

Annual Quality Assurance Report (AQAR)- 2013-14

Part-A

I Details of the institution

1.1 Name of the institution: Vidya Prasarak Mandal's K. G. Joshi College of Arts & N.G.

Bedekar College of Commerce, Thane.

1.2 Address Line 1 : Jnandweepa, Chendani,

Address Line 2 : Bunder Road, Thane (West) - 400 601

City/Town : Thane

State : Maharashtra

Pin Code : 400601

Institution e-mail address: joshibedekar@gmail.com, jbc@vpmthane.org,
vpm_joshibedekar_office@yahoo.co.in

Contact Nos. : **9004690472, 9820328226, 022-25332412, 022-25446555**

Name of the Head of the Institution: **Dr. (Mrs.) Shakuntala A. Singh**

Tel No. with STD Code: **022-25332412, 022-25446555**

Mobile : **9004690472**

Name of the IQAC Co-ordinator: **Asst. Prof. Subhash G. Shinde**

Mobile : **9820328226**

IQAC e-mail address: jbcnaac@gmail.com

1.3 NAAC Track ID:10642

1.4 NAAC Executive Committee No. &Date: EC/54/RAR/100 dated 08/01/2011

1.5 Website address: www.vpmthane.org

Web-link of the AQAR: <http://www.vpmthane.org/comm/aqar/2013-14.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	80.75	2003	2008
2	2 nd Cycle	A	3.09	2011	2016
3	3 rd Cycle	Going for 3 rd Cycle in 2015			

1.7 Date of Establishment of IQAC: 30/09/2005

1.8 AQAR for the year : 2013-14

2. IQAC Composition and Activities

2.1 No. of teachers	- 9			
2.2 No. of Administrative/ Technical staff	- 3			
2.3 No. of students	- Nil			
2.4 No. of Management representatives	- 1			
2.5 No. of Alumni	- Nil			
2.6 No. of any other stakeholder and community representatives	- 2			
2.7 No. of Employers/Industrialists	- Nil			
2.8 No. of other External Experts	- Nil			
2.9 Total No. of members	- 15			
2.10 No. of IQAC meetings held	- 4			
2.11 No. of meetings with various stakeholders	- 1	Faculty- 1		
Non-Teaching Staff- Nil		Students- Nil	Alumni- Nil	Others- Nil
2.12 Has IQAC received any funding from UGC during the year?	- No			
If yes, mention the amount	- Nil			
2.13 Seminars and Conferences (only quality related)-				
(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC				
Total Nos. International- Nil	National- State- Nil	Institution Level- Nil		
(ii) Themes- Nil				
2.14 Significant Activities and contributions made by IQAC.				

- **Repeated highlighting of quality enhancement and quality sustenance at every occasion among students and teachers such as Staff meetings, Meetings of the Heads of the Departments, Students' Council Meetings, etc.**
- **Added emphasis on research activities**
- **Identified the slow learners and advanced learners and giving specific need based support**
- **MA in Hindi and MA in Philosophy were started**

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
Increase research activity	5 Minor Research Proposals sent
Identify slow learners based on semester V results and give study material/practice material to them for semester VI for TYBCOM students	On a trial basis study material was given to slow learners of TYBCOM semester VI in Financial Accounting paper and number of failures reduced drastically in this paper
Identify advanced learners based on semester V results and give extra facilities	On a trial basis five top scorers of TYBCOM semester V were given a set of higher level books in Accountancy, etc. for self-study in semester VI

Attach the Academic calendar of the year as Annexure - **Attached - Annexure I**

2.16 Whether the AQAR was placed in statutory- **No**√

Management **Yes** Syndicate **No** Any other body Yes- **Students' Council, IQAC**

Provide the details of the action taken

The AQAR for the academic year 2013-14 was placed before the teaching staff, management and students' council on 4th December 2014 and 19th December 2014 respectively. These bodies appreciated the framework and structure of the AQAR designed by NAAC as it covers most of the aspects and components related with quality sustenance and enhancement in the Higher Education Institutes (HEIs) and the format was found to be helpful while writing the Re-Accreditation Report (RAR). They also suggested some changes in the formatting of the report and asked the IQAC, Co-ordinator to submit it to NAAC as soon as possible after uploading it on the website of the institution i.e. www.vpmthane.org.

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
Ph.D	1	-	-	-
PG	6	2	8	-
UG	10	1	8	-
PG Diploma	1	-	1	1
Advanced Diploma	Nil	-	-	-
Diploma	Nil	-	-	-
Certificate	Nil	-	-	-
Others	3	-	2	3
Total	21	3	19	4
Interdisciplinary	-	-	-	-
Innovative	5	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	Nil
Annual	2

1.3 Feedback from stakeholders* Alumni- Nil Parents- Nil Employers- Nil Students- Nil

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

- **Formal feedback on curricular aspects has not been taken, however interaction with employers during campus recruitment is done.**
- **Formal feedback on teaching learning process has been taken based on feedback forms designed with ten parameters, each evaluated on a scale of 1 to 5 by a student and it was analysed.**
- **The TYBCOM feedback of 958 evaluations revealed a high positive grand average score of 3.955 out of 5, on preliminary analysis.**

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

Yes. There is regular revision/update of regulations and syllabi of various courses and programmes conducted in the College. This is part of the mechanism of the University of Mumbai which is operative regularly. Under this mechanism there is a Board of Studies for each subject/course and programmes. These Board of Studies reviews, modifies and updates the syllabi for each academic year from time to time. Many of our senior teachers are members of BoS and contribute to such revisions.

Salient features of such revision include addition of new topics, deletion of outdated topics and restructuring or shifting of selected topics from one semester to other. Many such revisions have taken place in various subjects/courses in 2013-14. Revised syllabi are uploaded on University of Mumbai's website and also communicated through circulars to the Colleges. The standard textbooks reprint the current syllabi for the benefits of students.

