

SMT. M.M.K COLLEGE OF COMMERCE AND ECONOMICS

Adv. Nari Gurshani Road, TPS III, Off. Linking Road, Bandra West

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

Academic Year: April 2014-June 2015

1. Details of the Institution

1.1 Name of the Institution

**Smt. M.M.K. College of Commerce and
Economics**

1.2 Address Line 1

Adv. Nari Gursahani Road, TPS-III

Address Line 2

Linking Road, Bandra (West)

City/Town

Mumbai

State

Maharashtra

Pin Code

400050

Institution e-mail address

info@mmkcollege.org

Contact Nos.

022 – 26495230
022 - 26494510

Name of the Head of the Institution:

Principal Dr. A.C. Vanjani

Tel. No. with STD Code:

022 – 26495230
022 - 26494510

Mobile:

9769032772

Name of the IQAC Co-ordinator: **Prof. M.N. Iyer**

Mobile: **+91 9819359856**

IQAC e-mail address: **iqacmmk@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date: **EC/34/RAR/002, DATED: 8/01/2011**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: **www.mmkcollege.org**

Web-link of the AQAR: **NA**

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	--	2004	2009
2	2 nd Cycle	A	3.29	2011	2016
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC: DD/MM/YYYY **09/06/2005**

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

- i. AQAR 2009-2010 : submitted to NAAC on **July 2010**
- ii. AQAR 2010-2011 : submitted to NAAC on **July 2011**
- iii. AQAR 2011-2012 : submitted to NAAC on **July 2012**
- iv. AQAR 2012-2013 : submitted to NAAC on **July 2013**
- v. AQAR 2012-2013 : submitted to NAAC on **24th August 2014**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Certificate Course in Foreign Trade

1.11 Name of the Affiliating University (for the Colleges)

University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- ⊕ Academic Calendar prepared and brought into effect.
- ⊕ Encouraged co-ordinators of Un-Aided Programmes to conduct seminars, workshops and Orientation for students.
- ⊕ Proposed full automation of the college and the administrative office.
- ⊕ Proposed and installed CCTV Cameras in all classrooms and corridors.
- ⊕ Proposed and installed LCD projectors in all classrooms.
- ⊕ Took initiatives in appointing lecturers on contractual basis for vacant posts.
- ⊕ Applied for NOC from the Joint Directors of Education for post getting vacant due to super annuation of teacher's in the subjects of Accountancy, EVS, Economics and Mathematics.
- ⊕ Organised Multi-Disciplinary National Conference and published National Conference proceedings with ISBN.
- ⊕ Applied for research centre in the subject of Commerce and Management.
- ⊕ Applied for additional divisions of FYBCOM (Evening) to the University of Mumbai for optimum utilisation of available space in the college.
- ⊕ Organised Cleanliness Drive in association with Hindustan Times and initiated the process of Swacch Vidyalay on account of Gandhi Jayanti. Entire staff participated in the events to spread the message of Swacch Bharat.

2.15 Plan of Action by IQAC/Outcome

Sr. No	Plan of Action	Action Taken
1	Academic Calendar Preparation	✓ Bought into effect through the year
2	Setting up of Smart Classrooms	✓ CCTV installed in all classrooms and college corridors. ✓ Installed LCD Projectors in all Classrooms.
3	Creation of Additional Classrooms for conducting Unaided Programmes	✓ Quotation sought and contractor has been selected to begin the work
4	Creation of New Store Room for Stationery	✓ Quotation sought and contractor has been selected to begin the work
5	Creation of New Record Room	✓ Quotation sought and contractor has been selected to begin the work
6	Installation of CCTVs	✓ Areas like Office Corridor, Computer Institute, Lift Corridor that were earlier not covered have been covered in this Academic Year.
7	Automation of College and Administrative Office	✓ Website updated and decision taken to revamp the entire Website to make it more student friendly. ✓ Most of the process in the Administrative office has been automated and will be continued in the next Academic year.
8	Health Centre	✓ Quotation has been sought for new instruments and order placed. ✓ Revamping Health Centre with new instruments to be installed in the next academic year.
9	Additional divisions of FYBCOM in the Evening	✓ Letter of Application for conducting FYBCOM (Un-Aided) course in evening has been sent to University of Mumbai.
10	Research Centre in the Subject of Commerce and Management	✓ Letter of Application for starting Research Centre for Commerce and Management has been sent to University of Mumbai. Awaiting the approval for the same.
11	Inter-Disciplinary National Conference	✓ Conducted One Day Inter-Disciplinary National Conference on the Theme " Multi Dimensional Growth for Economic Development: A Dream " on January 17 th , 2015. ✓ The College has published the National Conference proceedings with ISBN: 978-93-5202-471-1
12	Student-Centered Environmental Sensitizing Programme	✓ Conducted a student's seminar in collaboration with Hindustan Times (one of the leading news paper) on sensitizing the students towards Environment. ✓ Students participated in HT Campus Calling Programme organized as a part of

