



Khairul Islam Higher Education Society's

Maharashtra College

of Arts Science and Commerce

Annual Quality Assurance Report

(AQAR)

(2011-2012)

246-A, Jehangir Boman Behram Road, Mumbai – 400 008.

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Part – A

I. Details of the Institution

1.1 Name of the Institution

Khairul Islam Higher Education Society's
Maharashtra college of Arts Science and Commerce

1.2 Address Line 1

246-A, Jehangir Boman Behram Marg, Mumbai-40008

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. Shakil M. Hurzuk

Tel. No. with STD Code:

022-23081664

Mobile:

09869382271

Name of the IQAC Co-ordinator:

Dr. Pathan Moiz Dawood Khan

Mobile:

09324401952

IQAC e-mail address:

maharashtraiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN10810

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)*

Khairul 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	1 st Cycle	B+	81.30	2003-04	5 yrs.
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

09-07-2009

1.8 AQAR for the year (for example 2010-11)

2011-2012

1.9 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 (22/08/2014)
- ii. AQAR 2010-2011 (19/09/2014)

1.10 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	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="--"/>								

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

1.13 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	07
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	Nil
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	Nil
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	Nil
2.9 Total No. of members	12

c2.10 No. of IQAC meetings held :02

2.11 No. of meetings with various stakeholders:	No.	04	Faculty	02	
Non-Teaching Staff	02	Alumni	--	Others	---
Students					

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

The IQAC pursued the faculty to follow the academic calendar of the college and proposed the implementation of

- Installing aquaguard in ladies common room, department of Physics, chemistry and biology.
- Providing for a separate exam-cum- control room with computers and printer.

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

** 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

- Aquaguards have been installed in the ladies common room, department of physics chemistry and biology.
 - Room no 24 has been provided as Exam-cum-control room
 - Renovation of building was in progress.

Part – B

Criterion – I

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
PhD	-	-	-	-
PG	01	-	-	-
UG	03	-	02	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				01
Others				
Total	04		02	01

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	-
Annual	03

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

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

*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.

Revision of Syllabus is done at the University Level

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

B.Sc I.T department was established in June 2011

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	25	18	-	02

2.2 No. of permanent faculty with Ph.D.

22

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
25	10	18	-	-	-	02	-	45	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

08

05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	03	23
Presented papers	02	09	02
Resource Persons	--	--	--

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

The faculty utilizes A.V aids, working models, PPT, OHP, charts in addition to the traditional chalk and talk teaching method. Study tours and visits are arranged to assist learning.

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

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

--

--

04

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	Division				
			Distinction %	I %	II %	III %	Pass %
B.A.	Economics	30	-	-	8	12	66.7
	Sociology	26	-	3	11	-	53.8
	English	15	-	1	8	4	86.6
	Urdu	20	-	7	13	-	100
	Arabic	03	-	-	1	-	33.33
	Marathi	-	-	-	-	-	-
	Hindi	05	-	-	-	-	100
	Islamic Studies	01	-	-	1	-	100
	Political Science	16	-	3	9	2	87
History	10	-	2	4	2	80	
B.Sc.	Zoology	9	1	5	3	-	100
	Botany	21	6	11	4	-	100
	Physics	7	-	1	3	1	71.43
	Maths	58	-	39	11	-	86.20
	Chemistry	29	5	3	15	-	80.00
	Computer Science	18	--	02	12	01	83.33
	I.T	---	---	---	---	---	---
B.Com	--	183	12	83	61	02	86.33

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	

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	30	07	30	17
Technical Staff	23	07	23	-

Criterion – III**3. Research, Consultancy and Extension**

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

The IQAC encourages the faculty members to participate in various conferences, seminars & workshops and present their research work. They are also encouraged to undertake research projects, publish their research papers in reputed national and international journals and enrol for M.Phil and Ph. D degrees.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		7.03		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			02	
Outlay in Rs. Lakhs			1.9	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		01	
e-Journals	02	01	
Conference proceedings	01	04	

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				
Minor Projects	2012-14	U.G.C	1,90,000	1,37,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP <input type="text" value="-"/>	CAS <input type="text" value="-"/>	DST-FIST <input type="text" value="-"/>
DPE <input type="text" value="-"/>		DBT Scheme/funds <input type="text" value="-"/>

3.9 For colleges

Autonomy <input type="text" value="-"/>	CPE <input type="text" value="-"/>	DBT Star Scheme <input type="text" value="-"/>
INSPIRE <input type="text" value="-"/>	CE <input type="text" value="-"/>	Any Other (specify) <input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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
01

