

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

-

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	K. B. College of Arts and Commerce for Women
1.2 Address Line 1	Kopri
Address Line 2	-----
City/Town	Thane (East)
State	Maharashtra
Pin Code	400603
Institution e-mail address	Kbprincipal2010@gmail.com
Contact Nos.	022-25326062, 25326088
Name of the Head of the Institution:	Dr. Renu Trivedi
Tel. No. with STD Code:	022-25326062
Mobile:	9821167075

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.03	2012	2012-2017
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

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

- | | | |
|-----------|---------|---------------|
| i. AQAR | 2012-13 | (DD/MM/YYYY)4 |
| ii. AQAR | 2013-14 | (DD/MM/YYYY) |
| iii. AQAR | 2014-15 | (DD/MM/YYYY) |
| iv. AQAR | 2015-16 | (DD/MM/YYYY) |

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)

B.Sc (I.T) Self Financing

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	<input type="text" value="----"/>		
University with Potential for Excellence	<input type="text" value="----"/>	UGC-CPE	<input type="text" value="----"/>
DST Star Scheme	<input type="text" value="----"/>	UGC-CE	<input type="text" value="----"/>
UGC-Special Assistance Programme	<input type="text" value="----"/>	DST-FIST	<input type="text" value="----"/>
UGC-Innovative PG programmes	<input type="text" value="----"/>	Any other (<i>Specify</i>)	<input type="text" value="----"/>
UGC-COP Programmes	<input type="text" value="----"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="----"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="18"/>
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="----"/>	Faculty	<input type="text" value="12"/>
---	-----	-----------------------------------	---------	---------------------------------

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

- International Seminar
- Academic Audit
- Analysis of feedback of students, parent, alumni and employer
- Quality enhancement and quality sustenance in all the concerned areas
- Skill development through various programs

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
Academic Calendar of 2016-2017 Academic Calendar of 2017-2018	Most of the activities planned by the department and various committee were executed successfully

* Attach the Academic Calendar of the year as Annexure

* Academic Calendar 2016-17 and 2017-18 are attached in Annexure - i

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Being the 25th Silver Jubilee Year, the management, academicians and administrators decided to have a series of events to celebrate the same and the events planned were –

1. Inaugural Functions (July 2017)
2. Intercollegiate Skit Competition (Aug, 2017)
3. Dandiya Celebrations (Sept, 2017)
4. International Conference on Quality concerns in educational world (March 2018)
5. International Women’s Day and Felicitation of renowned women to carry message of empowered women to society (March 2018).

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	✓
Trimester	
Annual	

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

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

*Please provide an analysis of the feedback in the Annexure

* Analysis of the feedback is attached in annexure - ii

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

- One course in Financial Accounting and Auditing was introduced for SYBCOM
- Syllabus of FYBMS, FYBAF and FYBSC (IT) was revised. Concerned faculty attended workshops for the same.
- Choice based pattern was introduced in M.Com Part II.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	13	----	01	----

2.2 No. of permanent faculty with Ph.D.

03

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
1	---	---	---	---	---	---	---	1	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

---- 17 09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	---	08	02
Presented papers	17	09	---
Resource Persons	---	---	---

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

<p>The institution has adopted many innovative and healthy practices such as –</p> <ul style="list-style-type: none"> ➤ Regular class tests ➤ Remedial teaching for academically weak students ➤ Students mentor system ➤ Peer teaching ➤ Use of social media and internet ➤ Career guidance lectures ➤ Tutor ward system ➤ Providing question banks and model answers ➤ Group discussion ➤ Role play in the class
--

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)

<p>The college is affiliated to University of Mumbai and it follows all the norms set by University regarding examination and evaluation. However, it has certain facilities such as -</p> <ol style="list-style-type: none"> 1. Provision of Photocopy of answer books on demand 2. Rechecking of answer books on demand 3. Re-examination on medical grounds 4. Question banks / multiple choice questions for internal examinations.

