Khairul Islam Higher Education Society's

Maharashtra College

of Arts Science and Commerce

Annual Quality Assurance Report

(AQAR)

(2013-2014)

INDEX

Part – A

1. 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.Mohmmed Abdul Waheed

Tel. No. with STD Code:	022-23081664

Mobile:	09869382271

Name of the IQAC Co-ordinator:	Dr.Pathan Dawood Moiz 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)*   2013--2014

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)
 iv.   AQAR 2012-2013 (14/11/2014)

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

2.4 No. of Management representatives
01

2.5 No. of Alumni
01

2. 6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists
01

2.8 No. of other External Experts

2.9 Total No. of members
13

c2.10 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 and proposed the implementation of
>
> - Renovation of computer laboratory.
> - Relocating the canteen in the space available between the main building and annex building
> - CCTV installation.

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

> The renovation of computer laboratories has not yet started due to some constraints.
> Building of canteen between the main building and annex building was finalized.
> Renovation of building is still in progress.
> CCTV installation process has started
> The CAS process was completed successfully and the files were sent to the university.

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	04
Trimester	00
Annual	0

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.

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	28	16	0	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
28	09	16				02		46	9

2.4 No. of Guest and Visiting faculty and Temporary faculty   01   07   08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	10	20*
Presented papers	**05**	27	Nil
Resource Persons	Nil	01	Nil

*1 state level and 19 workshops

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

The faculty utilizes Audio Visual aids, working models, Power Point Presentation, Overhead Projectors, charts in addition to the traditional chalk and talk teaching method. Study tours 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 Guidelines

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

0   0   1

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme		Total no. of students appeared	GRADE								
			O	A	B	C	D	E	FAIL	ABS	Pass %
B. A.	ECONOMICS	21		5	8	1	2		5		76.19
	SOCIOLOGY	27		01	04	06	01		15		44.44
	ENGLISH	06			1	1	1		2	1	50
	URDU	13		3	7	2	1			2	100
	ARABIC	01			01						100
	MARATHI	1							1		00
	HINDI	06		01	03		01		01		83.33
	ISLAMIC STUDIES	05		3	1		1				100
	POLITICAL SCIENCE	11		1	05	0	3		2		81.81
	HISTORY	14			8	1	2		3		78.57
B. Sc	ZOOLOGY	8	2	6							100
	BOTANY	21	11	9					1		95.2
	PHYSICS	5	0	1	2				2		60
	MATHS	13	8	4					1		92.3
	CHEMISTRY	30	1	7	8	1			13		56.66
	COMPUTER SCIENCE	17		4	7	1			5		70.58
	INFORMATION TECHNOLOGY	16							7		56.25
B. Com		166		14	35	42	15	1	60		63.14

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**06**
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	**03**
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	**02**
Others (short term course)	**01**

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**25**	**12**		
Technical Staff	**25**	**05**		**19**

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	1			
Outlay in Rs. Lakhs	7.03			

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02	3	
Outlay in Rs. Lakhs		1.90	4.55	

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		01	
e-Journals	17		
Conference proceedings	01	15	

3.5 Details on Impact factor of publications:

Range   0.1075   Average   -   h-index   -   Nos. in SCOPUS   01

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	14.16	UGC	3.5	2.625
Minor Projects	14.16	ICSSR	0.8*	-----
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	13-14	MUMBAI UNIVERSITY	.25	.20
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			4.55	2.825

* The amount has been received by Dr. Ananda (Sophia College) as the Principal Investigator

3.7 No. of books published   i) With ISBN No. ☐ 10   Chapters in Edited Books ☐ 01

ii) Without ISBN No. ☐ 0

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   NA

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 ☐ 10

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 ☐ 2.625   From Management of University/College ☐ 0.2

Total ☐ 2.825

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   NIL

Total	International	National	State	University	Dist	College

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

04

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: NIL

University level   State level

National level   International level

3.22 No. of students participated in NCC events:

University level   State level   54

National level   International level

3.23 No. of Awards won in NSS: NIL

University level   State level

National level   International level

3.24 No. of Awards won in NCC: NIL

University level   State level

National level   International level

3.25 No. of Extension activities organized

University forum   College forum   25

NCC   4   NSS   NIL   Any other   01

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

- 50-60 saplings planted by NCC cadets at Kalwa Hill with a slogan " One Cadet One Tree".
- NCC Cadets donated blood at Blood Donation Camp organised by our college.
- Anti-drug rally was organised by NCC cadets in the presence of D.D. G. (Brigadier S. Grehwaal.)
- Blood Donation Camp is organised by the Commerce department with the collaboration of Masina Hospital.
- Collection of unused medicine and distributed to weaker section through charitable clinics.