		<p>the seminar and cleaned the area near our college premises.</p> <ul style="list-style-type: none"> ✓ Steps have been initiated to make our college Environment Friendly.
13	Institutional Environmental Sensitizing Programme	<ul style="list-style-type: none"> ✓ Our college supported the <i>Swachh Bharat Abhiyaan</i> by organizing <i>Swachh Vidyalay Programme</i> on 7th October, 2014. ✓ Entire Teaching Faculty participated in the Programme along with our NSS students. ✓ It was decided that the college would celebrate the <i>Swachh Vidyalay Programme</i> every year.
14	Career Advancement Scheme (CAS)	<ul style="list-style-type: none"> ✓ The process of CAS was initiated and completed during the Academic Year. ✓ 10 of our faculty appeared for CAS. Out of which 6 faculty appeared for promotion from Stage I to Stage II and 4 faculty appeared for promotion from Stage II to Stage III ✓ All the cases were recommended for promotion by the committee.
15	NAAC (3 rd Cycle)	<ul style="list-style-type: none"> ✓ Steering Committee of NAAC was reconstituted. ✓ Criterion-Wise committees were also reconstituted. ✓ Preparations for NAAC (3rd Cycle) has begun from this Academic Year.
16	Student Orientation Programmes	<ul style="list-style-type: none"> ✓ The college organized the Orientation Programme for all the first year B.COM students of both Aided & Un-Aided courses. ✓ Orientation programme was also conducted to First Year M.Com students
17	Annual Convocation for Degree College Students	<ul style="list-style-type: none"> ✓ The college organized Annual Convocation for TYBCOM (Aided & Un-Aided) students. ✓ All the passed students were felicitated by the Principal and other Dignitaries on February 2nd, 2015.
18	New Appointments	<ul style="list-style-type: none"> ✓ Posts of Assistant Professors in the subject of Economics, Accountancy, EVS and Maths were vacant due to super-annuation of existing faculty. ✓ <i>Ms. Shruti Lakhani</i> was appointed in Accountancy Department on Contractual Basis for Academic Year 2014-2015. ✓ <i>Ms. Prachi Raut</i> was appointed for TYBCOM Computer Systems and Application on Contractual Basis for Academic Year 2014-2015.

		<ul style="list-style-type: none"> ✓ <i>Mr. Sushant Damodare</i> was appointed for FBCOM (Foundation Course and EVS) on Contractual Basis. ✓ <i>Mr. Eassikimuthu</i> was appointed for Accountancy Department on Contractual Basis for Academic Year 2014-2015. ✓ Letter applying for NOC from Joint Director Mumbai has been sent and the NOC has been received. Advertisement for the posts has been made in leading newspapers.
19	All India Religion Meet	<ul style="list-style-type: none"> ✓ The College organized All Religion Prayer and Get Together on January 30th, 2015. ✓ Representatives from various religious institutions like Bandra Hindu Association, BUILD, Daughters of St. Paul, Anjuman-I-Islam, Durelo Convent etc attended the Prayer Meet.
20	Seminars	<p><u>BAF:</u></p> <ul style="list-style-type: none"> ✓ Seminar on Professional Grooming and Etiquettes’. <p><u>BMS:</u></p> <ul style="list-style-type: none"> ✓ Seminar on Strategic Management on <i>Management strategies through games.</i> ✓ Seminar on <i>Supply Chain Management</i> enlightening students on <i>Simulation Techniques</i> by faculty of <i>University of Exeter (UK).</i> ✓ Crash Course on <i>Introduction to French Language</i> was organized by Boli Institute. <p><u>BBI:</u></p> <ul style="list-style-type: none"> ✓ Workshop on <i>Workplace Etiquettes and Mannerisms.</i> ✓ Workshop on <i>Know the Share Market</i> by NSDL ✓ Social Outreach Program – BBI students teach street students in Carter Road, Bandra <p><u>BFM:</u></p> <ul style="list-style-type: none"> ✓ Seminar on <i>Business Cycle and its impact on the Market</i> by BSE ✓ Seminar on <i>Supply Chain Management</i> conducted by faculty of <i>University of Exeter (UK)</i> on <i>Simulation Techniques.</i> <p><u>BMM:</u></p> <ul style="list-style-type: none"> ✓ Career Guidance Seminar conducted by IMS and ACE Education ✓ Awareness Programme on <i>Issues that affect our Society: Corruption, Domestic Violence, Women’s Issues etc.</i>