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

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

JRF	--	SRF	--	Project Fellows	--	Any other	--
-----	----	-----	----	-----------------	----	-----------	----

3.21 No. of students Participated in NSS events:

University level	--	State level	--
National level	--	International level	--

3.22 No. of students participated in NCC events:

University level	--	State level	30
National level	--	International level	--

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	--	State level	01
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	--	College forum	25
NCC	02	NSS	--
		Any other	01

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

1. Tree plantation drive
2. Anti –Drug and Anti Narcotic Drug rally
3. Pulse Polio Drive
4. Collection of Unused Medicines from homes of the students for disbursing to weaker sections of the society through charitable clinics
5. Blood Donation Camp is organised by the Commerce department in collaboration with Masina Hospital.
6. duties during Ganpati Festival
7. Beach cleaning drive.

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	6160 sq m	--		6160 sq m
Class rooms	30	--		30
Laboratories	11	--		11
Seminar Halls	--	--		--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--		--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--		--
Others	--	--		--

4.2 Computerization of administration and library

The administrative offices (including the Principal & Vice-Principal's offices) are computerised for the purpose of record keeping and documentation which will have easy accessibility and transferability. The functioning of the library is computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20838	923675	550	67622	21388	991297
Reference Books	49936	3349076	389	14636	50325	3363712
e-Books						
Journals	37	24528	-	-	37	24528
e-Journals						
Digital Database						
CD & Video						
Others (specify)	15311	1097526	989	129353	16300	1226879

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	93	04	94	04	01	11	7	6
Added	01	00	00	00	00	--	0	0
Total	97	04	94	04	01	11	7	6

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

- | |
|--|
| <ul style="list-style-type: none"> Online training of e-filing for students of Certificate Course in Direct Taxation. Workshop conducted for teachers in information technology (INFLIBNET). MS-CIT course facility available for staff and students. |
|--|

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.8
ii) Campus Infrastructure and facilities	1.16
iii) Equipments	0.55
iv) Others	0.02
Total :	2.53

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:

1. Gender sensitization.
2. Remedial Coaching.
3. Vocational and Career Guidance.
4. Students Welfare & Grievance Redressal.
5. Anti-Ragging Drive.
6. N.C.C and its scope.
7. N.S.S and its scope.
8. Gymkhana and its scope.

5.2 Efforts made by the institution for tracking the progression

1. Oral Feedback from students and parents.
2. Review meetings are taken by the Principal.
3. Departmental meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1220	02	---	---

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	448	36.66		774	63.39

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1,217	-	-	-	01	1,219	1,222				02	1,224

Demand ratio 1-1.5 Dropout % 1-2

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

NET	<input type="text" value="---"/>	SET/SLET	<input type="text" value="---"/>	GATE	<input type="text" value="---"/>	CAT	<input type="text" value="---"/>
IAS/IPS etc	<input type="text" value="---"/>	State PSC	<input type="text" value="---"/>	UPSC	<input type="text" value="---"/>	Others	<input type="text" value="---"/>

5.6 Details of student counselling and career guidance

The Vocational and Career Guidance Cell is responsible for updating the students about employment avenues and assisting them in search and recruitment of job opportunities.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
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 is active in sensitising issues related to gender among both male and female students. It organises various activities like Poster Competition, Slogan Writing Competition and also invites Guest Lecturers on Health issues.

5.9 Students Activities

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

State/ University level National level International level

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 National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	43	89,730
Financial support from government	---	---
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

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

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>OUR VISION</p> <ul style="list-style-type: none"> To bring higher education to the doorsteps of the economically underprivileged students, especially belonging to the Muslim Minority, emphasizing on their all round development. <p style="text-align: center;">OUR MISSION</p> <ul style="list-style-type: none"> 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: YES

<p>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.</p>
--

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 curricula. 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.

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 organised and results are declared within the stipulated time. The college is designated as an Examination centre for University 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.

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 emphasises 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.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

The students are offered hands on experience and get an opportunity to have a close look at the industrial economics through field trips to various institutes likes C.I.F.E(Andheri-Versova), ACTRAC(Kharghar), Carp Breeding Center(Goregaon), HTC(Talegaon), Parle Production(Silvasa)

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • 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 honours retiring teachers by gifting gold jewellery.
Non teaching	<ul style="list-style-type: none"> • 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			YES	Principal
Administrative	YES	Sanghvi & Co.	YES	Mirza & Co.

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?

N.A

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

N.A

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 College Employees' Co-operative Credit Society provides loans up to 3 lakhs and financial assistance of Rs.5,000- 20,000 to the members of the society in the form of loan at minimum rate of interest.

