

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

)

Part – A

Data of the Institution

1. Name of the Institution : Smt. MMK College of Commerce & Economics

Name of the Head of the institution: Dr. A. C Vanjani

- Designation: Principal
 - Does the institution function from own campus: Yes

Phone no./Alternate phone no.: **022 – 26495230 ,022 - 26494510**

- Mobile no.:

Registered e-mail: **principal@mmk.edu.in**

- Alternate e-mail : ashok_vanjani@rediffmail.com

Address : **Adv. Nari Gursahani Road, T.P.S III, Off Linking Road, Bandra(W)**

- City/Town : Mumbai
- State/UT : Maharashtra
- Pin Code : 400050

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women: Co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing: Grant – in aid/UGC 2f and 12(B)
- Name of the Affiliating University: University of Mumbai
- Name of the IQAC Co-Ordinator :Dr. Megha S Somani
- Phone no. :9820085430
Alternate phone no.
- Mobile: NA
IQAC e-mail address: **mmkqiqac04@gmail.com**
- Alternate Email address: iqac@mmk.edu.in

3. Website address: www.mmk.edu.in

Web-link of the AQAR: (Previous Academic Year):
<http://www.mmk.edu.in/IQAC.php#>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink: [http://www.mmk.edu.in/Academic Calendar.php#](http://www.mmk.edu.in/Academic%20Calendar.php#)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	2.85	2004	from:2004 to:2009
2 nd	A	3.29	2011	from:2011 to: 2016
3 rd	A	3.20	2017	from:2017 to:2022

6. Date of Establishment of IQAC: DD/MM/YYYY: **09/06/2005**

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<ul style="list-style-type: none">Regular meeting of IQACPhysical Feedback from stakeholdersAcademic AuditSubmission of AQARVarious Activities for Women empowerment		
a) Seminar on Women Empowerment	A)18 TH September 2018	60
b) Street play On Women Empowerment	b)15 th October 2018	13
c) .Lecture on Sexual harassment at Workplace	c)23 rd October 2018	100

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Commerce	Minor Research	University of Mumbai	2018	90,000
Accountancy	Minor Research	University of Mumbai	2018	35,000
English	Minor Research	University of Mumbai	2018	25,000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

- **10. No. of IQAC meetings held during the year: 02**
- The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....
- Yes/No: Yes
(Please upload, minutes of meetings and action taken report)

<http://www.mmk.edu.in/IQAC.php#>

- **11. Whether IQAC received funding from any of the funding agency to support its**
✓ activities during the year? Yes No : No

If yes, mention the amount: Year:

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- Acquaintance with the new framework of NAAC guidelines of Accreditation
- Seminar on Women Empowerment
- Self Defence workshop
- Sensitization programme on “Revised Parameters of NAAC and Structurizing Student Satisfaction Survey
- Guidance on Career Plans to help sketch students’ future (A Workshop on NET/SET/PET/Public Service Entrance Exams)

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<ol style="list-style-type: none"> 1. Intimation of yearly schedule of the college to the teaching & non-teaching staff and students of the college at the beginning of the year through distribution of academic calendar. 2. Incorporation of some more skill development courses in the college. 3. More placements to the students 4. Sending important notifications to all Stakeholders of the college through SMS. Important notifications are also displayed at different locations in the campus of the college. 5. Making teachers acquainted with the rules and guidelines of institutional accreditation and the new method of NAAC accreditation. 	<ol style="list-style-type: none"> 1. Better participation from the part of all concerned in the college activities. 2. Developing skills in a good number of students and making them Industry ready. 3. Giving a good number of students a chance of progression and employment. 4. Better intimation of notifications to all teaching, on-teaching staff of the college and the students. 5. Better understanding about the rules of NAAC.

14. Whether the AQAR was placed before statutory body? Yes /No: No

Name of the Statutory body: NA Date of meeting(s): NA

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: NA

Date: NA

16. Whether institutional data submitted to AISHE: Yes/No: NO

Year: NA

Date of Submission: A

17. Does the Institution have Management Information System?

1. SMS gateway to send important notifications to different stakeholders of the college.
2. Upgradation of the college website with special importance to MIS.
3. Communication of important information to all stakeholders through

website and conventional notices.

4. Use of SLIM system in college library for better management.
5. Open door policy for the students to meet higher authorities for better governance.

18. Future Plan of the college.

- 1) To enhance the Brand Equity of the College, which it has created for itself, in its Local Jurisdiction between Dadar and Santacruz;
- 2) To achieve the Title “College with Potential for Excellence” this is granted as Per the norms laid down by UGC;
- 3) To create an enabling environment for holistic development of Students, Faculty and Support Staff;
- 4) To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students;
- 5) To fulfil its Social Obligations, in the manner of providing formal & informal education, dissemination of Knowledge, organizing programmes and activities for the benefit of the Community and Other Stakeholders;
- 6) To create awareness and initiate measures for Protecting and Promoting Environment.
- 7) To encourage and facilitate Research Culture, to promote Research by students and Faculty and Consultancy by Faculty;
- 8) To provide additional thrust to promote Sindi Language

Criterion I : Curricular Aspects
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

To ensure effective implementation of the curriculum we have well planned *Teaching and Lesson plans* decided and developed by each faculty of the departments in their respective subjects. At the same time individual *Teaching Diary* is given to all faculties in the beginning of the year to disclose all minor details pertaining to lectures and other curriculum related work conducted during college hours. Further *Academic Calendar* is prepared every year for the smooth flow of curriculum.