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

✓ Academic Calendar brought into effect during the year.
✓ CCTV installed in all classrooms and the college corridors.
✓ Installed LCD Projectors in all Classrooms.
✓ Application new classrooms accepted by the management and quotation sought. Contractor has been selected. Work process has been initiated.
✓ Application new storeroom and record room accepted by the management and quotation sought. Contractor has been selected. Work process has been initiated.
✓ Areas like Office corridor, Computer Lab, Lift corridor on each floor are also covered under CCTV Cameras.
✓ Most of the office administration work has been automated.
✓ Administration office is going to acquire <i>Admin Software (Vridhhi)</i> for complete automation of the office work.
✓ Orientation Programme for all First Year Students (Both Aided and Unaided) and M.COM Students was organized.
✓ Question Bank for students before commencement of Semester Examination.
✓ Special care is being taken for slow learners and advance learners at FYBCOM and SYBCOM levels.
✓ Letter of Application for starting Research Centre for Commerce and Management has been sent to University of Mumbai. Awaiting the approval for the same.
✓ Letter of Application for conducting FYBCOM (Un-Aided) course in evening has been sent to University of Mumbai.
✓ Our college supported the <i>Swachh Bharat Abhiyaan</i> by organizing <i>Swachh Vidyalay Programme</i> on 7 th October, 2014.
✓ Entire Teaching Faculty participated in the Programme along with our NSS students.
✓ It was decided that the college would celebrate the <i>Swachh Vidyalay Programme</i> every year.
✓ Conducted a student's seminar in collaboration with Hindustan Times (one of the leading news paper) on sensitizing the students towards Environment.
✓ Students participated in <i>HT Campus Calling Programme</i> organized as a part of the seminar and cleaned the area near our college premises.
✓ Steps have been initiated to make our college Environment Friendly.
✓ Conducted One Day Inter-Disciplinary National Conference on the Theme " <i>Multi Dimensional Growth for Economic Development: A Dream</i> " on January 17 th , 2015.
✓ The College has published the National Conference proceedings with <i>ISBN: 978-93-5202-471-1</i>
✓ Conducted <i>1 National Level Seminar and 10 seminars</i> at institutional level for the entire Academic Year 2014-2015 for facult, research associates and students at Post Graduate and Under Graduate level of B.COM (Aided and Un-Aided).
✓ <i>Ms. Shruti Lakhani</i> was appointed in Accountancy Department on Contractual Basis for the Academic Year 2014-2015.
✓ <i>Ms. Prachi Raut</i> was appointed for TYBCOM Computer Systems and Application on Contractual Basis for the Academic Year 2014-2015.
✓ <i>Mr. Sushant Damodare</i> was appointed for FYBCOM (FC-II and EVS) on Contractual Basis for the Academic Year 2014-2015.

✓ <i>Mr. Eassikimuthu Konar</i> was appointed in Accountancy Department on Contractual Basis for the Academic Year 2014-2015.
✓ Advertisements for the aided posts of Peons, Junior Clerk and Library Clerks have been published in leading newspapers.
✓ Advertisements for the aided posts of Assistant Professors in the subjects of EVS, Mathematics, Accounts and Economics have been published in leading newspapers. Final interviews will be conducted in the First week of June 2015.

CRITERION I: CURRICULAR ASPECTS

1.1 Details about Academic Programmes:

Level of the programme	Number of existing Programmes	Number of Programmes added during the year	Number of self-financing programmes	Number of value added/career oriented programmes
Ph.D.	--	--	--	--
PG (M.COM.)	01	-	01	01
UG B.COM. BMS BAF BMM BBI BFM	01+05	--	05	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate Foreign Trade	01	--	01	--
Others	03	--	03	03
Total	11	--	10	03

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

1.2 (i) flexibility of the curriculum: CBCS/Core/Elective option/Open option

Credit Based Semester and Grading System

(ii) Pattern of Programmes:

Pattern	Number of Programmes
Semester	10
Trimester	--
Annual	--

1.3 Feedback from stakeholders* Alumni Parents Employers Students

Mode of feedback: online Manual Co-operative schools (for PEI)

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

Yes, there is regular revision or update of syllabi as per the guidelines of University of Mumbai. Syllabi revision is consistent every year after taking feedback from the teaching community and it incorporates new changes happened in practical-commercial life. University of Mumbai introduced continuous evaluation from the academic year 2011-2012. The revised syllabi were progressively implemented in all the courses and programmes

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

No, new Department Centre introduced during the year 2014-2015.

CRITERION – II: Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	13	06	--	01

2.2 No. of permanent faculty with Ph.D.

07

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	03 (A)	--	--	--	--	03 (A)	--	03 (A)	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--
44
03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	24	36	03
Presented papers	21	26	01
Resource Persons	---	---	02

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

- a) Tutorials in the subject of Business Communication and Mathematics.
- b) Emphasis on use of ICT
- c) Teaching plan
- d) Special attention given to slow learners
- e) Extra exercises given to above average students
- f) Suggestion to upgrade all classrooms into smart classrooms in the college.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination / Evaluation Reforms initiated by the Institution

- a) Photocopy,
- b) Online Multiple Choice Questions

(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum Restructuring / Revision / Syllabus development as member of Board of study/ Faculty/ Curriculum Development workshop