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

13	---	---
----	-----	-----

2.10 Average percentage of attendance of students

>75%

2.11 Course/Programme wise distribution of pass percentage (2016-2017):

Title of the Programme	Total no. of students appeared	Pass %
TYBCOM SEM VI	256	76.26%
TYBA SEM VI (Hist)	25	90.00%
TYBA SEM VI (Eco)	08	75.00%
TYBMS SEM VI	47	63.82%
TYBAF SEM VI	59	88.14%
TYBSC (IT) SEM VI	32	71.88%
MCOM SEM II	50	94%
MCOM SEM IV	25	88%

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

The IQAC is directly involved in the following processes to maintain the quality of the teaching and learning processes -

1. Lesson Plan Monitoring
2. Academic Audit
3. Appointing Faculty In-charges for FY, SY & TY Students for smooth conduction of teaching and learning process.
4. Student Feed back
5. Tutor Ward System.
6. Attendance Monitoring
7. Parent Teacher meet to review academic performance of the student

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes (Short Term)	02
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	21
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	---	---	01
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 IQAC encourages the students and faculty to participate actively in research activities at University, National and International seminars and conferences.

Students prepared projects and participated in Avishkar, a research project competition at Mumbai University. One faculty also participated in the competition.

Organising research based power point presentations by all the departments and committees at regular basis.

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	14	14	---

3.5 Details on Impact factor of publications: 3.012 (IIJIF)

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration	Name of the	Total grant	Received
-----------------------	----------	-------------	-------------	----------

	Year	funding Agency	sanctioned	
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>	2016-17	Self	Self	Self
Any other(Specify)	6 months project on International growth of students	College	₹ 500/-	₹ 500/-
Total			₹ 500/-	₹ 500/-

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 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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	---	---	---	---
Sponsoring agencies	---	---	---	---	---

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

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

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"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text"/>

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

Some of the extension activities conducted by the institution were –

- Faculty and students participated in the Tree Plantation Drive carried on the hills at Kausa, Mumbra-Shilphata road along with Thane Municipal Corporation officials on 1 July 2016.
- A huge Rally comprising of more than 800 students was undertaken by the college and extension unit on 21 September 2016 in the Thane (East) area. The rally was to show support and cooperation to Maharashtra Police.
- A Health Check-up drive was organized on 29 September 2016 in which eye check-up and ENT check-up for nearly 1000 students was carried out by a team of specialized doctors.
- On 4 October 2016 the extension unit students and faculty carried out a Food Packets and Blankets Distribution Drive at Pandit School, Yeoor village Thane. 155 adivasi students from the nearby padas were distributed the packets and were encouraged by the students to attend the school daily.
- Books and stationary items donation to farmer's children at Neral, Maharashtra.
- Awareness campaign at college campus for rally for rivers. (Nation wide campaign to save rivers by Isha Foundation.
- Donation drive for Divayang Kala Kendra (An institution working for mentally handicapped)
- Fruits and stationary items distribution drive at Pandit School, Yeoor Thane.
- Donational drive for the Indian Association for the blind Mudurai (T.N)

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	6700 sq. mts			6700 sq. mts
Class rooms				
Laboratories	1			1
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Computerization of administration and library is already been done. Regular maintenance and upgradation is taken care of.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8010	422454	47	5567	8057	428021
Reference Books	3320	1695100	280	114443	3600	1809540
e-Books	---	---	---	---		
Journals	20	51746	---	---	20	51746
e-Journals	03	---	---	---	03	---
Digital Database	---	---	---	---	---	---
CD & Video	150	---	---	---	150	---
Others (specify)	05	6068	---	---	05	6068

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	65	02	10 MBPS	01	01	01		
Added	45	01	5 MBPS					
Total	110	03	15 MBPS	01	01	01		

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

Yes, Workshop taken for the technology upgradation for the faculty and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	820906
ii) Campus Infrastructure and facilities	852096
iii) Equipments	352451
iv) Others	184250
Total :	2209703

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC creates awareness among the students about the following support systems available for the benefit of the students –

1. Orientation programmes at the beginning of the session.
2. Women Development Cell
3. Book bank facility
4. Grievance redressal cell
5. Anti-ragging cell
6. Encouragement to research culture through research development cell.
7. Student's feedback on teaching and curriculum.
8. Counselling and guidance through tutor ward system.

