

**JNAN VIKAS MANDAL'S**  
**AMRITLAL RAICHAND MEHTA DEGREE COLLEGE OF ARTS,**  
**MOHANLAL RAICHAND MEHTA DEGREE COLLEGE OF COMMERCE,**  
**DIWALIMAA MEHTA DEGREE COLLEGE OF SCIENCE,**  
**(DR.) R. T. DOSHI COLLEGE OF COMPUTER SCIENCE,**  
**AIROLI, NAVI MUMBAI-400708**  
**DISTRICT THANE**  
**MAHARAHSTRA STATE**



**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Academic Year 2013-2014**

**Submitted to National Assessment and Accreditation Council, Bangalore**

**Track ID: MHCOGN 13016**

# The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2013-2014

## 1. Details of the Institution

1.1 Name of the Institution

Jnan Vikas Mandal's M.R. Mehta Degree College of Commerce Diwali Maa Degree College of Science, A.R.Mehta Degree College of Arts, & Dr .R. T. Doshi College of Computer Science

1.2 Address Line 1

Plot No.09, Sector 19.

Address Line 2

City/Town

Airoli, Navi Mumbai

State

Maharashtra

Pin Code

400708

Institution e-mail address

jvm\_collegeairoli@yahoo.co.in

Contact Nos.

022 - 27797245 (Office)

Name of the Head of the Institution:

Dr. Mrs. Leena Sarkar

Tel. No. with STD Code:

022-27791470

Mobile:

9869054583

Name of the IQAC Co-ordinator:

Dr. Surekha Verma

Mobile:

8097747192

IQAC e-mail address:

iqacmehtacollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 13016

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/61/A&A/59 , Dt15-09-2012

1.5 Website address:

www.jnanvikasmandal.com

Web-link of the AQAR:

www.jnanvikasmandal.com/College and Degree College Airoli/AQAR-2013-14.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.82	2012	15 <sup>th</sup> Sept 2012 to 14 <sup>th</sup> Sept 2017
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

20/04/2011

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

AQAR for the year 2013-2014 is submitted to NAAC on 25<sup>th</sup> March 2017

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

The institution has been granted minority status (linguistic) by the Govt. of Maharashtra

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5+1(Principal)"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

2.11 No. of meetings with various stakeholders: No. 15 Faculty 08

Non-Teaching Staff /Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC has taken the following initiatives for the implementation of the vision and mission of the college

- a) Teaching Staff Members are encouraged to register themselves for Ph.D.
- b) Teaching staff members are encouraged to participate in workshops and conferences.
- c) Faculty is encouraged to present research papers in National/International Seminars.
- d) Opportunities are provided to slow learners by being allowed to keep the term in higher standards.
- e) Faculty members are encouraged to publish research papers in Journals.
- f) Faculties members are encouraged to organize both indoor and outdoor sports activities for the learners.
- h) The IQAC encourages the faculty members to organise cultural competitions at the college, inter-collegiate and University level.

## 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 to be achieved by the end of the year

Plan of Action	Achievements
A) Students Attendance and Discipline	A) The details of students' attendance was analysed, defaulters list displayed and parents were informed about the same. As a result the general attendance of the students has improved.
B) More involvement of Alumni and Parents in the college activities	B) A number of Meetings and Interactions with parents and alumni was undertaken and they too were involved in the progress of the institution as a stakeholder.
C) Guest Lecture Series to be Organised for final year students	C) A number of guest lectures /exam-oriented lectures were arranged for final year students.
D) Organization of Intra and Inter collegiate events	D) Number of cultural activities were organized during the academic year by all departments.
E) Enhancement of students Support	E) Efforts were made to bring more number of students under various students support schemes of the Govt. and local bodies.
F) Conduct of Remedial Lectures for slow learners and learners likely to be drop out.	F) The remedial lectures had a positive effect on the performance of the slow learners and other needy students.
G) Industrial Visits and Study tours to be organized	G) Industrial Visits were conducted and study tours were also arranged for the benefit of the students.
H) It is decided to conduct many sports activities for the students	H) Many Students have participated in the sports activities conducted for them.
I)To conduct administrative audit of the Institution as effective administration is the base for institutional progress.	I) Administrative Audit was conducted and necessary actions were taken based on the recommendations referred in the Audit Report.

Academic Calendar for the academic year 2013-2014 was prepared in the beginning of the academic year and was implemented.(Annexure 1 )

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

In the beginning of the academic year 2013-2014, the plan of action was placed before the management for approval. The management not only approved the proposal but also assured its support to the IQAC for the effective implementation of the plan of action.

## 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	<b>04</b>		<b>04</b>	--
UG	<b>08</b>		<b>08</b>	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	
Diploma				
Certificate				
Others	--	--	--	
<b>Total</b>	<b>12</b>	--	<b>12</b>	--

I Interdisciplinary	--	--	--	--
I Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	<b>12</b>
Trimester	
Annual	--

The institution adopts the pattern of programmes designed by the University. The learners have been given a number of options for selecting the programme of their choice like B.Com, B.Sc, B.M.S, B.B.I, B.A.F, B.M.M etc.

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

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

Regular feedback has been taken from the stakeholders from time to time. Proper analysis of the same has been done and the outcome of such feedback has been utilized in various academic activities. (Annexure- II )

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

**Details of Change in Syllabus**

**2013-14**

Department	Class	Sem	Subjects	Mark((√) in case of change	Salient aspects
Chemistry	T.Y	V	Chemistry	✓	Old syllabus distributed in two semesters
	M.Sc.	III	Theoretical Organic Chemistry-I	✓	Conformational analysis of medium rings, reduction of cyclohexanones and oxidation of cyclohexanols, formation of Vitamin-D, Photo fries, Barton, aza-di-pi methane reaction
			Synthetic organic chemistry-I	✓	Wacker process, Heck reaction, Wittig-Horner reaction, Bamford-stevens reaction, Julia olefination, Bestmann-Ohira reagent, Barton-Kellogg olefination
			Natural products and spectroscopy -I	✓	Nomenclature of momocyclic heterocycles, Alkaloids,
			Medicinal and bioorganic chemistry-I	✓	Amino acids, peptides and proteins ; chemical and enzymatic hydrolysis, secondary structures, super secondary structure and tertiary structure of proteins. Biomolecules-II Biosynthesis of selected natural products
	M.Sc	IV	Theoretical Organic Chemistry-II	✓	Yukawa-Tsuno equation, Uses of Hammett equation, deviations, dual parameters, Dimroth's parameter, crown ethers, cryptands, cyclodextrins, Isotopic dilutions methods, enzymatic method, cotton effect, newer method of asymmetric induction, aldol reactions, Cram's rule, asymmetric amplification
			Synthetic organic	✓	Hunsdiecker halodecarboxylation, autooxidation, prostaglandin A2,

			chemistry-II		atropine and camphor, cryptands, micelles, cyclodextrins, bonding in transition metal complexes, oxidative addition reductive elimination, migratory insertion, application of samarium iodide, Sc(OTf) <sub>3</sub> and Yb(OTf) <sub>3</sub> as catalyst in DA, FC, oxidation reaction
			Natural products and spectroscopy -II	✓	Naturally occurring insecticides, NOESY and ROESY, Application of NMR in medicine
			Medicinal bioorganic and green chemistry-II	✓	Soft drugs, Enzymes in organic synthesis.(7L) Green Chemistry (15L)
IT	T Y	V	Network Security		Few topics were removed from the 3rd unit
			ASP.NET with C#		New topics were added in the last 6th unit
			Software testing		New topics were added in the last 4th unit
			Adv. Java		Few topics were removed from the 3rd unit
			Linux Administration		Few topics were added in the last 6th unit
		VI	Internet Technology		Few changes are done in 5th unit
			DSS		Old subject DSS is removed and GIS is added.
			Data ware housing		Few changes are done in 5th unit
			Project Management		Few changes are done in 6th unit
			Project		
CS	T	V	DCN		Subjects are changed .
			Adv. Java		The old subjects were
			O.S.		SS,Adv Java,OS,OOAD
			Adv. DBMS		,AC-I(Web)
			AC-I		Subjects are changed .
		VI	DCN		Subjects are changed .
			Adv. Java		The old subjects were
			Linux		DCN,Adv Java,Unix,SSAD,
			Soft. Engg.		AC-II(.Net)
			AC-II		
Grp.3 & Project					

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

During the current academic year no new Department/Subject/Course has been introduced.

### Criterion – II

#### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	46	-	-	1(Librarian)

2.2 No. of permanent faculty with Ph.D.

3

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
07	-	-	-	-	-	-	-	07	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

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01

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	02	04	Nil
Presented papers	Nil	Nil	Nil
ResourcePersons	Nil	Nil	Nil

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

- Recap of the details of previous lecture in the subject is given to the learners to maintain continuity.
- The details of topics and sub-topics to be taught are given to the learners well in advance.
- Simple class tests are conducted after the completion of each lesson/chapter to ascertain the extent of learning by the learners.
- Learners are given home assignments, projects and surveys as per the requirements to enable them to have independent learning.

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- As an affiliated college, examination evaluation reforms are adopted as directed by the University. This includes coding and masking of answer books, supply of photo copy of the assessed answer books, revaluation etc.
- At the college level, providing question bank, giving assignments, solving previous year's question papers, conducting of preliminary examination etc. have been followed for the benefit of the students.
- Students who were caught using unfair means in the examinations are heard in person. After a fair trial, necessary punishment is imposed only after ascertaining that the concerned student is found guilty.
- The time-table of the examinations conducted at the college is framed in such a way that the students get atleast one day break for every subject.
- In the periodic Parents-Teachers Meet the faculty members brief the parents regarding marking scheme, ratio of marks for internal and external examination, examination schedule and timings of examinations.

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

Nil	-	-
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2.10 Average percentage of attendance of students 

75
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2.11 Course/Programme wise distribution of pass percentage:

Programmes	SEM	No. of Students Appeared	Distinction	First Class	Second Class	Pass Class	Pass %
T.Y.B.Com.	V	315	-	22	-	-	47.20%
T.Y.B.Com.	VI	313	-	15	86	-	63.05%
T.Y.B.Sc.	V	17	01	-	-	04	29.41%
T.Y.B.Sc.	VI	17	-	02	-	08	58.82%
T.Y.B.Sc. C.S.	V	21	-	03	04	03	48.00%
T.Y.B.Sc. C.S.	VI	21	-	02	02	-	43.00%
T.Y.B.A.	V	23	-	04	04	08	69.57%
T.Y.B.A.	VI	23	-	03	02	02	30.43%
T.Y.B.B.I.	V	24	-	06	-	06	50.00%
T.Y.B.B.I.	VI	24	06	02	-	-	33.00%
T.Y.B.A.F.	V	45	-	13	-	14	60.00%
T.Y.B.A.F.	VI	45	-	06	-	14	44.00%
T.Y.B.M.S.	V	51	-	02	02	06	19.6%
T.Y.B.M.S.	VI	50	-	06	08	21	70.00%
T.Y. B.Sc. I.T.	V	55	-	17	06	07	55.00%
T.Y. B.Sc. I.T.	VI	55	-	10	12	24	84.00%
M.Sc.I.T.	III	08	-	-	-	-	NIL
M.Sc I.T.	IV	09	-	-	-	-	NIL
M.Com.-I	I	53				31	58.5
M.Com.-I	II	45				23	51.11
M.Com.-II		36	-	-	-	21	58.33%
M.Sc Chem.	III	08	-	-	-	03	37.5%
M.Sc Chem .	IV	09	-	-	-	-	77.77%

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

The IQAC plays a dominant role in monitoring, evaluating the teaching and learning process.