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 mt		KIHE's	6160 sq mt
Class rooms	30			30
Laboratories	12		UGC	12
Seminar Halls				
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	32		KIHE's/M.L.A fund/ M.P donation	
Value of the equipment purchased during the year (Rs. in Lakhs)	9.60			
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	22126		634	68567	22760	1131062
Reference Books	50613		48	13162	50661	13162
e-Books						
Journals	46		46	35255	46	35255
e-Journals	01				1	5000
Digital Database						
CD & Video						
Others (specify) Book bank	17828		822	62889	18650	1417400

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	150	5	150	4	1	16	7	07
Added	01	0	01	0	0	0	0	0
Total	151	5	151	4	1	16	07	07

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   1.169

ii) Campus Infrastructure and facilities   0.94853

iii) Equipments   0.186

iv) Others   1.3042

Total :   3.60773

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
1436	02		

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
492	34.26

Women

No	%
944	65.74

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1222				01	1223	1434				02	1436

Demand ratio   2/3   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 ☐   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   325

5.7 Details of campus placement   NIL

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

5.8 Details of gender sensitization programmes

> The Women Development Cell (WDC) is active in sensitizing the issues related to gender among both, the male and the female students. Its continuous efforts are showcased in the many activities organized by them such as Film Screenings on eve-teasing, Poster Competition, Slogan Writing Competition and Guest Lectures on the health issues of female students and teachers

5.9 Students Activities

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

State/ University level   76   National level   NIL   International level   NIL

No. of students participated in cultural events

State/ University level ☐   National level ☐   International level ☐

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

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

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	70	151800
Financial support from government	NIL	NIL
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

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   [02L]

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**

6.2 Does the Institution has a management Information System   YES

> 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 presentations and participate in seminars.

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 with the guidelines of the government of Maharashtra and University of Mumbai. Highly qualified staff is recruited to maintain quality. Selection is exclusively done on 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 list is displayed on notice boards. Details regarding rules and regulations; scholarships; fee structure, subject combinations and examination pattern is given in updated prospectus. The students are also informed 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

14, 07,920

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	---	NO	---
Administrative	YES	Singhvi & Co.	YES	Mirza & Associates

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

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

> Non-teaching staff members are encouraged to pursue further education. Their duty timings are adjusted in accordance with their timings of lectures and practicals.
>
> The management renders financial support to staff in the event of delay in payment of salaries by the government.
>
> The 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 $25^{o}C$.
> 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. <u>Innovations and Best Practices</u>

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

- Teachers monitor and see that students are wearing valid I card and restrain from using mobile in the college campus
- Installation of CCTV camera has helped to maintain discipline among the students

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

Following were the proposals made:
- ➢ **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 were the implementations:
- ➢ **Renovation of the building continued.**
- ➢ **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 work.**
- ➢ **Chairs and sofa has been replaced in staff common room as part of our the to upgrade the infrastructure of the college.**
- ➢ **The library computerization was 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

Signature of the Coordinator, IQAC

Dr. Mohammed Abdul Waheed

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 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	

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 :   Regular Exams II Term / Semester End Exam / ATKT of all classes starts

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:   Admission of S.Y. and T.Y. Classes will be completed.

20th to 30th April, 2014:   Additional exam of Sem II, Sem-IV will be conducted.

