Khairul Islam Higher Education Society's

Maharashtra College

of Arts Science and Commerce

Annual Quality Assurance Report

(AQAR)

(2012-2013)

INDEX

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.Mohammed Abdul Waheed

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	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 AQAR for the year *(for example 2010-11)*   2012-2013

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

   i.   AQAR 2009-2010 (22/08/2014)
   ii. AQAR 2010-2011 (19/09/2014)
   iii. AQAR 2011-2012 (10/10/2014)

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   [✔]   Men [ ]   Women [ ]

                             Urban   [✔]   Rural [ ]   Tribal [ ]

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

                   Grant-in-aid + Self Financing [✔] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [✔]   Science [✔] Commerce [✔] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify)   [.   --]

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

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and

community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

16

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   ---

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 as well as their departmental calendar.
>
> The IQAC proposed the following
>
> ➢ Renovation of gymkhana with upgradation of equipments
> ➢ Establishing a separate room for research
> ➢ Replacement of chairs and sofas in staffroom.
> ➢ Computerization of library
> ➢ CAS process to be initiated

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

> • Renovation of the College building is in progress.
> • The decision to renovate and upgrade the equipments of gymkhana has not been implemented due to some technical constraints. However efforts are being made to do it at the earliest.
> • A separate cabin has been provided for research in the library for the teachers to pursue their research work.
> • Chairs and sofa have been replaced as part of the effort to upgrade the infrastructure of the college.
> • The library computerization is in progress.
> The CAS process has also been initiated.

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	--	--	--	--
Certificate	---	--	--	01
Others	--	--	--	--
Total	**04**	**---**	**02**	**01**

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

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

Pattern	Number of programmes
Semester	02
Trimester	NA
Annual	02

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 the syllabus is done at the university level.

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

> --------

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	25	16	----	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	12	16	---	---	---	2	---	43	12

2.4 No. of Guest and Visiting faculty and Temporary faculty | 1 | | --- | | 7 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	04	06	19
Presented papers	09	09	---
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 days |

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	Division				
			Distinction %	I %	II %	III %	Pass %
B. A.	ECONOMICS	14	---	---	35.71	28.57	46.15
	SOCIOLOGY	11	---	---	72.72	9.09	81.81
	ENGLISH	14	---	14.28	21.42	28.57	75
	URDU	20	---	60.00	35.00	5.00	100
	ARABIC	03	---	100.00	---	---	100
	MARATHI	02	---	---	100.00	---	100
	HINDI	04	---	33.33	66.67	---	75.00
	ISLAMIC STUDIES	04	---	---	100.00	---	100
	POLITICAL SCIENCE	15	---	33.33	26.66	20.00	80.00
	HISTORY	13	---	30.77	30.77	23.07	84.61
B. Sc	ZOOLOGY	12	---	25.00	66.67	---	91.66
	BOTANY	14	64.28	---	21.42	---	85.07
	PHYSICS	06	16.67	---	16.67	---	33.33
	MATHS	15	---	13.33	53.33	---	66.66
	CHEMISTRY	37	5.40	5.40	40.54	---	52.00
	COMPUTER SCIENCE	16	6.25	37.5	6.25	---	50.00
	INFORMATION TECHNOLOGY	---	---	---	---	---	---
B. Com		192	9.89	51.56	27.60	---	89.06

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	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	05
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 (Sanctioned)	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	37	08	29	20
Technical Staff	30	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	--	7,03,000	--	--

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02	01	
Outlay in Rs. Lakhs		1,90,000	13,900	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	05	04	--
Non-Peer Review Journals	--	---	--
e-Journals	--	--	--
Conference proceedings	03	03	--

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	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	2012-13	University of Mumbai	13,900/-	11,120/-
Students research projects *(other than compulsory by the University)*	---	---	---	---
Any other(Specify)	---	---	---	---
Total			**13,900/-**	**11,120/-**

