Khairul Islam Higher Education Society's

Maharashtra College

of Arts Science and Commerce

Annual Quality Assurance Report

(AQAR)

(2015-2016)

INDEX

Part – A

1. Details of the Institution

1.1 Name of the Institution	Khirul Islam Higher Education Society's Maharashtra college of Arts Science and Commerce
1.2 Address Line 1	246-A, JehangirBomanBehram Marg, Mummbai- 400008
Address Line 2	----------
City/Town	Mumbai
State	Maharashtra
Pin Code	400008
Institution e-mail address	prin.maharashtracasc08@yahoo.com
Contact Nos.	022-23081664, 23081665
Name of the Head of the Institution:	Dr. Sirajuddin H M Chougle
Tel. No. with STD Code:	022-23081664
Mobile:	9821681570
Name of the IQAC Co-ordinator:	Dr.Pathan Dawood Moiz Khan
Mobile:	093224401952

IQAC e-mail address:

maharashtraiqac@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

MHCOGN10810

OR

1.4 **NAAC Executive Committee No. & Date:**
(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)

Khirul Islam Higher Education Society's Maharashtra college of Arts Science and Commerce, Mumbai -400008.

1.5 Website address:

www.maharashtracollege.org

Web-link of the AQAR:

http://www.maharashtracollege.org/AQAR

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	81.30	2003.04	5 yrs.
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

09-07-2009

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

   i.   AQAR 2009-2010 submitted to NAAC on 22/08/2014
   ii. AQAR 2010-2011 submitted to NAAC on 19/09/2014
   iii. AQAR 2011-2012 submitted to NAAC on 10/10/2014
   iv. AQAR 2012-2013 submitted to NAAC on 14/11/2014
   v.   AQAR 2013-2014 submitted to NAAC on 01/12/2014
   vi. AQAR 2014-2015submitted to NAAC on 22/01/2016

1.9 Institutional Status

| University | State | √ | Central | | Deemed | | Private | |

Affiliated College   Yes √   No ☐

Constituent College   Yes ☐   No √

Autonomous college of UGC   Yes ☐   No √

Regulatory Agency approved Institution   Yes ☐   No √

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

Type of Institution   Co-education √   Men ☐   Women ☐

                       Urban √   Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

   Arts √   Science √ Commerce √ Law ☐   PEI (Phys Edu) ☐

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

   Others   (Specify)   .   ---

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

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

Autonomy by State/Central Govt. / University   ---

University with Potential for Excellence   ---   UGC-CPE   ---

DST Star Scheme --- UGC-CE ---

UGC-Special Assistance Programme --- ---

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

UGC-COP Programmes ---

2. IQAC Composition and Activities

2.1 No. of Teachers 08

2.2 No. of Administrative/Technical staff 02

2.3 No. of students

2.4 No. of Management representatives 01

2.5 No. of Alumni 01

2. 6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists 01

2.8 No. of other External Experts

2.9 Total No. of members 13

2.10 No. of IQAC meetings held: 02

2.11 No. of meetings with various stakeholders: No. 02   Faculty 02

Non-Teaching Staff /Students 02   Alumni ---   Others ---

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

If yes, mention the amount Rs.3 Lakhs

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

> The IQAC pursued the faculty to follow the academic calendar of the college
> It complied with the implementation of following proposals:
> - Recommendation was given for starting BMS, MCom, MSc. Botany & MSc. IT Courses
> - Renovation of research and P.G labs for Physics, Chemistry, Botany and Zoology.
> - Redesigning the area of Principal's office to accommodate the offices of Management, Vice Principal and Supervisor of Jr. College .
> - Upgradation of electronic attendance system for students.
> - Renovation of auditorium and gymkhana.
> - Recommendation for fire safety measures.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
As per the academic calendar please see the Annexure –I	Plan was implemented accordingly The proposals of IQAC were executed

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

The CAS process was completed successfully and subsequently the fixation was done for eight professors.

Multi-cuisine canteen

The renovation of auditorium and gymkhana was successfully completed

Electronic attendance system was upgraded successfully.

28 fire extinguishers were installed

Licenced softwares for computers were purchased

The suggested changes in the outlay of the Principal's office were incorporated.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01*			
UG	03		02	
PG Diploma				
Advanced Diploma				
Diploma				03
Certificate				
Others				
Total	04		02	03

Interdisciplinary				
Innovative				

* The college is a sub centre for conducting classes for MA in Islamic Studies

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

Pattern	Number of programmes
Semester	06
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [ ]   Employers [ ]   Students [ ]
    (On all aspects)

Mode of feedback   :Online [ ]   Manual [ ]   Co-operating schools (for PEI) [ ]   [ ]

*Please provide an analysis of the feedback in the Annexure

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

Syllabus Revision is done at University level

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

Applied for B.M.S, M. Com, M. Sc (IT) and M Sc (Botany) Courses.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent

faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	35	16	NIL	02

2.2 No. of permanent faculty with Ph.D.

21

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
35	05	11	00	00	00	02	00	48	05

2.4 No. of Guest and Visiting faculty and Temporary faculty

01   10   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	10	25
Presented papers	11	30	NIL
Resource Persons	01	01	01

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

The faculty utilizes Audio Visual aids, working models, Power Point Presentation, Overhead Projectors, charts in addition to the traditional chalk and talk teaching method. Study tours, field trips and visits are arranged to assist learning the subjects.