- 9. Academic monitoring cell
- 10. Students attendance monitoring
- 11. Add-on courses
- 12. Career guidance and expert lectures
- 13. Students participation in planning and execution of activities

5.2 Efforts made by the institution for tracking the progression

The institution has created different committees and associations to track the progress and overall development of the students. They are –

- Result analysis and efforts to improve the result.
- Remedial teaching for the academically weak students.
- PTA meetings to have interaction and support from the parents.
- Participation in academic as well as co-curricular and extra-curricular activities.
- Participation in inter-collegiate and university level events.
- Placement cell organises job fair and encourages students to

5.3 (a) Total Number of students 2016-17
2017-18

UG	PG	Ph. D.	Others
1626	93		
1581	74		

(b) No. of students outside the state

12

(c) No. of international students

Men

No	%

Women

No	%
	100

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1315	58	3	102	---	1719	1484	52	3	116	---	1655

Demand ratio

Dropout % 5.7%

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

Regular guidance for competition exams such as CA, ICWA and other courses are given to the students by faculty. Expert lectures are also arranged for the benefit of the students.

No. of students beneficiaries

150

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

Students are given training and counselling through skill development sessions for placement. Career guidance lectures are conducted by placement cell and commerce department. For ex-hospitality, retail, aviation industry, animation films, medical field, Banking and non-banking financial companies, Tele calling etc.

No. of students benefitted

300

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
14	150	24	----

5.8 Details of gender sensitization programmes

1. Gender sensitization sessions were organised for the students by Women Development Cell.
2. One act play on 'Stree Bhrun Hatya' at University of Mumbai Youth festival.
3. Participated at Kopri Police Station on Awareness of Gender Sensitization campaign.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

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

* Processed and Pending

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No grievance reported.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Sanskrittha Stree Parashakti

- The enlightened woman is the true strength of the Society and Nation.

Mission

- To create quest for learning in young minds.
- To prepare them for competitive environment.
- To ahead towards excellence in every field.
- To sensitize them towards social, ethical and national issues.
- To imbibe a strong value based ideology.
- To make them competent and creative to match the modern technological world.
- To believe in liberty, equality and justice for women.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

The institute conducted International seminar on 'Economic Axis and currents of global transformation' for which proceedings were published with ISBN and all research papers were published through the delegates.

Besides, since the University is empowered to change the curriculum, the faculty has been motivated to remain active in the participation of syllabus related workshops.

The revised edition of 'Introduction to Literature' for BMM students has been published to cover the new revised curriculum.

6.3.2 Teaching and Learning

Peer teaching was encouraged by the Department of History and Economics for in-depth Knowledge of the subject by the students.

All the faculty have been motivated for the enhancement of their degrees towards doctorate and as a result one member has completed and one has submitted her thesis and 08 members have enrolled for Ph.D. Role plays have been encouraged for English language classes.

6.3.3 Examination and Evaluation

Values in spreading the exam processes to stop mal practices. CAP is for justified evaluation online assessment, encouraged for paper setting and moderation.

There is 10 members committee to look into the transferency of the whole process.

6.3.4 Research and Development

Research and development cell of the institution along with the IQAC initiate research activities and encourage academic advancement of the faculty as well as students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Book bank facility continued. Alumni have been encouraged to donate the books.

Audio visual aids are used for teaching.

Maintenance of physical infrastructure is an on-going process in the institute.

6.3.6 Human Resource Management

Proper utilisation of man power is used. Committees – Talents, potential and association

6.3.7 Faculty and Staff recruitment

As per norms all the posts for teaching and non-teachings are duly filled in. However merit and talent is the topmost criteria followed for the recruitment.

6.3.8 Industry Interaction / Collaboration

MOU signed with Techno-serve for skill development (Module based)

Workshop conducted on Advertising

Guidance lecture by SEBI

6.3.9 Admission of Students

As per University of Mumbai Admission guidelines and norms are followed by the College.