--
--
01

2.10 Average percentage of attendance of students

66.25

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYBCOM	498	--	60	14.7	1.2	75.90
TYBAF	61	50.81	47.54	--	--	98.36
MCOM	54	--	81.51	18.42	--	93
TYBMS	???	???	???	???	???	???
TYBMM	59	22.03	25.42	49.15	--	96.6
TYBFM	47	4.25	48.93	38.29	4.25	95.72
TYBBI	44	11.36	52.27	29.54	--	93.17

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

- ✓ The IQAC takes the Performance Appraisal of Teachers by Student's Feedback.
- ✓ Feedback is also taken on support services to improve the facilities.
- ✓ In order to check whether the faculty is following guidelines of University of Mumbai with regard to syllabus and question paper setting, IQAC has introduced Question Paper Audit for all subjects in all courses.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	01
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	01 (Teaching) 05 (Non-Teaching)
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	08
Others /Short Term course	04

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	33 – Aided 07 – Unaided	06 – Aided 12- Unaided	--	12 – Unaided
Technical Staff	01- Unaided	--	--	--

CRITERION – III: Research, Consultancy and Extension

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

- ✓ The IQAC and Research Cell is highly functional and motivate faculty to undertake major and minor research projects.
- ✓ The IQAC and Research Cell also motivate faculty to publish and present research papers at National and International levels.
- ✓ Students are also encouraged to participate in the International Economics Convention organised by our H(S)NC Board to inculcate research among undergraduate students.
- ✓ The IQAC has applied for Research Centre in the subject of Commerce and Management. The college is awaiting the intimation of date of visit of LIC for the same.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	--	YES	01
Outlay in Rs. Lakhs	--	--	3.1	3.1

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	YES	01
Outlay in Rs. Lakhs	--	--	0.90 (0.25 – Completed) (0.65 – Ongoing)	0.25

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	01	--
Non-Peer Review Journals	05	02	--
e-Journals	02	--	--
Conference proceedings	15	15	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 Years	UGC	3,10,000	2,90,000
Minor Projects	2 Years	UGC	65,000	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects	--	--	--	--

(other than compulsory by the University)				
Any other(Specify)	--	--	--	--
Total	02	--	3,75,000	290,000

3.7 No. of books published i) With ISBN No. **03** Chapters in Edited Books **01**

ii) Without ISBN No. **NA**

3.8 No. of University Departments receiving funds from

UGC-SAP **NA**

CAS **NA**

DST-FIST **NA**

DPE **NA**

DBT Scheme/funds **NA**

3.9 For colleges

Autonomy **NA**

CPE **NA**

DBT Star Scheme **NA**

INSPIRE **NA**

CE **NA**

Any Other (specify) **NA**

3.10 Revenue generated through consultancy **NA**

3.11 No. Of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	01	--	--	11
Sponsoring agencies	--	Management	--	--	Management

3.12 No. of faculty served as experts, chairpersons or resource persons **01**

3.13 No. of collaborations: International **2** National **2** Any other **--**

3.14 No. of linkages created during this year **02**

3.15 Total budget for research for current year in lakhs:

From Funding agency **NA**

From Management of University/College **500.000**

Total **500,000**

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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

01

04

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

NA

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

JRF NA SRF NA Project Fellows NA Any other NA

3.21 No. of students Participated in NSS events:

University level 02 State level --

National level -- International level --

3.22 No. of students participated in NCC events:

University level NA State level NA

National level NA International level NA

3.23 No. of Awards won in NSS:

University level -- State level --

National level -- International level --

3.24 No. of Awards won in NCC:

University level NA State level NA

National level NA International level NA

3.25 No. of Extension activities organized

University forum -- College forum --

NCC -- NSS 09 Any other 03

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

❖ **NSS Activities:**

- ✓ '7-DAY Residential Camp at Panvel
- ✓ Adopted slum at Kamraj Nagar, Bandra (East)
- ✓ 'Swachh Bharat Abhiyan' in association with Hindustan Times
- ✓ Blood Donation Drive in collaboration with a Government Blood Bank
- ✓ BMC Dengue Awareness Campaign

❖ BMS Department: 'Share – a - Smile'

❖ BMM Department: 'ENACTUS'

❖ BBI Department: 'TEACH' (a campaign to teach street children)

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.02 Acres	--	--	--
Class rooms	20 (with projectors)	01	Management	--
Laboratories	--	--	--	--
Comp. I.T.	2	--	Management	--
Seminar Halls – A.V. Room	01	--	Management	--
No. of important equipments purchased (1-0 lakh) during the current year.	--	10	Management	10
Value of the equipment purchased during the year (Rs. in Lakhs)	--	16.255	Management	16.255
Others	--	--	--	--