Departmental meetings are conducted at regular intervals throughout the year whereby each faculty decides and develops their subjects' related plans as per the directives of Head of the Departments. (H.O.D) in order to evaluate effective implementation of teaching plans, follow up action is taken in the monthly department meetings.

As per the directives of University in respective *Board of studies or Associations*, lectures are given in the time table to the subject faculty as per their workload. Similarly *time table committee* is created to meet specific requirements of extra lectures as well as adjust the lectures in case of absence of particular faculty member.

Infrastructure facilities such as overhead projectors, mike system are installed in each class room for effective delivery of curriculum. At the same time, easy access to technology for teachers at different places such as computer in the staff room, separate computer room for faculty in library and departmental laptop; enabled them for effective curriculum delivery.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
GST for beginners	---	November 2018 30 hours of training	Entrepreneurship/ employability	Knowledge of GST is a must for all & this course can help them file their own returns too.

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	NIL	NIL	NIL

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG

BMS/BBI/BFM/BAF/BMM	Third Year	---	June 2018(A.Y.2018-19)	Third Year	---
Already adopted (mention the year) First year 2016-2017; Second year 2017-2018					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	GST: 120 (3 batches of 40 each)	--			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
Soft Skills training		January 2019		22	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
B.M.S.(Marketing & Finance)			41		
B.A.F.(Marketing, Accounting & others)			23		
B.F.M.(Marketing & Finance)			21		

B.M.M. (Digital Marketing, Films, Photography, PR, Advertising)		18		
B.B.I.(Banking & Insurance)		05		
1.4 Feedback System	Name of the Programme	Number of seats available	Number of application received	Students Enrolled
	F.Y.B.Com	720	873	641
1.4.1 Whether Structured feedback received from all the stakeholders.	600			627
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No
<p>1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)</p> <p>The feedback mechanism enables us to bring improvement in administration. We obtain feedback formally and informally from alumni, parents, employers, Industries, Academic Peers and Community at different platforms such as PTM, Alumni Meet and Placement Cell meetings etc. from time to time.</p> <p>Feedback helps us to improve on certain core areas of institution such as Infrastructure, administration, governance, teaching-learning process, library etc. Feedback obtained on teaching staff has resulted in better teaching learning experience by use of more technology such as projectors in classrooms and other different innovative methods of learning. Library open access system is also a result of feedback analysis. Administration and Governance has also improved in desirable manner, due to the feedback obtained about counter timings, allocation of duties, admission process, examination scheduling, documentation etc.</p> <p>Thus, effective feedback system has been immensely useful for all stakeholders of the institution in terms of better development and easy & effective delivery of tasks at various levels and departments.</p>				

Criterion II – Teaching – Learning and Evaluation

2.1 Student Enrolment and Profile

T.Y.B.Com	600	534	534
F.Y. B.B.I.	060	150	055
S.Y. B.B.I.	060	57	057
T.Y. B.B.I.	060	56	056
F.Y.B.M.S.	120	897	116
F.Y.B.M.S.	120	119	119
S.Y.B.M.S.	120	127	127
T.Y.B.A.F.	060	460	060
S.Y.B.A.F.	060	60	060
T.Y.B.A.F.	060	60	060
F.Y.B.M.M.	060	419	056
S.Y.B.M.M.	060	60	060
T.Y.B.M.M.	060	64	064
F.Y.B.F.M.	060	124	051
S.Y.B.F.M	060	53	053
T.Y.B.F.M.	060	50	050
M.COM – I	080	187	080
M.COM – II	080	65	065

2.1.1. Demand Ratio during the year

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG Course	Number of full time teachers available in the institution teaching only PG Course	Number of teachers teaching both UG and PG Course
B.Com	1802	-	21 FT + 3 Contractual	-	-
B.B.I.	168	-	-	-	-
B.M.S.	362	-	02	-	-
B.A.F.	180	-	01	-	-
B.M.M.	180	-	-	-	-
B.F.M.	154	-	01	-	-
M.Com	-	145	-	-	04

2.3 Teaching –Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (Current year data)

Number of teachers on roll	Number of teachers using ICY(LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart Classrooms	E-resources and techniques used
Aided - 22	20	27	All	01	Powerpoint Presentations, Google Search etc

2.3.2 Students mentoring system available in the institution? Give details.
(Maximum 500words)

1. The College offers a stimulating sanctuary, a safe place to students where they feel able to share their interests and goals. They are offered support by listening to their aspirations and problems and their talent is nurtured constantly through co-curricular and extracurricular activities and personal guidance given by teachers.
2. Student counseling and career counseling are available on the campus. Counsellors solve the problems students experience in their personal or professional lives. They create a warm climate, practice listening skills and are non-directive. On an average 30-60 students approach the student counselor for help.
3. Teachers are accessible to students whenever they have any difficulties. One to one mentoring as well as group mentoring is done as and when required by them. There are individual and group counseling sessions. Teachers help

students to build their strengths, face challenges, find solutions and achieve ongoing success.