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 5th floor 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 25oC.
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 minimise waste and maximise 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 minimising 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.

- i) The college introduced a job oriented new course B.Sc.I.T. The IT and Computer Science department organised inter collegiate online gaming festival “Megahertz”.
- ii) Computer with internet facility was provided to teachers in the library.
- iii) The Commerce faculty helped the library by providing students the opportunity to get training in tagging of library books and data entry procedure for digitization.

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

- Aquaguards have been installed in the ladies common room, department of physics chemistry and biology.
- Room No. 24 has been provided as Exam-cum-control room on the second floor.
- Renovation of building in progress.

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

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

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

7.4 Contribution to environmental awareness / protection

- i) Cleaning of beach polluted with oil spills by N.C.C cadets and they also participated in tree plantation drive at Kalwa hill.
- ii) Use of Air conditioner at 25^oC
- iii) The department of chemistry recycles preparations used by T.Y.B.Sc students in the practicas for S.Y.B.Sc. students to use.
- iv) Tree plantation by NCC students.

7.5 Whether environmental audit was conducted? Yes No

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

SWOC:**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

WEAKNESSES:

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

OPPORTUNITIES:

- More self financing courses can be introduced.
- The institute may start a night college.
- Full 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.

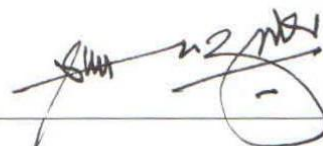
8. Plans of institution for next year

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



Dr. Pathan Moiz Dawood Khan

Signature of the Coordinator, IQAC



Dr. Shakil M. Hurzuk

Signature of the Principal

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure (I) : ACADEMIC CALENDER

**ACADEMIC CALENDER
FIRST HALF 2011 - 2012**

13 th June:	Degree College reopens after Summer vacation and TERM I starts
14 th June:	Commencement of lectures for TY.B.A./ B.Sc. / B.Com, SY.B.A./ B.Sc. / B.Com.
15 th June:	Junior College reopens after Summer vacation and TERM I starts
16 th June:	Commencement of lectures for SYJC(Arts, Science and Commerce
1 st June	Admission Programme for FYBA, FYBSc, FYBSc(IT), FYBSc(Comp. Sc.)
FYBCom	
June/ July:	Orientation programme of FYBA FYBA, FYBSc, FYBSc(IT), FYBSc(CS.)
FYBCom (Dates will be notified)	
July:	Founders Day
June/July:	Admissions for FYJC (Arts / Science/Commerce) as per Govt. schedule.
June/July:	Orientation programme of FYJC (Arts) & FYJC (Science) students.
July:	Opening of Counseling Centre and Help Center for the students
July:	Opening of Women Cell and Help Center for girl-students.
15 th August	Independence Day Celebrations
19 th August	Parsi New Year
28 th November	Formation of student's council
22 nd August	Janmashtami
___ August:	Vocational guidance & motivational Programme for students.
16 th - 23 rd August:	Class Test for FY BA, B.Sc, B.com (Semester 1)
31 st August – 2 nd Sep:	Eid
5 th Sept:	Teachers' Day celebration
06 th to 8 th Sept:	1st Unit Test for XI classes. (Final Dates will be notified)
19 th -25 th Oct:	Additional and ATKT Examination of degree college for SEM-I , FY and SY
24 th to 29 th Sept:	Practical Examination (Sem-I) (Final Dates will be notified)
5th to 21 st October:	Degree College Semester End Examination for Sem-I
4th to 17th October:	Junior College Terminal Examination for XI & XII classes
6 th October:	Dussehra
24 th Oct – 13 th Nov	Diwali vacation

**ACADEMIC CALENDAR
SECOND HALF 2011 - 2012**

14 th November, :	College reopens after Diwali Vacation : Lectures resume as per Time Table
15 th to 17 th November:	Notification of assignment topics for Sem II.
17 th December :	Annual Athletic Meet at University pavilion
18 th December	
To	PARVAAZ CULTURAL WEEK
23 rd December	