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

The College has introduced following 3 programmes during the year,

- **Sales Management and Retail Training (SMART) in association with the University of Mumbai and Hindustan Coca Cola Beverages Ltd.**
- **MA (Hindi)**
- **MA (Philosophy)**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Associate Professors	Professors	Others	Total
37	4	1	32	37

2.2 No. of permanent faculty with Ph.D. 8

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Prof.	Assoc. Prof.	Prof.	Others	Total
Recruited- Nil	Recruited- Nil	Recruited- Nil	Recruited- Nil	Recruited- Nil
Vacant- 4	Vacant- Nil	Vacant- Nil	Vacant- Nil	Vacant- 4

2.4 No. of Guest and Visiting faculty and Temporary faculty: 69

2.5 Faculty participation in Conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	90	12	02
Presented papers	14	09	01
Resource Persons	Nil	01	02

2.6 Innovative processes adopted by the institution in Teaching and Learning

The College adopts the innovative teaching and learning processes such as ICT enabled lectures, Group Discussions, Field Visits, Debates, Quiz Contest, Case Studies, Sample Surveys, Industrial Visits, Film Screening, Use of youtube videos, Paper presentations by students

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)

The College implements the following 2 examination/evaluation reforms initiated by the University,

- **Bar Coded answer-books are being used for the Vth and VIth Semester of third year classes of all courses**
- **Photocopy of answer-books at all levels**

2.9 No. of faculty members involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop
Nine (09) faculty members were involved in curriculum restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students- 75%

2.11 Course/ Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division			
		Distinction %	I Class %	II Class %	Pass Class %
TYBA	269	8.5%	16.36%	48.70%	7.81%
TYBCOM	507	33.73%	27.22%	19%	1%
TYBMS	222	0	24.46	54.89	20.65
TYBMM - English	92	0	3.75	65.00	31.25
TYBMM - Marathi	18	0	21.43	71.43	7.14
TYBCom (Accounting & Finance)	176	0	42.77	52.20	5.03
TYBCom (Banking & Insurance)	75	0	40.63	42.19	17.18
TYBCom (Financial Markets)	45	0	34.88	39.53	25.59
M.Com (Business Management)	48	0	21.28	74.47	4.25
M.Com (Advanced Accountancy)	35	0	32.26	61.29	6.45

M.Com (Banking & Finance)	50	0	22.92	70.83	6.25
B.Lib.I.Sc	25	0	30.00	60.00	10.00
M.Lib.I.Sc.	16	0	23.08	61.54	15.38
M.A.C.J.	4	0	25.00	75.00	0
M.A. in Philosophy	9	14.29	57.14	28.57	0
M.A. in Hindi	7	0	85.71	14.29	0

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

- **Innovative processes in Teaching & Learning claimed in 2.6 are recommended by IQAC (Contribution)**
- **The Principal analyses the Third Year results in staffroom (Monitoring)**
- **Students feedback is taken and preliminary scrutiny is done by IQAC and Principal discusses it in the Departmental Meetings (Monitoring)**

2.13 Initiatives undertaken towards faculty development

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

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	42	04	Nil	02
Technical Staff	NA	NA	NA	NA

Criterion-III

3. Research, Consultancy and Extension

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

Research climate in the institution is promoted under the guidance of IQAC headed by the Principal through the activities of Research Committee for teachers and Research Academy for students which are as under,

Research Committee

- **Guidance lecture by Dr. Shobha Doshi about ‘Submission of UGC Minor Research Project Proposals’**
- **Guidance lecture by Dr. Savanur and Asst. Prof. Madhavi Arekar on ‘Minor Research Project Writing’**
- **Special lecture by Dr. Kishori Bhagat on ‘Techniques of Research Writing’**
- **Special session by Librarian Narayan S. Barse on ‘Making effective use of Library Resources in Research’**

Research Academy

Two student centric projects were conducted by members of the Research Academy,

- **Survey of students with distinction in the last examination**
- **Informal survey of students who failed in the last examination**

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	04	-	-
Outlay in Rs. Lakhs	Rs. Lakhs 0.25	Rs. Lakhs 2.57	-	-

3.4 Details on research publications

	International	National	Others
Peer Reviewed Journals	17	02	02
Non-Peer Reviewed Journals	Nil	01	Nil
e-Journals	Nil	Nil	1
Conference proceedings	12	04	Nil

3.5 Details on Impact factor of publications:

Range	- 0.0812 to 6.9071
Average	- 2.1757
h-index	- Not available
Nos. in SCOPUS	- Not available

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	Nil	Nil	Nil	Nil
Minor Projects	2 years (4Projects)	UGC	Rs. 2,57,000	Rs. 2,57,000
Interdisciplinary Projects	2 years (3Projects)	UGC-2 University of Mumbai-1	Rs. 1,55,000(UGC) Rs. 55000 (University of Mumbai)	Rs. 1,80,000
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored				
Projects sponsored by the University/College	2 years (1 Project)	University of Mumbai	Rs. 25,000	Rs. 25,000
Students research projects (other than compulsory by the University)	Nil	Nil	Nil	Nil
Any other (specify)	Nil	Nil	Nil	Nil
Total			2,82,000	2,82,000

3.7 No. of books published i) With ISBN No. **18** Chapters in edited Books- **11**

ii) Without ISBN No.- **7**

3.8 No. of University Departments receiving funds from- **NA**

UGC-SAP- **NA** CAS-**NA** DST-FIST-**NA**

DPE-**NA** DBT Scheme/funds-**NA**

3.9 For Colleges

Autonomy-**Nil** CPE-**Nil** DBT Star Scheme- **NA**

INSPIRE- **NA** CE-**Nil** Any other (specify)-**Nil**

3.10 Revenue generated through consultancy – **Rs. 500/-**

The Counseling Cell provided counseling services to five outside clients at a nominal fee of Rs. 100 each. Large number of in-house clients have also been served free of cost. The nature of this activity is welfare oriented and not for profit.

