity of the learners in different courses. Innovative projects, research surveys and assignments help to enhance the relevance of different courses. Examination committee monitors and ensures smooth conduct of all examinations. Online assessments are monitored properly internal exam marks are also uploaded. Rigorous analysis of results are carried out with Department Head and the Principal after every exam.

Teaching and Learning

The teaching learning outcomes are monitored on regular basis both - at the department and college level. • At GSCC, the focus is on transforming and subliming the pedagogical process to be more engaging, goal oriented and keeping the faculty updated with the latest developments in pedagogy and teaching methodologies. Accordingly, as a part of the quality improvement strategy for the same, faculty members are given freedom to adopt and innovate teaching methodologies for their respective subjects. Faculty members further improve the quality of teaching by use of Information and Communication Technology, group discussions, industrial and institutional visits etc. The College further encourages the faculty to attend Refresher and Orientation Courses, Faculty Development Programmes and workshops to enhance their knowledge and skill set.

• GSCC believes that learning is a continuous process, So for Overall development of student, proportionate emphasis given to both curricular and extra-curricular aspects. The College promotes extra-curricular involvement amongst students by providing them the freedom to choose from a wide range of student Activities. The balance between the curricular and extra-curricular activities facilitates an all round learning process that equilibrates between theory, application and real world skills such as time and team management.

Curriculum Development

Curriculum designing and development is decided by the affiliating university. Regular workshops and seminars are conducted to keep abreast with new programs. These programs cover extensive knowledge and skills which go beyond syllabus. Several teachers are involved in framing syllabi, are on the Board of Studies and also member of Academic council of University of Mumbai. Other teachers attend workshop and seminars on regular basis to hone their skills.

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.</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 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</p>

	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. College finance and Accounts Section Use "Tally Software" for Maintenance of the Accounts . All The Statuary requirements is done on a timely basis as and when required.
Student Admission and Support	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. 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 Mumbai, 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 and each and every Classroom. High Speed Digital Printers for obtaining speedy printouts of question papers sent by University are also installed.

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/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
2020	Nil	Nil	Nil	0
View File				

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)
2019	Teachers training Programme in Bloomberg Market Concepts(BMC)	Teachers training Programme in Bloomberg Market Concepts(BMC)	15/01/2020	05/02/2020	4	2
2019	Online two days workshop on Advance Excel	Online one day workshop on Advance Excel	20/05/2020	21/05/2020	46	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 programme	Number of teachers who attended	From Date	To date	Duration
Nil	0	03/06/2019	30/04/2020	0
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	8	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Well equipped, air-conditioned staff room is provided, Canteen facility at concessional rates, Pantry facility in Staff Room, Banking facility in the campus.	The college has helped the children of Non teaching staff in getting admission in our College. Further the college has also waived fees of their children. College uniform	Student welfare Fund, Student Aid Fund, IRB Endowment Fund, BKT Endowment freship fund JBB Endowment Scholarship

is provided, Canteen facility at concessional rates, Pantry facility, Banking facility in the campus.

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 free ship fund JBB Endowment Scholarship	502576	Financial Support to economically weak students.
View File		

6.4.3 – Total corpus fund generated

502576

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	Yes	University of Mumbai	No	NA
Administrative	No		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. 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..

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. 1. The non teaching staff of college organises various activities like Inter-Collegiate Sports

Tournament, workshop. 2. It has organised a Satyananarayan Pooja every year since 1994, where students and teachers attend and help. 3. Development programmes on Hierarchy of reporting, how to carry out job responsibilities, how to write official letters, behaviour and etiquette are conducted in house. Experts are invited to speak to staff members. 4. The College encourages non-teaching staff to attend workshops/seminars conducted by various colleges / University.

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

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

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	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
2020	Internal Quality Assurance Cell (IQAC) organized a One Day Inter-Disciplinary National Conference on 'ICT and AI in Business, Accounting and Finance: The Game Changers for Economic Growth'	15/02/2020	15/02/2020	15/07/2020	170
2020	IQAC organised a Faculty Training Programme "Bloomberg Market Concept" organised at Sharda Cropchem Bloomberg lab of Our	15/01/2020	15/01/2020	05/02/2020	6