6.4 Welfare schemes for

Teaching	
Non teaching	01
Students	01

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Institutional level
Administrative	Yes	University of Mumbai and Joint Director Office		

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

For UG Programmes Yes No

For PG Programmes Yes No

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

N.A

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

N.A

6.11 Activities and support from the Alumni Association

Alumni Association conducts regular meetings and interactions with the Alumni and seek their support and co-operation for cultural activities during college Annual fest, placement drive and training of the students.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meetings are conducted twice a year. Suggestions and feedback are taken from the parent for the overall improvement in the functioning of the institution. At times, some parents provide support system in conducting cultural programmes and seminars.

6.13 Development programmes for support staff

Participation in workshop and training program for non-teaching staff. Regular in-house training for improvement in overall functioning of the institute.

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

Waste management, solar panel, tree plantation drive, plastic free campus, save water campaign, save electricity campaign.

Criterion – VII

7. Innovations and Best Practices

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

1. Use of Technology and social media for sharing of information and knowledge with the students groups.
2. Creating student mentor groups to help the academically weak students to improve their performances.
3. Exposing the students to culture and civilization through relevant movies and slides to create a practical experience and by organising cultural festivals of Indian origin.
4. Peer teaching in the class to create a sharing and learning environment.
5. Held an intercollegiate competition with huge response for exposing the students towards relevant social problems, issues and giving direction towards respective solutions.
6. Invited celebrities from different arenas like theatre, music, literature, anchors, comedians so that they get awareness about the current trends and have one to one interaction for their overall personality development.
7. Prepared a model of the product and marketed to enhance the sale of it for ex-shampoo, cosmetics etc.

An encouragement for the redundant brands.
8. BMS lectures substituted with illustrations and case studies through students participation.
9. Chart/ poster competition related to current economic trends, private and public sectors. Thirty posters were prepared by TYBAF.
10. Guidance lectures by C.A and Expert.
11. Placement drive.

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

Revis

It was a very special occasion for the institute to have completed 25 years and celebration of Silver Jubilee was planned. Different activities were spread out throughout the year. It was education, overall development as well as occasion to rejoice wherein all stakeholders came together with the newly generated energy for another 25 years.

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

1. Skill development towards placement of the students.
2. Use of ICT through social media for approaching the students for sharing of information and further interaction like WhatsApp group, online expert lecture, you tube etc.

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

**** Details of best practices of the institution are attached in Annexure - iii)***

7.4 Contribution to environmental awareness / protection

Students were made aware of segregation of solid and wet waste, plastic free campus, encouragement to use paper bags, importance of non-conventional sources of energy, Rain water harvesting, Recycling of waste water in the housing societies.

7.5 Whether environmental audit was conducted? Yes No

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

The management and faculty understands the socio-economic and cultural status of the students who have come from less educated parents and try to incorporate the importance of education in their minds. It also initiates education of guardians for change of approach and mind set to empower and respect the girl child in the family and support therein in their soul mission of self- reliance their placement, entrepreneurship and other such actions.

To improve the linguistic level of the students and to bring them atleast to the main stream to face the academic medium of instruction being the English and to come out of the vernacular level to face the global competition.

8. Plans of institution for next year

To enhance overall growth of the girl students and make them empowered and self-reliant.

To accelerate the involvement of Alumni for the progress of the institution.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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



EXCELSSIOR EDUCATION SOCIETY'S
K. B. COLLEGE OF ARTS AND COMMERCE FOR WOMEN, THANE
 ACADEMIC YEAR 2017-2018

Jun-17				
WK	1	2	3	4
SUN		11	18	25
MON	5	12	19	26
TUE	1	7	13	H
TUE	6	13	20	27
WED	2	8	14	19
WED	7	14	21	28
THUR	3	9	15	20
THUR	8	15	22	29
FRI	4	10	16	21
FRI	9	16	23	30
SAT	5	11	17	22
SAT	10	17	24	
TOTAL	22			