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

180

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

As per University Guidelines

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

03

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme		Total no. of students appeared	GRADE								
			O	A	B	C	D	E	FAIL	ABS	Pass %
B. A.	ECONOMICS	10	00	02	02	01	00	00	05	00	50
	SOCIOLOGY	16	03	04	02	02	01	01	03	00	81.25
	ENGLISH	06	01	01	02	01	00	00	03	01	100
	URDU	22	02	06	05	04	03	01	01	00	95.45
	ARABIC	03	02	01	00	00	00	00	00	00	100
	MARATHI	01	00	01	00	00	00	00	00	00	100
	HINDI	04	00	02	01	00	01	00	00	00	100
	ISLAMIC STUDIES	02	00	00	01	00	00	00	00	01	100
	POLITICAL SCIENCE	17	00	07	05	03	00	00	02	01	88.23
	HISTORY	11	–	04	01	03	01	00	01	01	90
B. Sc	ZOOLOGY	22	15	05	00	00	00	00	02	00	90.91
	BOTANY	21	07	13	01	00	00	00	00	00	100
	PHYSICS	22	02	07	04	01	00	00	08	00	80
	MATHS	20	06	02	02	00	00	00	10	00	63.64
	CHEMISTRY	40	10	19	03	00	00	00	08	00	80
	COMPUTER SCIENCE	24	00	04	06	03	00	00	11	00	54.17
	INFORMATION TECHNOLOGY	50	00	24	04	00	00	00	20	02	58.33
B. Com		172	03	44	39	27	03	00	56	03	68.63

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

The IQAC of the college is very active and it takes proper care of the teaching and learning process by having frequent meetings with students, teachers and management.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	06
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others (Short Term Course)	05

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	**25**	**13**		
Technical Staff	**27**	**03**		**19**

Criterion – III

3. Research, Consultancy and Extension

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

College has entrusted the IQAC with the responsibility to create and promote a healthy and rich ambience for taking up and pursuing major and minor research projects. Under the aegis of IQAC, the college has constituted a Research Committee to promote various research activities. It holds meetings twice a year to create awareness regarding various funding agencies and gives the allied information on the same. IQAC provides several opportunities to participate in workshops, seminars and conferences to channelize faculty strengths in their respective areas of teaching and research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	Nil	Nil
Outlay in Rs. Lakhs	200000/-	350000/-		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	09		
Conference proceedings	01	16	

3.5 Details on Impact factor of publications:

Range [1-5]   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	Nil	Nil	Nil	Nil
Minor Projects	01	UGC (WRO)	350000/-	225000/-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	01	01	350000/-	225000/-

3.7 No. of books published   i) With ISBN No. | 03 | Chapters in Edited Books | 02 |

ii) Without ISBN No. | 02 |

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 | 2730/- |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number			01		
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

3.13 No. of collaborations   International | Nil | National | Nil | Any other | Nil |

3.14 No. of linkages created during this year | Nil |

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | From Management of University/College | Nil |

Total | Nil |

3.16 No. of patents received this year

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

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
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution
who are Ph. D. Guides

08

and students registered under them

03

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

Nil

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

JRF   Nil   SRF   Nil   Project Fellows   Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.22 No. of students participated in NCC events:

University level   15   State level   06

National level   Nil   International level   Nil

3.23 No. of Awards won in NSS:

University level   Nil   State level   Nil

National level   Nil   International level   Nil

3.24 No. of Awards won in NCC:

University level   [   ]   State level   [   ]

National level   [   ]   International level   [   ]

3.25 No. of Extension activities organized

University forum   [   ]   College forum   [   ]

NCC   [   ]   NSS   [   ]   Any other   [   ]

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

- NCC Unit
- 54 cadets participated in trekking
- 12 cadets participated in camps organised in Mumbai and Nashik.
- A blood donation camp was setup at Nair Hospital.
- 52 – 60 saplings were planted with the slogan "One Cadet One Tree"
- NCC cadets participated in bhajan sandhya.
- 45 cadets participated in Anti Abuse day in Maharashtra College.
- 12 cadets took part in First Aid programme under disaster management.

- NSS Unit
- NSS unit in association with BEST services conducted awareness programme for better utilisation of bus facilities and maintenance of discipline in the bus and at the bus stop.
- A Free Health & Dental Check up Camp was organised for the people of the adopted area.
- NSS Unit in association with Masina Hospital organised blood donation camp.
- Volunteers of the Unit were trained in a workshop to administer resuscitation in case of emergencies.
- A three day cleanliness drive was conducted to clean the college campus and the neighbouring places.
- Students also participated in anti dowry street play competition.
- NSS volunteers visited Sanjay Gandhi National Park to create awareness on environmental issues.
- NSS Unit in association with Salam Mumbai conducted Anti Tobacco awareness campaign.
- In an innovative project, the NSS unit engaged itself in collecting unused medicines from the students and distributed to poor patients through an NGO, Umeed Foundation.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (Including Build-up Area)	6160sq.mt.	----	----	6160sq.mt.
Class rooms	30	NIL	Self	30
Laboratories	13	NIL	KIHES	13
Seminar Halls	01	---	---	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	35	28	General Fund	63
Value of the equipment purchased during the year (Rs. in Lakhs)	10.70	.42	General Fund	11.12
Others	---	---	---	---

4.2 Computerization of administration and library

> The administration office including Principal's and Vice Principal's offices have installed Computers for routine office work. The Library has also computers to keep record of books. These computers have necessary routers, printers and other accessories. In the current year, additional computer hardwares and new licenced softwares have been purchased to upgrade the administration and library technologically.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23454	1242406	426	53444	23880	1295850
Reference Books	50980		244	25774	51224	
e-Books	----	----	----	----	----	----
Journals	83	71925	42	43389	125	115314
e-Journals	01	5000	---	---	01	5000
Digital Database	----	----	----	----	----	----
CD & Video	----	----	----	----	----	----
Others (specify) Book Bank	19494	1436894	545	59783	20039	1496677

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	218	06	218	06	01	16	07	12
Added	01	-	01	-	-	01	-	-
Total	219	06	219	06	01	17	07	12

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

Computer Programming for S.Y. & T.Y.B.Com students.