3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number	01 Economics	Nil	Nil	Nil	02 Anti-Ragging and WDC workshop Special lecture on Jammu and Kashmir 02
Sponsoring agencies	UGC	Nil	Nil	Nil	College

3.12 No. of faculty served as experts, chairpersons or resource persons- **7**

3.13 No. of collaborations

International- **1 (Exchange programme with the Kyoto-Sangyo University of Japan)**

National- **Nil**

Any other-**1 (Associate Degree in Sales Management and Retail Training – SMART, in collaboration with the University of Mumbai and Hindustan Coca Cola Beverages Pvt. Ltd.)**

3.14 No. of linkages created during this year - Nil

3.15 Total budget for research for current year in lakhs:

From funding agency - **Rs. 2.57 lakhs (UGC)**

From Management of University/College- **Rs. 0.25 lakhs (University of Mumbai)**

Total -**Rs. 2.82 lakhs**

3.16 No. of patents received this year

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

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
01	Nil	01	Nil	Nil	Nil	Nil

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

Two Faculty members are Ph.D. Guides:

Principal Dr. (Mrs.) Shakuntala A. Singh- (04 Students registered under University of Mumbai in Philosophy)

Dr. S. K. Savanur - (08 Students registered under Shivaji University, Kolhapur and 02 students were awarded Ph.D. in Library and Information Science under his guidance)

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

Two Faculty members of the institute were awarded Ph.D. degree,

1. Dr. (Mrs.) Smita V. Bhide- Statistics

2. Dr. Anil D. Dhawale- Hindi

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

JRF – **01** SRF-**Nil** Project Fellows-**Nil** Any other-**Nil**

3.21 No. of students participated in NSS events:

University level- **123** State level-**04**

National level-**02** International level-**Nil**

3.22 No. of students participated in NCC events:

University level-**26** State level-**25**

National level-**Nil** International level-**Nil**

3.23 No. of Awards won in NSS:

University level-**02** State level-**Nil**

National level-**Nil** International level-**Nil**

3.24 No. of Awards won in NCC:

University level-**01** State level-**09**

National level-**Nil** International level-**Nil**

3.25 No. of Extension activities organized- 28 activities were organized

University forum- **Nil**

College forum - **Nil**

NCC -**7**

NSS -**11**

Any other - **5**

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

Total 26 activities as follows:

NSS volunteers participated in

- 1. Celebrated Voters Day in District Collector's Office, Thane on 24th January 2014 (15 volunteers)**
- 2. Worked as enumerators in Economic census of TMC (40 volunteers)**
- 3. Conducted survey on 'Increasing Violence in Children' in two districts (60 volunteers)**
- 4. Performed street play in 'Khopat Mahotsav' and won first prize (15 volunteers)**
- 5. Performed street play organized by Mumbai Education Trust and won first prize (15 volunteers)**
- 6. Three Pulse Polio Campaign**
- 7. Two Blood Donation Camps**
- 8. Health Awareness Survey**
- 9. Street Play on 'Road Safety'**
- 10. Street Play on 'HIV-AIDS Awareness'**
- 11. A seven Day Residential Camp was organized at Mammoli village in Thane district and sixty NSS volunteers participated in the camp.**

NCC Army Girls cadets participated in

- 1. Two Pulse Polio Campaigns**
- 2. Rally on Waste Management**
- 3. Rally on HIV-AIDS Awareness**
- 4. Human Chain on Woman Empowerment**

NCC Army Boys cadets participated in

- 1. Pulse Polio Campaign**
- 2. Blood Donation Camp**
- 3. 'Nirbhaya' Campaign**

Students participated in following WDC activities

- 1. Participated in Self-defense courses organized in the College by Asst. Prof. of Philosophy Shri. Avinash Waghmare who is an expert in martial arts (09- girl students)**
- 2. Joined 'Rise' campaign initiated by MAWA in order to create awareness about safety and security of girl students in memory of 'Nirbhaya Case'**
- 3. Organized self-defense programme along-with Star Pravah on 21/01/2014**
- 4. Organized a programme on the eve of International Women's Day**
- 5. Organized 'Kranti Jyoti Savitribai Phule Smruti Din' on 10th March 2014**

Students participated in following Civil Defense activities

- 1. Civil Defense training programme attended by NSS volunteers and NCC cadets**

Students participated in following Department of Life Long Learning and Extension (DLLE) activities

- 1. Status of Woman Survey**
- 2. Street Play on 'Sexual Harassment of Women'**

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	10.5 acres	-	-	10.5 acres
Class rooms	52	-	-	52
Laboratories	4	-	-	4
Seminar Halls	4	-	-	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year	218	4	UGC and College funds	
Value of the equipment purchased during the year (Rs. Lakhs)	44,46375	161962	UGC and College funds	
Others				

4.2 Computerization of administration and library

The administrative office and library services are computerized.

Following soft-wares are used for carrying out the stipulated work in office and library, Financial Accounting (FA), Payroll and Students' Database and Libsuite.

In addition to it in Language Laboratory Ace Net soft-ware is used

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17899	15,63782.79	1838	191160.22	19737	1754943.01
Reference Books	60820	183,07110.85	2017	991742.07	63837	2822452.92
e-Books	-	-	-	-	-	-
Journals	142	99917	02	500	144	100417
e-Journals	-	-	-	-	-	-
Digital Database	11	127000	--	--	11	127000
CD & Video	1023	46772.82	72	17693.60	1095	64466
Others (specify)						

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	171	94	171	22	02	24	-	29
Added	05	-	05	-	-	02	-	03
Total	176	94	176	22	02	26	-	32

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

- **The two programmes of library orientation were conducted for teachers including internet and all types of database access**
- **The seven programmes of library orientation were conducted for students including internet and all types of database access**

4.6 Amount spent on maintenance in lakhs:

i) ICT	3.25 lakhs
ii) Campus Infrastructure and facilities	8.50 lakhs
iii) Equipments	1.20 lakhs
iv) Others	0.61 lakhs
Total	13.56 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Many support services are made available to students. The IQAC contributes in creating and enhancing awareness of the same among the students through the following,

- **Details printed in the prospectus**
- **Counseling about available subject options to the students wherever needed at the time of admission**
- **Principal's address to the first year students**
- **Library orientation**
- **Regular display and circulation of related notices by the College office staff**
- **Guidance given by the teachers in respective classes about examination rules**
- **Matters raised and informed in the Students' Council meetings**

5.2 Efforts made by the institution for tracking the progression

Efforts in this direction are largely informal by way of interaction with past students when they come to meet teachers occasionally. This is felt insufficient. Efforts are being made to track students' progression in a more organized way.

5.3 (a) Total Number of students

	UG	PG	Ph.D.	Others
Aided	2336	--	--	--
Unaided	2324	373	4	69
Total	4660	373	4	69

(b) No. of students outside the state : **Aided- 3, Unaided- 10**

(c) No. of international students : **Nil**

Men

	No	%
Aided	1038	44.43
Unaided	1050	38.93

Women

	No	%
Aided	1298	55.57
Unaided	1647	61.07

	Last Year (2012-13)						This Year (2013-14)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
Aided	1177	334	137	703	5	2356	1147	325	119	740	5	2336
Unaided	1442	365	49	656	--	2512	1578	356	46	717	--	2697

Demand ratio : **Aided - 351.78** , **Unaided - 380.42**

Dropout% : **Nil**

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

The College implements the Entry in service scheme of UGC wherein the students belonging to SC/ST/ OBC (Non creamy layer/ Minority communities are given the coaching for various competitive examinations.