4. Tutorials are conducted in the subjects of Business Communication and Mathematics and Statistics where the class is divided into group of 30 students each. Here one to one interaction becomes possible and personal attention can be given to students. The efficient tutorial system in college facilitates the individual teachers to adopt and adapt new modes and methods which they implement without affecting the curricular structure designed by the university.

5. Teachers monitor and guide students from socially disadvantaged groups and special populations.

6. Scholarships are offered to bright students to motivate them to perform better.

6. Workshops and student seminars are also held on specific problems related to adolescence. Workshops are organized on topics like Personality Development, Study Skills, Soft skills, Positive Thinking & Self Confidence, Understanding the Self and Managing Learning Difficulties. On an average 50 to 60 students participate in these activities.

Number of students enrolled in the institutions	Number of fulltime teachers	Mentor: Mentee Ratio
2991	Aided(21-FT + 3 Contractual) Unaided(3-FT + 1 Contractual)	Lectures: Aided:1:120 Self-Financing:1:60 Tutorials-Aided 1:30

2.4. Teachers Profile and Quality

2.4.1. Number of full time teachers appointed during the year

2.4.2 Honours and recognitions received by teachers

(Received awards, recognitions, fellowships at state, national, International level from Government recognized bodies during the year)

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with PhD
Aided - 22	21	01	-	10
Unaided - 03	03	-	-	-
Year of award	Name of full time teachers receiving awards from state level ,national level ,international level	Designation	Name of the award, fellowship received from Government or recognized bodies	
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2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/year-end examination till the declaration of result during the year

Programme Name	Programme Code	Semester / Year	Last date of the last semester-end/year-end examination	Date of declare ration of results of semester-end/year-end examination
F.Y.B.Com	2C00141	I	7/12/2018	28/1/2019
S.Y.B.Com	2C00143	III	3/11/2018	25/1/2019
T.Y.B.Com	2C00145	V	13/11/2018	10/2/2019
F.Y. B.B.I.	2C00341	I	10/12/2018	31/01/2019
S.Y. B.B.I.	2C00344	III	22/10/2018	31/01/2019
T.Y. B.B.I.	2C00345	V	30/11/2018	6/3/2019
F.Y.B.M.S.	2M00151	I	10/12/2018	13/2/2019
F.Y.B.M.S.	2M00153	III	2/11/2018	15/1/2019
F.Y.B.M.S.	2M00155	V	30/11/2018	18/3/2019
F.Y.B.A.F.	2C00451	I	10/12/2018	23/1/2019
S.Y.B.A.F.	2C00453	III	3/11/2018	19/1/2019
T.Y.B.A.F.	2C00455	V	30/11/2018	26/3/2019
F.Y.B.M.M.	4000151	I	7/12/2018	10/1/2019
S.Y.B.M.M.	4000153	III	1/11/2018	15/12/2019
T.Y.B.M.M.	4000155	V	19/11/2018	13/3/2019
F.Y.B.F.M.	2C00251	I	10/12/2018	25/1/2019
S.Y.B.F.M.	2C00253	III	2/11/2018	25/1/2019
T.Y.B.F.M.	2C00255	V	30/11/2018	27/3/2019
M.COM – I	2C00531	I	27/11/2018	12/4/2019
M.COM – II	2C00533	III	3/11/2018	15/4/2019

2.5.2 Reforms initiated on continuous internal evaluation (CIE) system at the institutional level.

Ans. The college being affiliated to the University of Mumbai, Mumbai adheres to structure, syllabus and evaluation system prescribed by the university. The subject contents and type of evaluation system to be followed are disseminated to students at the commencement of the year in orientation lectures conducted by the college; additionally academic calendar also helps the students to gain valuable insights into various activities. Semester end exams are held as per schedule given by university, the evaluation is mostly ESE (End Semester Examination), in subjects like Foundation course and Computer systems and applications projects are assigned to students to sharpen their research orientation, and weightage of marks is 25% are allocated for project evaluation and viva, this helps in CIE of students, The evaluation is done by respective course teacher and results are declared and displayed on the college notice board within stipulated time limit prescribed by University, students are free to discuss their query with concerned subject teachers. Our students are encouraged to participate in literary and debating events, national youth parliament, paper presentations, workshops and seminars. Participation in Sports, NSS and other co curricular activities has increased student's Non-academic orientation and skills.