- Class Teachers/Academic Advisors are appointed to furnish the details of the classes under them to the IQAC periodically.
- Class Mentors have been appointed to look after the academic and personal problems of the learners. The Mentors submit their reports to the IQAC for suggestions and guidance
- The Time-Table Committee working under IQAC monitors the lectures, faculty-wise completion of syllabus etc.
- The IQAC analyzes subject-wise / faculty-wise examination results for further progress.
- Students' feedback is taken regarding the teaching by the faculty members.
- Projects are assigned and surveys are arranged by the IQAC.
- Under its guidance, periodical class tests, group discussions, question and answer method of teaching etc. are arranged.
- Feedback from the parents and the alumni is obtained for further progress.
- On the recommendation of the IQAC, certain activities related to fine arts, performing arts, enhancing of verbal skills, sports activities, social activities, exhibition and guest lectures are organised.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	04
Others	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	32	-	-	02
Technical Staff	01	-	-	

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- The Research committee constituted for promoting research climate in the institution held meetings of the faculty periodically to share their research findings and experiences at seminars.
- The faculty presented research papers which apart from enhancing their knowledge contributed to improving their scores.
- Lecture on research promotion was held by the eminent faculty members of other institutions to promote research climate in this institution.
- Special lecture on research methodology was arranged for the benefit of faculty researchers.
- Concession in the teaching workload was given to the faculty members involved in research.

##### 3.2 Details regarding major projects

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

##### 3.3 Details regarding minor projects

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

##### 3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

\* **The faculty has published papers in research journals, however the impact factor of these journals is not known.**

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	-	-	-	-
Students research projects ( <i>other than compulsory by the University</i> )	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	03
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

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	<input type="text" value="03"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="07"/>	Any other	<input type="text" value="04"/>

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

**NSS extension activities:**

1. Note book distribution was conducted at Sanjeevdeep Vidyalay, Vangani.
2. Tree plantation drive was conducted in which around 79 saplings were planted.
3. Blood donation camp was conducted.
4. Teaching project was undertaken for students at Vangani.
5. Thalassemia check- up was arranged for students.
6. A disaster management workshop was arranged for students.
7. Our NSS students participated in the parade at Kalina, Mumbai University.
8. Dengue fever awareness campaign was conducted.
9. Awareness about celebrating Eco-friendly Ganpathi was done among the public.
10. Road safety campaign was organised by the students of N.S.S

**Other Activities:**

1. A demonstration session on 'Self Defence Mechanism' was arranged for girl students.
2. A ten days' workshop on 'Self Defence Mechanism' was arranged for girl students.
3. A seminar on Eve-teasing was arranged by the counselling cell.
4. A seminar on 'Confidence Building and Stress Management' was arranged by counselling cell.

### 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	1.5 Acres	---	Management	1.5 Acres
Class rooms	30	---		30
Laboratories	8	---		8
Seminar Halls	1	---		1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	1	---		1
Value of the equipment purchased during the year (Rs. in Lakhs)	7464938	1687930		9152868
Others				

##### 4.2 Computerization of administration and library

- The college has well equipped computer laboratories and other ICT enabled learning resources, which are extensively used for academic and administrative purposes.
- The college has three computer laboratories used by students.
- The college library is equipped with facilities like computers, printers and internet facility.
- The library is fully computerized.
- All the departments and laboratories have computers with internet access.
- The examination department has an independent room with computers and internet facility.
- The College administrative office is well furnished with computers and printers as an added feature.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7167	8,05,091	331	40,637	7498	8,45,728
Reference Books	1687	11,95,879	120	62,200	1807	12,58,079
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	155	55,695	-	-	155	55,695
Others (specify) Maps	24	3,680	-	-	24	3,680

- Library subscribed to NLIST programme under INFLIBNET. Access to more than 6000 journals.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Total
Existing	123	03	03	01	-	11	19	-
Added	03	-	20	-	-	2	-	-
Replaced		-	-	-	-	-	1	-
Total	126	03	23	01	-	13	19	-

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

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#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	3,14,378.00
ii) Campus Infrastructure and facilities	4,71,567.00
iii) Equipments	4,40,129.00
iv) Others	3,45,817
<b>Total :</b>	<b>15,71,891</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The details of support services like freships, scholarships etc. are given in the college prospectus.
- Special coachings are arranged for weak learners. Students were encouraged to participate in N.S.S, N.C.C, Home-Guard, Scout etc. Sports uniform, lunch and refreshment thereof have been provided to the students.
- Flexibility in examination during sports activities was extended to the concerned students.
- Students requiring counselling were provided the same regarding academic and personal matters.
- Career guidance and placement services were conducted in the campus.
- Notice Boards-Through notice boards, social media students were informed about the support services.

#### 5.2 Efforts made by the institution for tracking the progression

- Alumni association had two meetings in the academic year 2013-2014. The institution collected information from the alumni regarding their progress and whereabouts.
- During the year, some students from our college secured admission for PG courses.
- The records of transfer certificate were used to track the academic progress of our ex-students.
- Students' performance and attendance is communicated to students and parents through parents'- teachers' meeting.
- College results are compared with University results. Efforts are made to improve where ever it is required.
- Transference certificates were issued to students who have taken admission to PG - 87(5%)

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1720	148	-	-

(b) No. of students outside the state

14

(c) No. of international students

Men	No	%	Women	No	%
	1003	53.69%		865	46.30%

2012-13						2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1513	182	7	203	03	1948	1456	182	09	221	-	1868

Demand ratio- 1:1.5

Dropout %- 1 %

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

- The faculty guided and encouraged students to prepare for competitive examination post their graduation.
- Mathematics and Statistics department organized aptitude and quiz competition for students. Winners were felicitated with cash prize.
- Coaching is conducted for final year students for quantitative aptitude, general English and Mathematics.
- The college library is well stocked with books and journals for competitive examinations

#### 5.5 No. of students qualified in these examinations

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

### 5.6 Details of student counselling and career guidance

- College has appointed visiting professional counsellor for regular counselling for students who require the same.
- Counselling is provided to the students who are identified by the teachers during their regular lectures.
- Necessary follow up is done to achieve desired results.
- Lectures on career guidance have been arranged by different departments.
- Sessions of student counselling and career guidance were conducted.

No. of students benefitted 14

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	120	16	Details not known

### 5.8 Details of gender sensitization programmes

- Awareness Camp was conducted for female students by Women Development Cell (WDC) on gender sensitization.
- Women’s Day was celebrated in the campus on 8<sup>th</sup> March.
- Women Development Cell (WDC) has arranged a number of programmes for girl students.
- Sessions on Self Defence were arranged.

### 5.9 Students Activities

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

State/ University level 88 National level -- International level --

No. of students participated in cultural events

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

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	2+3=5	17,000.00
Financial support from government	66	8,59,800.00
Financial support from other sources CIDCO	21	Data not available
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

The students actively participated in all events as volunteers and helped the faculty in organizing various activities.

5.13 Major grievances of students (if any) redressed:

- Minor grievances were redressed by the college grievance cell. However no major grievances were reported.

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

<p style="text-align: center;"><b>Vision</b></p> <p style="text-align: center;"><b>To make the institution a centre of academic excellence</b> <b>To ensure quality education accessible to all</b> <b>To tune –in the minds of youth for an ever changing world</b></p> <p style="text-align: center;"><b>Mission</b></p> <p style="text-align: center;"><b>To empower students with knowledge and skill</b> <b>To develop competence for gainful employment</b> <b>To inculcate discipline, commitment and sensitivity</b></p>
--

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

- |   |
|---|
| <ul style="list-style-type: none"><li>• Faculty members regularly attend the workshops and seminars on syllabus restructuring.</li><li>• Heads of the Department hold meeting of faculty members and get feedback from them.</li><li>• Teachers get feedback from the students.</li></ul> |
|---|

6.3.2 Teaching and Learning

- |   |
|---|
| <ul style="list-style-type: none"><li>• Efforts were made to improve the teaching and learning process through the following means :</li><li>• Guest Lecture series and seminars were organized to address the students on various subjects to make them understand the subject matter clearly.</li><li>• Staff and departmental Meetings were held frequently to find out the issues faced in the teaching and learning process and to solve problems satisfactorily.</li><li>• Orientation programmes were conducted by the Principal for the first year students to familiarize them with the infrastructure available in the college.</li><li>• Industrial visits and field trips were organized for the students to make them understand field knowledge related to the curriculum of the subject.</li><li>• Students were encouraged to participate in the inter-collegiate events conducted by our college and other colleges.</li></ul> |
|---|

### 6.3.3 Examination and Evaluation

- Our Institute is affiliated to the University of Mumbai. The college follows the examination system set out by the University of Mumbai.
- The Examination committee of the college prepares the schedule of the first and second Year examinations.
- Faculty completes the syllabus on time to grant students enough time to prepare for examination.
- Revaluation and moderation of the examination papers are done as per the University rules and regulations.
- The students are informed about the types of punishment well in advance about the consequences of using unfair means so that they are discouraged to do the same.
- College examination results are declared within 30 days of the last day of the examination.
- Examination schedule programme-wise is informed to all stakeholders like students, parents, alumni etc. The dates of result declaration of various programmes are informed to all stakeholders.

### 6.3.4 Research and Development

- The Heads of the Department of Commerce and Marathi are pursuing Ph.D programme.
- Faculty Members who are already registered for Ph.D Program are encouraged to complete the same as early as possible.
- Other faculty members are encouraged to register themselves for Ph.D degree in their respective subjects.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library is equipped with book-cases and racks for keeping the library books for the benefit of the students.
- The College has installed CCTV cameras on all the floors and entrance to monitor the discipline of the students.
- EBooks are made available for the faculty and students by the library.
- Required number of tables, chairs and other infra-structure have been provided for students and faculty members.

### 6.3.6 Human Resource Management

- The College authority holds the meeting of the staff to plan the academic activities and its proper implementation.
- Many committees were formed to organize the activities of the college smoothly.
- Many activities in the fields of cultural, sports, academic, field tours etc. were organised for the students.
- Administration is done through a system of work assignment and periodical monitoring. Daily return is taken from non-teaching staff.
- Performance appraisal report is taken of the faculty and non-teaching staff once every six months. The progress of the same is monitored.

### 6.3.7 Faculty and Staff recruitment

- All recruitments of faculty and the staff is done following the University statutes.
- Teaching Posts are advertised .
- Candidates' interviews are taken and selection is done on the basis of merit.
- Oral interviews, demonstration lectures are taken to select the best candidates for teaching posts.

### 6.3.8 Industry Interaction / Collaboration

- Study tours are organized every year by the college. Students are taken on field visits and their interactions are arranged with experts.
- Study- tour reports are prepared and the copy of the same is submitted to the department.

### 6.3.9 Admission of Students

- Admission process is done as per the norms specified by the University. For financially poor students, admission fees are collected on installment basis.
- Admission of the students is done on merit basis. Merit Lists are displayed programme-wise.
- Admission reservation policy is adopted as per govt. norms.

6.4 Welfare schemes for

Teaching	Employees Provident Fund, Gratuity, Group Insurance etc have been adopted.
Non teaching	<ul style="list-style-type: none"> <li>• Uniform and Monsoon wear for Class IV is provided.</li> <li>• Advance against salary is given in case of emergency.</li> <li>• Medical help is given in special cases.</li> <li>• Encouragement is given for further studies.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Lecture on Road Safety is arranged</li> <li>• Group Insurance policy for the students is taken.</li> <li>• First Aid Training is given to them.</li> <li>• Placement Services, Counselling, Medical Care have been extended to them.</li> </ul>

6.5 Total corpus fund generated

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	-	Yes	Principal
Administrative	No	-	Yes	Principal

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

**NOT APPLICABLE**

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

**NOT APPLICABLE**

6.11 Activities and support from the Alumni Association

- Our college alumni association participates in flag hosting ceremony on 'Independence Day' and ' Republic Day' and participates in entertainment programmes.
- The alumni interacts with the faculty members.
- The feedback from the alumni regarding the various constituents of the institution helps in framing the academic and administrative policies of the institution.

6.12 Activities and support from the Parent – Teacher Association

- In the meetings of Parent – Teacher Association (PTA), the parents are informed about the progress of their wards.
- Faculty and parents interact every fourth Saturday of the month to discuss the progress of the learners.

6.13 Development programmes for support staff

- The Department of Accountancy conducts sessions on how to fill up tax returns on taxable income .
- Class III and Class IV Employees are encouraged to enhance their academic qualifications by providing necessary guidance to that effect.
- IT department organized practical session on basic computer operation.

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

- a) Every year NSS cell organizes the tree plantation programme .
- b) Segregation of wet and dry waste is followed .
- c) Green Audit is conducted every year to make the campus eco-friendly.
- d) Lectures are arranged for the students regarding the importance of keeping the environment clean and green.