No. of students beneficiaries - **129**

5.5 No. of students qualified in these examinations

NET-03	SET/SLET- Nil	GATE- Nil	CAT- Nil
IAS/IPS etc- Nil	State PSC- 03	UPSC- Nil	Others- Nil

5.6 Details of student counseling and career guidance

8 Career Guidance Programmes and 8 Skill Development/Personality Development programmes were conducted as follows,

Career Guidance Programmes:

Sr.No.	Date	Description of the Programme	Resource Person
1	23/09/2013	Workshop on ‘Live Trading on Stock Exchange’	FPSB India and Manek Financial Advisors
2	23/09/2013	Current Job Opportunities in Market	Ms. Anisha Khilnani
3	29/01/2014	Employability Test (996 students from T.Y. classes)	Edusharp on behalf of University of Mumbai
4	31/01/2014	Career in Banking	Speakwell
5	26/02/2014	MPSC and UPSC	Mr. Sagar Dharmadhikari, Prabodhan Multipurpose Society
6		Future Career Prospects Abroad	Ms. Julia Fallon, Head MBA Programme, Cardiff Metropolitan Univ.
7	14/03/2014	Career Guidance Exhibitions put up for Professions after T.Y.B.M.M.	By DLLE students
8	05/04/2014	Career Guidance for T.Y.B.M.M.	By B.M.M. Dept.

Skill Development/ Personality Development Programmes:

Sr. No.	Date	Description of the Programme	Resource Person
1	15/03/2013 to 18/03/2013	A four day Workshop on 'How to crack Aptitude Test' and 'How to prepare for Personal Interviews'	Ms. Aditi Mundada and Mr. Vivek from Ideal Foundation
2	21/09/2013	Resume Writing and Interview Techniques	Dr. (Mrs.) Suja Roy Abraham
3	21/09/2013	Logical Reasoning	Mrs. Purva Gaikwad
4	06/12/2013	Resume writing and Interview Techniques	Mrs. Purva Gaikwad
5	06/12/2013	Logical Reasoning	Mrs. Monika Deshpande
6	11/12/2013	Communication Skills and Interview Techniques	Mrs. Namrataa Srivastav
7	13/12/2013	Group Discussion	Mr. Parag Chitale, Director, CPLC
8	04/02/2014	Personality Development Programme	Mr. Sunil Gawlani, Rotaract Club, Thane North

No. of students benefitted- **More than 2000 students benefited from the above mentioned programmes.**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
14	753	134	0

5.8 Details of gender sensitization programmes

1. **Joined 'Rise' campaign initiated by MAWA in order to create awareness about safety and security of girl students in memory of 'Nirbhaya Case'**
2. **Organized a programme on the eve of International Women's Day**
3. **Organized 'Kranti Jyoti Savitribai Phule Smruti Din' on 10th March 2014**

5.9 Students Activities

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

State/University level	National level	International level
17	15	0
123 (NSS)	02	0

No. of students participated in cultural events

State/University level	National level	International level
128	51	01

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

Sports: State/University level	National level	International level
14	08	0
Cultural: State/University level	National level	International level
56	02	01

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	Nil	Nil
Financial support from government	1020	100,03,009
Financial support from other sources	04	10,680
Number of students who received International/National recognitions	Nil	Nil

5.11 Student organized/initiatives

Fairs: State/University level - Nil National level - Nil International level - Nil

Exhibition: State/University level - Nil National level - Nil International level - 01

5.12 No. of social initiatives undertaken by the students

Total 22 activities were undertaken, details are as follows:

NSS volunteers participated in

- 1. Celebrated Voters Day in District Collector's Office, Thane on 24th January 2014 (15 volunteers)**
- 2. Worked as enumerators in Economic census of TMC (40 volunteers)**
- 3. Conducted survey on 'Increasing Violence in Children' in two districts (60 volunteers)**
- 4. Performed street play in 'Khopat Mahotsav' and won first prize (15 volunteers)**
- 5. Performed street play organized by Mumbai Education Trust and won first prize (15 volunteers)**
- 6. Three Pulse Polio Campaign**
- 7. Two Blood Donation Camps**
- 8. Health Awareness Survey**
- 9. Street Play on 'Road Safety'**
- 10. Street Play on 'HIV-AIDS Awareness'**

NCC Army Girls cadets participated in

- 1. Two Pulse Polio Campaigns**
- 2. Rally on Waste Management**
- 3. Rally on HIV-AIDS Awareness**
- 4. Human Chain on Woman Empowerment**

NCC Army Boys cadets participated in

- 1. Pulse Polio Campaign**
- 2. Blood Donation Camp**
- 3. 'Nirbhaya' Campaign**

Students participated in following WDC activities

- 1. Participated in Self-defense courses organized in the College by Asst. Prof. of Philosophy Shri. Avinash Waghmare who is an expert in martial arts (09- girl students)**
- 2. Joined 'Rise' campaign initiated by MAWA in order to create awareness about safety and security of girl students in memory of 'Nirbhaya Case'**
- 3. Organized self-defense programme along-with Star Pravah on 21/01/2014**
- 4. Organized a programme on the eve of International Women's Day**
- 5. Organized 'Kranti Jyoti Savitribai Phule Smruti Din' on 10th March 2014**

5.13 Major grievances of students (if any) redressed:

There were no major grievances.

Criterion VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission

Vision: Information to Knowledge and Knowledge to Wisdom

Mission: To nurture and foster an innovative academic environment for critical thinking, all round growth and continuous development of students and staff to make them responsible and sensitised citizens of society .

6.2 Does the Institution has a Management Information System?

Yes. The Institution has a Management Information System

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

6.3.1 Curriculum Development

- The College runs two years Associate Degree Programme called as Sales Management and Retail Training (SMART) since 2013-14. The University of Mumbai has entered into Memorandum of Understanding (MoU) with the Hindustan Coca-Cola Beverages Pvt. Ltd. and has started the SMART Programme. In the jurisdiction of University of Mumbai four Colleges have been awarded this programme and one of them is our College.
- The faculty involved in teaching SMART Programme attends the workshops of curriculum designing and development. Some of them are on the Board of Studies of SMART and take initiatives in contributing to the curriculum.
- College runs the Bachelors and Masters Courses in Library and Information Science (BLISc.) and (MLISc.). The Co-ordinator of theses courses is the Chairperson of Ad-hoc Board of Studies (BoS) and one teacher is the member of the BoS.
- The teachers are encouraged to attend the curriculum related workshops and contribute in the development of Curriculum.
- The Placement Cell is instructed to interact with the Companies which come for Campus Recruitment and collect information about their expectations from the students and on the basis of it plan the training programmes for the students such as Development of Communication Skills, Quantitative Skills, etc.