Jul-17						
WK	1	2	15	4	5	6
SUN		2	9	16	23	30
MON		3	10	17	24	31
TUE		24	30	36	42	48
TUE		25	31	37	43	25
WED		5	12	19	26	
WED		26	32	38	44	
THUR		6	13	20	27	
THUR		27	33	39	45	
FRI		7	14	21	28	
FRI		28	34	40	46	
SAT		1	8	15	22	29
SAT		23	29	35	41	47
TOTAL	26					

Aug-17						
WK	1	2	3	4	5	
SUN		6	13	20	27	
MON		7	14	21	28	
TUE		H	59	63	H	
TUE		1	8	15	22	29
WED		49	54	H	64	H
WED		2	9	16	23	30
THUR		50	55	60	65	H
THUR		3	10	17	24	31
FRI		51	56	H	66	67
FRI		4	11	18	25	
SAT		52	57	61	H	
SAT		5	12	19	26	
TOTAL	19					

Sep-17						
WK	1	2	3	4	5	
SUN		3	10	17	24	
MON		4	11	18	25	
TUE		69	74	80	85	
TUE		5	12	19	26	
WED		H	75	81	86	
WED		6	13	20	27	
THUR		70	76	82	87	
THUR		7	14	21	28	
FRI		71	77	83	88	
FRI		1	8	15	22	29
SAT		68	72	78	H	89
SAT		2	9	16	23	30
TOTAL	22					

Oct-17						
WK	1	2	3	4	5	
SUN		1	8	15	22	29
MON		2	9	16	23	30
TUE		H	95	101	VAC	VAC
TUE		3	10	17	24	31
WED		80	96	VAC	VAC	VAC
WED		4	11	18	25	
THUR		91	97	VAC	VAC	VAC
THUR		5	12	19	26	
FRI		92	98	VAC	VAC	VAC
FRI		6	13	20	27	
SAT		93	99	VAC	VAC	VAC
SAT		7	14	21	28	
TOTAL	12					

TERM CALENDAR 2017-2018 FIRST TERM

HOLIDAY LIST	
JUNE	26 RAMZAN EID
AUG	7 NARAYAL POURNIMA
AUG	15 INDEPENDENCE DAY
AUG	17 PARSHI NEW YEAR
SEPT	2 BAKRI EID
SEPT	5 ANANT CHATURDASHI
SEPT	30 DASARA
OCT	2 GANDHI JAYANTI

H-HOLIDAY	HU- HARSH UTSAV
VAC-VACATION	WB- WINTER BREAK
EX- EXAMINATION	NI- NON INSTRUCTIONAL

IMPORTANT DAYS	
FIRST TERM STARTS	05/06/2017
FIRST TERM ENDS	16/10/2017
FOUNDERS DAY	05/10/2018
TEACHERS DAY	05/09/2018
PARENT TEACHER MEET(FYBCOM/BA)	29/07/2018
PARENT TEACHER MEET(SYBCOM/BA)	22/07/2017
EXAMINATION	
CLASS TEST	18-24 AUG
ATKT	20 SEPT-28 SEPT
FIRST TERM EXAMINATION	08-28 NOV

Nov-17						
WK	1	2	3	4	5	
SUN		5	12	19	26	
MON		6	13	20	27	
TUE		VAC	EX	EX	EX	
TUE		7	14	21	28	
WED		1	8	15	22	29
WED		VAC	EX	EX	102	
THUR		2	9	16	23	30
THUR		VAC	EX	EX	103	
FRI		3	10	17	24	
FRI		VAC	EX	EX		
SAT		4	11	18	25	
SAT		VAC				
TOTAL	03					

Dec-17						
WK	1	2	3	4	5	6
SUN		3	10	17	24	31
MON						VAC
MON		4	11	18	25	
TUE		104	109	115	H	
TUE		5	12	19	26	
WED		105	110	116	WB	
WED		6	13	20	27	
THUR		106	111	H.U	WB	
THUR		7	14	21	28	
FRI		107	112	117	WB	
FRI		1	8	15	22	29
SAT		H	108	113	118	WB
SAT		2	9	16	23	30
TOTAL	16					