4.2 Computerisation of administration and library.

- ✓ There are 20 computers in the administrative office and all administrative staff member have good knowledge of office automation and administration.
- ✓ The Library is automated with SLIM++ standard library software.
- ✓ All library operations are automated: acquisition, cataloguing, circulation and serial control are computerised. The library provides Web OPAC too.
- ✓ Library books and membership cards have barcodes.
- ✓ The library has one server, 10 computers, 2 printers, one scanner and one barcode printer.
- ✓ An Antivirus software is installed in all computers.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	13153	1247580.11	1473	177461.00	14626	1425041.11
Reference Books	2536	1498387.00	24	10777.00	2560	1509164.00
Other Books	30525	8845683.08	453	318970.00	30978	9164653.08
e-Books	--	--	--	--	--	--
Journals	86	82576.00	3 Journals ceased	0	83	79315.00
e-Journals (print + online)	10	33910.00	0	0	10	40335.00
Digital Database	--	--	--	--	--	--

CD & Video	196 + 813 with books	111900.50	16 with books	--	196 + 829 with books	111900.50
Others (specify) Book Bank	7940	487511.00	550	68560.00	8490	556071.00
NLIST	6000 + e-journals and 97000 + e-books					5000.00

Note: 8383 textbooks and 4525 books from book bank were written off since the syllabi were changed.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	101	02	All	02	Nil	16	06	23 (P) + 8 (L)
Added	01	--	--	--	--	--	--	--
Total	102	02	All	02	Nil	16	06	23 (P) + 8 (L)

P = Projectors, L = Laptops

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

<ul style="list-style-type: none"> ✓ <u>Administration Staff:</u> <ul style="list-style-type: none"> a) Complete Automation of Administrative office was proposed. b) Partial Automation completed. c) Administration Staff were trained to use the same. ✓ <u>Faculty Access:</u> <ul style="list-style-type: none"> a) One Desktop with Internet and Printer in Staff Room b) Two Desktops with Internet, Printer and Scanner in Library and Computer Lab ✓ <u>Student Access:</u> <ul style="list-style-type: none"> a) Two Desktops with Internet, Printer and Scanner in Library and Computer Lab b) Students participating in International Economics Convention are trained to access computers for presentation and also research paper writing by the faculty of Economics Department. ✓ <u>Training to Teaching and Non-Teaching Staff:</u> <ul style="list-style-type: none"> a) Training of SLIM++ software on demand to students. b) Training of SLIM ++ software to new appointments in Library.

4.6 Amount spent on maintenance in lakhs:

Sr. No.	Particular	Amount (in Lakhs)
i	ICT	4.846
ii	Campus Infrastructure and facilities	7.983
iii	Equipment	5.255
iv	Others	--
	Total	18.084

CRITERION – V: Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ The College has an IQAC cell which periodically reviews students' welfare and progression.
- ✓ The Activities of the college are spelt out in the Academic Calendar. It is issued to all the students on the day of orientation and it is also uploaded on the website.
- ✓ Students are encouraged to participate in co-curricular and extra-curricular activities of the college for their overall development.

5.2 Efforts made by the institution for tracking the progression

- ✓ The college has Alumni Association through which it has been possible to maintain regular contacts with the Ex-Students.
- ✓ Partial Automation of the Administration Office has been done and most of the student related data has been electronically managed.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2986	119	--	???

(b) No. of students outside the state

28

(c) No. of international students

Nil

Men	No	%	Women	No	%
	--	--		--	--

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2731	42	01	56	01	2830	2861	53	03	68	01	2986

 Demand ratio 200%

 Dropout NIL

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

The College has organised seminars and workshops for students aspiring to appear in CA/CS examinations. The college is also proposing to conduct a workshop on NET/SET for our PG students in the next academic year.

 No. of students beneficiaries 35

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance:

- ✓ The main objective of the Counselling cell is to guide and help the students to manage their academic as well as personal issues. The counselling unit began in the academic year 2008-09.
- ✓ Mrs Arati Gupta and Mrs. Simran Khanna were appointed as Counsellor.
- ✓ Mrs. Rajita Ramchandran was appointed for the academic year 2013-14. The counsellor is available every Tuesday between 10:30 AM to 2 PM
- ✓ Students availing of the facility showed considerable improvement in their performance.

No. of students benefitted 80

** Annexure Attached (Counsellor's Report for 2014-2015).*

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	250	25	Data Not Available

5.8 Details of gender sensitization programmes:

- ✓ We have a fully functional Women Development Cell functioning as per university norms.
- ✓ We organize different programmes for the benefit of women.

5.9 Students Activities

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

State/ University level 13 National level 07 International level 03

No. of students participated in cultural events

State/ University level Nil National level Nil International level Nil

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

Sports: State/ University level 01 National level 02 International level 01

Cultural: State/ University level Nil National level Nil International level Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	122	74,450/-
Financial support from government	45	161,280/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

* *Annexure Attached (Social Initiatives for 2014-2015).*

5.13 Major grievances of students (if any) redressed: -----None-----

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 State the Vision and Mission of the institution

a) Mission:

To kindle intellectual curiosity in the students with a view to motivate them to achieve academic excellence, imbibe positive and healthy values and develop a well balanced personality, capable of working harmoniously as part of a team and adjusting to the ever-changing environment. To empower teachers to perform the role of change-makers in society and to dedicate themselves to the enhancement of quality teaching by continuous up gradation of their knowledge which will improve their awareness about the latest developments in their fields of specialisation. To impart education, which suits the needs of business and industry, where fulfilling social responsibility is being increasingly recognized as crucial for the progress of the society. To foster a culture of participation and innovation for employee growth by creating a sense of belonging. To help enrich the quality of life of the community and preserve Indian traditions and strengthen values.

b) Vision:

To become a premier institution in the city of Mumbai, providing education at the undergraduate and post graduate levels in the fields of Commerce & Economics with specialization in Accountancy, Management, International Business & other emerging areas.