6.3.2 Teaching and Learning

- **Slow and advanced learners are identified on the basis of results and remedial coaching is given to the slow learners. The advanced learners are provided with special books as an encouragement.**
- **The teachers adopt the following processes in Teaching and Learning,**
- **ICT enabled lectures, Group Discussions, Field Visits, Debates, Quiz Contest, Case Studies, Sample Surveys, Industrial Visits, Film Screening, Use of YouTube videos, Paper presentations by students, etc.**
- **Facilities for broad based learning for general personality development through various academies like Scholars' Academy, Speaker's Academy, Sports Academy, Talent Academy, Vivekanand Study Circle, Coaching for Competitive Examinations, Placement and Career Guidance Cell, etc.**

6.3.3 Examination and Evaluation

- **College adheres to all the rules and regulations of University of Mumbai in this regard such as,**
- **Completion of 90 days of teaching in each term**
- **Conducting the examinations in time**
- **Declaring the results in stipulated time prescribed by the University**
- **Centralised Assessment Programme at College level**
- **Provisions of all prescribed mechanisms for students of verification, photocopy and revaluation of answer-books**
- **Unfair means inquiry is conducted as per the ordinance of the University**
- **Strict adherence to various ICT enabled reforms introduced by the University such as submission of on online examination forms, results, etc.**

6.3.4 Research and Development

- **Following components of research and development activities have been given top priority and maximum support and encouragement,**
- **It is a policy of the College and management to encourage and motivate the teachers for doing Ph.D. as a result of it five teachers have completed the Ph.D. and seven are pursuing in the post Re-accreditation period. During the AQAR period two teachers were on FIP for doing Ph.D.**
- **Four Minor Research Projects (MRPs) were approved by the University Grants Commission (UGC) during the year and seven teachers are working on the same.**

Research Committee of the College has conducted the following activities for the teachers during the year on a regular basis,

Lectures and workshops giving guidance on research methodology, paper writing, paper presentations, paper publications and use of library resources including online and e-resources in the College

Research Academy of the College has conducted the following activities for the students during the year,

- **Survey of students with distinction in the last examination**
- **Informal survey of students who failed in the last examination**

6.3.5 Library, ICT and physical infrastructure/instrumentation

Library –

- **A special donation of 2617 books was received from Dr. Vijay Bedekar, Chairman, Vidya Prasarak Mandal, Thane during the year and special ‘Vijay Bedekar Collection’ is created in library. It includes rare and valuable books.**
- **Special set of books for semester VI was given to five students who topped in semester V TYBCOM examination in October 2013**
- **Additions to reference books**
- **Subscriptions to journals, e-journals and databases**
- **Full budget utilization every year**
- **Library extended time is continued**
- **Book-bank facility for SC and ST students is continued**
- **Facility of external membership is continued**
- **Separate Reference section for staff and students is maintained**

ICT

- **Provision of latest state-of-the-art ICT facilities such as,**
- **OPAC in library**
- **Web-OPAC**
- **Internet and database access facilities and centralized air conditioning system in the Reference and Research section**
- **Facilities in the College office for online submission of various forms such as admission, enrolment, examination of third year classes to the university through MKCL portal**
- **State-of-the-art ICT facilities in Kattyayan, the auditorium such as video conferencing, wifi, sound system with excellent acoustics**

- **Language Laboratory**
- **Three Computer Laboratories**
- **ICT enabled class-rooms**

Physical Infrastructure

- **Optimum utilization of infrastructure within given external constraints of Coastal Regulatory Zone (CRZ)**

Instrumentation- **Not Applicable since this is an Arts and Commerce College**

6.3.6 Human Resource Management

- **Providing stress-free, fair, non-discriminatory, positive, progressive work environment**
- **Open Door Policy for sorting of matters by discussion and consensus**
- **Top priority for faculty development**
- **Class III and IV non-teaching staff is motivated to improve their educational qualifications and technical skills**

6.3.7 Faculty and Staff recruitment

- **Conscious steps taken for 100% full-time recruitments**
- **Specific policy of management for recruiting NET/SLET qualified candidates complying with applicable regulations**
- **Recruitment and promotions of non-teaching staff as per staffing pattern**

6.3.8 Industry Interaction/Collaboration

Industry Interaction

- **Appointment of maximum visiting faculty with industrial experience**
- **Arranging guest lectures by industry experts and professionals**
- **Conduct of Industrial visits and field visits for students**
- **Arranging for career guidance, counseling, soft-skill development, campus interviews and placement for students**

Industry Collaboration

- **Started two year Associate Degree programme in Sales Management and Retail Training (SMART) in collaboration with University of Mumbai and Hindustan Coca Cola Beverages Pvt. Ltd.**
- **Students of MLISc. programme complete their internship of three weeks duration with TIFR, TISS, IIPS, IIT, RBI, IGIDR, AIRC, etc.**

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

- **As an affiliated College all examination reforms introduced by the University of Mumbai are implemented by the College in-toto.**
- **60/40 CBSGS introduced in 2011-12 at First Year level has been extended upto third year level in 2013-14.**
- **Semester V and VI third year examinations were held for the first time under this new pattern in October 2013 and March 2014 respectively.**

Online

- **Submission of Third Year examination forms to the University.**
- **Issue of Hall Tickets of Third Year classes**
- **Declaration of consolidated result of Third Year classes**
- **Submission of Internal Assessment marks of Third Year classes out of 40 to the University.**
- **All these online processes are handled through Maharashtra Knowledge Corporation Limited (MKCL)**
- **Use of OMR sheets for TY examinations from 2010-11 onwards**
- **Use of ICT for question paper printing of third year classes through following stages,**
- **Mailing coded soft copy to individual colleges shortly before each examination**
- **Arrangement for printing for 400 to 500 students by each College within an hour**
- **Conduct of each examination in time under new system**
- **University ICT team visits, inspects arrangements at each College prior to examination and conducts mock drills**

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

University organizes the meetings for discussing the issue of autonomy to the Colleges and encourages it to go for autonomy.