Degree course in Computer Science (B.Sc. CS) and Information Technology (B.Sc. IT)

4.6 Amount spent on maintenance in lakhs :

i) ICT

6.86

   ii) Campus Infrastructure and facilities

2.402

   iii) Equipments

.42

   iv) Others

3.721

Total :

13.403

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC Committee was instrumental in enhancing awareness regarding:
>
> - Gender sensitization
> - Remedial Coaching
> - Vocational and Career Guidance
> - Students Welfare & Grievance Redressal
> - Anti-Ragging Committee
> - N.C.C and its scope
> - NSS and its scope
> - Gymkhana and its scope
> - Anti – Drug campaign with local police station
> - Waste management and its scope

5.2 Efforts made by the institution for tracking the progression

> - Feedback from students and parents.
> - Review meetings are taken by the Principal.
> - Departmental meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1645	14		

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
628	37.85

Women

No	%
1031	62.15

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1618					1618	1659					1659

Demand ratio 1:1.5   Dropout % : 1 to 2

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

NA

No. of students beneficiaries   NA

5.5 No. of students qualified in these examinations:

Nil

NET ---- SET/SLET --- GATE --- CAT ----

IAS/IPS etc --- State PSC --- UPSC ---- Others ----

5.6 Details of student counselling and career guidance

> VCGC has organised various programs to help the students / ex- students of not only this college but other colleges also.
>
> A seminar was organised along with Thomas Cook to guide the students for opportunity in travel & tourism industry.
>
> An aptitude test was conducted by NIIT for the students. A representative of Institute of Management Studies was invited to guide the students for MMS entrance exam. Bank Edge conducted a written test for the students who aspire to join the banking sector. A lecture was delivered by an expert from Edu Russia equipping the students with information about undergraduate & Post-graduate courses available in countries like Russia, Canada and UK.

No. of students benefitted

900

5.7 Details of campus placement   NIL

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

> Women Development Cell (WDC) in association with Mumbai Police organised a program on Gender Sensitization wherein among other things students were informed of the need and the procedure of lodging complaints related to crimes against women.
>
> A presentation on Cyber Crimes was organised by the WDC in association with Young Women's Christian Association (YWCA). Students were encouraged to participate in activities like Poster Competition and debate on topics like the age limit of juvenile delinquents.

5.9 Students Activities

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

State/ University level 54 National level NIL International level NIL

No. of students participated in cultural events

State/ University level [ ] National level [ ] International level [ ]

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

Sports : State/ University level | 01 | National level | NIL | International level | NIL |

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**72**	**170500**
Financial support from government	NIL	NIL
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives : NIL

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 | 07 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

OUR VISION
- To bring higher education to the doorsteps of the economically underprivileged students, especially belonging to the Muslim Minority, emphasizing on their all round development.

OUR MISSION
- To provide opportunities for higher education especially to girls from Muslim Community within their locality.
- To disseminate quality education and equip the students with tools of gainful employment.
- To encourage and inspire teachers and students to attain excellence in education.
- To develop moral and intellectual outlook among students and inculcate principles of unity and national integration.

6.2 Does the Institution has a management Information System

The decisions taken by the Principal, Local Managing Committee, Management and IQAC are brought to the notice of members of teaching and non-teaching staff and students through respective notice boards created for them. The admission process and results are displayed on notice boards from time to time. An Automated Attendance system is used wherein the attendance is recorded through chip enabled ID cards.

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

6.3.1 Curriculum Development

As the college is affiliated to University of Mumbai, it does not develop its own curriculum. The University develops curriculum through respective Boards of Studies.

6.3.2 Teaching and Learning

- Academic calendar is prepared by the college at the beginning of the year which is followed accordingly.
- The quality of teaching is enhanced through participation in Orientation, Refresher and short term courses by the teachers.
- Teachers participate and present papers in workshops, seminars and conferences.
- Teachers make use of Information and Communication Technology to improve pedagogy.
- Students are provided access to reference books, computer with internet facility, journals, magazines, newspapers.
- Students are provided required books through book bank facility.
- Question bank and study materials are also provided to them.
- They are motivated to participate in intra-college and intercollegiate activities viz. Elocution, quiz and essay writing competition.
- They are encouraged to make power point presentations and participate in seminars.
- Students are encouraged to develop live projects and working models.

6.3.3   Examination and Evaluation

Examination Committee of the college conducts Examination for F.Y. and S.Y. classes as per the guidelines of University of Mumbai. Central Assessment Programme (CAP) is organized and results are declared within the stipulated time.
The college is designated as an Examination centre for University examinations.
Masking system was introduced in semester examinations.

6.3.4   Research and Development

•Teachers are motivated to take up minor and major research projects and attend seminars, workshops and conferences. They are also encouraged to publish books and papers in journals, magazines and periodicals. (Refer to annexure II)
•Students are trained to undertake research activities such as paper presentations in seminar, data collection during field visits and research based assignments

6.3.5   Library, ICT and physical infrastructure / instrumentation

- College has a rich central library and its INFLIBNET facility is also available for online references. The college has made LCD projectors and laptops available for effective teaching and learning.

  The library has initiated following measures
- Bar-coding of Library books
- Computerised circulation for Faculty
- Preparation of list of available reference books for the proposed unaided courses (M.Com. B.M.S. ,MSc. (IT) and M. Sc. Botany)
- Formation of Inspection Committee for the same.

6.3.6   Human Resource Management

The institute undertakes human resource planning by assessing the number of teachers required on the basis of workload.

Management makes temporary appointments to fill vacancies due to delay in 'No Objection Certificate' (NOC) by the State government for teaching and non-teaching posts. The remuneration is paid by the management.

The management of the institute emphasizes on the recruitment of well-qualified &professional staff. The institute encourages them to complete the Orientation and Refresher Courses to update their knowledge and to enhance their teaching skills. They are motivated to participate in conferences, workshops, seminars and publish their research work in highly reputed journals. All these efforts enable them to widen their choices.
"Lets Share" a program is started by the faculty members of the college wherein staff members share their views and thoughts on a selected topic.

6.3.7   Faculty and Staff recruitment

> The recruitment of faculty and non-teaching staff is being done in accordance with the guidelines of the Government of Maharashtra and University of Mumbai. Highly qualified staff is recruited to maintain quality. Selection is exclusively done on the basis of merit

6.3.8   Industry Interaction / Collaboration

> The institution offers hands on experience to students through industrial visits to enrich their knowledge.

6.3.9   Admission of Students

> The Admission Committee starts the process of admission immediately after the declaration of results. The admissions are given purely on merit basis. The merit list is displayed on notice boards. Details regarding rules and regulations; scholarships; fee structure, subject combinations and examination pattern is given in updated prospectus. The students are also informed about the commencement of the classes.