Industrial visits for aided Bcom course have infused the much needed practical orientation to the theoretical discourses; students are encouraged to give report on the visit to institution. Certificate course on E-Commerce and GST have benefitted students to get a thorough understanding of the subject. Student feedback is considered an integral part of institutional development. The regular parents and teacher meet gives them a idea on performance of their wards

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters.

Ans. The college prepares annual academic calendar after discussions and deliberations with faculty members and same is displayed on college website for information of all stakeholders. Academic activities like examinations, for aided Bcom aided and self financed Courses are conducted by University and dates are announced by university. Exposure to cultural and extension activities increases the social orientation of the students, provisional dates are worked out and same is allocated in the calendar. Various skill development seminars are

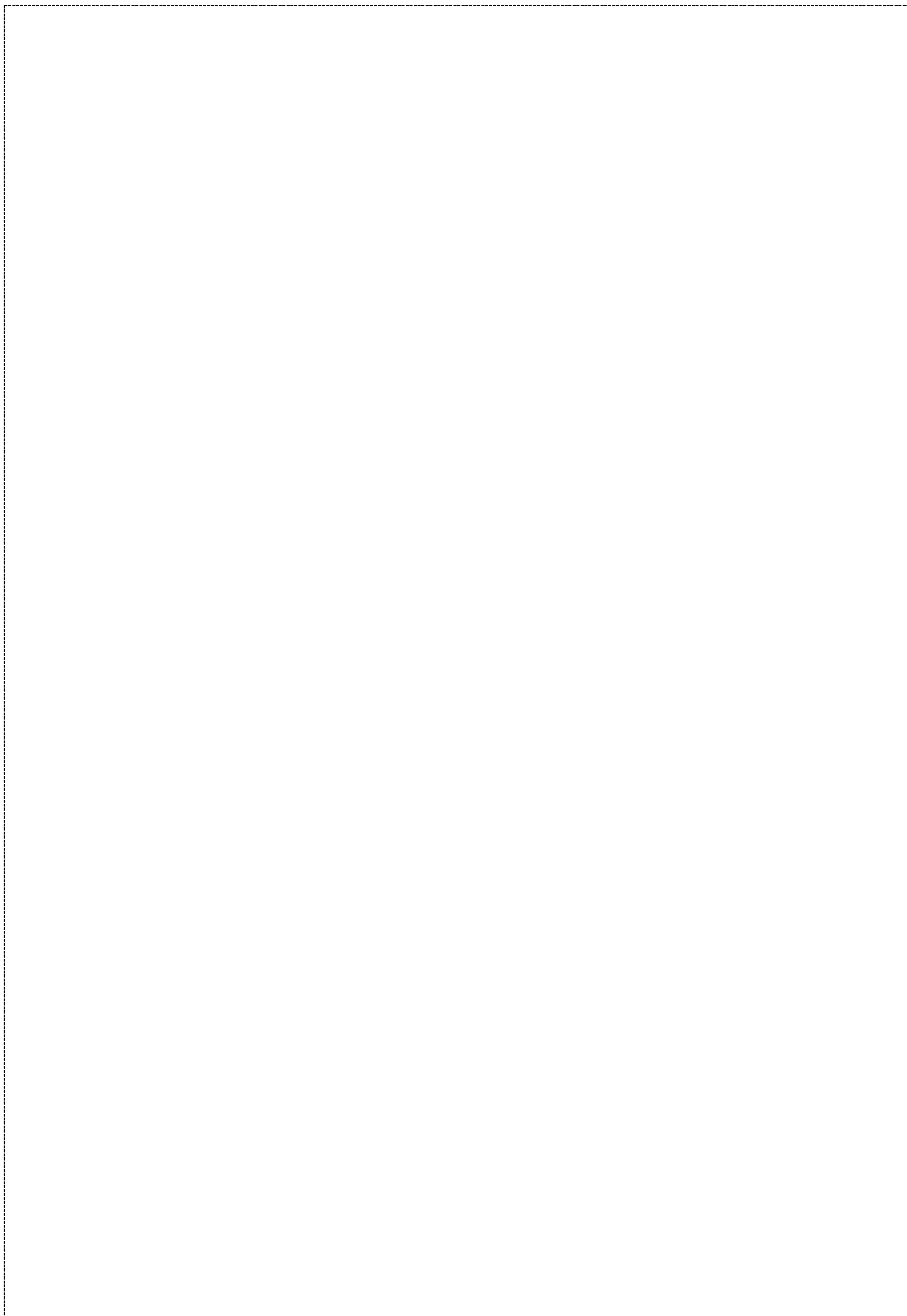
organized by college to give students much needed practical orientation and help them in deciding on right career options, these seminars are part of academic calendar conceptualization

2.6. Student Performance and Learning Outcomes

2.6.1. Programme outcomes, programme specific outcomes and course outcomes for all programs offered by the institution offered by the institution are stated and displayed in website of the institution (to provide the weblink) : www.mmk.edu.in