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

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	2				
Dr. Ansari Abdul Qaiyum M.Ismail					2				
Dr. Shaikh Julekha Abdullah		1			1				
Dr. Nilima N.Dixit			2						
Prof. Ms. Ansari Shagufta Parveen Abuzar	1	1	1						
Dr. Mayuri Ravindra Joshi		1	1						
Dr. Mohammed Moghees					2			1	
Dr. Abdul Majid Ansari					3				
Dr. Sirajuddin H. Chougle					3				
Prof. Mrs. Hani Rakhshandah Aamir		1	3	1	1				
Prof. Avinash W. Ingole			3		3				
Ms. Shanti Yesudas Polamuri			3						
Mrs.Mayurakshi S.Mitra					1				
Prof. Rahana G.Vadgama					1				
Dr.Rama Vinod Singh	1	3		2	2				
Dr. Leena D. Prabhu			2						
Prof. Mrs. Vahida Y.Shaikh			1						
Dr. Mehmood Alam Khan		1			1				
Prof. Sabahat Parveen Iqbal Ahmed		1	1						
Prof. Hydery Wasim Ahmed Nizamuddin					1				
Dr. Poonamlata S. Yadav		1							
Prof. Karen A. Miranda			2	1	2				
Prof. Ms. Ugeshkumari Singh			1		1				
Dr. Arshad Ali Haider					1				
TOTAL	2	10	20	5	27	0	0	1	0

Details regarding Minor projects	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Dr. Ansari Abdul Qaiyum M.Ismail	2013-16	UGC	350000	262500
Prof. Karen A. Miranda	2013-14	ICSSR	80000	-------
Dr. Rafi Ahmed Alauddin	2013-14	University of Mumbai	25000	20000

Details on research publications	Non-Peer Review Journals			e-Journals			Conference proceedings		
	I	N	S	I	N	S	I	N	S
Ms.Bushra M.Shaikh				1				2	
Dr. Ansari Abdul Qaiyum M.Ismail				1				2	
Dr. Sayed Abrar Ahmed Sayed Fakir Ahmed				2					
Dr. Shaikh Julekha Abdullah								1	
Dr. Nilima N.Dixit				10					
Dr. Abdul Majid Ansari								1	
Dr. Sirajuddin H. Chougle				2				2	
Prof. Mrs. Hani Rakhshandah Aamir								1	
Prof. Avinash W. Ingole								2	
Prof. Rahana G.Vadgama								1	
Dr. Mehmood Alam Khan				1					
Prof. Karen A. Miranda							1	1	
Dr. Kazi Majid Rafiuddin		1							
Prof. Ms. Ugeshkumari Singh								1	
Dr. Arshad Ali Haider								1	
TOTAL		1		17			1	15	

No. of books published	With ISBN No.	Without ISBN No.	Chapters in Edited Books
Dr. Abdul Majid Ansari	5		
Dr. Sirajuddin H. Chougle	4		
Prof. Avinash W. Ingole			1
Dr. Kazi Majid Rafiuddin	1		
Total	10	0	1

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 Secretory (Member of teaching faculty). On an average students receive Rs. 2000/- to Rs. 2500/- as financial support. For the much needy student the fund amount may be raised to Rs. 3000/-. The duration required for receiving of financial support is on an average of one week from the time of submission of application form. In urgent cases especially at the time of admission, the duration of receiving financial support is reduced to couple of hours.

5) **Evidence of Success:**

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

Every year approximately an amount of Rs. 1 lakh is distributed among the needy students under SAF scheme. In the academic year 2013-14 a whooping amount of Rs. 151800/- was distributed among the needy students. On an average 50 students per year are benefitted with this scheme. In the academic year 2013-14 almost 70 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	2013-14	
	No. of Beneficiaries	Amount
Arts		
Male	1	2500
Female	15	34300
Total	16	36800
Science		
Male	6	14000
Female	17	37000
Total	23	51000
Commerce		
Male	15	29700
Female	16	34300
Total	31	64000
Total	**70**	**151800**

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.	
2013-14	21	25	16	27	34	21	61	40	31	276