6.4 Welfare schemes for

Teaching	•Vice Chancellor's Scheme of Book Bank (Build your own Library) •Books Borrowing facility from library. •The Maharashtra College Employees' Co-operative Credit Society provides loans up to 3 lakhs and financial assistance of Rs.5, 000-20,000 to its members through Welfare Fund. •Maharashtra College Teachers' Contributory Recreation (MCTCR) Fund honors retiring teachers by gifting gold jewelry. •Al Falah, an interest free scheme is functional in college which provides loans upto 80,000 rupees to its members. The amount is generated through monthly contribution from its members.
Non teaching	•Books Borrowing facility from library; •Festival Advance •The Maharashtra College Employees' Co-operative Credit Society provides financial assistance of Rs.5,000 -10,000 to its members through Welfare Fund.
Students	Group Insurance, Students Aid Fund and Book Bank Facility.

6.5 Total corpus fund generated

14, 07,920

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	NO	-	NO	-
Administrative	YES	Singhvi& Co.	YES	Mirza& Associates

6.8 Does the University/ Autonomous College declares 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?

NA

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

NA

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

The College is supported by the Alumni and the Parents as and when required in terms of finance and logistics.

6.13 Development programmes for support staff

Non-teaching staff members are encouraged to pursue further education. Their duty timings are adjusted in accordance with their timings of lectures and practicals. The management renders financial support to staff in the event of delay in payment of salaries by the government.

The Maharashtra College Employees' Co-operative Credit Society provides loans up to 3 lakhs at minimum rate of interest at 3% per annum and financial assistance of Rs.5,000-20,000 to the members of the society.

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

Energy Conservation:-The teachers, students as well as the non-teaching staff take initiatives in energy conservation. Lights, fans, computers are switched off when not required. The water leakage problems are immediately addressed. The laboratories are very well ventilated with ample scope for daylight to save electricity. The lifts are judiciously used. The students avail the facility of lift only from 2nd floor to 5thfloor in the main college building of seven floors. The doors and windows of classrooms, staff common rooms and departmental staffrooms are kept open for maximum ventilation and receiving ample natural light.

Efforts for Carbon neutrality:-
Following are the activities being practised for attaining carbon neutrality:-
1.Reuse of one sided printed paper to prepare notes, rough
printouts to minimise paper uses.
2.Use of air conditioners at 25 ^{0}C.
3.Even with extreme space constraints, the Botany department maintains botanical garden which increases aesthetic value and reduces pollution.

Hazardous Waste Management:-
The unwanted dilute acids and alkalis are diluted and thrown in the sink. The chemicals those can be recycled are reused to minimize waste and maximize usage. The microbial waste, used agarose and polyacrylamide gels, dissected organism waste are properly disposed. The animals used for dissecting one system, wherever possible are reused for dissecting another system. This practice helps in minimizing dissected animal waste.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

> ➢ Introduced "Power Student" – A system which apart from taking electronic attendance of students, provides the report regarding the same to parents, faculty and students. A powerful mechanism to communicate with students and other stake holders regarding the development of the various events in the college.
> ➢ 'Let's Share" – A Teachers' Creative Genius & Academic Inter-action Programme was introduced. It is an intellectual platform for the faculty to share and discuss their expertise and views among colleagues.
> ➢ "Question Hour" session was introduced in Term-End meeting, wherein a faculty on inquiry can get an insight into functioning of different committees and also can put forward constructive suggestions for the same.
> ➢ Gender sensitization programme for the students in collaboration with the Mumbai Police &Young Women's Christian Association.
> ➢ 'Masking System' was introduced to mask the seat number on the answer sheet of the examinees assuring the students of fair assessment process.
> ➢ In collaboration with Microsoft IT Academy, Delhi, a two day International Certificate Programme in Ethical Hacking was organised.
> ➢ Initiated Bar-coding of Library books.

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

beginning of the year

> **Following were the proposal made:-**
> ➢ Starting of the add-on, self-financing and PG courses.
> ➢ To keep track of NAAC process with NAAC authorities.
> ➢ Preparation of AQAR report for the academic year 2014-15.
> ➢ Formation of Women Development Cell – Help & Counselling Desk.
> ➢ Initiation of the CAS process.
> ➢ Collaboration of different departments for visits.
> ➢ Revamping of the college office.
> ➢ Orientation Programme and Parents' meet for the F.Y. Degree classes.
> ➢ Development of Entrepreneurship Project.
> ➢ Computerized circulation of library resources for Faculty.
> ➢ Organise workshops and seminars at State/National level.
> ➢ Organize Career fest 2015.

Following were the implementations:-

➢ Approval from University of Mumbai to start with self-financing course BMS and post graduate courses i.e. M.Com in Commerce and M.Sc. in Botany was initiated and received approval for the same.

➢ Certificate Course in Basic Accounting & Computerised Accounting (TALLY) was started from this academic year

➢ Saral Hindi Certificate course in affiliation with Hindustani Prachar Sabha was introduced to train participants in understanding and applying functional Hindi. Participants of this course were also from other colleges.

➢ Career Advancement Scheme (Screening & Evaluation) process was conducted.

➢ AQAR report for academic year 2014-15 was prepared and the same was uploaded on college website.

➢ Follow-up was done with NAAC, Bangalore for Peer team visit.

➢ Faculty of Commerce organised one day state level workshop on Islamic Banking. Faculty from within college and other colleges in good number participated in this workshop. Students also actively participated in the workshop.

➢ Department of Zoology in collaboration with University of Mumbai organised a one day workshop for "Review of F.Y.B.Sc Zoology books". More than 70 delegates from 40 different colleges affiliated to University of Mumbai participated in the workshop and reviewed the F.Y.B.Sc. Zoology books.

➢ Orientation Programme and Parents' meet for the F.Y. Degree classes were organised.

➢ Started computerized circulation of library resources for Faculty.

➢ Organised and celebrated Days of historical, national or literary importance as per the scheduled plan.

➢ Organised activities such as Science week, Bazm-e-Urdu, Annual Athletic meet, Parvaaz (Annual cultural festival), Economic Forum, Elocution Competition as per planned schedule.

➢ Students were made aware about several career opportunities available for them. Also they were directed towards the basic requirements for jobs. The students were also assessed through aptitude test in collaboration with NIIT.

➢ In collaboration with Young Women's Christian Association a session on "Cybercrimes" was organized to address the current issues of crimes committed online.

➢ A free health check-up camp for the faculty and non-teaching staff was organised by NSS Unit in collaboration with Masina Hospital, Mumbai. During the said event, free dental check-up and ECG test were also made by NSS Unit.