2.6.2 Pass percentage of students

Programme Code	Programme Name	Semester	Number of students appeared in the final year examination	Number of students passed in final semester / year examination	Pass Percentage
2C00145	B.Com	V	531	473	89.07%
2C00345	B.B.I.	V	56	56	100%
2M00155	B.M.S.	V	126	123	97.62 %
2C00455	B.A.F.	V	59	59	100 %
4000145	B.M.M.	V	62	61	98.38 %
2C00255	B.F.M.	V	50	50	100 %
2C00531	M.Com	I	80	63	78.75%
2C00533	M.Com	III	65	56	86.15%



CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION**3.1 Resource Mobilization for Research**

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects	01 year	Mumbai University	1,50,000	60,000
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College	01	Mumbai University	1,50,000	60,000
Students Research Projects (other than compulsory by the College)				
International Projects				
Any other (Specify)				
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Intellectual Property rights	BBI & Department of Commerce	11 th January 2019

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
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NA

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by				
NA						
Name of the Start-up	Nature of Start-up	Date of commencement				
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State	National	International				
NA						
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department	No. of Ph. Ds Awarded					
	NA					
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National		12	6.36			
International						
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Books		04				
Chapters in edited volumes/books		01				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NA						
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
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NA

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	-	49	-	-
Presented papers	-	04	-	-
Resource Persons	-	05	01	-

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
AVHAN CAMP	UNIVERSITY	-	1
UNIVERSITY LEVEL YOGA CAMP	UNIVERSITY	-	6
INTERNATIONAL YOGA DAY	COLLEGE		42
TREE PLANTATION	COLLEGE	2	25
GURU PURNIMA	COLLEGE	STAFF	50
CONVENTION ON IMPROVING CONCENTRATION AND CONFIDENCE	UNIVERSITY	-	2
SAY NO TO PLASTIC	COLLEGE	-	50
INDEPENDENCE DAY	COLLEGE	STAFF	50
INTERACTION WITH STUDENTS ON OBEYING TRAFFIC RULES	UNIVERSITY	-	6
BANDRA EDUCATIONAL AND	AREA BASED PROJECT	1	50

RECREATIONAL PROJECT			
TEACHERS DAY	COLLEGE	STAFF	50
MDACS	UNIVERSITY	-	5
LECTURES ON ORGAN DONATION, WOMEN EMPOWERMENT AND VISION	COLLEGE	1	50
NSS DAY	COLLEGE	STAFF	50
BHAJJAN SHANDYA	UNIVERSITY	1	50
STREET PLAY(WOMEN EMPOWERMENT)	COLLEGE	-	50
RUN FOR UNITY	UNIVERSITY	-	5
MEMORIAL LECTURE ON CONSTITUTION	UNIVERSITY	-	10
RESIDENTIAL CAMP	COLLEGE	4	25
ORGANIC MARATHON	UNIVERSITY	-	50

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
BLOOD DONATION	404 UNITS OF BLOOD COLLECTED. CERTIFICATE AWARDED AS RECOGNITION	MAHATMA GANDHI SEVA MANDIR BLOOD BANK.	50 VOLUNTEERS ALONG WITH THE COMMUNITY

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
SWATCH BHARAT PAKHWADA	COLLEGE	COLLEGE CLEANING	1	50
	COLLEGE	RAILWAY STION CLEANING	2	50
	COLLEGE	VILLAGE CLEANING	-	50

	COLLEGE	DISPENSARY CLEANING	-	50
AIDS WEEK AWARENESS WEEK.	COLLEGE	POSTER MAKING	-	10
	COLLEGE	LECTURE	-	45
	COLLEGE	HUMAN CHAIN	-	45
	COLLEGE	T-SHIRT PAINTING	-	7
		STREET PLAY	-	20
		RANGOLI	-	20

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
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NA

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
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1. Parvar Learning Pvt. Ltd.	15 th Nov,2019	Development of soft skill	23
2. Edutech Center	7 th dec,2018	Deeper learning on GST	42
3. ATS Infotech Pvt. Ltd.	10 th feb,2017	Learning on advance Microsoft Excel	140
4. Cred Brands Marketing Pvt. Ltd.	-----	Consultancy	01
5. Desire 4 India Pvt. Ltd.	-----	Consultancy	01
6. Better Communication Private Ltd.	-----	Consultancy	01

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.02 Acres			
Class rooms	26 (with Projectors)		Management	
Laboratories	-			
Comp. I.T.	2	-	Management	
Seminar Halls – A.V. Room	1		Management	
No. of important equipments purchased (1- 0lakh) during thecurrent year.	-	03	Management	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2.5	Management	
Others	--	--	--	--

4.2 Computerisation of administration and library.

Library:

- ✓ Computers-10 +1 server with 2 printers,1 barcode printer, 1 scanner and 1 reprography machine
- ✓ 2 kindle readers
- ✓ Web OPAC
- ✓ All library functions are automated with library software SLIM
- 21
- ✓ Antivirus installed on all computers
- ✓ Library books and membership cards have barcodes