## 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.

<p>1. <b>Administrative audit</b> : For the first time in this institution , administrative audit was introduced. It is an internal audit to assess the administrative standard of the institution and to identify deficiencies/weaknesses in the areas where more efforts are required for better administration. The audit report has shown various weaknesses of the institution in college administration so also suggested various measures for improvement.</p> <p>2. <b>Library Users Feedback</b>: Feedback is taken from library users like faculty members, learners, alumni and other stakeholders’ to assess and ascertain the standard of services rendered by the college library to them. Such feedback is analysed and the areas in which better services are required are identified and accordingly necessary steps are taken for improvement.</p>
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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action taken report
A.) Students Attendance and Discipline	A.) Lecture-wise, Subject-wise attendance of the students was taken. The details of which were analysed, defaulters list were displayed and parents were informed. The general attendance of the students has improved.
B) To involve Alumni and Parents in the college activities	B) A Number of meetings and interactions with parents and alumni were done and they were involved in the progress of the institution.
C) Guest Lecture Series to be organised for final year students	C) A number of guest lectures /exam-oriented lectures were arranged for final year students.
D) Plan to organize Inter collegiate events	D) Number of cultural activities were organized during the academic year by all the departments.
E) Enhancement of students support	E) Efforts were made to bring more number of students under various students support schemes of the Govt. and local bodies.
F) To conduct remedial lectures for slow learners and for learners likely to be drop out.	F) The remedial lectures had a positive effect on the performance of the slow learners and other needy students.
G) Industrial Visits and Study tours to be	G) Industrial Visit and study tours were

organized .	conducted for the students to impart knowledge beyond classroom.
H) To conduct many sports activities for the students	H) Many Students participated in the sports activities conducted for them.
I) To conduct administrative audit of the institution as effective administration is the base for institutional progress.	I) Administrative audit was conducted and necessary actions were taken based on the recommendations referred in the audit report.

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

1. Feedback from library users and administrative audit.
2. Teaching of music, yoga and meditation for the physical and psychological development of students. Details of these best practices are given in annexure III to AQAR 2013-14.

7.4 Contribution to environmental awareness / protection

1. Green Audit was conducted to identify the areas in which efforts are required to create better environment.
2. Lectures on environment conservation were arranged for creating awareness among the learners towards a clean and green environment.
3. Endangered species were protected in the college campus like snakes by calling the "Sarpmitra."
4. Lectures and seminars were conducted for the students to sensitize them to avoid the use of plastic bags. The students of NSS have taken efforts to educate the people to avoid the use of plastic bags.
5. Environment days like Earth day, Ozone day and Environment day were celebrated in the campus on April 22, September 16 and 5<sup>th</sup> June respectively.
6. Tree plantation program was undertaken in and outside the college campus.
7. Encouraged the public to use eco-friendly Ganpati Idols made out of clay.

7.5 Whether environmental audit was conducted?      Yes       No

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

**Nil**

**8. Plans of institution for next year**

1. **Library Audit:** To conduct the library audit by a specialized person in that area to assess the standard of the college library and provide necessary suggestions for further improvement.
2. **Teachers Placement:** To enhance the quality of teaching, the teachers will have to be placed on higher scale of pay as per Govt. Norms. The teachers eligible for such placement will be asked to submit the necessary documents/papers/certificates etc. to the college office so as to enable the office to prepare the proposal to that effect.
3. **Gender Audit:** The institution proposes to conduct a Gender Audit of the institution so as to analyse the gender inequality in admission, employment, support services, academic performance, participation in various academic, administrative, sports and cultural activities.
4. **Student Satisfaction Survey:** The institution intends to conduct a survey to find out the extent of student satisfaction in this institution pertaining to teaching learning and evaluation, support services etc. and to take necessary steps.
5. **Previous Teachers Association:** The institution plans to form 'Previous Teachers Association' of those faculty members who have left the college for better prospects to involve them in the progress of the institution.
6. **Alumni Association Constitution:** To have a better organised association of the college alumni, the institution intends to prepare and implement the Constitution of the Alumni Association.
7. **Minority Status Applied:** As the college is run by the Trust which is having a linguistic minority in the state of Maharashtra, the college run by the Trust should apply for minority status to the Government.

Name Dr. (Mrs.) Surekha Verma

Name Dr. (Mrs.) Leena Sarkar

Surekha

Leena

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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# ANNEXURE I -AQAR 2013-14

## JVM'S MEHTA DEGREE COLLEGE, AIROLI, NAVI MUMBAI

<b>Academic Calendar 2013-14</b>	
<b>10<sup>th</sup> June 2013: Reopening of college after summer vacation. Staff meeting. Meeting of Head of Departments. Display of time table for second and third year classes on notice board. Classes for third year and second year courses begin. Meeting of various committees with principal.</b>	
Students Council Cell	12 <sup>th</sup> June 2013
I.Q.A.C	12 <sup>th</sup> June 2013
Exam Committee	12 <sup>th</sup> June 2013
Students Grievance Cell	13 <sup>th</sup> June 2013
Admission Committee	13 <sup>th</sup> June 2013
PTA meeting	13 <sup>th</sup> June 2013
Alumni Members Meet	14 <sup>th</sup> June 2013
Library Advisory meeting	14 <sup>th</sup> June 2013
Research Committee	14 <sup>th</sup> June 2013
Women Development Cell	15 <sup>th</sup> June 2013
5 <sup>th</sup> June World Environment Observation day	15 <sup>th</sup> June 2013
N.S.S. Meet	17 <sup>th</sup> June 2013
Counseling Cell meet	17 <sup>th</sup> June 2013
Industrial Visit Meet	17 <sup>th</sup> June 2013
Cultural committee	18 <sup>th</sup> June 2013
Time-table committee	1 <sup>st</sup> July 2013
Orientation for fresher's	2 <sup>nd</sup> & 3 <sup>rd</sup> July 2013
Commencement of lectures for all	1 <sup>st</sup> year classes 4 <sup>th</sup> July 2013
Remedial lectures before ATKT Exams.(Additional exams)	1 <sup>st</sup> July to 11 <sup>th</sup> August 2013
Orientation by Counseling Cell	31 <sup>st</sup> July 2013
LMC	3 <sup>rd</sup> August 2013
Programme by Women Development cell	7 <sup>th</sup> August 2013
Holiday- Eid-UIFitar (RamjanEid)	9 <sup>th</sup> August 2013
Independence Day- Flag Hoisting	15 <sup>th</sup> August 2013
Holiday-RakshaBandhan	20 <sup>th</sup> August 2013
Holiday- Gopal Kala	29 <sup>th</sup> August 2013
Sci-Tech Fair	Fifth week of Aug.2013

Programme by counseling Cell	31 <sup>st</sup> August 2013
Teachers Day Celebration	5 <sup>th</sup> September 2013
Holiday – Ganesh Chaturthi	9 <sup>th</sup> September 2013
Holiday-GauriVisarjan	13 <sup>th</sup> September 2013
Hindi RashtraBhashaDiwas	14 September 2013
L.M.C. Meeting	14 <sup>th</sup> September 2013
Holiday- AnantChaturdashi	18 <sup>th</sup> September 2013
Holiday- Gandhi Jayanti	2 <sup>nd</sup> October 2013
I.Q.A.C. Meeting	3 <sup>rd</sup> October 2013
First Semester Exam	1 <sup>st</sup> Week of Oct. 2013
Holiday-Bakari-Eid	16 <sup>th</sup> October 2013
Exam committee meeting 28 <sup>th</sup> October 2013	
<b>{Every fourth Saturday of the month parent teachers meeting with all faculty members} ( Diwali vacation- from; 31<sup>st</sup> Oct. to 24<sup>th</sup> nov. 2013) Second Semester 2013.</b>	
<b>II<sup>nd</sup> semester 2013.</b>	
<b>25<sup>th</sup> Nov. College reopens after Diwali vacation, Lectures resumes as per time table result analysis, meeting of Head of the Departments.</b>	
Holiday-Moharrum	14 <sup>th</sup> Nov 2013
Time-table committee	19 <sup>th</sup> Nov 2013
Students Council Cell	19 <sup>th</sup> Nov 2013
I.Q.A.C	19 <sup>th</sup> Nov 2013
Exam Committee	19 <sup>th</sup> Nov 2013
Panorama inter collegiate	20 <sup>th</sup> Nov.2013
Students Grievance Cell	20 <sup>th</sup> Nov 2013
Alumni Meeting	20 <sup>th</sup> Nov 2013
Library Advisory meeting	21 <sup>st</sup> Nov 2013
Research Committee	21 <sup>st</sup> Nov 2013
PTA meeting	21 <sup>st</sup> Nov 2013
N.S.S. Meet	22 <sup>nd</sup> Nov 2013
Women Development Cell	22 <sup>nd</sup> Nov 2013
Sports/Athlete	22 <sup>nd</sup> Nov 2013
Counseling Cell meet	23 <sup>rd</sup> Nov 2013
Cultural committee	23 <sup>rd</sup> Nov 2013
Chemistry Day	10 <sup>th</sup> Dec 2013
1 <sup>st</sup> December World HIV AIDS Day. Celebrated by N.S.S. Cell	2 <sup>nd</sup> Dec 2013
Interview for the best student of the college	11 <sup>th</sup> Dec 2013
Talent Show	12 <sup>th</sup> Dec 2013

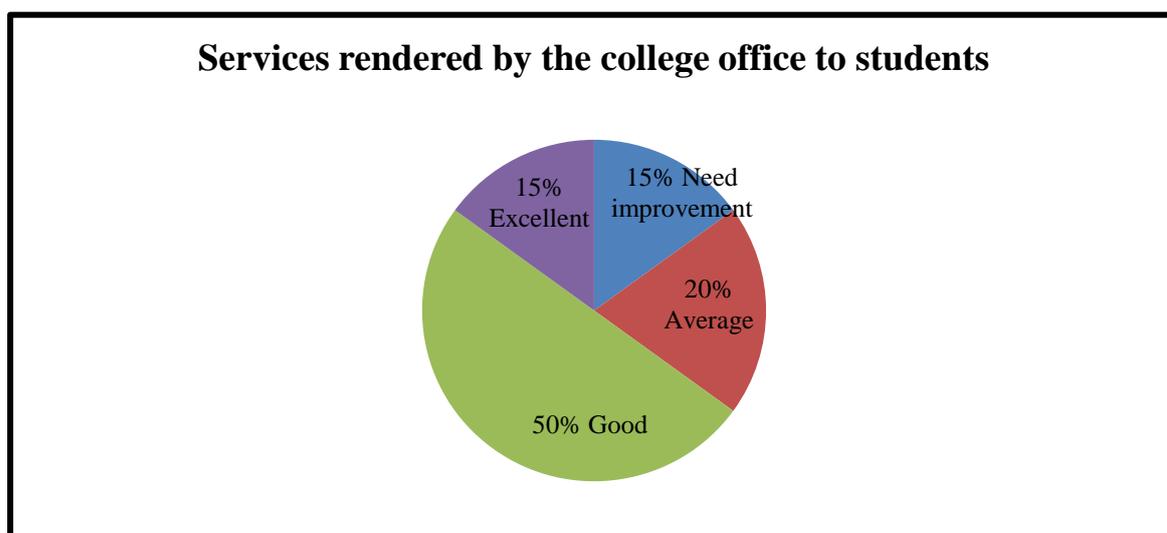
Sports day	13 <sup>th</sup> to 14 <sup>th</sup> Dec 2013
String Festival	18 <sup>th</sup> to 20 <sup>rd</sup> Dec 2013
Annual Prize Distribution Function	21 <sup>st</sup> Dec 2013
Staff picnic	23 <sup>rd</sup> Dec 2013
Winter Break	24 <sup>th</sup> dec2013 to 1 <sup>st</sup> Jan 2014
<b>College reopens after winter break. Lectures resume as per time table.2<sup>nd</sup> Jan. 2014 .</b>	
Mahila Mukti Diwas, Celebration of Savitri by Phule Birth Anniversary by W.D.C.	3 <sup>rd</sup> January 2014
Panorama Intercollegiate Festivals	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> Jan 2 <sup>nd</sup> Jan. 2014
Programme by Women Development Cell	17 <sup>th</sup> January 2014
13 <sup>th</sup> January National youth Day celebration. (Swami Vivekanand Birth Anniversary)	13 <sup>th</sup> January 2014
Holiday-Eid-e-Milad	14 <sup>th</sup> January 2014
Counseling Cell Programme	22 <sup>nd</sup> January 2014
Republic Day- Flag Hosting	26 <sup>th</sup> January 2014
Guidance lectures for all third year Classes	Second Week of Feb 2014
Holiday –Shivaji Jayanti	19 <sup>th</sup> Feb 2014
Holiday- Mahashivratri	27 <sup>th</sup> Feb 2014
Celebration of science Day	28 <sup>th</sup> Feb 2014
Preliminary Examination for TY Students	Third Week of Feb 2014
Second semester commences	First Week of March 2014
Holiday – Holi	17 <sup>th</sup> March 2014
Result declaration	22 <sup>nd</sup> March 2014
LMC meeting	24 <sup>th</sup> March 2014
Holiday – Gudi Padwa	31 <sup>st</sup> March 2014
Holiday- Ram Navami	05 <sup>th</sup> April 2014
Holiday- good Friday	18 <sup>th</sup> April 2014
Additional Exams commences	22 <sup>nd</sup> April 2014
Admission Committee	24 <sup>th</sup> April 2014
Staff Meeting Last working Day	30 <sup>th</sup> April 2014
<b>(Every fourth Saturday of the month Parent teacher Meeting with all faculty members.) Summer vacation begins from 1<sup>st</sup> May 2013 to 9th June 2014.</b>	