3.7 No. of books published i) With ISBN No. | 04 | Chapters in Edited Books | 07 |

ii) Without ISBN No. | ----- |

3.8 No. of University Departments receiving funds from

UGC-SAP | -- | CAS | -- | DST-FIST | -- |

DPE | -- | DBT Scheme/funds | -- |

3.9 For colleges   Autonomy | -- | CPE | -- | DBT Star Scheme | -- |

INSPIRE | -- | CE | -- | Any Other (specify) | -- |

3.10 Revenue generated through consultancy | NIL |

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 | 08 |

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 | NIL | From Management of University/College | 11,120/- |

Total | 11,120/- |

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
02	01	01	---	---	---	---

3.18 No. of faculty from the Institution | 01 |
   who are Ph. D. Guides
   and students registered under them | 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 | NIL | State level | 06 |

National level | 24 | International level | NIL |

CAMP \ YEAR	ANNUAL TRAINING CAMP (STATE LEVEL) students participated	NATIONAL INTEGRATION CAMP (NATIONAL LEVEL) students participated	THAL SENA CAMP (NATIONAL LEVEL) students participated	REPUBLIC DAY CAMP (NATIONAL LEVEL) students participated	NATIONAL INTEGRATION CAMP (NATIONAL LEVEL) students participated
2012-13	06	03	05	04	12

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 [NIL]   State level [NIL]

National level [NIL]   International level [NIL]

3.25 No. of Extension activities organized

University forum [--]   College forum [27]

NCC [04]   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	6,160sq.mtrs	---	K.I.H.E.S	6,160sq.mtrs
Class rooms	30	---	K.I.H.E.S	30
Laboratories	12	---	K.I.H.E.S & UGC	12
Seminar Halls	---	---	---	---
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	---	32	K.I.H.E.S, MP Fund, MLA Fund & Donations	32
Value of the equipment purchased during the year (Rs. in Lakhs)	---	9,60,000	---	9,60,000
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	21,388	9,91,297	738	71,198	22126	10,62,495
Reference Books	50,325	33,63,712	288	16,313	50613	33,80,025
e-Books	---	---	---	---	---	---
Journals	44	34,884	---	---	44	34,884
e-Journals	01	5,000	---	---	01	5,000
Digital Database	---	---	---	---	---	---
CD & Video	---	---	---	---	---	---
Others (specify)	16,300	12,26,879	1528	1,27,632	17828	13,54,511

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	94 Less: 35 scrap 59	04	59	04	01	15	07	04 (3+1)
Added	91	01	91	--	---	--	--	--
Total	150	05	150	04	01	15	07	04 (3+1)

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

- 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.
- Transparency in Admission process, online enrolment of students and submission of their marks to the university.

4.6 Amount spent on maintenance in lakhs :

i) ICT   96,400/-

ii) Campus Infrastructure and facilities   90,720=(73,220+8,000+7,500+2000)

iii) Equipments   15,000

iv) Others   1,08,569 = (15000+3328+54111+36130)

Total :   3,10,689

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 Drive
> * N.C.C and its scope
> * Gymkhana and its scope

5.2 Efforts made by the institution for tracking the progression

> * Oral 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
1,223	02	---	---

(b) No. of students outside the state | --- |

(c) No. of international students | --- |

No	%		No	%	
404	32.97	Men	821	67.02	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1,222	---	---	---	02	1,222	1,225	---	---	---	02	1,225

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 | NIL |

5.5 No. of students qualified in these examinations

NET | 01 | SET/SLET | -- | GATE | -- | CAT | -- |

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

5.6 Details of student counselling and career guidance

> The 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 | 425 |

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

> College has organised various programmes under the aegis of Women Development Cell on gender sensitization.

5.9 Students Activities

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

State/ University level | 76 | National level | 01 | International level | 01 |

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 | 01 | International | 01 |

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution(Students Aid Fund)	34	69,610
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 | 03 |

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.

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.
- They are encouraged to make power point presentation and participate in seminars.