ADMINISTRATIVE OFFICE:

- ✓ 22 computers with internet facility
- ✓ Accounting software tally
- ✓ Vruddhi software
- ✓ Printer- 14
- ✓ Scanner-2

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value(Rs.)	No.	Value(Rs.)
Text Books	15813	1568962.11	613	76207.00	16426	1645169.11
Reference Books	33931	10894037.08	292	129910.00	34223	11023947.08
e-Books						
Journals	80	91729.00	5 ceased		75	79148.00
e-Journals (print + online)	10	36640.00	2 ceased		8	31775.00
Digital						

Database						
CD & Video	196 + 845 with books	111900.50	4 with books		196 + 849 with books	111900.50
Others (specify) Book Bank	8850	587571.00	420	47680.00	9270	635251.00
NLIST	6000+ ejournals & 300000+ ebooks					5750.00

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	462046	250000	235800

P = Projectors, L = Laptops

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

- ✓ **Administration Staff:**
- ✓ One administrative staff was sent for staff development training programme.
- ✓
- ✓ **Faculty Access:**
- ✓ a) Two Desktop with Internet and Printer in Staff Room
- ✓ b) Two Desktops with Internet, Printer and Scanner in Library
- c) Computers with internet and printing facility in two Computer Labs
- d) Wi-Fi at central places
- ✓ **Student Access:**
- a) Two Desktops with Internet and printer facility on demand in the library.
- b) Photocopy facility in the library
- c) Wi-Fi at central places
- d) Two kindle reader
- e) Computers with internet and printing facility in two computer labs
- f) Students participating in International Economics Convention are trained to access computers for presentation and also research paper writing by the faculty of Economics Department.
- ✓ **Training to Teaching and Non-Teaching Staff:**
- a) All administrative staff were given training on newly installed software Vrudhi
- b) Training was given to teachers and students on how to search on OPAC.

4.6 Amount spent on maintenance in lakhs:

Sr. No.	Particular	Amount (in Lakhs)
i	ICT	2,50,783
ii	Campus Infrastructure and facilities	1,59,724

iii	Equipment	3,13,598
iv	Others	-
	Total	7,24,105

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Govt. scholarship, free ship for reserve category students	70	Rs 1,12,114
Financial support from other sources			
a) National	-	-	-
b) International	-	-	-

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	14.3.2018 and 20.3.2018	150	Faculty members of Deptt of Mathematics and Economics
Yoga/ Meditation	15.6.2018 to 21.6.2018	50	University of Mumbai and HSNB Board
Personal Counselling	Every Thursday	124	Ms. Rajita Ramchandran

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Chartered Accountancy	55	55	11	11
	Company Secretary	20	20	02	02

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
nil	nil	nil

5.2 Student Progression						
5.2.1 Details of campus placement during the year						
On campus			Off Campus			
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed	
As per annexure attached	As per annexure attached	As per annexure attached	As per annexure attached	nil	nil	
5.2.2 Student progression to higher education in percentage during the year						
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to	
2018-19	89	BCom, BA, BBI, BMS	Commerce	Smt. MMK College	M Com – Advanced Accountancy and Management.	
5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)						
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam		
NET		01		48007205		
SET		01		108644		
SLET		NA				
GATE						
GMAT						
CAT						
GRE						
TOFEL						
Civil Services						
State Government Services						
Any Other						
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity	Level			Participants		
As per annexure attached	As per annexure attached			As per annexure attached		
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	Gold medal	Khelo India	LawnTennis	-	SYBCOM DIV ‘D’ ROLLNO.628	Arman Ajay Bhatia

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the guidelines issued by the Government of Maharashtra elections for student council will be held from the academic year 2019-20. However, there are many committees which have been formed where there is active student's representation.

- a) Library committee
- b) Anti-ragging committee
- c) Gymkhana committee
- d) NSS
- e) Literary and debating society
- f) Women's development
- g) Student's seminar committee

Meetings are held on regular basis and students help in organising various events.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

The name of the Association is **Smt. M.M.K. COLLEGE ALUMNI ASSOCIATION**. It is one of the verticals of our Registered Parent Trust (HSNC BOARD). The Association is a Non profit one and the objectives are centred around Education and related development. The broad Objectives for which the Association is established are:

- (a) To provide a platform for the ex-students/alumni of the College to meet, fellowship, celebrate, plan and act together for advancement of education.
- (b) To enable the alumni of the College to build relationship amongst themselves or with the present students, the past and present faculty and others connected with the College for the cause of education and general welfare.
- (c) To contribute for and aid in the development of the College and the Parent trust.
- (d) To undertake and/or carry out activities to enable the College to retain its positions as a Premier Educational or Learning or Research Institution in the City of Mumbai , in India and Internationally.
- (e) To help, contribute and assist in imbining positive and healthy values in the students of the College and/or to help needy-poor, deserving students.
- (f) To enable the students of the College to meet the needs of the economy and to fulfill their social responsibilities and build a better India.
- (g) To help, contribute and aid in the enhancement of quality teaching in the College and the Parent trust and such other colleges.
- (h) To help, contribute and aid in the students growth and welfare, in the College.
- (i) To promote the physical, mental, moral and spiritual well being of all those associated or connected with the College.
- (j) To perform any other activities that are expedient for the furtherance of the above activities namely education.