## ANNEXURE II A -AQAR 2013-14

### ANALYSIS OF STUDENTS FEEDBACK

**Q.1 Services rendered by the college office to students:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	15	50	20	15



**15% of the students are of the opinion that the services rendered by the college office to them are excellent.**

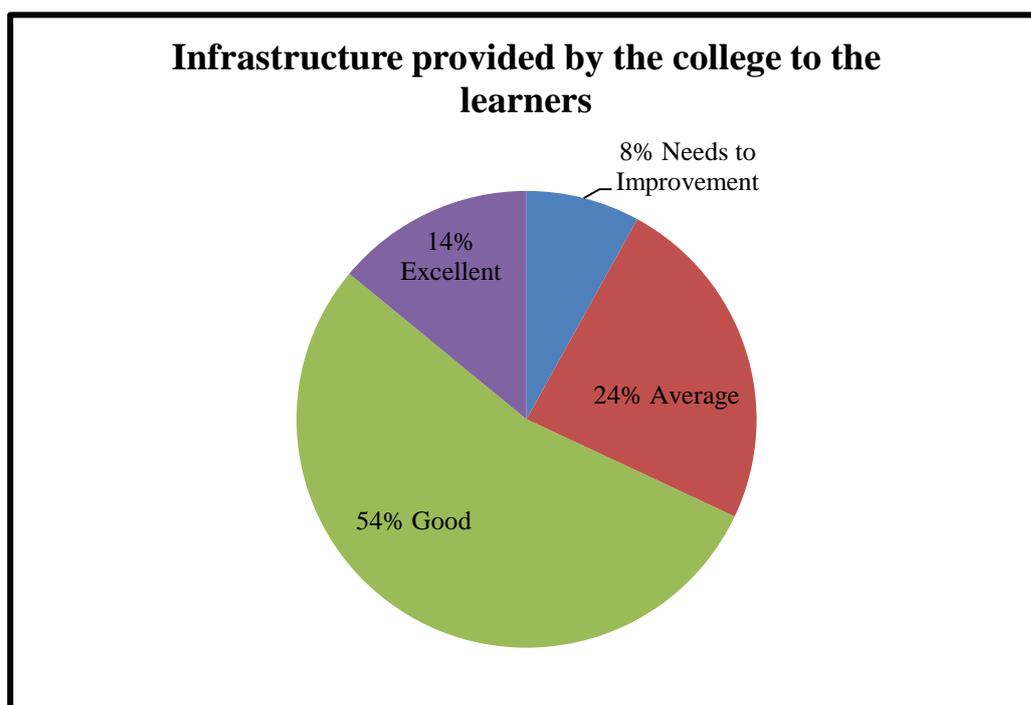
**50% of the students are of the opinion that the services rendered by the college office to them are good.**

**20% of the students are of the opinion that the services rendered by the college office to them are average.**

**15% of the students are of the opinion that the services rendered by the college office to them needs improvement.**

**Q.2 Infrastructure provided by the college to the learners:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	14	54	24	8



**14% of the students are of the opinion that the infrastructure provided by the college to them is excellent.**

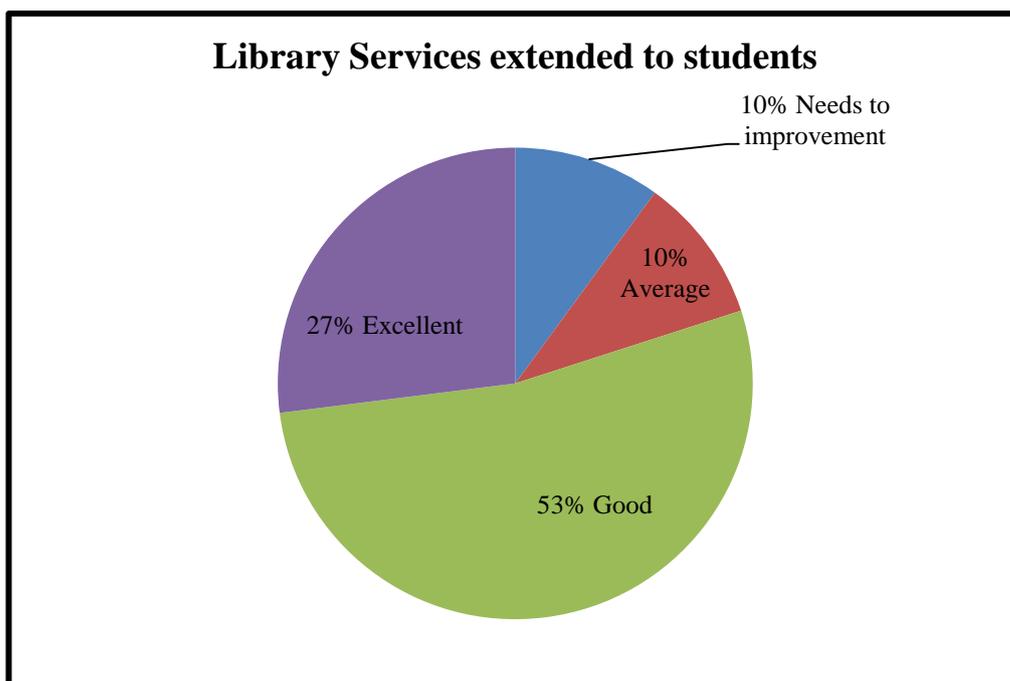
**54% of the students are of the opinion that the infrastructure provided by the college to them is good.**

**24% of the students are of the opinion that the infrastructure provided by the college to them is average.**

**8% of the students are of the opinion that the infrastructure provided by the college to them needs improvement.**

### Q.3 Library Services extended to students

Observation	Excellent	Good	Average	Needs improvement
Percentage	27	53	10	10



**27% of the students are of the opinion that the library services extended to the students is excellent.**

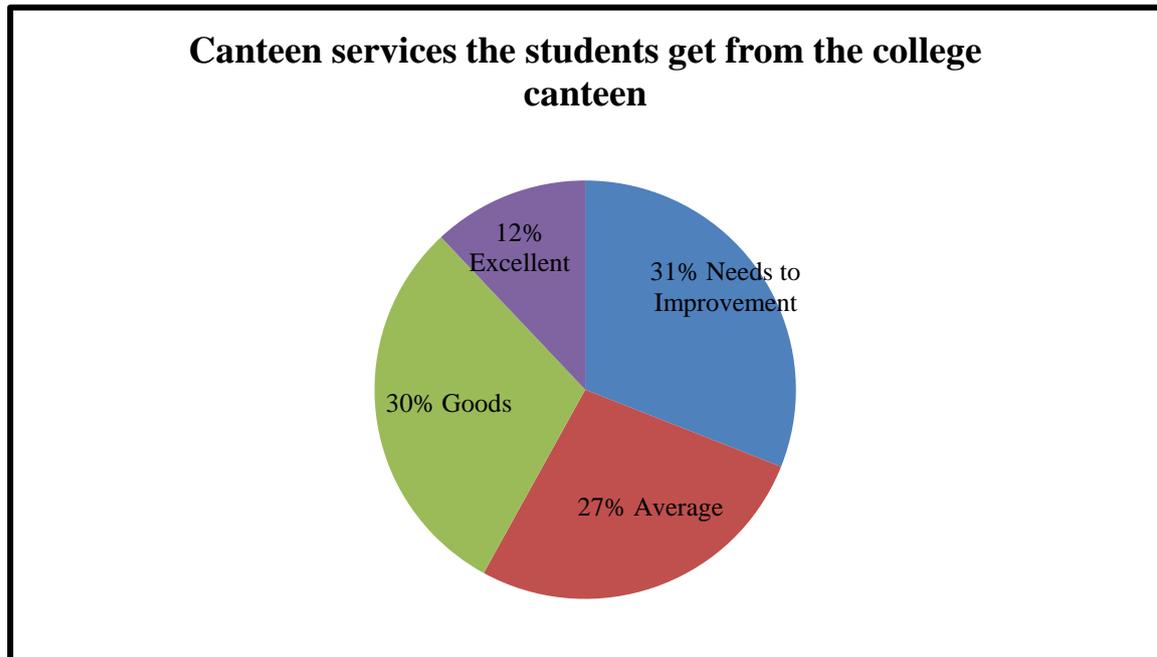
**53% of the students are of the opinion that the library services extended to the students is good.**

**10% of the students are of the opinion that the library services extended to the students is average.**

**10% of the students are of the opinion that the library services extended to the students needs improvement.**

**Q.4 Canteen services the students get from the college canteen :**

Observation	Excellent	Good	Average	Needs improvement
Percentage	12	30	27	31



**12% of the students are of the opinion that the canteen services the students get from the college canteen is excellent.**

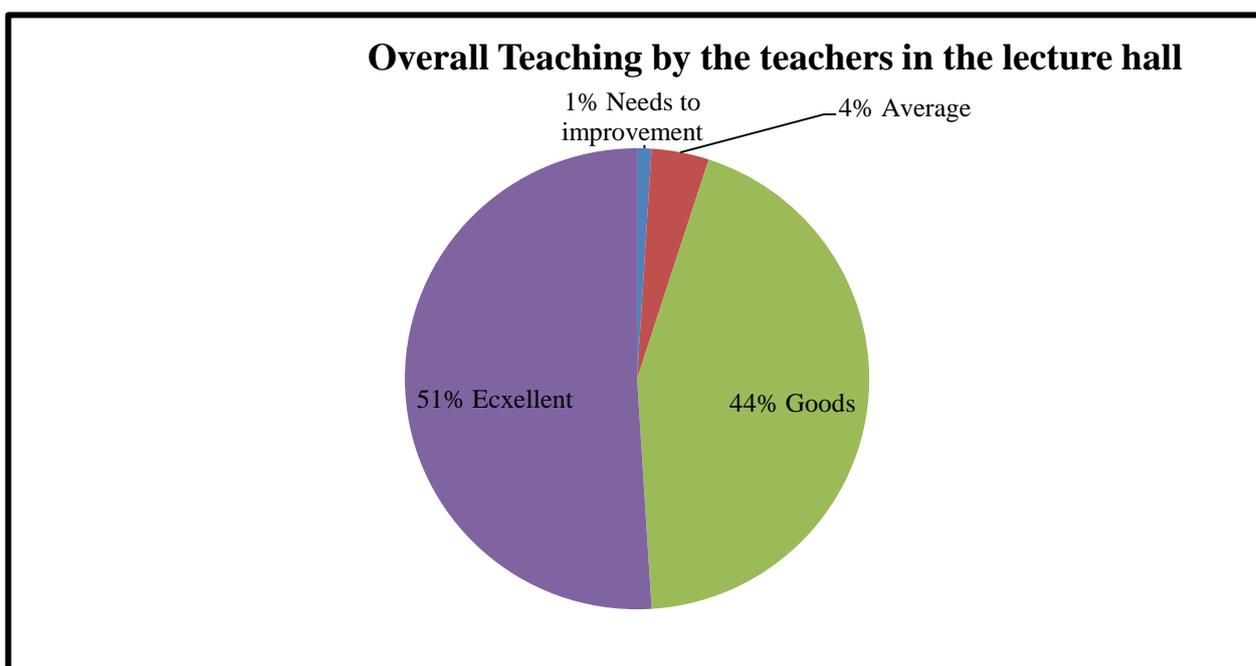
**30% of the students are of the opinion that the canteen services the students get from the college canteen is good.**