6.2 Does the Institution has a management Information System

- ✓ The institution has a Management Information System in place.
- ✓ Complete automation has been planned for upgrading the existing system.
- ✓ Partial Automation has been completed and most of the student support services are being done electronically

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

6.3.1 Curriculum Development

- ✓ It is decided by university of Mumbai from time to time.
- ✓ Our faculty are involved in syllabus revision and communicate the changes to the Members of Board of Studies and also to the members of the Academic Council.
- ✓ Our faculty participate and attend curriculum development workshops and seminars organised by Board of Studies, University of Mumbai.

6.3.2 Teaching and Learning:

- ✓ Increased use of ICT in classrooms by teachers.
- ✓ Identifying students with low grades and giving them additional lectures for improving their academic performance.
- ✓ Our teachers make use of various teaching methods like Role play, Case Studies, Projects, Assignments, OHP and Power Point Presentations.

6.3.3 Examination and Evaluation

- ✓ Examination and Evaluation are done as per University of Mumbai's Ordinances.
- ✓ The examination committee conducts Question Paper Audit for all the papers by experts or moderators to verify whether the Question Papers are as per University Syllabus or Paper Pattern prescribed by the University.

6.3.4 Research and Development

- ✓ The college has applied for Research Centre in the subject of Commerce and Management.
- ✓ _____ **number of our faculty have completed Phd.**
- ✓ _____ **number of our faculty are pursuing PhD.**
- ✓ _____ **number of our teachers are recognised by the University as Post Graduate approved teachers.**
- ✓ A Multi-Disciplinary National Conference has been conducted by our institution in the month of December 2014.
- ✓ Our faculty are actively involved in guiding students participating in Research Competitions *International Economics Convention, Arthmanthan* etc.
- ✓ Our faculty also undertake Minor and Major Research Projects sponsored by UGC.
- ✓ The college also organises conferences, seminars & workshops for promoting research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ Complete Automation of the library has been undertaken. It is proposed that it will be completed in the Next Academic Year.
- ✓ New Computers and LCD projectors have been purchased for conducting ICT enabled lectures by the faculties.
- ✓ All the Classrooms have LCD Projectors installed.
- ✓ LCD Televisions have been installed on Ground Floor of the campus for News updates.
- ✓ A total number of 1950 new books were added in the library.

6.3.6 Human Resource Management

- ✓ On rotation basis faculty are allowed to upgrade their skills.
- ✓ In the current academic year our faculty attended the following courses for upgrading their skills: **Short Term Course – 05, Refreshers Course – 03 & Orientation Course – NA etc.**
- ✓ Our faculty are also engaged in Administrative, Extra and Co-Curricular Activities.
- ✓ In addition to regular lectures, some of our faculty also engages lectures in Self-Financing courses.

6.3.7 Faculty and Staff recruitment

- ✓ Recruitment is an ongoing process in the college and it is done as per the Maharashtra Government and University of Mumbai guidelines.
- ✓ Adhoc appointments of teachers are also done in case of excess work load.

✓ New appointments in Administrative posts are also made as per the requirements of the institution regularly.

6.3.8 Industry Interaction / Collaboration

✓ Regular industrial visits, field visits are organised as a part of knowledge enhancement of the students.
 ✓ In addition to In-House Faculty, Professionals from industry also engage lectures for self-financing courses.
 ✓ Placement cell of the college organises campus placement by leading companies.

6.3.9 Admission of Students

✓ The College gives admission to students as per university guidelines.
 ✓ All admissions are based purely on merit.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	02 (Advance Salary & Loans)
Students	02 (Book Bank & Scholarship)

6.5 Total corpus fund generated

Rs. 100,000

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	Internal Committee appointed by Principal
Administrative	Nil	Nil	Yes	--

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

✓ Alumni are involved in sponsoring cultural events like **Akarshan**.
 ✓ Some of our Alumni are actively engaged in college activities.
 ✓ They also assist our college students by delivering motivational and guidance lectures.
 ✓ Alumni also provide financial assistance for overall college development.

6.12 Activities and support from the Parent – Teacher Association

- ✓ Regular meetings with parents pertaining to various issues like attendance, exams, syllabus etc.
- ✓ The college also holds regular orientation programmes for newly admitted students of self-financing courses, where parents are also encouraged to be a part of such programmes.