➢ Blood Donation: NCC Unit organized blood donation camp at Nair Hospital, Mumbai whereas NSS Unit organized the blood donation camp in the college premises in collaboration with Masina Hospital.

➢ Visits, study tours, and excursions were organised by several departments as per the requirements of the respective syllabi. Three departments of Arts stream i.e. Political Science, Sociology and History jointly organised a visit to Asha Seva Kendra, Lonavala. They were sensitized towards weaker section of the society as well were oriented towards the significance of social service. A visit to Arthur Jail road was organised by Department of Psychology to sensitize the students on life inside jail and its psychological impact on psyche of the inmates.

> ➤ Certain departments oriented their students towards entrepreneurial skills. Sociology students with Market Research as there subject were given the assignments to market the products they were selling and share their experience among classmates. As a part of syllabi Zoology students with fishery biology as applied component were made to prepare the feasibility report for the fishery related businesses.
> ➤ Renovation of the college office was initiated.
> ➤ Firefighting system of the college was revamped.
> ➤ The staff-room facility to the faculty was extended with installation of the microwave oven.

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

> 1. Book Bank Facility (See annexure III)
>
> 2. Student Aid Fund (See annexure IV)

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> ➤ Energy conservation: All the stakeholders share the responsibility to avoid wastage of electricity by switching off the lights, fan, computers, and other electrical/electronic appliances when not in use. Double printing of papers instead of one-sided printing so as to economise the use of papers. Use of lift for only girl student from second floor to fifth floor.
>
> ➤ Tree plantation: NCC cadets of 1 MAH BN planted 50 to 60 saplings at Joseph Baptist garden, Mazgaon and Kalwa Hill.
>
> ➤ Cleanliness drive was carried out within the college campus by NSS to spread awareness and actually practice cleanliness among students.
>
> ➤ A committee was organised to assess the requirement of dustbins. The list was prepared keeping in mind about segregation of waste at the point garbage generation. Accordingly dustbins were ordered.
>
> ➤ Programme such as Flower arrangement competition, Pet exhibition cum competition, Medicinal or ornamental plant exhibition cum competition, film shows on wildlife, nature trails and excursions were organised to create environment awareness, to abreast them about the sensitivity towards and potentials of plants & animals among students.
>
> ➤ Hazardous waste management

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

STRENGTHS:
- Aims at upliftment of minority community through education in keeping with the policy of social inclusion.
- Spreading awareness regarding importance of acquiring knowledge especially among girls in an otherwise marginalized community.
- Centrally located in the commercial capital of Mumbai city; well-connected even to distant suburbs.
- Successfully catering to the needs of first generation learners, instructed through vernacular medium and belonging to socially and economically weaker sections.
- Provides career oriented courses to enhance employability of students.
- Supported by an expanding junior college that supplies students to the degree sections.
- The institute is strengthened by a well-qualified and experienced faculty to mentor students.
- The processes of admission of students and appointment of staff are transparent and free from unfair practices.
- The laboratories are well equipped and well recognized in the academic circle.
- The Gymkhana provides rigorous training to create representation of students at State, National and International levels.
- The library is a storehouse of knowledge with approximately 72,000 books on varied subjects.
- There is optimum space management in extending education to students belonging to all three faculties.
- 1 MAH.BN.NCC takes enrolment of cadets from nearby colleges.
- Career guidance cell provide the students guidance in various career opportunities.
- The college premises is made available for conducting various competitive examinations conducted by the Government and Semi- Govt. Bodies
- Power-student-An indigenously developed application to record attendance electronically and enable communication with various stakeholders
- Gender sensitization programs are regularly organised in collaboration with NGOs
- Teachers and students are involved in extension activities

WEAKNESSES:
- The college faces space constraint due to its location in a densely populated region.
- Difficulty in providing playground for students.

OPPORTUNITIES:
- Additional self-financing courses can be introduced.
- The institute may start a night college.
- Total computerization of laboratories and library.
- Tie ups with national and international institutes.
- Introducing post-graduation courses.
- Establishing a well-equipped research centre.

CHALLENGES:
- To reduce the drop-out rate of students.
- To retain students otherwise lost to non-traditional courses or distance learning.
- Withstand competition posed by online and open universities.
- To adopt English as a medium of instruction for students from vernacular medium

8.Plans of institution for next year

* To follow the academic Calendar of the next year. Refer Annexure **V**

Dr. Pathan Moiz Dawood Khan

Signature of the Coordinator, IQAC

Dr. Sirajuddin H M Chougle

Signature of the Principal

_____***_____

Annexure (I) : ACADEMIC CALENDER (15-16)

First Semester

June 2015

8th	First Day of the Academic Year 2015-16
	Meeting of the Principal with all HODs
9th	Commencement of the Lectures for S.Y. & T.Y. Degree Classes
13th	Orientation Programme for S.Y. & T.Y. Degree Classes
Date	Admission Programme for F.Y. Degree Classes as per University schedule
15th	Re-opening of Junior College for Academic Year 2015-16
	Meeting of the Principal with Jr.College Supervisor & the teaching faculty
15th to 25th	A.T.K.T. & Additional Exams for Semester II & IV
16th	Commencement of the Lectures for S.Y.J.C. Classes
Date	Admission Programme for F.Y. J.C. Classes as per H.S.C.Board , Mumbai
22nd	Submission of individual and departmental Time-Table along with Year-plan and the list of activities and programmes to be carried out by the department during the Academic Year 2015-16

July 2015

6th	Orientation Programme and Parents' Meet for F.Y. Degree Classes
6th	Orientation Programme and parents' meet for F.Y.J.C. Classes
9th	Founder's Day : Dr. Rafique Zakariya Memorial Lecture
15th	Formation of Women's Development Cell - Help & Counseling Desk
29th	Library Day
30th	Announcement for Magazine articles, write-ups and reports

August 2015

3rd	LMC Meeting
8th	Formation of Students' Council
3rd to 8th	Science Week
15th	Independence Day
17th	Blood Donation Camp
19th to 22nd	Class - Test (Degree College)
19th to 25th	Class - Test (F.Y.J.C.)
27th	Career Fest 2015
29th	Annual Prize Distribution