6.11 Activities and support from the Alumni Association

The alumni association of College, Surge regularly conducts the following programmes every year

- **Annual get-together on the occasion of Gurupurnima. In this programme prizes are awarded by the association to the deserving students of the College from various fields such as NSS, NCC, Talent Academy, etc. Retired teachers of the College are invited as Chief Guest for addressing the audience.**
- **Annual musical programme called 'Shravansari' is organised and in this programme past and current students showcase their talents.**

6.12 Activities and support from the Parent-Teacher Association

- **Even though a formal Parent-Teacher Association is to be formed there is sufficient involvement of parents and co-ordination of teachers in various activities such as,**
- **Support and permission for field visits, visit to NSS camp, accompanying students to competitions.**

6.13 Development programmes for support staff

Encouragement for continuing education and ICT skill development.

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

- **Tree plantation is done by the Chairman and members of management on the campus specially on 1st August every year which is the Foundation Day of the Vidya Prasarak Mandal, Thane and NSS volunteers take active part in it.**
- **Campus is maintained as 'Plastic Free' zone**
- **Solar street lights are installed on the campus**
- **The visible and extensive greenery on the campus is developed and maintained aesthetically and the Chairman of the VPM takes personal interest in it.**

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.

- **Typing and printing of all question papers of First and Second year classes which were outsourced earlier is now done in-house from March 2014 examination onwards. This has resulted in tremendous time-saving and cost saving for the institution**
- **Presentation of onscreen PowerPoint slide show at the Annual Endowment Prize Distribution on 24/12/2013, synchronized with audio announcements of each prize. This converted the earlier audio programme into audio-visuals which was highly appreciated by the audience comprising students, parents, donors and other stakeholders**

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

- a. Plan of Action decided at the beginning of the year

Suitable solutions to be designed to overcome the following,

- **High cost of typing and printing of question papers of First and Second year examinations due to outsourcing of the same**
- **Delays due to typing return of typed papers, proof reading and sending out for printing**
- **Annual Endowment Prize distribution which is a highly motivational event attended by all stake-holders found rather boring in present format**

- b. Action Taken Report (ATR) on above plan

Suitable innovative solutions were designed and implemented as mentioned in 7.1

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

Following are the two best practices of the institution identified for this purpose,

1. **The College follows a conscious policy of taking the lead within Thane region in organizing University level sports activities.**
2. **Conducting the Centralized Assessment Programme (CAP) for University of Mumbai as a Lead College.**

For details please see **Annexure II**

7.4 Contribution to environmental awareness/protection

- **NSS activities- Tree plantation, rallies, camps, etc.**
- **Nature Club activities- Tree plantation, bird watching**

7.5 Whether environmental audit was conducted?

No

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

SWOT Analysis

Strength

- **High quality of teaching input by the faculty**
- **Some of the students successfully pursue complimentary courses and complete the same along-with graduation**

Weakness

- **A section of the students is found to lack motivation, study culture and self-study and revision habits due to it teaching inputs do not translate into high grade learning and results**
- **Inadequate system for tracking students' progression**

Opportunities

- **There is opportunity for introspection of the teaching process. Some elements of teaching may require to be tailored to the specific needs of the students especially slow learners**
- **There exists a section of students, even though small who are highly motivated learners such students have shown good performance**

Threats

- **Recent tendency of students to pursue multiple careers/courses simultaneously leading to unplanned overloads and low performance**

8 Plans of Institution for next year

- **External Academic Audit**
- **Preparations for the 3rd Cycle of NAAC which is due in 2015**
- **To start the Business English Cambridge Courses of University of Cambridge, UK**
- **To open the Braille section in the library for visually challenged students**
- **To start the travel and tourism courses in collaboration with Thomas Cook**
- **To start the autonomous Film and Television courses**
- **To start the courses in Social Work**
- **To undertake the programme for training students in sales and marketing skills**

Name: **Subhash G. Shinde**



Signature of the Coordinator, IQAC

Name: **Dr. (Mrs.) Shakuntala A. Singh**



Signature of the Chairperson, IQAC

Annexure - I

Academic Calendar 2013-14

Event/Activity	Date /Month
Term Arrangements	1st Term 09/06/13 to 31/10/13 2nd Term 25/11/2013 to 30/04/2014
Opening Day of College	09/06/2013
Workshop of Community College	27/06/2013
Inauguration of the Community College	01/07/2013
Address of the Principal (Aided-Unaided Section)	15/07/2013
Address of the Principal (Jr. College)	09/07 2013
Jr. College Parent-Teachers' Meet	August 2013
Yoga Course for students	July-August 2013
Pre-International Conference Workshop	24/08/2013
1st /3rd Semester and Old Pattern ATKT Exams (Degree College)	August 2013
FYJC First Unit Test	August 2013
1st / 3rd Semester Examination (Degree College)	August-September 2013
First Meeting of IQAC	September 2013
Submission of AQAR to NAAC	September 2013
TYBA/BCOM 5th Semester Examination	October 2013
FYJC First Term Examination	October 2013
SYJC First Term Examination	October 2013
TYBA/BCOM University 5th Semester Exam	October 2013

Pre-International Conference Workshop	30/12/2013
<i>Navrang</i>	December 2013
Winter Break	26/12/2013 to 01/01/2014 (Both days inclusive)
International Conference (Economics Department)	10th and 11th January 2014
FYJC Second Unit Test	January 2014
SYJC Preliminary Examination	January 2014
<i>Gandharva</i>	January 2014
Release of Yuvashilp	February 2014
<i>Marathi Bhasha Din</i>	27/02/2014
SYJC Board Exam	As per Board Circular
2nd / 4th Semester ATKT Exam (Degree College)	February 2014
2nd / 4th Semester Exam (Degree College)	March 2014
2nd / 4th Semester Additional Exam (Degree College)	April 2014
TYBA/BCOM 6th Semester Examination	March 2014
FYJC Second Term Exam	April 2014
Second Meeting of IQAC	April 2014
Last Day of the Term	30/04/2014

Annexure -2- Best Practices

Best Practice-1

1. Title of the Practice

(This title should capture the keywords that describe the Practice.)

Organizing University sports activities centrally within Thane region.