Annexure (V) : ACADEMIC CALENDER
ACADEMIC CALENDER
FIRST SEMESTER 2014 - 2015

9th June:	Degree College reopens after summer vacation and TERM I starts
9thJune:	Meeting of HOD's with the Principal as per schedule displayed on NB
10th June:	Commencement of lectures for TY.B.A./ B.Sc. / B.Com, SY.B.A./ B.Sc. / B.Com.
11th June:	Junior College reopens after Summer vacation and TERM I starts
11th June:	Meeting of Junior College Teachers with the Principal as per schedule displayed on NB
12th June:	Commencement of lectures for SYJC(Arts, Science and Commerce)
21st June:	Submission of Individual and departmental Time Table alongwith Year Plan of 2014-15
June	Admission Programme for FYBA, FYBSc, FYBSc(IT), FYBSc(Comp.Sc.) FYBCom as per University schedule
June/ July: (Dates will be notified)	Orientation programme of FYBA FYBA, FYBSc, FYBSc(IT), FYBSc(CS.) FYBCom
9th July:	Founders Day – Dr. Rafiq Zakaria Memorial Lecture
June/July:	Admissions for FYJC (Arts / Science/Commerce) as per Govt. schedule. (Dates will be notified)
June/July:	Orientation programme of FYJC (Arts, Science & Commerce) students+ Parent's Meeting. (Dates will be notified)
1st July:	Opening of Counseling Centre and Help Center for the students.
1st July:	Opening of Women Cell and Help Center for girl-students.
4st August	LMC meeting
4th August:	Vocational guidance & motivational Programme for students.
4th to 9th August:	Science Week
5th August:	"Development of Entrepreneurship" Project
11th August:	Submission of Attendance report to the committee for June and July
11th August:	Blood Donation Camp
12th August:	Purchase Committee Meeting
20th August	Formation of student's council
21st August:	Annual Prize Distribution
22nd August:	Submission of Attendance and action taken report by the committee to the Principal
19th to 23rd August:	Class Test for Degree College. (Final Dates will be notified)
25th to 30th 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(Dates will be notified)
5th Sept:	Teachers' Day celebration
6th Sept:	Shyam Kishan Nigam Urdu elocution competition
Sept:	Natures Trial & Nature Club Activities (Sarus Nature Club) (Date will be notified)
22nd to 27th Sept:	Practical Examination (Sem-I,III & V) (Final Dates will be notified)
27th Sept:	Submission of Syllabus completion Report of SEM-I,SEM-III & SEM-V
27th Sept:	Submission of Syllabus completion Report of XI &XII classes of I TERM
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
18th October To 9th November	**Diwali vacation**

SECOND SEMESTER 2014 - 2015

10th November**:**	College reopens after Diwali Vacation : Lectures resume as per Time Table
17th November **:**	Declaration of Term-End-Test/ATKT Exam Results of all F.Y. and S. Y. Classes
18th November:	Planning Forum Programme
6th December**:**	**A**ll-round Best Student Selection
13th December**:**	Interview of Best Student Selection
15th December:	Release of College Magazine
17th December:	Annual Athletic Meet at University pavilion

21st December
To **:**   **PARVAAZ Celebrations**
24th December

26th December
To **:**   **Winter Vacation**
1st January

2nd January**:**	College reopens after Winter Break
2nd January**:**	Orientation & feedback programme of SYJC (Arts, Science & Commerce) students+ Parent's Meeting
5th Jan:	Mohammed Ali Mitha Intercollegiate Bait Bazi Competition
6th to 10th Jan:	Class Test for Degree College. (Final Dates will be notified)
5th to 10th Jan:	2nd Unit Test for XI classes. (Final Dates will be notified)
5th to 10th Jan:	Preliminary Examination Junior college XII classes (Final Dates will be notified)
10th Jan:	Submission of Attendance report to the committee for November and December
24th Jan:	Submission of Attendance and action taken report by the committee to the Principal
9th to 14th Feb:	Practical Examination of XII Science (Final Dates will be notified)
14th March:	Orientation & feedback programme of SY & TY (Science) students
16th to 21st March:	Practical Examination of XI Science (Final Dates will be notified)
20th March:	Submission of Syllabus completion Report of SEM-II,SEM-IV & SEM-VI
20th March:	Submission of Syllabus completion Report of XI &XII classes of II TERM
21st March:	Orientation & feedback programme of SY & TY (Arts & Commerce) students
23rd March onward:	Final Theory Examination for XI classes
25th March:	Meeting of HOD's & Junior college Teachers with the Principal as per schedule displayed on NB
4Th April:	Submission of Mark sheet of XI classes
6th April:	LMC Meeting
11th April:	Submission of Report of curricular and co-curricular activities during 2014-15
17th to 20th April:	Declaration of Result of XI classes and FY and SY classes
20th to 30th April:	Admission Processes of Junior and Degree College to be completed
30th April**:**	Staff Common Room Meeting-Last Working Day

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