**27% of the students are of the opinion that the canteen services the students get from the college canteen is average.**

**31% of the students are of the opinion that the canteen services the students get from the college canteen needs improvement.**

**Q.5 Overall Teaching by the teachers in the lecture hall:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	51	44	4	1



**51% of the students are of the opinion that the Overall Teaching by the teachers in the lecture hall is excellent.**

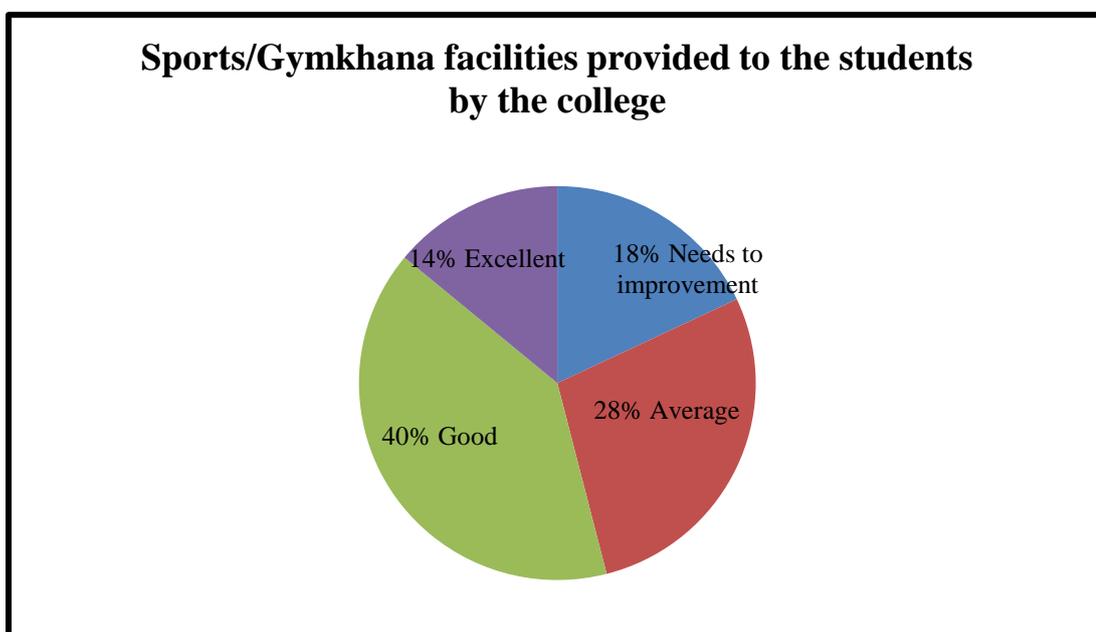
**44% of the students are of the opinion that the Overall Teaching by the teachers in the lecture hall is good.**

**4% of the students are of the opinion that the Overall Teaching by the teachers in the lecture hall is average.**

**1% of the students are of the opinion that the Overall Teaching by the teachers in the lecture hall needs improvement.**

**Q.6 Sports/Gymkhana facilities provided to the students by the college**

Observation	Excellent	Good	Average	Needs improvement
Percentage	14	40	28	18



**14% of the students are of the opinion that the Sports/Gymkhana Facilities provided to the students by the college is excellent.**

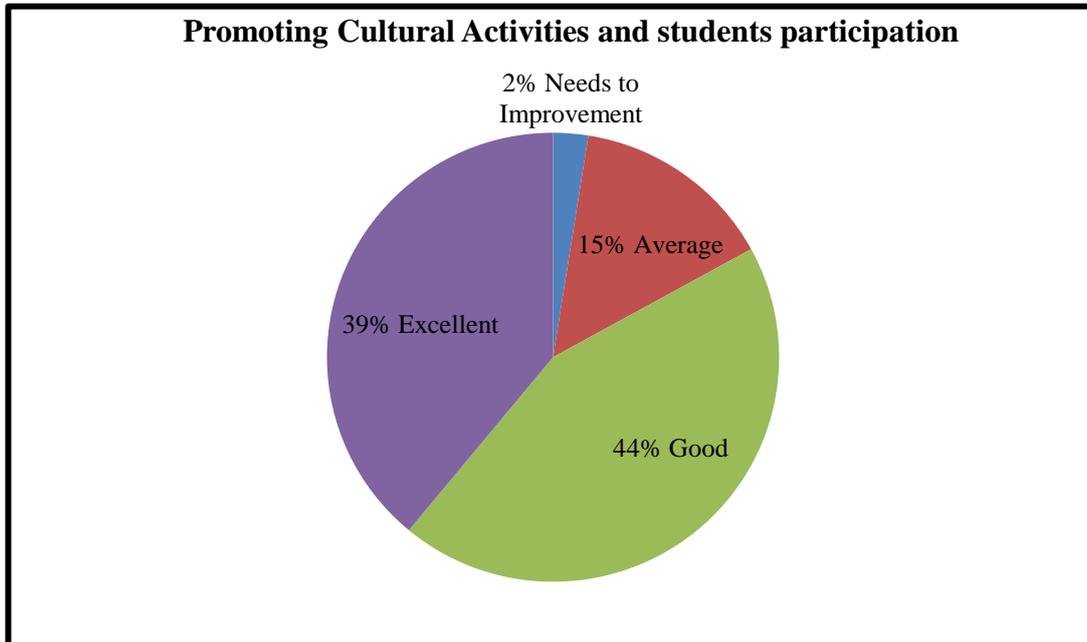
**40% of the students are of the opinion that the Sports/Gymkhana Facilities provided to the students by the college is good.**

**28% of the students are of the opinion that the Sports/Gymkhana Facilities provided to the students by the college is average.**

**18% of the students are of the opinion that the Sports/Gymkhana Facilities provided to the students by the college needs improvement.**

**Q.7. Promoting Cultural Activities and students participation:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	39	44	15	2



**39% of the students are of the opinion that the promoting of cultural activities among the students by the institution and their participation is excellent.**

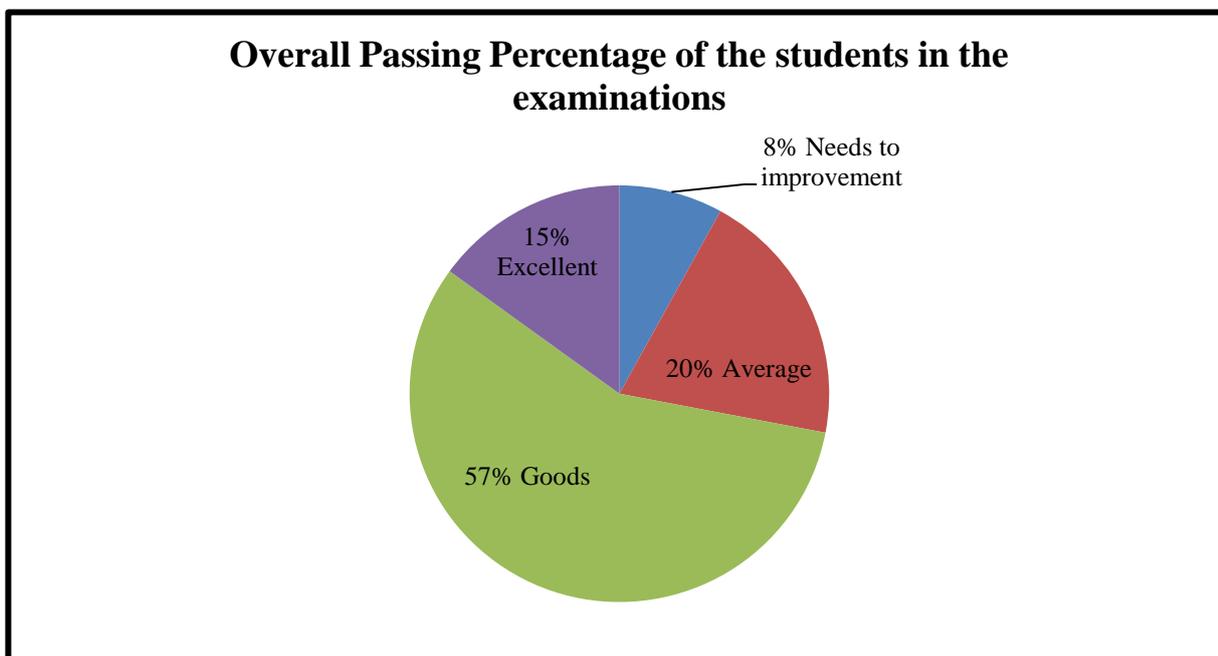
**44% of the students are of the opinion that the promoting of cultural activities among the students by the institution and their participation is good.**

**15% of the students are of the opinion that the promoting of cultural activities among the students by the institution and their participation is average.**

**2% of the students are of the opinion that the promoting of cultural activities among the students by the institution and their participation needs improvement.**

**Q.8 Overall Passing Percentage of the students in the examinations:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	15	57	20	8



**15% of the students are of the opinion that the overall passing percentage of the students in the examinations is excellent.**

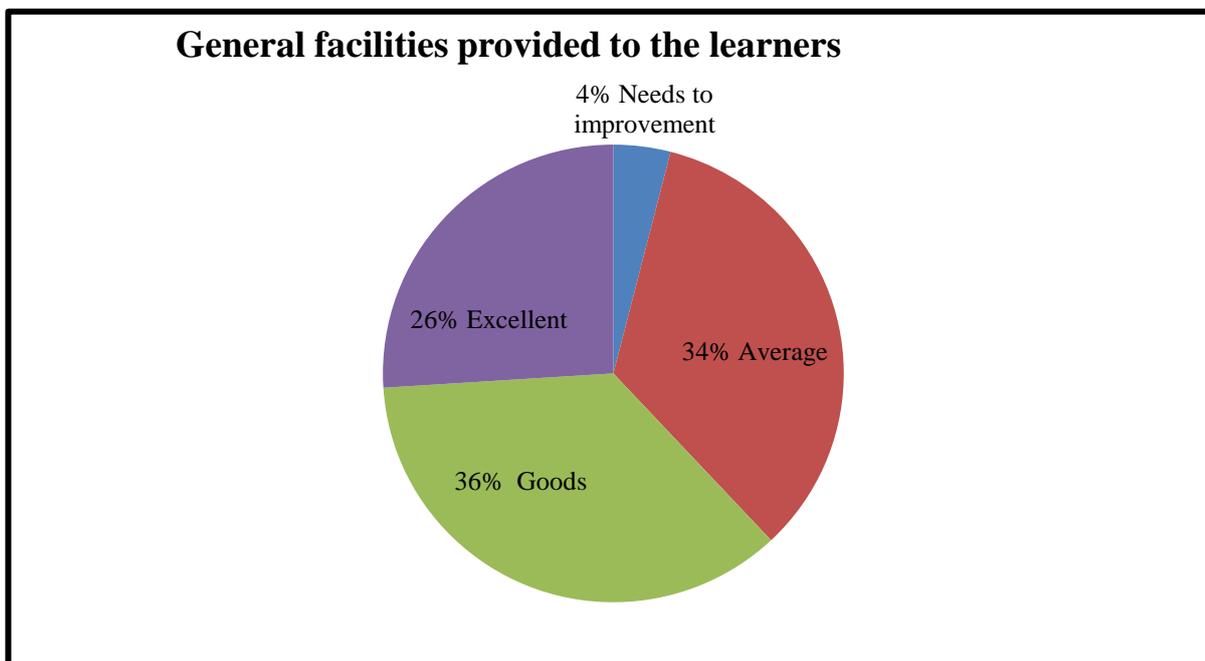
**57% of the students are of the opinion that the overall passing percentage of the students in the examinations is good.**