6.3.3 Examination and Evaluation

> Examination Committee of the college conducts internal and Semester End 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 and Central Assessment Programme (CAP) 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 seminars, 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 sustain the quality. Selection is exclusively on merit basis.

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 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 patterns are given in updated prospectus. The students are also informed regarding the commencement of 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 honours retiring teachers by gifting gold jewellery.
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 $\boxed{\textbf{14, 07,920}}$

6.6 Whether annual financial audit has been done $\boxed{\textbf{√}}$ Yes $\boxed{}$ 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? **NA**

For UG Programmes   Yes $\boxed{}$ No $\boxed{}$

For PG Programmes   Yes $\boxed{}$ No $\boxed{}$

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

$\boxed{\text{NA}}$

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

$\boxed{\text{NA}}$

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 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 25°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 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.

> 1. The Discipline Committee involves every member of the faculty in maintaining discipline by taking disciplinary rounds frequently in College premises
> 2. Active involvement of girl students in gymkhana (Indoor & outdoor games) activities.

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

> Following are the proposals decided in the meeting:
> - ➢ Renovation of gymkhana with upgradation of equipments
> - ➢ Establishing a separate room for research
> - ➢ Replacement of chairs and sofas in staffroom.
> - ➢ Computerization of library
> - ➢ CAS process to be initiated
>
> Following are the implementations:
> - ➢ Renovation of the building is continuing.
> - ➢ He further informed that the decision to renovate and upgrade the equipments of gymkhana has not been implemented due to some technical constraints. However efforts are being made to do it at the earliest.
> - ➢ A separate cabin has been provided for research in the library for the teachers who wish to pursue research.
> - ➢ Chairs and sofa have been replaced as part of the effort to upgrade the infrastructure of the college.
> - ➢ The library computerization is in progress.
> - ➢ The CAS process has also been initiated.

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

> Initiatives taken towards environmental awareness/ protection:
> 1. Energy Conservation.
> 2. Efforts to attain Carbon Neutrality.
> 3. Plantation.
> 4. 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 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.
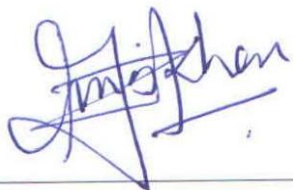
OPPORTUNITIES:
*   More self financing courses can be introduced.
*   The institute may start a night college.
*   Full computerization of laboratories and library.
*   Tie ups with national and international institutes.
*   Introducing post graduation courses.
*   Establishing a well equipped research 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   *Dr. Mohammed Abdul Waheed*

Signature of the Coordinator, IQAC   *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 2012 - 2013

11th June: Degree College reopens after Summer vacation and TERM I starts

12th June: Commencement of lectures for TY.B.A./ B.Sc. / B.Com, SY.B.A./ B.Sc. / B.Com.

18th June: Junior College reopens after Summer vacation and TERM I starts

19th 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.

20th August   Formation of student's council

28th to 30th August: Class Test for Degree College. (Final Dates will be notified)

23rd August: Vocational guidance & motivational Programme for students.

5th Sept: Teachers' Day celebration

06th to 8th 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)

24th to 29th Sept: Practical Examination (Sem-I,III & V) (Final Dates will be notified)

1st to 14th October: Degree College Semester End Examination for Sem-I,III & V

1st to 14th October: Junior College Terminal Examination for XI & XII classes

27th October
To   **Diwali vacation**
17th November

ACADEMIC CALENDAR
SECOND HALF 2012 - 2013

25th November, :   College reopens after Diwali Vacation : Lectures resume as per Time Table

25th to 30th November, Notification of assignment topics for Sem II, Sem IV and Sem VI

10th December :   Declaration of Semester-End-Exam/ATKT Exam Results of Sem-I,Sem-III.