Sept. 2015

5th	Teachers' Day
10th to 19th	Practical Exams (Degree College Sem I , III , V)
14th	Hindi Divas
16th	Shyam Kishan Nigam Trophy Inter-Collegiate Elocution Competition
18th to 30th.	A.T.K.T. & Additional Exams for Semester I & III

Oct. 2015

1st to 19th	Semester End Exams (Degree College Sem. I & III)
	Terminal Exams (Junior College XIth & XIIth)
5th	Submission of Attendance Report (Degree College Sem I , III , V)
	Submission of Attendance Report (Junior College XIth & XIIth)
8th	Submission of Syllabus Completion Report (Degree College Sem I , III , V)
	Submission of Syllabus Completion Report (Junior College XIth & XIIth)
20th	Teachers' Creative Genius & Academic Inter-action programme
21st	Term-end Meeting

22nd Oct. to 15th Nov.   Diwali Vacation

Second Semester

Nov. 2015

16th	The college re-opens after Diwali Vacation and Lectures begin as per Time-Table
26th	Economic Forum Elocution Competition
28th	Nomination of Best student - Junior College (One student from each faculty)
	Nomination of Best student - Degree College (One student from each faculty)
	(Based on Academic Performance and other relevant criteria like co-curricular activities, leadership ,social behavior etc.)
30th	Interview of nominated students

Dec. 2015

7th	Declaration of Results (Degree College - Sem.Sem I & III)
	Declaration of Results (Junior College - XI & XII)
15th	Release of College Magazine " Sadaf "
17th	Annual Athletic Meet
19th to 22nd	" PARVAZ "
23rd	Annual Function
26th to Jan Ist 2016	**Winter Break**

Jan. 2016

4th	Parent - Teacher Meet for S.Y.J.C.
5th	Founder's Day : Inter-collegiate Student Musha'era / Sha'eron se miliye Programme (Three poets can be invited)
7th	Development of Entrepreneurship Project
18th to 23rd	Priliminary examination - S.Y.J.C.
	Unit Test - F.Y.J.C.
26th	Republic Day
30th	Distribution of Degree Certificates

Feb. 2016

3rd	Submission of Attendance Report (S.Y.J.C)
	Submission of Syllabus Completion Report (S.Y.J.C.)
3rd to 6th	Class - Test (Degree College)
8th to 13th	Practical Exams (S.Y.J.C)
20to 29th	Practical Exams (Degree College - Sem.Sem II , IV , VI)
	Practical Exams (F.Y.J.C)

March 2016

5th	Submission of Attendance Report (Degree College Sem II , IV , VI), (F.Y.J.C.)
7th	Submission of Syllabus Completion Report (Degree College Sem II , IV, VI), Submission of Syllabus Completion Report
7th to 24th	Semester End Exams (Degree College Sem. II & IV)
25th to 31st	A.T.K.T. & Additional Exams for Semester I & III
	Terminal Exams (F.Y.J.C.)

April 2016

4th	LMC Meeting
16th	Submission of DTR
18th	Declaration of Results (Degree College - Sem. I & III)
	Declaration of Results (Junior College - XIth)
2ist to 27th	Admission Programme - Degree College (S.Y. & T.Y. Classes , S.Y. J.C)
23rd	Submission of A.P.I. (Degree College)
25th	Meeting of the Principal with all HODs
28th	Teachers' Creative Genius & Academic Inter-action programme
30th	Term-end Meeting
May 2016 Ist	May - Day

Annexure (II) : RESEARCH AND DEVELOPMENT

Department	Name of Faculty	Peer Review Journals			Non-Peer Review Journals			e-Journals			Conference proceeding		
		I	N	S	I	N	S	I	N	S	I	N	S
English	Shanti Polamuri	1											
	Rehana Vadgama	1											
Hindi	Dr. Rama Singh											2	
Botany	Dr. Abdul Qaiyum Ansari	1											
Zoology	Capt. Dr. A. A. Dalvi											1	
	Ms. U. R. Singh											1	
Chemistry	Dr. A.M.H. Shaikh	1						1					
	Dr. Julekha Shaikh							1					
	Dr. Riyaz Ahmad Dar	2						2					
Physics	Wasim A. Hydery	3											
Mathematics	Dr. Mahmood Alam Khan											3	
IT	Shaikh Saima											1	
Commerce	Dr. Mohammad Moghees										1	5	
	Dr. Abdul Majid Ansari											3	
	Total	**9**						**4**			**1**	**16**	

*I = international , N= National, S= State level

Details regarding Minor projects	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
"Nitrogen metabolism in Arthocnemum indicum Moq."	2014-2016	UGC (WRO)	3,50,000/	2,62,500/-

Book Publication			
Name of Faculty	With ISBN No.	Without ISBN No.	Chapters in Edited Books
Dr. Rama Singh			1
Dr. Majid Kazi		2	
Capt. Dr. A. A. Dalvi			1
Dr. Mohammad Moghees	2		
Dr. Sirajuddin Chougle	1		
Total	**3**	**2**	**2**

Name of Faculty	Paper Presented		
	I	N	S
Mayurakshi Mitra		1	
Rehana Vadgama		1	
Dr. Majid Kazi		2	
Azfar Khan		4	
Mrs. Parveen Asif Khan		1	
Dr. Rakhshandah Hani		1	
Dr. Abdul Qaiyum Ansari		1	
Dr. Syed Abrar Ahmed		1	
Capt. Dr. A. A. Dalvi	2	1	
Ms. U. R. Singh		1	
Dr. A. A. Haider	1		
Dr. Z. Surve	1		
Sachin M. Gosavi		1	
Dr. A.M.H. Shaikh	1		
Dr. Nilima Dixit	2		
Mrs. Shagufta Ansari		1	
Dr. Mayuri Joshi		1	
Dr. Riyaz Ahmad Dar	1		
Dr. N. K. Sharma	1		
Dr. Poonamlata S. Yadav	1		
Dr. Mahmod Alam Khan		3	
Shaikh Saima		1	
Dr. Bushra Shaikh		1	
Dr. Mohammad Moghees	1	5	
Dr. Abdul Majid Ansari		3	
Total	**11**	**30**	