5.3.2 No. of-registered enrolled Alumni: 250

5.3.3 Alumni contribution during the year (in Rupees) : NIL

5.3.4 Meetings/activities organized by Alumni Association : **Alumni Meet 2019 was organised on 16th March 2019.**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college delegate authority and provide operational autonomy to the departments of the institution and work towards decentralized governance system in the following ways:-

- The Principal is the defacto head of the institution and looks into academic and administrative matters. Vice-principals are appointed to assist principal to look after the smooth functioning of the college. Policy and plans are initiated at the meeting of LMC and IQAC. LMC ensures the institution works as per the University guidelines and regular quality check are carried through internal audit. The college promotes a culture of participative management. The IQAC constituted various committees of faculty to take responsibilities of different activities of the college.
- The Statutory Committees such as Examination Committee, Unfair Means Committee, Admission Committee & IQAC Cell and Functional Committees such as Student Discipline Committee, Scholarship Committee, Cultural Committee, Seminar & Workshop Committee, Alumni Committee, Women Development Committee etc.
- Authority is delegated to committee in-charge and staff members in smoothly running their activities and necessary resources are provided by the college.
- The College helps to develop leadership skills of staff members by putting them in various committees and under the supervision of senior faculty as a head of committee in-charge. Committee in-charge mentors the junior faculty and supervises their performance.
- The Principal also interacts with the heads of department and course coordinators and individual faculty in their capacity as heads of committees as and when required. Students on an individual basis or as part of the council interact with him bringing their concerns to him.
- The Principal delegate authority to HOD's in allocation of work load, allocation of subject, paper setting, evaluation, organizing workshops, seminars etc.
- Sports committee is provided financial support in carrying out their sports activities and necessary financial support is also provided to NSS for fulfilling its NSS activities.
- The office administration of the college is headed by the Registrar and holds regular meeting with the non-teaching staff to discuss the issues related to the office work.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Yes, the college has fully functional Management Information System (MIS) in place. Activities in the college are regulated and monitored by the management on the continual basis. Regular feedback is gathered through the head of the institution to monitor and identify the areas which needs improvement. Our college has been conducting internal audit as a part of its quality enhancement initiative. All financial transactions are closely monitored by the management. Reports of various

activities conducted by the college as a part of its mission statement are requisites by management at regular intervals. Through the LMC, the management gets complete picture of future plans & policies of the institution.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development

- Curriculum is designed by the University of Mumbai from time to time.
- Our teaching staffs are encouraged to participate in curriculum framing exercise by being part of Board of Studies and Syllabus Committee members.
- Our faculty members participate and attend various curriculum development workshops and seminars organised by Board of Studies, University of Mumbai.
- One of our faculties has been serving as a member of Academic Council in the University of Mumbai since last year.

❖ Teaching and Learning

- Each classroom of our institution is well equipped with LCD Projectors and Mike facility. All the faculty members are encouraged to use innovative methods in teaching.
- College conducts regular orientation programs for students at UG and PG level.
- Identifying slow learners and giving them additional lectures (i.e. remedial coaching) for improving their academic performance.
- Intensive lecture are also organised for bright students so as to bring about further improvements in their results in university examinations.
- College also conducts industrial visits for students so that they get practical perspective of the learning process adopted in the classrooms.
- Our college library is well equipped with books, magazines, journals and e-resources which help the students in enhancing their knowledge and developing their skills.
- College also prepare academic calendar, teaching plan, time table, tentative exam schedules etc. and notify the same well in advance to all the stake holders.

❖ Examination and Evaluation

- The examination committee is constituted as per university norms with members from teaching faculty and the administrative staff. The Principal is the chief conductor for exams.
- The college conducts exams as per the university schedule. The examination schedule is displayed on the college notice board as well as on college website.
- Hall tickets are issued to students for all examinations so as to mask the identity of students and promote unbiased evaluation.
- The rules relating to the conduct of examinations, assessment, moderation, revaluation, photocopy, gracing are followed as per the latest university circulars.

- Before commencement of examinations, the examination chair person calls a meeting of subject heads to discuss the process of assessment, evaluation and moderation.
- Additional exam is conducted for those students who are unable to give exams due to participation in extra -curricular activities or on medical grounds.
- To promote unbiased evaluation of answer sheets, each subject head is asked to provide the names of five subject experts for moderation purposes. The principal and examination committee selects the name of one subject expert out of the names provided after taking in to consideration their respective expertise.
- Through question paper and assessment audit, the remarks and observation of moderator & subject expert are recorded and imparted to the concerned subject head for improvements in question paper and assessment.
- The examination committee collects the result analysis of various examinations from respective subject heads.
- Remedial lectures are conducted for the benefit of weak / failed students before commencement of A.T.K.T. examinations.
- Intensive lecture are held for bright students so as to bring about further improvements in their results in university examinations.
- Marksheets are distributed to students with their CGPA.