17th December :   Annual Athletic Meet at University pavilion

18th December
     To   **PARVAAZ CULTURAL WEEK**
24th December

26th Decembe,
            To   **Winter Vacation**
1st January,
2nd January :   College reopens after Winter Break
6th January :   Submission of Examination form with exam fees.
6th January: XII-classes- Preliminary (Theory) Exam begins
6th January: XI classes -2nd Internal Evaluation begins
18th January: XIIsc- Practical Board Exam begins
18th January: XII Oral Exam begins
28th January: XIIsc. Open day
28th January: XIIArts & XIIcom. Open day
29th - 31st January: Class test of Sem II, Sem IV and Sem VI
29th - 31st January: Submission of Assignments of Sem II, Sem IV and Sem VI
17th February: A.T.K.T. Exam of Sem II, Sem-IV and old course
17th February: Practical Exam of Sem II, Sem-IV (Regular and A.T.K.T.) begins
1st March :   Regular Exams II Term / Semester End Exam / ATKT of all
classes starts
1st March: XI classes-Oral exam begins
1st March: XI sc- Final Practical exam begins
3rd March onward: Semester End Exam of Sem II and Sem-IV begins
20th March: Additional exam of Sem I and Sem-III
22nd March: XI classes- Final theory exam begins
1st April :   Declaration of Results of F.Y./S.Y.Classes
10th to 15th April: Declaration of result of Sem II and Sem-IV
20th to 29th April: Admission of S.Y. and T.Y. Classes will be completed.
20th to 30th April: Additional exam of Sem II, Sem-IV will be conducted.
30th April :   Staff Common Room Meeting at 11.30 a.m.
1st 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		3		1				
Dr. Shaikh Ahamed Mohd. Hanif			2						
Dr. Shaikh Julekha Abdullah			1		1				
Dr. Nilima N.Dixit			2						
Prof. Ms. Ansari Shagufta Parveen Abuzar			2						
Dr. Mohammed Moghees				2					
Dr. Abdul Majid Ansari			1	1	1				
Dr. Sirajuddin H. Chougle					1				
Prof. Mrs. Hani Rakhshandah Aamir				1					
Prof. Avinash W. Ingole		1	1		1				
Mrs.Mayurakshi S.Mitra		3	1	2	1				
Dr.Rama Vinod Singh		1		2	2				
Dr. Leena D. Prabhu	1								
Dr.Nigvendrakumar Sharma	1		3						
Prof. Hydery Wasim Ahmed Nizamuddin			1						
Dr. Poonamlata S. Yadav			1						
Prof. Karen A. Miranda	1	1			1				
Dr. Kazi Majid Rafiuddin				1					
Prof. Ms. Ugeshkumari Singh			1						
TOTAL	4	6	19	9	9	0	0	0	0

Details regarding Minor Projects sponsored by the University	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Prof. Ms. Ugeshkumari Singh	2012-13	University of Mumbai	13900	11120

Details on research publications	Peer Review Journals			e-Journals			Conference proceedings		
	I	N	S	I	N	S	I	N	S
Ms.Bushra M.Shaikh							1		
Dr. Shaikh Julekha Abdullah								1	
Dr. Mohammed Moghees	2								
Dr. Abdul Majid Ansari	1								
Prof. Avinash W. Ingole							1	1	
Mrs.Mayurakshi S.Mitra	1								
Dr.Rama Vinod Singh							1		
Dr. Mehmood Alam Khan	1								
Prof. Karen A. Miranda								1	
Dr. Kazi Majid Rafiuddin		4							
TOTAL	5	4					3	3	

No. of books published	With ISBN No.	Without ISBN No.	Chapters in Edited Books
Dr. Abdul Majid Ansari	1		
Dr. Sirajuddin H. Chougle	2		
Dr.Rama Vinod Singh			1
Dr. Mehmood Alam Khan	1		
Dr. Kazi Majid Rafiuddin			6
Total	**4**	**0**	**7**