Details of M.Phil./ Ph.D. Guides				
Name of Guide	Student registered		Student Awarded	
	M.Phil.	Ph.D.	M.Phil.	Ph.D.
Dr. Majid Kazi	---	---	---	---
Dr. A.M.H. Shaikh	---	---	---	---
Dr. Julekha Shaikh	---	---	---	---
Dr. N. K. Sharma	---	---	---	---
Dr. Mahmod Alam Khan	---	---	---	---
Dr. Mohammad Moghees	---	03	---	01
Dr. Abdul Majid Ansari	---	---	---	---
Dr. Sirajuddin Chougle	---	01	---	---

Name of Faculty	Conference/ Seminar/ Workshop Attended			Resource person		
	I	N	S	I	N	S
Rehana Vadgama		1	1			
Dr. Rama Singh	2		1			
Mrs. Parveen Asif Khan			1			
Arab Abdul Aziz			1			
Dr. Rakhshandah Hani			1			
Avinash W. Ingole			1			
Capt. Dr. A. A. Dalvi			1		1	1
Ms. U. R. Singh			2			
Dr. Arshad Ali Haider			1			
Dr. Zeenat Surve			2			
Sachin M. Gosavi			1			
Dr. A.M.H. Shaikh			1			
Dr. Julekha Shaikh			1			
Dr. Nilima Dixit			1			
Mrs. Shagufta Ansari			2			
Dr. Mayuri Joshi			2			
Dr. Riyaz Ahmad Dar			1			
Dr. N. K. Sharma	2			1		
Dr. Poonamlata S. Yadav			2			
Wasim Hydery		1				
Nahid Bhujwala		8				
Dr. Mohammad Moghees			1			
Dr. Abdul Majid Ansari			1			
Dr. Sirajuddin Chougle			1			
Total	**4**	**10**	**25**	**1**	**1**	**1**

Details of refresher / orientation / short term course				
Name of faculty	UGC HRDC	Duration	Title of refresher course	Title of short term course
Shanti Polamuri	Osmania University	1st March -31st March 2016	English	------
Mayurakshi Mitra	Jadhavpur University	25th Aug, to 15th Sep 2015	English	------
Avinash W. Ingole	UGC HRDC – University of Mumbai	18 Nov, to 15 Dec 2015	-----	-----
Dr. Arshad A Haider	UGC HRDC AMU, Aligarh	29th Sept. to 16th Oct 2015	Refresher course in Computer applications (Zoology)	---
Dr. Nilima Dixit	UGC HRDC	26th Oct to 31st Oct 2015	-----	Contemporary Strategies for Teaching and Evaluation
Dr. Mayuri Joshi	UGC HRDC	19th Oct to 7th Nov 2015	Environmental Studies	
Wasim Ahmed N. Hydery	Academic Staff College Mumbai	16th Nov 2015 to 5th Dec 2015	Computational Methods in Basic Sciences	---
Sabahat	NBHM	01 Feb to 6 Feb 2016	-----	Basic Complex Analysis
Sabahat	SVNIT	30 Sep to 4 Oct 2015	-----	FCITSF
Saima Ansari	SVNIT	30 Sep to 4 Oct 2015	-----	FCITSF
Saima Ansari	NBHM	01 Feb to 6 Feb 2016	-----	Basic Complex Analysis
Dr. Bushra Shaikh	UGC HRDC – Maulana Azad National Urdu University, Hyderabad.	23rd July to 12th Aug 2015	Refresher Course in Commerce and Management	-----

Annexure (III): Library Book Bank Facility

Best Practice I

1) **Title of the Practice:**- Library Book Bank Facility

2) **Goal (Objectives):**

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

The economically challenged students are loaned a set of text books in order to support their academic studies. It is an immense challenge for the economically poor students to afford costly books and hence this practice was initiated to cater their need to have an access to costly textbooks.

3) **The Context:**

Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

A substantial student's crowd comes from the economically backward class. Affording the fees for education is very challenging for them let alone the ability to buy books for themselves for studies. The library issues only one book at a time and also the book needed to study may not be available at the time when required. This limitation affected the performance level of the students. To cater to the need of such poor students and increase their academic performance this practice of Library Book Bank was started.

4) **The Practice:**

Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.

Library book bank facility is performed through a book bank committee which takes all policy making decisions. Procedure: - the notice regarding the invitation for availing book bank facility is displayed on the notice board at beginning of the academic year or at the beginning of the semester. The library distributes the book bank form to the students who wants to avail the said facility. Within a week they are asked to submit the form along with the photocopy copy of their ration card so as to check the authenticity of their being actually being needy for availing the book bank facility. This is followed by personal interview of students by the book bank committee members. Worthy students are then loaned the text books accordingly at a very meagre amount for the academic year or the semester.

5) **Evidence of Success:**

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

A total of 545 students were benefitted with this facility out of which 380 students were from Degree section and 165 students were from Junior section. In comparison to last academic year there is an increase of 18% in students availing this facility. Following is the data for the books distributed per year/semester to degree college students.

Library Book Bank Facility 2015 - 16 (Degree College)				
	ARTS	SCIENCE	COMMERCE	Total
F.Y	35	28	46	109
S.Y.	35	61	37	133
T.Y.	37	69	32	138
Total	107	158	115	**380**

Annexure (IV): Students Aid Fund (SAF)

Best Practice II

1) **Title of the Practice:-**Students Aid Fund (SAF)

2) **Goal (Objectives):**

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

To provide financial support to economically weak deserving and regular students.

3) **The Context:**

Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

The SAF was started somewhere in early 1980's with the vision to encourage more and more students to attend the College. The then Teaching faculty, especially those residing in the nearby locality of the College observed that many students though enrolled for the course would not attend the regular classes. On investigation it was found that these absent students had to work to meet their basic needs left alone the education. With this context in mind the College started the Practice to financially support economically weak students.

4) **The Practice:**

Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.