The College follows a conscious policy of taking the lead within Thane region in organizing University level sports activities.

2. Goal

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

To contribute to development of sports activities among students in and around Thane.

The students and Colleges affiliated to the University of Mumbai have been steadily increasing in number as well as spreading geographically into a wider area in the state of Maharashtra including mofussil areas such as Sindhudurg, Ratnagiri, Wada, Khed, Mahad, Palghar, Dahanu, Vikramgad, Jawhar, Mokhada, Boisar, Raigad etc. many of these Colleges are located at a great distance from the Fort and Kalina campus of the University. Hence, decentralization of University sports activities under the leadership of suitably located Colleges is the only way to give justice and full opportunity to *all* such students to participate in these competitions.

3. The Context

(Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.)

The number of students and colleges in and around Thane has been steadily increasing and so is the case with sports and number of events. The University feels the need for some institution to take the leadership in organizing various tournaments at zonal level throughout the year.

This College is ideally suited to fulfil this role as it is strategically located close to Thane Railway Station and well connected by Bus services to all major interior areas mentioned above.

The College also has a large campus with sufficient infrastructure including sports grounds, equipments, gymkhana, gymnasium and rooms to accommodate the large number of participants from many Colleges.

4. The Practice

(Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.)

The College has actively taken the lead in organizing various University sports competitions in the College campus on a regular basis in line with the sports calendar of the University. Addition of special Indian sports in the list of University competitions is unique in Indian Higher Education. For example ‘Langadi’ a purely Indian traditional game widely played in Maharashtra has been added in the academic year 2013-14.

Our College organized Mumbai University inter-collegiate ‘Langadi’ (women) qualifying tournaments on 13th February 2014 for Zone-III (Thane) and Zone-IV (Raigad). ‘Langadi’ is a traditional sports in India which is largely played up to school level however considering the merit of the game University of Mumbai has taken initiative to take the game of ‘Langadi’ to national and international level. The Colleges qualifying for the final round were as follows,

Zone-III- Sterling College, Nerul, Pendharkar College, Dombivali, A.S.C. College, Wada, A.S.C. College, Jawhar.

Zone-IV- C.K.T. College, Panvel and Mahatma Phule College, Panvel

Our College organized Mumbai University inter-collegiate ‘Kho-Kho’ (men) qualifying tournaments on 28th and 29th October 2013 for Zone-III (Thane) and Zone-IV (Raigad). ‘Kho-Kho’ is another traditional and popular Indian sport which is largely played even in the interior areas. Considering the popularity of the game University of has been organizing the ‘Kho-Kho’ competitions consistently for the past many years. From Zone-III, our College qualified for the Inter-Zonal tournament.

5. Evidence of Success

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

The College has been successfully performing this lead role of organizing zonal tournaments for the past several years. The efforts of the College in this direction have been generally appreciated by the University authorities, the participating Colleges and students. More and more Colleges from Zone-III and Zone-IV are participating in these zonal competitions. In the academic year 2013-14 about two hundred students from more than twenty Colleges participated in the ‘Langadi’ tournaments organized in this College. Similarly, in the academic year 2013-14 about three hundred students from more than twenty Colleges participated in the ‘Kho-Kho’ tournaments organized in this College.

Linked with all this effort is the objective of the College to promote sports talent in the College for achieving higher levels of excellence in this context one of our students from First Year Bachelor of Accounting and Finance was selected for Mumbai University 'Kho-Kho' team in the top twenty players.

These results indicate that the process of de-centralisation of University activities ably supported by various leading Colleges such as ours has made it possible for the benefits of this exercise to reach larger number of students from even the most humble background located in distant mofussil areas of the state. It is clear that in the absence of such effort many such students would have deprived of the opportunity to participate and achieve excellence in the field of various sports.

6. Problems Encountered and Resources Required

(Please identify the problems encountered and resources required to implement the practice in about 150 words.)

Problems

Time and space constraints due to large number of competitions spread out throughout the year and simultaneous academic programmes going on. This aspect is somewhat relieved by conducting tournaments during vacation.

Difficulties in providing for overnight stay of sportspersons for competitions spread over more than one day.

Resources required include the following,

Sports grounds for outdoor events

Gymkhana facilities for indoor events

Gymnasium facilities for related events

Services of umpires, referees and judges

Preparation of grounds wherever required

Use of sports equipments

Use of room space for sportspersons

Canteen facilities

Provision of student volunteers and teacher guides

7. Notes (Optional)

(Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution about 150 words.)

This is important as it contributes to the holistic personality development of the student community.

This particular Best Practice is of a long-term nature to be gradually developed over a period of time. It may involve considerable efforts and resources but the motivating factor for adopting and implementing the same lies in the fact that it offers a powerful

medium for extending socio-economic benefits and quality development to a large spectrum of students who otherwise lack access to such opportunities.

This also provides a platform from which students with strong talent in sports but less endowed in academics can also develop them suitably and get employment on the strength of their sports abilities.

All this contributes to Institutional Social Responsibility.

Best Practice-2

1. Title of the Practice

(This title should capture the keywords that describe the Practice.)

Taking lead in organizing University Centralised Assessment Programme (CAP) in Thane Cluster

2. Goal

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

To contribute to the speed and convenience of the assessment process at the third year examinations of various courses thereby facilitating the timely declaration of results by the University.

The students and Colleges affiliated to the University of Mumbai have been steadily increasing in number as well as spreading geographically into a wider area in the state of Maharashtra including mofussil areas such as Sindhudurg, Ratnagiri, Wada, Khed, Mahad, Palghar, Dahanu, Vikramgad, Jawhar, Mokhada, Boisar, Raigad etc. many of these Colleges are located at a great distance from the Fort and Kalina campus of the University.

Previously CAP was conducted mainly at the Kalina campus of the University with one or two additional CAP centers in selected Colleges located in the city of Mumbai. This was inconvenient and time consuming for teachers especially from mofussil Colleges to travel from distant areas to the Kalina campus, etc. for assessment and moderation of answer-books.

Hence, decentralization of University CAP activities under the leadership of suitably located Colleges was the only way to speed up the entire process enabling timely declaration of results which is crucial from students point of view for further studies and placement. Delay in results adversely affects students as certain time-bound avenues for further study and placement may get closed.

3. The Context

(Describe any particular contextual feature or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.)