	College for Teaching and Non teaching staff of Ghanshyamdas Saraf College of Arts and Commerce.				
2020	IQAC and Shirvallabh G. Saraf Knowledge Resource Centre organised a National Webinar on "Technology-mediated Teaching-learning"	30/04/2020	30/04/2020	30/04/2020	441
2020	IQAC and BAF department organised Two day online workshop on Advance Excel for Teaching Staff	20/05/2020	20/05/2020	21/05/2020	1136
2020	IQAC and BSC -IT department organised One day online workshop on Advance Excel for Non - Teaching Staff	22/05/2020	22/05/2020	22/05/2020	766
2020	Banking and Insurance department organized departmental activity "CURRENZO"	25/02/2020	25/02/2020	25/02/2020	135
2019	B.Com. (Financial Market) Self - Finance organized its	12/02/2020	12/02/2020	12/02/2020	150

	departmental activity "FINANSKO" (FINTECH AGE 2020)				
2020	The BMS department conducted their annual departmental activity "INNOVISION 2020" based on the theme "Sustainable Business Plans"	11/02/2020	11/02/2020	11/02/2020	410
2020	B.Com(AccountingFinance) Department Activity of BCAF-"Finansiera 2019-20"	06/03/2020	06/03/2020	06/03/2020	500
2019	State Level Seminar was organized in association with 'Maharashtra State Commission for Women' 'University of Mumbai Women Development Cell'. The theme for the seminar was "Challenges to Women's Development, Empowerment and Liberation in Contempora	31/07/2019	31/07/2019	31/07/2019	151
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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 on " # Each for Equal"	04/03/2020	04/03/2020	16	12

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
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
2019	0	13	11/07/2019	1	Tree Plantation Activity by DLLE	Social Work	20
2019	0	0	01/08/2019	1	Red Ribbon Club organized peer Educators Teaming Workshop	Public Health Safety	2
2019	0	0	15/08/2019	1	Cleanliness drive outside	Cleanliness Awareness	42

					Malad station (w) in collaboration with B.M.C		
2019	0	0	21/08/2019	1	Blood Donation Drive	Public Health	50
2019	0	0	26/08/2019	2	A Donation Camp for Kolhapur Flood Relief	Social Work	200
2019	0	0	01/10/2019	1	Rally organized by the Maharashtra Addiction Eradication centre	Social Initiative	31
2019	0	0	04/12/2019	1	Cleanline ss drive held at our Ghanshyamdas Saraf college campus	Cleanline ss Awareness	24
2020	0	0	06/02/2020	1	Session on suicide prevention by International Speaker Mr. Isaac Agarwal held at Ghanshyamdas Saraf College	Awareness	26
2019	0	0	01/07/2019	1	Jeevandan	To raise awareness amongst individuals to save lives and improve health by donating Blood.	39
2019	0	0	31/07/2019	1	Womaniyaa	To spread awareness	79

about the changing role and status of women and to create gender sensitization towards issues related to women empowerment

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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)
Code of Conduct and College Regulations for Students	03/06/2019	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	03/06/2019	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 Guru Purnima	16/07/2019	16/07/2019	58
Celebration of Independence Day	15/08/2019	15/08/2019	200
Blood Donation Drive	21/08/2019	21/08/2019	50
Teachers Day Celebration (On Day of Birth Anniversary of Sarvapali Radhakrishnan)	17/09/2019	17/09/2019	215
Crowd control	10/08/2019	10/08/2019	28

activity on Ganapati immersion			
Celebration of Senior Citizens Day	01/10/2019	01/10/2019	18
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College has increased its efforts from last year to save electricity by creating awareness about judicious use of lights and fans and has entered into AMCs so that air conditioners work efficiently. • Gender Equality Programs • Plastic Free Campus. • Tree plantation Drive. • Energy Saving Project. • Save Electricity Initiative • E-waste Disposal • Rain Water Harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Practice-I Title: Emphasis on use of ICT in Teaching -Learning Process
The Practice: Corona virus pandemic has significantly disrupted various sectors in India including Education Sector. As we know that due to Corona virus pandemic the state governments across the country started shutting down schools and colleges. There was an uncertainty when schools and colleges will reopen. Lockdown stopped the regular classes in between a running semester (Jan-May) in most cases, which led to rethinking and re-planning of courses from offline to online. Academic institutes gradually initiated online meetings and classes in March and started coping-up with the situation. Our College also took initiative and appropriate steps in this direction. **The Objective:** of this initiative is to be a part of this scenario in higher education during the COVID Lockdown. Nevertheless, the situation appeared as an opportunity for our students (to consume) and for our teachers (to diversify). **Measures taken:** Many of the Faculty Members Conducted online Lectures for our Students using "ZOOM" Platform. In all 77 lectures were conducted by various Faculty Members from B.Com and Self Finance Sections. Free Online Webinars/ Certified Courses were also conducted on various topics for the benefit of the students. Many of our faculty members also attended various webinars conducted by our college as well as other colleges. E-Content was also developed by the faculty members for conducting online lectures. **Conclusion:** This initiative has proved very rewarding for not only the students but also our teaching faculty.