The teachers of various faculties identify students who are economically weak. Such students are then recommended for SAF. The Students approach SAF secretary for the application form wherein they are subjected to interview about their family constraints, residence, family dependents and other related details. The detail of the interview is written on the back of the application form. Once the application form is duly filled and submitted along with the Xerox of ration card and last year's mark sheet to the secretary. An investigation is carried out with reference to their suitability of availing the facility. This activity is carried throughout the year. The fund for the same is generated from each and every student enrolled in the college as a part of admission fee. There is a separate bank account for it at Bombay Mercantile Co-operative Bank with the name as 'SAF account, Maharashtra College'. The students receive the aid through cheque. There are three signatories for the issuance of cheque. They are: - The Principal of the College, The Chairman (Management representative) and the Secretory (Member of teaching faculty). On an average students receive Rs. 2000/- to Rs. 2500/- as financial support. For the much needy student the fund amount may be raised to Rs. 3000/-. The duration required for receiving of financial support is on an average of one week from the time of submission of application form. In urgent cases especially at the time of admission, the duration of receiving financial support is reduced to couple of hours.

5) **Evidence of Success:**

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

Every year approximately an amount of Rs. 1 lakh is distributed among the needy students under SAF scheme. In the academic year 2015-16 a whooping amount of Rs. 170500/- was distributed among the needy students. On an average 50 students per year are benefitted with this scheme. In the academic year 2015-16, a total of 72 students were able to avail this facility. In comparison with the last academic year, there was an increase of 19.44% in students receiving this facility and also there was a substantial increase of 26.57% in the amount disbursed. Following is the detail of SAF facility disbursed to the students.

SAF Facility 2015 - 16 (Degree College)				
	No. of beneficiaries			Total
	ARTS	SCIENCE	COMMERCE	
F.Y	12	7	15	34
S.Y.	8	3	7	18
T.Y.	7	4	9	20
Total	27	14	31	**72**

Annexure (V) : ACADEMIC CALENDER (16-17)

June 2016

6th	First Day of the Academic Year 2016-17
	Meeting of the Principal with all HODs
7th	Commencement of the Lectures for S.Y. & T.Y. Degree Classes
14th	Orientation Programme for S.Y. & T.Y. Degree Classes
Date	Admission Programme for F.Y. Degree Classes as per University schedule
15th	Re-opening of Junior College for Academic Year 2016-17
	Meeting of the Principal with Jr.College Supervisor & the teaching faculty
16th	Commencement of the Lectures for S.Y.J.C. Classes
Date	Admission Programme for F.Y. J.C. Classes as per H.S.C. Board , Mumbai
22nd	Submission of individual and departmental Time-Table along with Year-plan and the list of activities and programmes to be carried out by the department during the Academic Year 2016-17

July 2016

7th	Orientation Programme and Parents' Meet for F.Y. Degree Classes
7th	Orientation Programme and parents' meet for F.Y.J.C. Classes
9th	Founder's Day: Dr. Rafique Zakariya Memorial Lecture
11th to 16th	Library Orientation Week
16th	Formation of Women's Development Cell - Help & Counseling Desk
30th	Announcement for Magazine articles, write-ups and reports

August 2016

1st	LMC Meeting
1st to 6th	Science Week
15th	Independence Day
23rd	Blood Donation Camp
24th to 27th	Class - Test (Degree College)
24th to 27th	Class - Test (F.Y.J.C.)
29th	Formation of Students' Council
31st	Economic Forum Elocution Competition

September 2016

3rd	Teachers' Day (5th Sept. being Holiday)

6th To 12th Mid term break

10th to 19th	Practical Exams (Degree College Sem I , III , V)
15th	Hindi Divas (14th Sept. being Holiday)
21st	Shyam Kishan Nigam Trophy Inter-Collegiate Elocution Competition
19th to 30th	A.T.K.T. & Exams for Semester I , II , III & IV
Oct. 2016	
5st to 21st	Semester End Exams (Degree College Sem. I & III)
	Terminal Exams (Junior College XIth & XIIth)
8th	Submission of DTR & Syllabus Completion Report (Degree College Sem I , III , V
	Submission of DTR & Syllabus Completion Report (Junior College XIth & XIIth)
25th	Term-end Meeting

26th Oct. to 14th Nov. Diwali Vacation

(Degree College: Semester II , IV & VI)

November 2016

15th   The College re-opens after Diwali Vacation and Lectures begin
                   as per Time-Table

17th To 25th   Additional Exams for Semester I & III

25th   Samvidhan Divas / Constitution Day (26th Nov. being Holiday)

December 2016

7th   Declaration of Results (Degree College - Sem. I & III)
                   Declaration of Results (Junior College - XI & XII)

14th   Library Day

17th   Annual Athletic Meet

19th to 23rd   " PARVAZ "

24th   Annual Function

26th to Jan Ist 2017   Winter Break

January 2017

4th   Parent - Teacher Meet for S.Y.J.C.

5th   Founder's Day : Inter-collegiate Students Musha'era / Sha'eron se miliye
                   Programme (Three poets can be invited)

10th   Development of Entrepreneurship Project

16th   to 22nd   Priliminary examination - S.Y.J.C.
                   Unit Test - F.Y.J.C.

24th To 28th   Class Test (Degree College)

26th   Republic Day

31st   Degree Certificates & Annual Prize Distribution Programme

February 2017

4th   Submission of Attendance Report (S.Y.J.C)
                   Submission of Syllabus Completion Report (S.Y.J.C.)

6th to 12th   A.T.K.T. Exams for Semester I , II , III & IV

8th to 13th   Practical Exams (S.Y.J.C)

20th to 28th   Practical Exams (Degree College - Sem.Sem II , IV , VI)
                   Practical Exams (F.Y.J.C)

28th   Marathi Bhasha Divas

March 2017

5th   Submission of Attendance Report (F.Y.J.C.)

7th   Submission of DTR & Syllabus Completion Report (Degree College Sem II , IV, VI)
                   Submission of DTR & Syllabus Completion Report (F.Y.J.C.)

6th to 25th   Semester End Exams (Degree College Sem. II & IV)
                   Terminal Exams (F.Y.J.C.)

8th   International Women's Day

April 2017

4th   LMC Meeting

10th To 17th   Additional Exams for Semester II & IV

18th   Declaration of Results (Degree College - Sem. II & IV)
                   Declaration of Results (Junior College - XIth)

2ist to 27th   Admission Programme - Degree College (S.Y. & T.Y. Classes)
                   Admission Programme for S.Y. J.C.

27th   Submission of A.P.I. (Degree College)

27th   Meeting of the Principal with all HODs

30th   Term-end Meeting

Ist May 2017   May - Day