The number of students appearing for various third year examinations has been steadily increasing. In case of third year bachelor of commerce examination more than 65000 students appear for the examination. With the introduction of Credit Based Semester Grading System the number of answer-books to be assessed for *two semesters* within the year has increased enormously. For instance, in case of

TYBCOM Semester V and Semester VI examinations within a year for 65000 plus students having seven papers/courses each the total number of answer-books runs into lakhs. The University feels the need for some institution to take the leadership in organizing the CAP in a decentralized manner at various Lead Colleges in demarcated Clusters after every examination.

This College is ideally suited to fulfil this role as it is strategically located close to Thane Railway Station and well connected by Bus services to all major interior areas in the Cluster. The College also has a large campus with sufficient infrastructure needed for CAP.

4. The Practice

(Describe the Practice and its implementation. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any, in about 400 words.)

After identifying the Lead Colleges, the University called meeting of the Principals of these Colleges and briefed them about their responsibilities and role in decentralized CAP process. The College immediately accepted this responsibility of acting as Lead College of the Cluster for CAP purpose.

Since then the College has actively taken the lead in organizing Centralized Assessment Programme at its campus for Colleges within the Cluster on a regular basis in line with the examination calendar of the University. On an average for each Semester the CAP activity goes on for many weeks. During this period examiners and moderators from within the College as well as from the neighbouring Colleges in the Cluster report to this College for evaluation work.

The entire exercise is conducted under the supervision of the Principal of this College who acts as the CAP Director for the Cluster. The Vice Principal of the College generally is appointed as CAP Co-ordinator to monitor the entire activity. Day to day aspects relating to receipt of answer-books, issue of answer-books to eligible examiners/moderators, collection of assessed/moderated answer-books together with mark-lists, packing and final dispatch of answer-books and mark-lists back to the University within allotted time is taken care by the clerical and subordinate staff of the College assigned for CAP work. One person from the office staff is appointed as CAP Accountant and one more as CAP clerk. Such staff also handle payments of examination remuneration to the examiners and moderators as per University regulations. The whole process being confidential till the declaration of results adequate security arrangements for the safe custody of all CAP material is also provided by the College.

Decentralised CAP has gone a long way to enable timely declaration of results of third year classes. This in turn is very critical component in the further progression of students into advanced studies and jobs within the country. Similarly, students seeking admission to foreign universities for further studies depend on timely

declaration of results at graduation level in view of time-bound admission process for higher studies.

In the context of Indian Higher Education, the University of Mumbai is one of the leading Universities with more than 650 Affiliated Colleges spread over seven districts of Konkan Region of Maharashtra. The number of students registered runs into lakhs. The number of programmes and courses conducted by this University is also large and varied across several disciplines ranging from Arts, Commerce, Science to Medicine, Law, etc. Conduct of examinations, evaluation of answer-books and timely declaration of results is a massive exercise. In this context the de-centralisation of CAP is a crucial value-addition for achieving desired goals.

5. Evidence of Success

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

The College has been successfully performing this lead role of organizing CAP at the VPM's KG. Joshi College of Arts and N.G. Bedekar College of Commerce CAP Centre, Thane covering the Colleges falling within this Cluster for the past several years. The efforts of the College in this direction have been largely appreciated by the University authorities, the participating Colleges and Examiners and Moderators from these Colleges.

Considering the successful completion of CAP work at this Centre the University has been pleased to re-appoint our College as the Lead College for this Cluster from year to year.

In the academic year 2013-14 two hundred and twenty three (223) Examiners/ Moderators from the Colleges in this Cluster participated in the CAP. The approximate number of answer-books assessed and moderated were 14656 and 19658 respectively. Assessed number of answer-books consists of number allotted to this College only whereas the number moderated consisted of all answer-books allotted to different Colleges for assessment but forwarded to our College CAP Centre for common moderation. Presently assessment is fully de-centralised College-wise but common moderation is conducted at the Cluster Centre for all Colleges.

A related outcome linked with all this effort is the saving in travel time lost earlier by Examiners and Moderators under the previous set-up wherein they had to commute daily to the Kalina Campus spending two to three hours per day. This time saved is now fruitfully utilized in actual assessment and moderation work speeding up the whole process. The teachers have also appreciated the total time and energy saved in this context.

6. Problems Encountered and Resources Required

(Please identify the problems encountered and resources required to implement the practice in about 150 words.)

Problems

Time and space constraints due to large number of answer-books, Examiners and Moderators to be accommodated during the CAP process which extends for nearly eight weeks for every semester. Actual process becomes more complex because of the large variety of subjects and courses for which answer-books are to be tracked from beginning to end. For example the examinations include TYBCOM, TYBMS, TYBAF, TYBBI, TYFM and MCOM-I and II with six two seven subjects in each course. Proper segregation and arrangement of bundles of answer-books subject wise throughout the Assessment and Moderation process requires adequate space and manpower on a continuous basis. This leads to difficulties in allotting space for other activities of the College as simultaneous academic programmes also go on continuously. This aspect is somewhat relieved as the teaching schedule is normally completed before the commencement of the examination and assessment process thereby releasing the class-rooms for conducting CAP.

Resources required include the following,

Class-rooms

Administrative staff

Class IV staff

Security arrangements

Storing and packing facilities

Tables and chairs for each Examiner/Moderator

7. Notes (Optional)

(Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution about 150 words.)

The teaching-learning-evaluation process is of fundamental importance to an educational institution and within that, the evaluation component is very important from student's point of view as it is the end-result of completion of the educational process. As students are the most important stake-holders of any educational institution, it is very vital to satisfy their expectations. Results declared must be accurate and timely in order that students benefit from the same for building their further career.

The College considers this as a Best Practice as it helps in satisfying the needs of the student community for further progression after graduation and post graduation. When the student receives the official mark-sheet in his hand, it marks the end of one educational process and the beginning of his career building or life building process. This Best Practice makes it possible to put this mark-sheet in the students hand earlier so that he gains time for setting-up his career.

This Best Practice involves considerable efforts and resources but this is important as it contributes to the career development of the student community. To successfully implement this Best Practice it is essential that there is proper planning, willingness, adequate human resources and infrastructure both at the Lead College level and University level.

8. Contact Details

Name of the Principal: Dr. (Mrs.) Shakuntala A. Singh

**Name of the Institution: VPM's K.G. Joshi College of Arts and N.G. Bedekar
College of Commerce, Thane**

City: Thane

Pin Code: 400606