25th Dec – 1st Jan

Winter Vacation

2 nd January:	College reopens after Winter Break
10 th -17 th January :	Submission of Examination form with exam fees.
6 th January:	XII-classes- Preliminary (Theory) Exam begins
6 th January:	XI classes -2 nd Internal Evaluation begins
4 th February:	XIIsc- Practical Board Exam begins
6 th March:	XII Oral Exam begins
30 th -31 st January:	XIIsc. Open day
30 th -31 st January:	XII Arts&XII com. Open day
29 th - 31 st January:	Class test of Sem II
29 th -31 st January:	Submission of Assignments of Sem II
1 st March:	Regular Exams II Term / Semester End Exam / ATKT of all classes starts
1 st March:	XI classes-Oral exam begins
4 th April :	XI sc- Final Practical exam begins
7 th March:	Semester End Exam of Sem II begins
20 th March:	Additional exam of Sem I
26 th March:	XI classes- Final theory exam begins
1 st April :	Declaration of Results of F.Y./S.Y.Classes
4 th to 13 th April:	Declaration of result of Sem II
11 th to 21 st April:	Admission of S.Y. and T.Y. Classes will be completed.
17 th March:	Additional exam of Sem II will be conducted.
30 th April:	Staff Common Room Meeting at 11.30 a.m.
1 st May :	Maharashtra Day- Flag hoisting at 9.30 a.m.

Note : *The Sequence in the above calendar are subject to change, if necessary, by the Principal*
College reopens after summer vacation.

Principal

Annexure (II) : RESEARCH AND DEVELOPMENT

Faculty participation in conferences, symposia and workshop:	Seminar / Workshop Attended			Paper Presented			Resource persone		
	I	N	S	I	N	S	I	N	S
Ms.Bushra M.Shaikh			1	1					
Dr. Shaikh Ahamed Mohd. Hanif			1						
Dr. Shaikh Julekha Abdullah				1					
Dr. Nilima N.Dixit			1						
Prof. Ms. Ansari Shagufta Parveen Abuzar			1						
Dr. Mayuri Ravindra Joshi			1						
Dr. Mohammed Moghees			1						
Dr. Abdul Majid Ansari			2		3				
Prof. Mrs. Hani Rakhshandah Aamir					1				
Ms. Shanti Yesudas Polamuri			2						
Mrs.Mayurakshi S.Mitra		2	3		1				
Dr.Rama Vinod Singh	1		1						
Dr. Leena D. Prabhu			2						
Prof. Mrs. Vahida Y.Shaikh			1						
Dr. Mehmood Alam Khan			1		2				
Dr.Nigvendrakumar Sharma			1						
Prof. Hyderey Wasim Ahmed Nizamuddin	1		2						
Dr. Kazi Majid Rafiuddin					1	1			
Prof. Ms. Ugeshkumari Singh			1		1				
Dr. Arshad Ali Haider		1	1			1			
TOTAL	2	3	23	2	9	2	0	0	0

Details regarding Minor projects	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Dr. Sayed Abrar Ahmed Sayed	2011-14	U.G.C	150,000	110,000
Ms. Shanti Yesudas Polamuri	2011-14	U.G.C	40,000	27500

Details on research publications	Non-Peer Review Journals			e-Journals			Conference proceedings		
	I	N	S	I	N	S	I	N	S
Dr. Shaikh Julekha Abdullah							1		
Dr. Abdul Majid Ansari								3	
Dr. Sirajuddin H. Chougale								3*	
Mrs.Mayurakshi S.Mitra								1	
Dr. Mehmood Alam Khan				2	1				
Dr. Kazi Majid Rafiuddin		1							
TOTAL		1		2	1		1	4	

*Joint paper

No. of books published	With ISBN No.	Without ISBN No.	Chapters in Edited Books
Dr. Abdul Majid Ansari	1		1
Dr. Sirajuddin H. Chougale	1		1
Dr. Rama Vinod Singh			1
Dr. Kazi Majid Rafiuddin		1	1
Total	2	1	4

Annexur (III) : STUDENTS AID FUND (SAF)

Best Practice I

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 extend financial support to those students who are 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 Secretary (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 2011-12 a whopping amount of Rs. 89730/- was distributed among the needy students. On an average 50 students per year are benefitted with this scheme. In the academic year 2011-12 almost 43 students were able to avail this facility. Our College has more female students

than the male students and the same is reflected in the beneficiaries table given below. The female students have outnumbered the male students in availing this facility.

SEX/YEAR	2011-12	
	No. of Beneficiaries	Amount
	Arts	
Male	2	3800
Female	12	23120
Total	14	26920
	Science	
Male	3	7000
Female	12	26810
Total	15	33810
	Commerce	
Male	1	1500
Female	13	27500
Total	14	29000
Total	43	89730

Annexure (IV) : LIBRARY BOOK BANK**Best Practice II**

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

2) **Goal (Objectives):**

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

A set of text books are loaned to needy and poor students in order to support their academic studies. It is very difficult for the economically poor students to afford costly books and hence this practice was started to cater their need for 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 executed through a book bank committee which takes all policy 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 xerox 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.