**20% of the students are of the opinion that the overall passing percentage of the students in the examinations is average.**

**8% of the students are of the opinion that the overall passing percentage of the students in the examinations needs improvement.**

**Q.9 General facilities provided to the learners**

Observation	Excellent	Good	Average	Needs improvement
Percentage	26	36	34	4



**26% of the students are of the opinion that the general facilities provided to the students in the college campus like drinking water, wash rooms, cleanliness etc is excellent.**

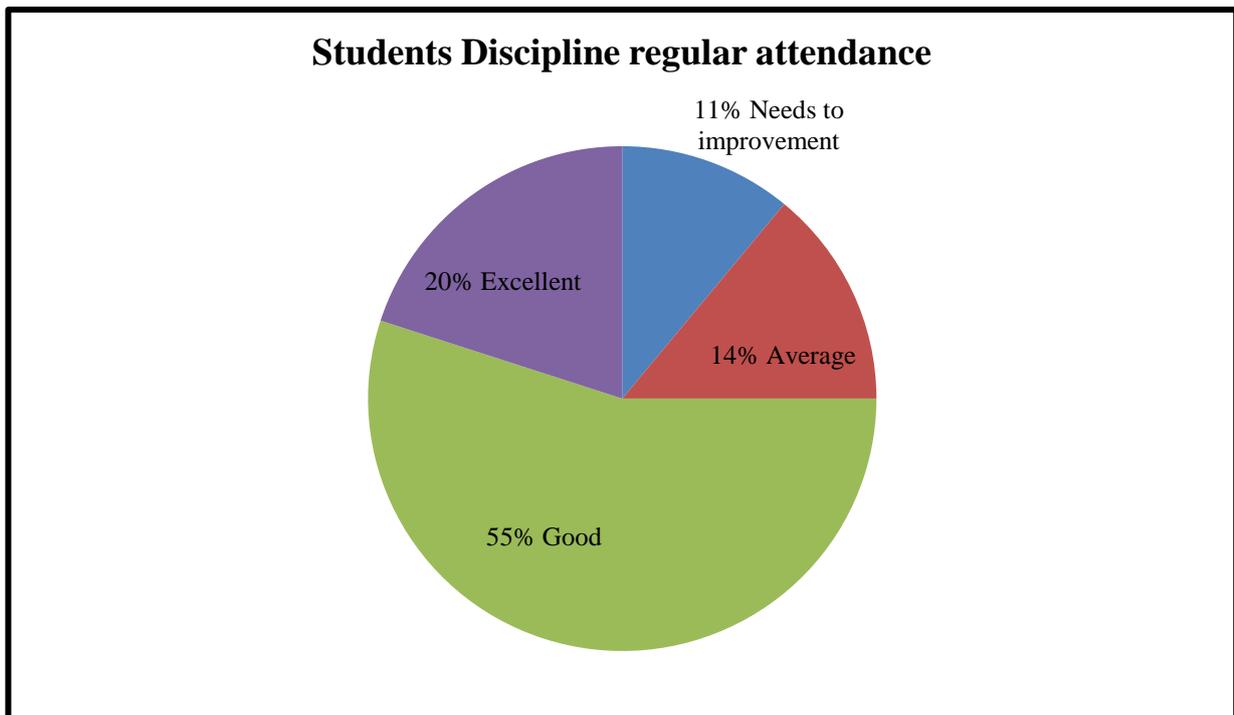
**36% of the students are of the opinion that the general facilities provided to the students in the college campus like drinking water, wash rooms, cleanliness etc is good.**

**34% of the students are of the opinion that the general facilities provided to the students in the college campus like drinking water, wash rooms, cleanliness etc is average.**

**4% of the students are of the opinion that the general facilities provided to the students in the college campus like drinking water, wash rooms, cleanliness etc needs improvement.**

**Q.10. Students Discipline regular attendance:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	20	55	14	11



**20% of the students are of the opinion that the students discipline, regular attendance of the students is excellent.**

**55% of the students are of the opinion that the students discipline, regular attendance of the students is good.**

**14% of the students are of the opinion that the students discipline, regular attendance of the students is average.**

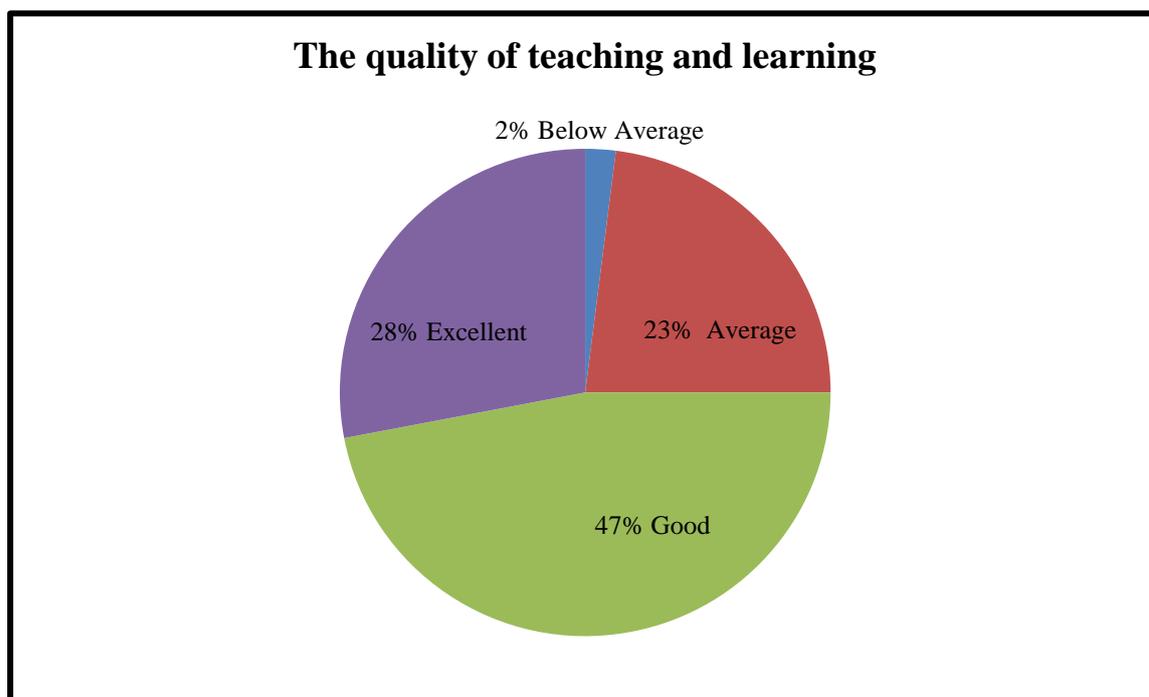
**11% of the students are of the opinion that the students discipline, regular attendance of the students needs improvement.**

## ANNEXURE II B -AQAR 2013-14

### Analysis of feedback from College Alumni

#### Q.1 The quality of teaching and learning:

Observation	Excellent	Good	Average	Needs improvement
Percentage	28	47	23	2



**28% of the Alumni are of the opinion that the quality of teaching and learning is excellent.**

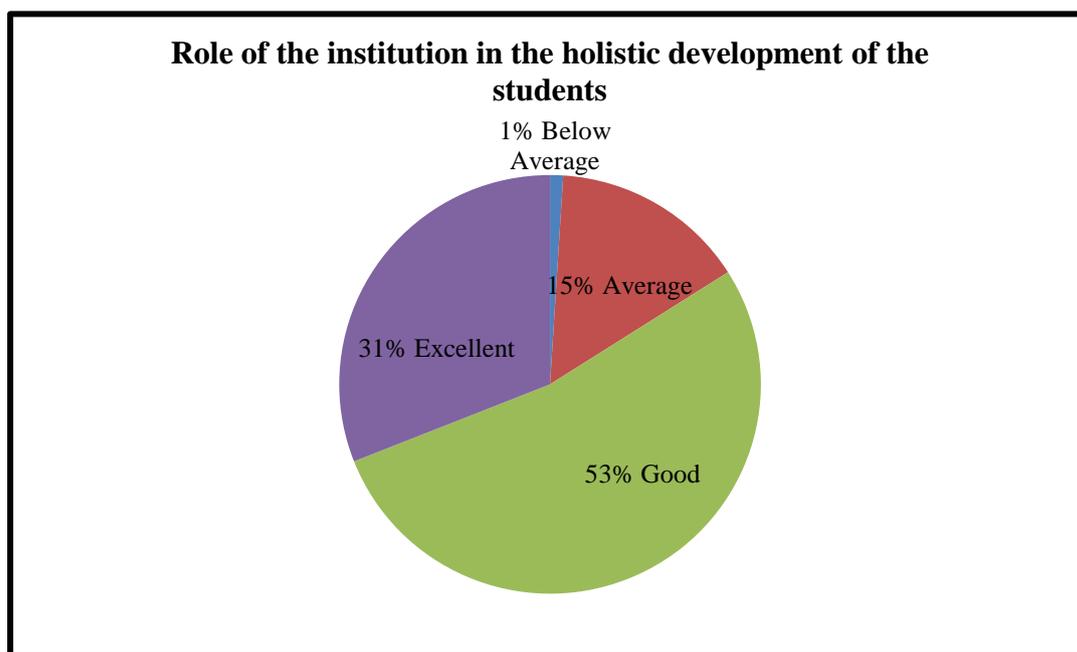
**47% say that the quality of teaching and learning is good.**

**23% are of the opinion that the quality of teaching and learning is average.**

**Only 2% say that the quality of teaching and learning is below average.**

**Q.2 Role of the institution in the holistic development of the students:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	31	53	15	1



**31% of the Alumni are of the opinion that the role of the institution in the holistic development of the students is excellent.**

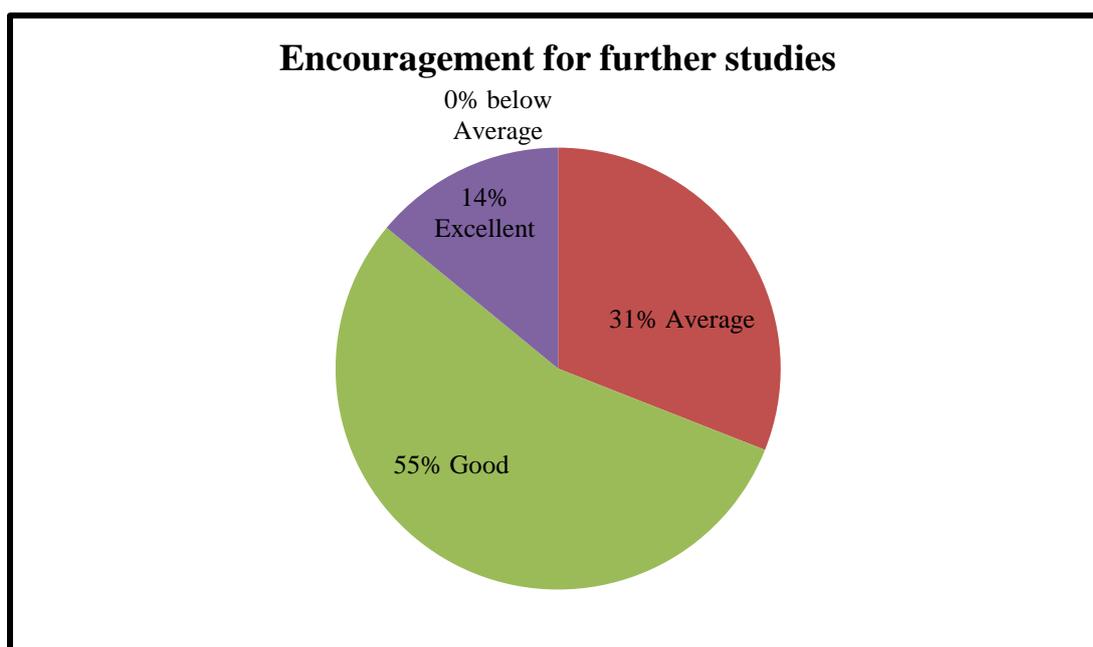
**53% say that the role of the institution in the holistic development of the students is good.**

**15% are of the opinion that the role of the institution in the holistic development of the students is average.**

**1% of the Alumni is of the opinion that the role of the institution in the holistic development of the students is below average.**