6.13 Development programmes for support staff

- ✓ All non-teaching staff members are allowed to upgrade their skills on rotation basis.
- ✓ Non-Teaching Staff has participated in workshops such as **Library Software Training Course – 03, HSC online exam training – 01, AISHE – 01 and MKCL – 01** etc.
- ✓ The college gives priority in admission for their wards in College.
- ✓ The college organises annual lunch for all the teaching and non-teaching staff.

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

- ✓ NSS students organise cleanliness awareness campaign among the students through street play, posters etc
- ✓ The college organised Cleanliness Campaign in association with Hindustan Times as a part of Swachh Bharat Yojana.
- ✓ Our BMM students initiated steps to educate students about eco friendly activities.
- ✓ On 2nd October, 2014 on account of Gandhi Jayanti, all the employees of the institution participated in Swachh Vidyalay initiated by our principal Dr. A.C. Vanjani. Entire Campus along with Classrooms were cleaned by the entire staff of the college.

CRITERION – VII: Innovations and Best Practices

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

- ✓ Continuous Upgradation of website providing notices to students & stakeholders.
- ✓ Biometric machine has been installed for teaching, non-teaching & service staff.
- ✓ Classrooms & Conference Rooms equipped with ICT equipments.
- ✓ Separate committees for internal and external examinations.
- ✓ The institution is under completely CCTV surveillance.
- ✓ The faculty are made aware of their strength and weakness through feedback mechanism which has made them conscious of self improvement.

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

<i>Plan of Action</i>	Action Taken
<i>Academic Calendar</i>	✓ Bought into effect through the year
<i>Smart Classrooms</i>	✓ CCTV installed in all classrooms and college corridors. ✓ Installed LCD Projectors in all Classrooms.
<i>Additional Classrooms for conducting Unaided Courses</i>	✓ Quotation sought and contractor has been selected to begin the work
<i>New Store Room for Stationery</i>	✓ Quotation sought and contractor has been selected to begin the work
<i>New Record Room</i>	✓ Quotation sought and contractor has been selected to begin the work

<i>Installation of CCTVs</i>	<ul style="list-style-type: none"> ✓ Areas like Office Corridor, Computer Institute, Lift Corridor that were earlier not covered have been covered in this Academic Year.
<i>Automation of College and Administrative Office</i>	<ul style="list-style-type: none"> ✓ Website updated and decision taken to revamp the entire Website to make it more student friendly. ✓ Most of the process in the Administrative office has been automated and will be continued in the next Academic year.
<i>Health Centre</i>	<ul style="list-style-type: none"> ✓ Quotation has been sought for new instruments and order placed. ✓ Revamping Health Centre with new instruments to be installed in the next academic year.
<i>Additional divisions of FYBCOM in the Evening</i>	<ul style="list-style-type: none"> ✓ Letter of Application for conducting FYBCOM (Un-Aided) course in evening has been sent to University of Mumbai.
<i>Research Centre</i>	<ul style="list-style-type: none"> ✓ Letter of Application for starting Research Centre for Commerce and Management has been sent to University of Mumbai. Awaiting the approval for the same.
<i>Inter-Disciplinary National Conference</i>	<ul style="list-style-type: none"> ✓ Conducted One Day Inter-Disciplinary National Conference on the Theme “Multi Dimensional Growth for Economic Development: A Dream” on January 17th, 2015. ✓ The College has published the National Conference proceedings with ISBN: 978-93-5202-471-1
<i>Student-Centered Environmental Sensitizing Programmes</i>	<ul style="list-style-type: none"> ✓ Conducted a student’s seminar in collaboration with Hindustan Times (one of the leading news paper) on sensitizing the students towards Environment. ✓ Students participated in HT Campus Calling Programme organized as a part of the seminar and cleaned the area near our college premises. ✓ Steps have been initiated to make our college Environment Friendly.
<i>Institutional Environmental Sensitizing Programme</i>	<ul style="list-style-type: none"> ✓ Our college supported the Swachh Bharat Abhiyaan by organizing Swachh Vidyalay Programme on 7th October, 2014. ✓ Entire Teaching Faculty participated in the Programme along with our NSS students. ✓ It was decided that the college would celebrate the Swachh Vidyalay Programme every year.
<i>Career Advancement Scheme (CAS)</i>	<ul style="list-style-type: none"> ✓ The process of CAS was initiated and completed during the Academic Year. ✓ 10 of our faculty appeared for CAS. Out of which 6 faculty appeared for promotion from Stage I to Stage II and 4 faculty appeared for promotion from Stage II to Stage III ✓ All the cases were recommended for promotion by the committee.
<i>NAAC (3rd Cycle)</i>	<ul style="list-style-type: none"> ✓ Steering Committee of NAAC was reconstituted. ✓ Criterion-Wise committees were also reconstituted.