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 2012-13 a whooping amount of Rs. 69610/- was distributed among the needy students. On an average 50 students per year are benefitted with this scheme. In the academic year 2012-13 almost 34 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	2012-13	
	No. of Beneficiaries	Amount
Arts		
Male	Nil	0
Female	9	18050
Total	9	18050
Science		
Male	2	5440
Female	12	24800
Total	14	30240
Commerce		
Male	2	3620
Female	9	17700
Total	11	21320
Total	**34**	**69610**

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 desigining 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

	Degree College									Total
	Arts			Commerce			Science			
Year	F.Y.	S.Y.	T.Y.	F.Y.	S.Y.	T.Y.	F.Y.	S.Y.	T.Y.	
2012-13	27	38	22	53	26	31	37	33	46	313

Annexure (V) : ACADEMIC CALENDER

ACADEMIC CALENDER
FIRST HALF 2013 - 2014

10th June: Degree College reopens after Summer vacation and TERM I starts
11th June: Commencement of lectures for TY.B.A./ B.Sc. / B.Com, SY.B.A./ B.Sc. / B.Com.
15th June: Junior College reopens after Summer vacation and TERM I starts
16th 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.
20th august   Formation of student's council
19th to 23rd August: Class Test for Degree College. (Final Dates will be notified)
5th August: Vocational guidance & motivational Programme for students.
5th to 9th August: Science Week
26th to 331st August: 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
5th Sept: Teachers' Day celebration
Sept: Natures Trial (Sarus Nature Club)
23rd to 28th Sept: Practical Examination (Sem-I,III & V) (Final Dates will be notified)
1st to 14th October: Degree College Semester End Examination for Sem-I,III & V
1st to 14th October: Junior College Terminal Examination for XI & XII classes
1st November
To   **Diwali vacation**
24th November

ACADEMIC CALENDAR
SECOND HALF 2013 - 2014

25th November, 2013 :   College reopens after Diwali Vacation : Lectures resume as per Time Table
25th to 30th November, 2013: Notification of assignment topics for Sem II, Sem IV and Sem VI
10th December 2013:   Declaration of Semester-End-Exam/ATKT Exam Results of Sem-I,Sem-III.
17th December 2013:   Annual Athletic Meet at University pavilion

18th December 2013
   To   **PARVAAZ CULTURAL WEEK**
24th December 2013
26th December, 2013
   To   **Winter Vacation**
1st January, 2014

Date	Event
2nd January 2014 :	College reopens after Winter Break
6th January, 2014:	Submission of Examination form with exam fees.
6th January, 2014:	XII-classes- Preliminary (Theory) Exam begins
6th January, 2014:	XI classes -2nd Internal Evaluation begins
18th January, 2014:	XIIsc- Practical Board Exam begins
18th January, 2014:	XII Oral Exam begins
28th January, 2014:	XIIsc. Open day
28th January, 2014:	XIIArts & XIIcom. Open day
29th,30th, 31st January, 2014:	Class test of Sem II, Sem IV and Sem VI
29th,30th, 31st January, 2014:	Submission of Assignments of Sem II, Sem IV and Sem VI
17th February, 2014:	A.T.K.T. Exam of Sem II, Sem-IV and old course
17th February, 2014:	Practical Exam of Sem II, Sem-IV (Regular and A.T.K.T.) begins
1st March 2014 : classes starts	Regular Exams II Term / Semester End Exam / ATKT of all
1st March, 2014:	XI classes-Oral exam begins
1st March, 2014:	XI sc- Final Practical exam begins
3rd March 2014 onward:	Semester End Exam of Sem II and Sem-IV begins
20th March, 2014:	Additional exam of Sem I and Sem-III
22nd March, 2014:	XI classes- Final theory exam begins
1st April 2014 :	Declaration of Results of F.Y./S.Y.Classes
10th to 15th April 2014:	Declaration of result of Sem II and Sem-IV
20th to 29th April, 2014: completed.	Admission of S.Y. and T.Y. Classes will be
20th to 30th April, 2014: conducted.	Additional exam of Sem II, Sem-IV will be
30th April 2014 :	Staff Common Room Meeting at 11.30 a.m.
1st May 2014:	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