### Q.3 Encouragement for further studies:

Observation	Excellent	Good	Average	Needs improvement
Percentage	14	55	31	0



**14% of the Alumni are of the opinion that the encouragement given to the students for further studies is excellent.**

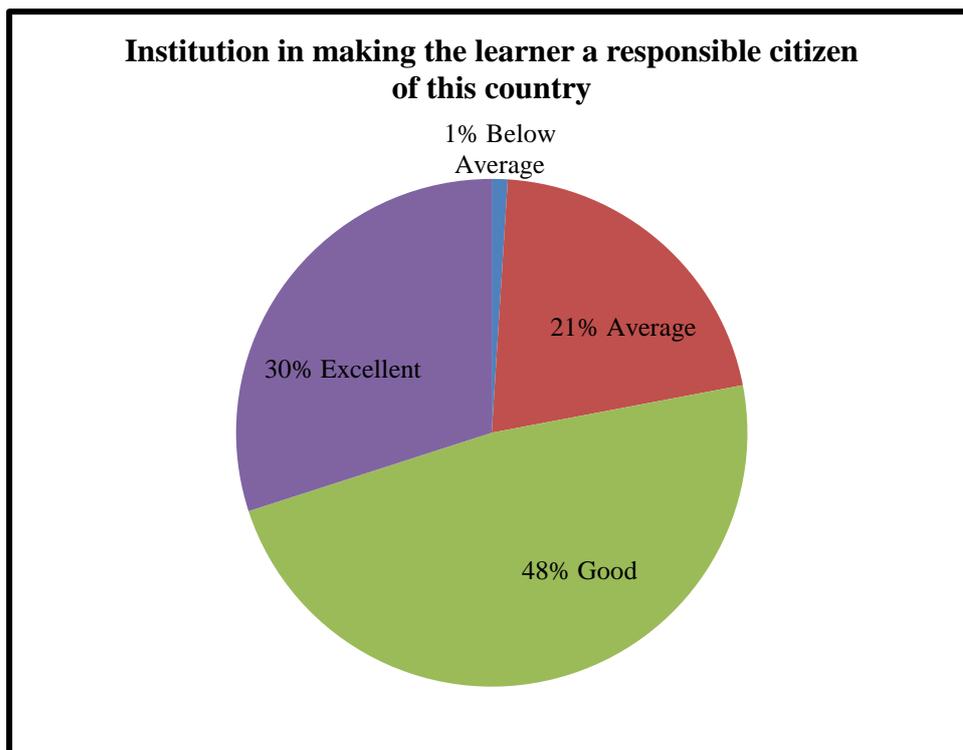
**55% say that the encouragement given to the students for further studies is good.**

**31% are of the opinion that the encouragement given to them for further studies is average.**

**No Alumni is of the opinion that the encouragement given to the students for further studies is below average.**

**Q.4 Institution in making the learner a responsible citizen of this country:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	30	48	21	1



**30% of the Alumni are of the opinion that the role of institution in making learners a responsible citizen is excellent.**

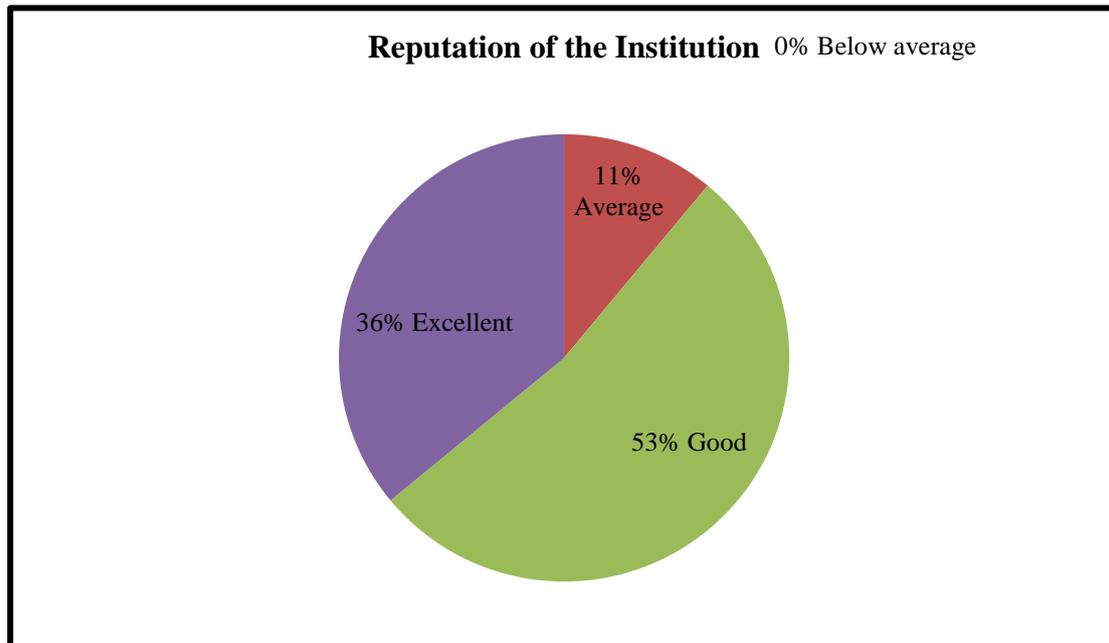
**48% say that the quality of the role of institution in making learners a responsible citizen is good.**

**21% are of the opinion that the role of institution in making learners a responsible citizen is average.**

**1% of the Alumni is of the opinion that the role of institution in making learners a responsible citizen is below average.**

**Q.5 Reputation of the Institution:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	36	53	11	0



**36% of the Alumni are of the opinion that the Name, Fame and Reputation of the Institution in the eyes of general public is excellent.**

**53% say that the quality the Name, Fame and Reputation of the Institution in the eyes of general public is good.**

**11% are of the opinion that the Name, Fame and Reputation of the Institution in the eyes of general public is average.**

**No Alumni is of the opinion that the Name, Fame and Reputation of the Institution in the eyes of general public is below average.**

**Q.6 Development of leadership quality:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	35	53	11	1



**35% of the Alumni are of the opinion that the role of the institution in the development of leadership quality among the students is excellent.**

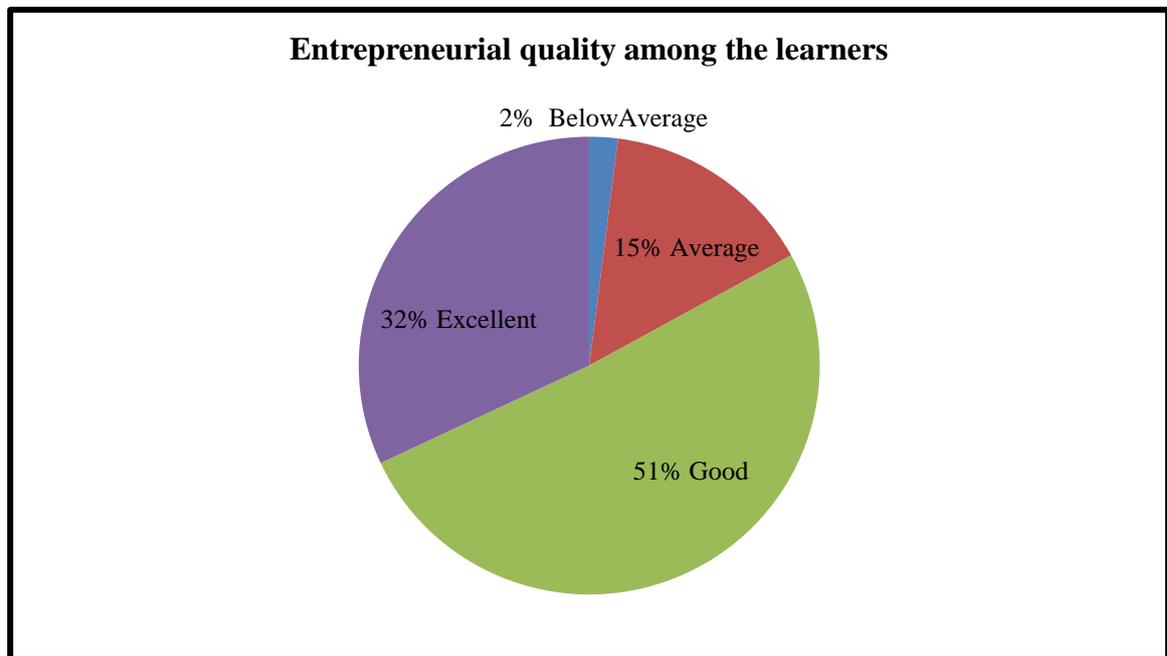
**53% say that the role of the institution in the development of leadership quality among the students is good.**

**11% are of the opinion that the role of the institution in the development of leadership quality among the students is average.**

**Only 1% say that the role of the institution in the development of leadership quality among the students is below average.**

**Q. 7. Entrepreneurial quality among the learners:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	32	51	15	2



**32% of the Alumni are of the opinion that the role of the institution in developing the entrepreneurial quality among the learners is excellent.**

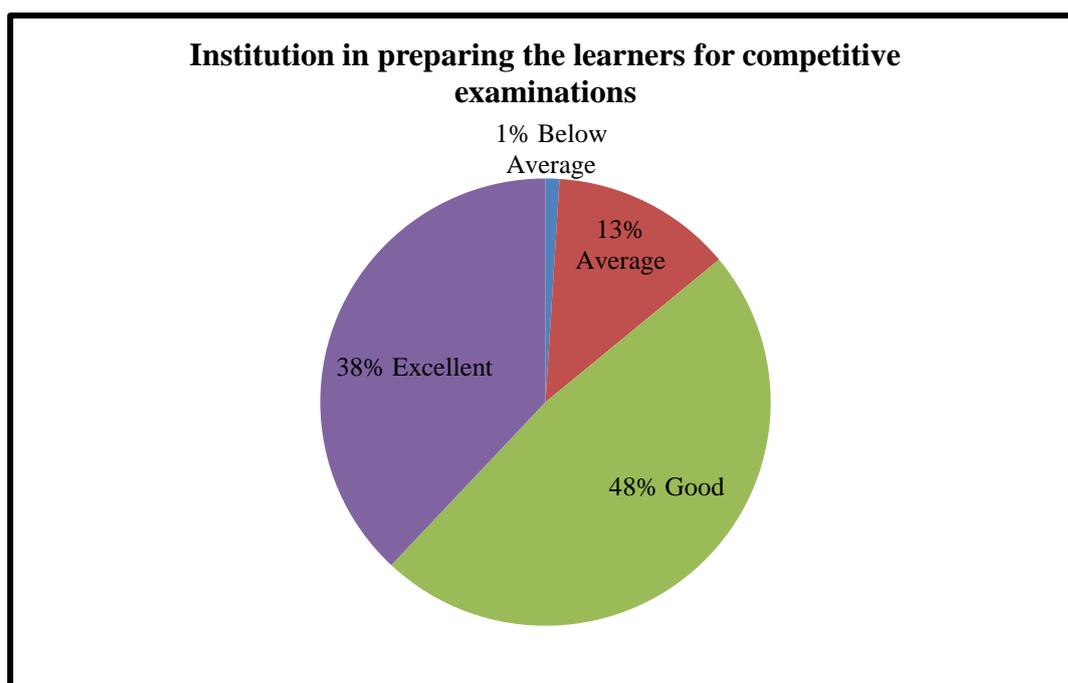
**51% say that the role of the institution in developing the entrepreneurial quality among the learners is good.**

**15% are of the opinion that the role of the institution in developing the entrepreneurial quality among the learners is average.**

**Only 2% say that the role of the institution in developing the entrepreneurial quality among the learners is below average.**

**Q.8. Institution in preparing the learners for competitive examinations:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	38	48	13	1



**38% of the Alumni are of the opinion that the role of the institution in preparing learners for competitive examinations is excellent.**