	<ul style="list-style-type: none"> ✓ Preparations for NAAC (3rd Cycle) has begun from this Academic Year.
Student Orientation Programmes	<ul style="list-style-type: none"> ✓ The college organized the Orientation Programme for all the first year B.COM students of both Aided & Un-Aided courses. ✓ Orientation programme was also conducted to First Year M.Com students
Annual Convocation for Degree College Students	<ul style="list-style-type: none"> ✓ The college organized Annual Convocation for TYBCOM (Aided & Un-Aided) students. ✓ All the passed students were felicitated by the Principal and other Dignitaries on February 2nd, 2015.
New Appointments	<ul style="list-style-type: none"> ✓ Posts of Assistant Professors in the subject of Economics, Accountancy, EVS and Maths were vacant due to super-annuation of existing faculty. ✓ <i>Ms. Shruti Lakhani</i> was appointed in Accountancy Department on Contractual Basis for Academic Year 2014-2015. ✓ <i>Ms. Prachi Raut</i> was appointed for TYBCOM Computer Systems and Application on Contractual Basis for Academic Year 2014-2015. ✓ <i>Mr. Sushant Damodare</i> was appointed for FBCOM (Foundation Course and EVS) on Contractual Basis. ✓ <i>Mr. Eassikimuthu</i> was appointed for Accountancy Department on Contractual Basis for Academic Year 2014-2015. ✓ Letter applying for NOC from Joint Director Mumbai has been sent and the NOC has been received. Advertisement for the posts has been made in leading newspapers.
All India Religion Meet	<ul style="list-style-type: none"> ✓ The College organized All Religion Prayer and Get Together on January 30th, 2015. ✓ Representatives from various religious institutions like Bandra Hindu Association, BUILD, Daughters of St. Paul, Anjuman-I-Islam, Durelo Convent etc attended the Prayer Meet.
Seminars	<p><u>BAF:</u></p> <ul style="list-style-type: none"> ✓ Seminar on Professional Grooming and Etiquettes’. <p><u>BMS:</u></p> <ul style="list-style-type: none"> ✓ Seminar on Strategic Management on <i>Management strategies through games</i>. ✓ Seminar on <i>Supply Chain Management</i> enlightening students on <i>Simulation Techniques</i> by faculty of <i>University of Exeter (UK)</i>. ✓ Crash Course on <i>Introduction to French Language</i> was organized by Boli Institute. <p><u>BBI:</u></p> <ul style="list-style-type: none"> ✓ Workshop on <i>Workplace Etiquettes and Mannerisms</i>. ✓ Workshop on <i>Know the Share Market</i> by NSDL ✓ Social Outreach Program – BBI students teach street students in Carter Road, Bandra

	<p><u>BFM:</u></p> <ul style="list-style-type: none"> ✓ Seminar on <i>Business Cycle and its impact on the Market</i> by BSE ✓ Seminar on <i>Supply Chain Management</i> conducted by faculty of <i>University of Exeter (UK)</i> on <i>Simulation Techniques</i>. <p><u>BMM:</u></p> <ul style="list-style-type: none"> ✓ Career Guidance Seminar conducted by IMS and ACE Education ✓ Awareness Programme on <i>Issues that affect our Society: Corruption, Domestic Violence, Women's Issues etc.</i>
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7.3 Give two Best Practices of the institution

<ul style="list-style-type: none"> ✓ Introducing new and relevant programmes ✓ Conducting Community Outreach Programmes

*See Annexure

7.4 Contribution to environmental awareness / protection:

<ul style="list-style-type: none"> ✓ The Institution through NSS organises Cleanliness Drives ✓ Our NSS has also organised Tree Plantation Drives

7.5 Whether environmental audit was conducted? Yes -- No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p><u>Strengths:</u></p> <ul style="list-style-type: none"> ✓ The Institution follows a healthy practice of preparing an Action Taken Report (ATR) every year as part of IQAC <p><u>Weakness:</u></p> <ul style="list-style-type: none"> ✓ The Institution faces infrastructural constraints. <p><u>Opportunities:</u></p> <ul style="list-style-type: none"> ✓ The faculty of the institution are constantly engaged in research projects. ✓ The institution provides support to its students through its placement cell. <p><u>Threats:</u></p> <ul style="list-style-type: none"> ✓ The institution faces competition from neighbouring institutions.

8. Plans of institution for next year

- ⊕ Full Automation of Administrative Office of the College.
- ⊕ Upgradation of College Website.
- ⊕ Organising of Multi-Disciplinary International Conference.
- ⊕ Publishing the papers received in an International Journal (ISSN) having impact factor of 4 and above.
- ⊕ Initiating the process for the preparation of SSR for the 3rd Cycle of NAAC.
- ⊕ Setting up of Two Classrooms, One Store Room and One Record Room.
- ⊕ Completion of Energy Audit and Green Audit
- ⊕ Completion of Administrative Audit.
- ⊕ Appointing an internal expert committee for Administrative Audit.

Name: Prof. M.N. Iyer

Name: Dr. A.C. Vanjani

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