Following is the data for the books distributed per year/semester to students

Year	Degree College									Total
	Arts			Commerce			Science			
	F.Y.	S.Y.	T.Y.	F.Y.	S.Y.	T.Y.	F.Y.	S.Y.	T.Y.	
2011-12	26	22	38	24	29	24	31	24	42	260

Annexure (V) : ACADEMIC CALENDER

**ACADEMIC CALENDER
FIRST HALF 2012 - 2013**

11 th June:	Degree College reopens after Summer vacation and TERM I starts
12 th June:	Commencement of lectures for TY.B.A./ B.Sc. / B.Com, SY.B.A./ B.Sc. / B.Com.
18 th June:	Junior College reopens after Summer vacation and TERM I starts
19 th June:	Commencement of lectures for SYJC(Arts, Science and Commerce
June	Admission Programme for FYBA, FYBSc, FYBSc(IT),
FYBSc(Comp. Sc.) FYBCom	
June/ July:	Orientation programme of FYBA FYBA, FYBSc, FYBSc(IT), FYBSc(CS.)
FYBCom (Dates will be notified)	
July:	Founders Day
June/July:	Admissions for FYJC (Arts / Science/Commerce) as per Govt. schedule.
June/July:	Orientation programme of FYJC (Arts) & FYJC (Science) students.
July:	Opening of Counseling Centre and Help Center for the students
July:	Opening of Women Cell and Help Center for girl-students.
20 th August	Formation of student's council
28 th to 30 th August:	Class Test for Degree College. (Final Dates will be notified)
23 rd August:	Vocational guidance & motivational Programme for students.
5 th Sept:	Teachers' Day celebration
06 th to 8 th Sept:	1st Unit Test for XI classes. (Final Dates will be notified)
August/Sept:	Additional and ATKT Examination of degree college for SEM-I and SEM-III
Sept:	Natures Trial (Sarus Nature Club)
24 th to 29 th Sept:	Practical Examination (Sem-I,III & V) (Final Dates will be notified)
1 st to 14 th October:	Degree College Semester End Examination for Sem-I,III & V
1 st to 14 th October:	Junior College Terminal Examination for XI & XII classes
27 th October	
To	Diwali vacation
17 th November	

**ACADEMIC CALENDAR
SECOND HALF 2012 - 2013**

25 th November, :	College reopens after Diwali Vacation : Lectures resume as per Time Table
25 th to 30 th November,	Notification of assignment topics for Sem II, Sem IV and Sem VI
10 th December :	Declaration of Semester-End-Exam/ATKT Exam Results of Sem-I, Sem-III.
17 th December :	Annual Athletic Meet at University pavilion
18 th December	
To	PARVAZ CULTURAL WEEK
24 th December	

26 th Decembe,	To	Winter Vacation
1 st January,		
2 nd January :		College reopens after Winter Break
6 th January :		Submission of Examination form with exam fees.
6 th January:		XII-classes- Preliminary (Theory) Exam begins
6 th January:		XI classes -2 nd Internal Evaluation begins
18 th January:		XIIsc- Practical Board Exam begins
18 th January:		XII Oral Exam begins
28 th January:		XIIsc. Open day
28 th January:		XIIArts & XIIcom. Open day
29 th - 31 st January:		Class test of Sem II, Sem IV and Sem VI
29 th - 31 st January:		Submission of Assignments of Sem II, Sem IV and Sem VI
17 th February:		A.T.K.T. Exam of Sem II, Sem-IV and old course
17 th February:		Practical Exam of Sem II, Sem-IV (Regular and A.T.K.T.) begins
1 st March :		Regular Exams II Term / Semester End Exam / ATKT of all
classes starts		
1 st March:		XI classes-Oral exam begins
1 st March:		XI sc- Final Practical exam begins
3 rd March onward:		Semester End Exam of Sem II and Sem-IV begins
20 th March:		Additional exam of Sem I and Sem-III
22 nd March:		XI classes- Final theory exam begins
1 st April :		Declaration of Results of F.Y./S.Y.Classes
10 th to 15 th April:		Declaration of result of Sem II and Sem-IV
20 th to 29 th April:		Admission of S.Y. and T.Y. Classes will be completed.
20 th to 30 th April:		Additional exam of Sem II, Sem-IV will be conducted.
30 th April :		Staff Common Room Meeting at 11.30 a.m.
1 st May :		Maharashtra Day- Flag hoisting at 9.30 a.m.

Note : The Sequence in the above calendar are subject to change, if necessary, by the Principal

College reopens after summer vacation.

Principal