Jan-18						
WK	1	2	3	4	5	
SUN		7	14	21	28	
MON		1	8	15	22	29
TUE		WB	125	131	137	142
TUE		2	9	16	23	30
WED		120	126	132	138	143
WED		3	10	17	24	31
THUR		121	127	133	139	144
THUR		4	11	18	25	
FRI		122	128	134	140	
FRI		5	12	19	26	
SAT		123	129	135	H	
SAT		6	13	20	27	
TOTAL	25					

Feb-18						
WK	1	2	3	4	5	
SUN		4	11	18	25	
MON		5	12	19	26	
TUE		348	354	H	164	
TUE		6	13	20	27	
WED		149	H	159	165	
WED		7	14	21	28	
THUR		150	155	160	166	
THUR		1	8	15	22	29
FRI		145	151	156	161	
FRI		2	9	16	23	
SAT		146	152	157	162	
SAT		3	10	17	24	
TOTAL	22					

Mar-18						
WK	1	2	3	4	5	
SUN		4	11	18	25	
MON		5	12	19	26	
TUE		169	175	181		
TUE		6	13	20	27	
WED		170	176	182		
WED		7	14	21	28	
THUR		171	177	183		
THUR		1	8	15	22	29
FRI		167	172	178	184	H
FRI		2	9	16	23	30
SAT		H	173	179	185	H
SAT		3	10	17	24	31
TOTAL	20					

Apr-18						
WK	1	2	3	4	5	
SUN		1	8	15	22	29
MON		2	9	16	23	30
TUE		EX	EX	EX	H	
TUE		3	10	17	24	
WED		EX	EX	EX		
WED		4	11	18	25	
THUR		EX	EX	EX		
THUR		5	12	19	26	
FRI		EX	EX	EX		
FRI		6	13	20	27	
SAT		EX	EX	EX		
SAT		7	14	21	28	
TOTAL	00					

May-18						
WK	1	2	3	4	5	
SUN		6	13	20	27	
MON		7	14	21	28	
TUE		1	8	15	22	29
TUE		H				
WED		2	9	16	23	30
WED		EX				
THUR		3	10	17	24	31
THUR		EX				
FRI		4	11	18	25	
FRI		EX				
SAT		5	12	19	26	
TOTAL	00					

HOLIDAY LIST	
DECEMBER	1 EID-E-MILAD
DECEMBER	25 CHRISTMAS
JANUARY	26 REPUBLIC DAY
FEBRUARY	13 MAHASHIVARATRI
FEBRUARY	19 SHIVAJI JAYANTI
MARCH	7 HOLI
MARCH	29 MAHAVIR JAYANTI
MARCH	30 GOOD FRIDAY
APRIL	14 AMBEDKAR JAYANTI
APRIL	30 BUDDH POURNIMA
MAY	1 LABOUR DAY

IMPORTANT DAYS	
SECOND TERM STARTS	29/11/2017
SECOND TERM ENDS	17/03/2018
HARSH UTSAV	20/12/2017
SPORTS	02/12/2017
NSS CAMP	29 NOV-05 DEC 2017
CONFERENCE	08/03/2018
CONVOCATION	10/03/2018
SHRADDHANALI AND MAGZINE RELEASE	12/01/2018
PARENT TEACHER MEET	15/01/2018
EXAMINATION	
CLASS TEST	18-25 JAN 2018
ATKT	12-20 MARCH 2018
SECOND TERM EXAM	12 APRIL-04 MAY 2018

TOTAL NO OF INSTRUCTIONAL DAYS(1 ST TERM)	101
TOTAL NO OF INSTRUCTIONAL DAYS(2 ND TERM)	85
TOTAL NO OF INSTRUCTIONAL DAYS	186

TERM CALENDAR 2017-2018 SECOND TERM

ANNEXURE – ii

STUDENTS FEEDBACK

The student feedback has been taken on two criteria as under – Faculty feedback and curriculum feedback.

In general, the students have given good rating for the faculty and are satisfied with the teaching coverage of syllabus and quality of delivery. However, as per suggestions about the teaching, the meetings were conducted and feedback was shared with the faculty and directed to improve upon the various possible areas and the teachers with very good feedback was also shared to motivate further. Students also suggested for more revision with examination oriented focus. This was shared with faculty as well as in the department meeting. The TYBA students wanted more focus on Research Methodology and needed notes in Marathi which was discussed with the head of the departments. Generally the portions covered were in total.