Practice- II Title: Enhancement of schemes for Capability Enhancement, Skill Development and awareness programmes undertaken for students.
The Practice (The Context) The challenge in teaching today is largely concerned with going beyond the curriculum and enabling the students to learn practical skills and develop a preparedness for the real-life situations they would face outside the campus. Hence, since last Academic Year initiatives are being taken to lay more emphasis on schemes for Capability Enhancement and Skill Development. **The Practice - (Measures taken)** With these issues in mind, Saraf College undertook several different kinds of programs, including add-on courses, workshops, awareness programs and more by entering into MOU's with Various Institutions and industry. Some major programs were as under: • 104 students completed Placement Oriented Youth Employability Skills Training Program conducted by Techno serve. • 95 students completed Certificate Course in E-Taxation conducted in association with SDVTII. • 89 students completed Bloomberg Market Concepts (BMC) Course • 46 students completed Certificate Course in GST Practices and Procedures conducted in association with SDVTII. • 10 students are pursuing Diploma in Entrepreneurship offered by Tata Institute of Social Sciences (TISS) under National University Students Skill Development (NUSSD) Project. • 43 students are pursuing Diploma in Banking and Financial Services offered by TISS - NUSSD. • 54 students are pursuing Certificate Course in

Management and Soft Skills offered by TISS - NUSSD. • 23 students completed Preparatory Course for Banking Sector Exams conducted in association with SSB Educational Trust, • 21 students completed CASI Global Certificate Course offered by CASI Global. • 40 students completed the 10 Days Workshop on Capital Markets conducted in association with IIFL. • 15 students completed the Microsoft Technology Associate Certification in Java conducted in association with Technowings. • 86 students participated in Workshop on Machine Learning with Python organised in association with Imarticus Learning. Conclusion: This practice to provide multifarious ways and means to expand the scope of knowledge and skills by providing students with maximum exposure to maximum number of students has met with great enthusiasm from students and staff. We intend to carry forward such initiatives in future as well.

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/download/gsc/best-practices-2019-20.pdf>

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

Saraf College has entered into several collaborations and MOUs with National and International Firms to provide maximum possible opportunities to students to enhance their learning. Earlier, we had entered into an agreement with Government of India's Skill Development and Vocational Training Institute of India (SDVTII), CASI Global, SSB Institute, Technoserve, Bombay Stock Exchange - and Finplan. This year, the college has collaborated with the following additional institutes / industries: 1. Placement Cell tied up with Tata Institute of Social Sciences for running various certificate and diploma courses for students under National University Students Skill Development (NUSSD) Programme in September 2019. These Programs are aimed at improving employability skills of the students and have been declared as "Skill Development Best Practice" in the country by United Nations Steering Committee on Children and Youth. These courses are offered free of cost to the students belonging to weaker financial background. 2. Ashwaattha Advisors Private Limited (Technoserve) for Campus to Corporate Careers Program for Enchantment of Employability and work place Skills for deserving Youth. 3. Indian Development Foundation (IDF) for Participation of Students in Social Responsibility Programme. 4. Navyuvak Entrepreneurs, Mumbai for Any Body Can Do Entrepreneurship (ABCD Programme).

Provide the weblink of the institution

<http://www.rset.edu.in/download/gsc/institutional-distinctiveness-2019-20.pdf>

8.Future Plans of Actions for Next Academic Year

1. Gender Audit In order to address Gender gaps, good practices towards achievement of gender equality and for identifying strengths and weaknesses in promoting gender equality issues our college proposes to conduct Gender Audit in forthcoming year. 2. Green Audit In order to upgrade the environment conditions in and around the college and with the intention of performing tasks like waste management, energy saving, water conservation, rain harvesting etc. our college proposes to conduct Green Audit in forthcoming year. 3. Tie up with International Institutions: The college proposes to enter into an alliance with some international Universities in order to enable students to get seamless admission and proper guidance, who wish to pursue their further studies abroad. Communications are underway with few Universities and are expected to materialize in the ensuing year.