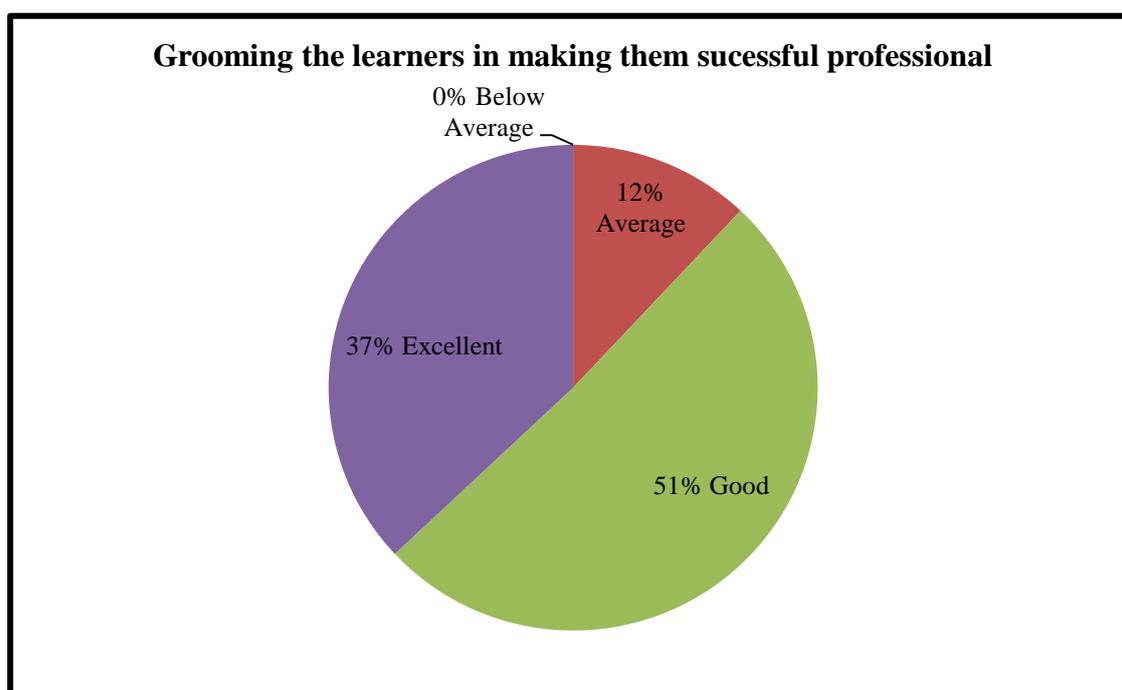
**48% say that the role of the institution in preparing learners for competitive examinations is good.**

**13% are of the opinion that the role of the institution in preparing learners for competitive examinations is average.**

**1% of the Alumni is of the opinion that the role of the institution in preparing learners for competitive examinations requires improvement.**

**Q.9 Grooming the learners in making them successful professional:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	37	51	12	0



**37% of the students are of the opinion that the role of the institution in grooming the learners in making them successful professionals is excellent.**

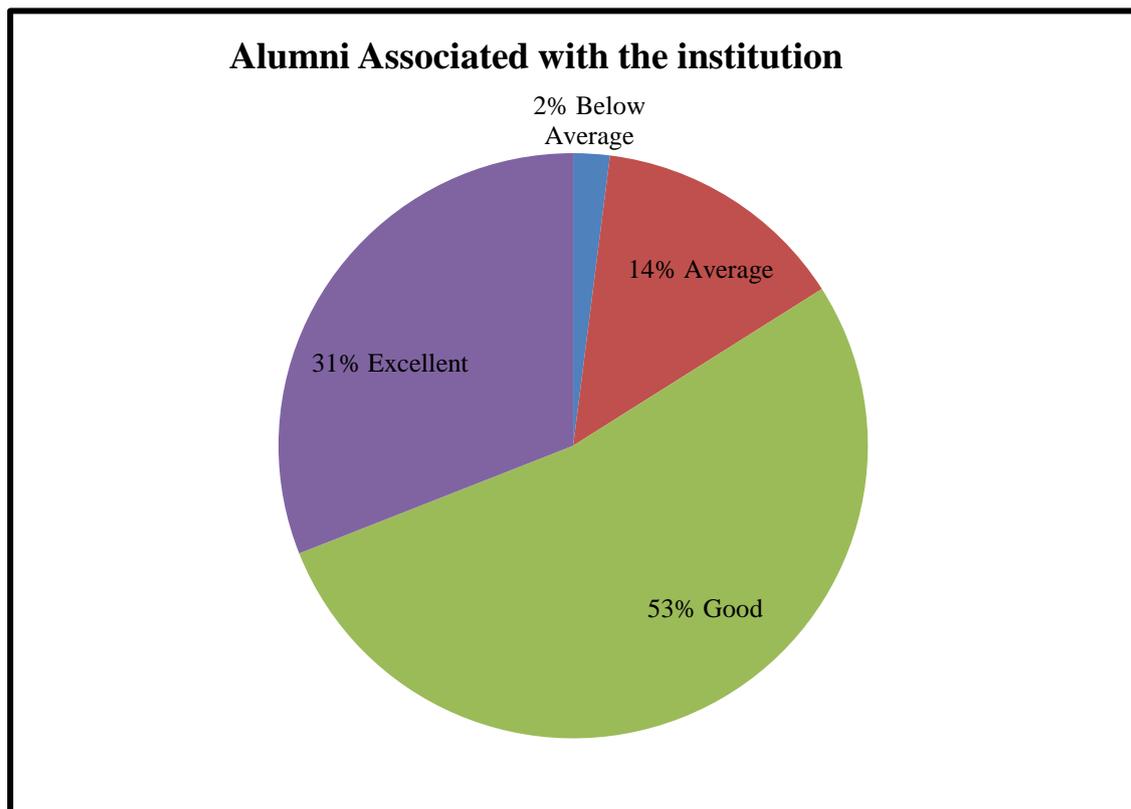
**51% say that t the role of the institution in grooming the learners in making them successful professionals is good.**

**12% are of the opinion that the role of the institution in grooming the learners in making them successful professionals is average.**

**\*No alumni with below average remark.**

**Q.10 Alumni Associated with the institution:**

Observation	Excellent	Good	Average	Needs improvement
Percentage	31	53	14	2



**31% of the students are of the opinion that the desire of the Alumni to remain associated with the Institution is excellent.**

**53% say that the desire of the Alumni to remain associated with the Institution is good.**

**14% are of the opinion that the desire of the Alumni to remain associated with the Institution is average.**

**Only 2% say that the desire of the Alumni to remain associated with the Institution requires improvement.**

# ANNEXURE III -AQAR 2013-14

## Best practices (A)

**Title of the practice:** Institutional academic progress through Feedback, Audit and Surveys.

**Goal:** To attain perfection in the functioning of the College and the holistic development of the learners.

**Context:** To enhance the institutional performance, periodical feedback system is necessary from the stakeholders. The institution has identified various parameters to assess the quality of higher education. Accordingly, the institution conducts Yearly Academic Audit, periodical evaluation of the Teachers by the learners, Environmental Green Audit, Infrastructural Inspection, Library Users Feedback, Administrative Audit etc. This exercise provide necessary inputs regarding institutional weaknesses and enable the institution to rectify them. It will also will help the institution in framing institutional development policy.

The Practice: The institution has conducted **an administrative audit** during this academic year to ascertain the administrative standard of the institution and evolve necessary strategy to overcome the weaknesses. The audit report indicates the need for improvement in certain areas of administration during the academic year 2013-14.

The institution conducted **an academic Audit** during this academic year to ascertain the academic standard of the institution and undertake necessary measures. Based on the recommendation of the audit report the institution has initiated a number of remedial measures to enhance the quality of higher education.

Similarly **an Infra-Structural Inspection** was conducted in this academic year to assess the availability of infra-structure and the requirement thereof .Based on the inspection report, necessary steps were taken.

During this academic year also **Teachers' Evaluation** is done on 5 point scale. The Evaluation Report submitted by the learners are analysed and necessary communication to that effect is given to the teachers.

Likewise, **an Environmental Green Audit** is conducted with a view to make the campus eco-friendly.

### **Evidence of success:**

1. Based on the recommendations made under the administrative audit, following steps are taken:
  - a. To maintain discipline, punctuality and regularity among the Non-Teaching Staff, a bio-metric attendance system is introduced.
  - b. A special monitoring system is adopted to monitor various bills like energy bills, water bills, municipal taxes etc. A clerk is given the duty to monitor those bills and submit a periodical report to the Head of the Institution not only to make expenditure on such bills but also take appropriate steps to economise such expenditure.
  - c. As a part of effective administration, employees profile is prepared giving all details of every employee from the date of appointment till date.
  - d. The college office is expected to maintain up-to-date details regarding computers, printers available for all employees of the college, expenditure incurred on purchasing the computers their date of installation, place of installation, configurations, replacement and repair, etc.
  
2. Based on the infra-structural inspection report, the following deficiencies were attended :
  - a. Numbering of all furniture and fixtures, electrical equipments etc. is done to keep a track on their maintenance, replacement etc.
  - b. A systematic indexing of files and documents stored in the store room is maintained from this academic year.
  - c. Fire extinguishers are installed on every floor inside the library and laboratories for the safety of employees and institution.
  - d. Suggestion boxes are installed at various prominent places inside the campus on every floor of the building.
  
3. With regard to Environmental Green Audit following measures are taken :
  - a. More plantations inside and outside the campus.
  - b. Trips to wildlife areas, parks, forests etc. are arranged to understand the bio-diversity.
  - c. Indoor plants are placed at different prominent places inside the college campus.
  
4. Based on the feedback of the library users ,in this academic year following measures are taken:
  - a. Library is kept open for the users on Sundays and holidays for the users.
  - b. Monthly consolidated report of library users is maintained not only to ascertain the full use of the library but also to analyse the trend.
  - c. Preparing of library budget by the Library Advisory Committee at the beginning of the academic year for necessary sanction and implementation.

- d A board is displayed at the entrance of the library showing the names and designation of the Library Advisory Committee for the knowledge of all library users and effective functioning of the library.
5. With regard to the report on the Academic Audit ,following measures are taken:
- a. Effective students lecture attendance system with student's signature.
  - b. A medical camp for the students by specialised doctors.
  - c. Specialized lectures are arranged for the students appearing for the competitive examinations.

**Problems Encountered and Resources Required:**

**PROBLEM:**

1. As this exercise is done within the college level, no problems were encountered.
2. However, the outcomes of audit, survey, feedback are based on average figures and therefore 100% accuracy cannot be maintained.

**RESOURCES REQUIRED:**

- This practice does not involve any kind of major financial implications.
- The management takes care of the resources required for the successful implementation of the practice.

## **Best practices (B)**

**Title of the practice:** Integrated approach for personal effectiveness.

**Goal:**

1. To ease-off pressures and tensions of the students.
2. To provide them platform to relax their mind & body through the medium of music, meditation and Yoga.
3. To enhance and nurture the pre-existing skills of the students.
4. To help students to control their way of thinking, feeling and body processes.

**Context:** Keeping in mind the vision of our institution of tuning in the minds of youth for an ever-changing world, the college has proposed an integrated approach for personal effectiveness.

This approach also leads to achievement of our mission of empowering our students with knowledge and skills. The practice organised under this approach were music and Yoga sessions for the students.

**The Practice:**

- a) Weekly music classes were arranged for the students by the faculty expert in the field.
- b) Induction of students to the book notes of Hindustani and Carnatic classical music.
- c) Introducing students to the basics of music by giving them knowledge of suras and sargam.
- d) Carrying out the practice of two minute meditation prior to every lecture to improve the concentration of the students.
- e) Arranging meditation and Yoga classes by the Yog-Gurus and Experts.
- f) Arranging workshops/seminar for the students and teachers to understand the importance of meditation and Yoga in today's stressful world.

**Evidence of success:**

- i) After the practice session we found the students to be sharper, creative, enlightened and full of energy and enthusiasm. The joy of finding the key to success and life could have been easily found on the faces of the students.

**Problems Encountered and Resources Required:**

- Difficulties for the faculties to engage themselves in music and Yoga classes as they had other college duties of higher priority.
- Lack of resource persons and experts who are dedicated to promote Indian classical music on a full-time basis.

**NOTES:**

- A major step taken by the institution to develop and enhance the skills of the students.
- Initial stages even though problems have arisen, efforts will be taken to overcome them and to achieve success in our mission.

**CONTACT DETAILS**

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