The students did not have much suggestions regarding curriculum. However, they were happy about the scraping of the internal marks for the tests, attendance activities and others which was prevalent with the previous syllabus for 25 and 40 marks. In general the K. B. Students are happy with the discipline and the culture of the institute particularly about the regularity in teaching.

In the various meetings of students council and cultural committee students were excited about the approaching silver jubilee year and completion of 25 years of the institution and they suggested a number of activities to spread out throughout the year as celebrations. They also stressed upon the women related activities being the girls' college. The students were happy about the skill development program conducted in the last 2 years which was an initiative by HRD and they requested for the continuation of the same. The students were also eager to have further placement drives like the previous years for their career developments.

PARENTS FEEDBACK

There was a huge response from parents in the Parents Teachers Meet in all classes. The parents were happy with their interaction with the respective class teacher and subject teachers. The parents thought that it is a good process to monitor the activities and the progress of their wards. A majority of parents appreciated the institute policy about closing the cell phone in the premises and they maintained that it is a good measure for discipline in the institute and concentration of the students in the campus. The parents were also very happy about a number of activities conducted throughout the year by different departments and committees and talked well about how all this helped in the overall development of the students making them more confident and self-reliant in future. After being informed about the new system of credit based education adopted by University of Mumbai, the parents became more serious about the passing standard which would in turn enhance the standard of the institute as well. Being a girl's college, the parents suggested for half an hour extension in the in-time for the safety of the girls which

was noted down and will be considered in due course. However, all higher education institutes in the Mumbai region adopt the 7.00 a.m. timing due to the working students and for adjustment of the multiple courses in the premises.

EMPLOYER'S FEEDBACK

The management has been appreciating the number of activities at the college. They have directed to explore new possibilities for the future and had also put forth the idea of one year program for silver jubilee celebration of the institute in 2017-18. The management has also encouraged and contributed towards the social and extension activities for the development of the society. The management has also been motivating the faculty towards their academic development and research culture in the institute. Besides, they have a special focus for the development of the girl students and encourage the entrepreneurship skill amongst them to make them self-reliant.

FEEDBACK FROM ALUMNI

The Alumni of the college have given positive feedback about the overall culture of the institute and how they have benefitted in different areas through support of the college.

The remarks are as under-

Drawn strength from college experiences to face challenges of life

Grown up a better person with proper principles.

Proud Kbit

Looking for longer association with college

Most remarkable journey of my life.

Taught to cross hurdles and eventually emerge leader

Achievement in life is due to constant support and motivation provided

Time spent in college most amazing

Time spent in college was an improving and developing me as a person to be a fierce independent girl in outside world.

Learnt to manage, co-ordinate and hold a team together.

ANNEXURE – iii

Details of two best practices of the institution SKILL DEVELOPMENT

The placement and training cell organized a Career Guidance session of skill development on 21 July 2016 for TYBCom & BA students. Venkatesh Shitale (Corporation Manager) and Kumar Gaurav Sonkar (Regional Sales Manager) from Edu-Bridge Career Academy were the speakers for 130 + students attending the session. Students were educated about the Skill development Courses pertaining to Retail sector involving Gems & Jewellery, Communication & interview Skills, Online advertisement skills etc. Overall the session was successful. Students were now aware of and were ready to join a number of skill development courses to create employability for themselves.

USE OF ICT

With the current trends in education and continuous innovations in teaching methodology the faculty has started using ICT for the classroom delivery. The faculty are selecting quality videos from YouTube which make the classroom teaching interesting and facilitate comprehension which is followed by interactive discourses. The current trends of WhatsApp are used for sharing information in the form of notes, assignments and additional practice problems and tests with the students group. It helps the faculty to maintain a personal touch with the students and give individual attention which facilitates the students in their preparations. Besides, the use of multimedia through audio-visual classrooms has been followed for many years through power point slides – Departments of Social Science also display movies of relevant topics which the students enjoy and understand with clarity.