The above measures contributed to improvement in overall results.

❖ **Research and Development**

- The college has Ph.d. Research Centre in the subject of Commerce and Management.
- 01 of our faculties has completed Ph.d. in 2018-19 and 03 of our faculties are pursuing Ph.d.
- Minor research projects of 04 of our faculties have been sanctioned by University of Mumbai in 2018-19.
- Library, Internet facility, e-resources and equipment's are well maintained, regularly updated and made available to teachers as well as to students.
- Teaching staff are motivated to take part in workshops, seminars and conferences and are given required duty leaves and financial support for participating in these research activities.
- Our College acknowledges the achievements of Ph.D. awardees on the annual day function and through college magazine 'Beacon'.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

The faculty members use the library resources to enhance their knowledge and to prepare teaching aids. In 2018-19, we have added 725 books (which accounted for 193,359 Rs.) including textbooks and reference books to augment existing resources. Subscription to periodicals and NLIST were continued. New initiative has been taken by the Librarian by creating official media groups for the faculty to inform the new arrivals in the library by forwarding image of cover page and contents

page. The library also has a media room for the teachers to prepare teaching aids. The media room has two computers with internet facility along with a printer and scanner. The library issues sets of text books from the Book-Bank to the needy B.Com students which they can use for the full academic year. This year we have added 340 textbooks to the book bank and 92 students availed the facility. LCD projectors are placed in all the Classrooms for conducting ICT enabled lectures by the faculties. CCTV's are also positioned in every classroom, every floor, library and near the main gate. LCD Televisions are also placed on Ground Floor of the campus for News updates.

❖ **Human Resource Management**

- Recruitment is strictly done according to University of Mumbai, Maharashtra Government and UGC guidelines.
- Faculties are allowed and motivated to upgrade their skills on rotation basis.
- In A.Y. 2018-19, our faculty attended the following courses for upgrading their skills: *Refreshers Course – 02, Faculty Development Programme – 04, Short Term Course – 01 etc.*
- Institution also ensures the welfare of non-teaching staff by motivating them to improve their academic qualifications by providing necessary support.
- Job rotation of administrative staff is done to ensure that they should be familiar with the various functions of administration. Similarly, teaching staff are also rotated in various committees.
- Institute has helped the qualified teachers of self-financing courses in getting approval from University of Mumbai and providing them salary under 6th pay.

❖ **Industry Interaction / Collaboration**

- The Placement cell of the college organises campus placement by leading companies.
- In 2018-19, 68 students of our institute were placed through placement cell in leading companies such as M/S. Indus Communications, Zomato, LIC of India, Tech Mahindra Business Services Ltd., Hapag Lyod, Affinity, Iosis, Karvy, P3 Architectural Solutions, ICICI Prudential Life Insurance, Endurance International Group etc.
- As a part of knowledge enhancement of the students, regular industrial visits (international and national) and field visits are organized, thus culminating education by experience.
- In 2018-19, our college organized industrial visits such as Bamul Milk Processing Unit (Bangalore), ND Studio (Karjat), Alok Industries Ltd, Garment Factory (Silvassa), Mahanand Diary (Goregaon) etc., for the students of aided and self financed courses.
- In addition to in-house faculty, professionals from industry also engage lectures for self-financing courses.
- Internships for students are facilitated by the institution.

❖ **Admission of Students**

- College follows the admission procedure specified by the University for Minority Institutions from time to time.
- The admission schedule adopted is as per the university norms.
- The admission committee is constituted every year by the principal with members from the teaching faculty as well as administrative staff. The duties of the committee are appraised.

- The committee meets from time to time, chalk out the admission tasks, displays notices for information to prospective students.
- The committee finalises in house and minority admissions before determining the number of seats that are available for display through merit lists.
- After completion of admission process, student enrolment forms are completed and the details are sent to the university with in specified dates.
- The college maintains year-wise record of student database.

6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development

Various information pertaining to academic and non-academic activities conducted in the college are displayed in the college website for the information of all the stakeholders.

❖ Administration

- The administration activities in the college are mostly automated and efforts are being taken to achieve full automation. For example: Admission merit list is displayed on the college website, Details of students are maintained with the help of custom-made software 'Vridhi' etc.
- There is biometric system for recording attendance of all faculty members in the college.
- The college has developed mobile app. specifically to record attendance of college students in the premises.
- The irregular students are intimated on deficiency in their attendance via SMS and record of the same is maintained.

❖ Finance and Accounts

- College uses Sensys Easy TDS for Income Tax Calculation of College Employee online return file.
- Online Professional Tax & Return File.
- Employee Provident Fund online Return data is up to date.
- College using Tally ERP software for Entering Voucher, Receipts, Fees Details Student Name wise entry.
- MKCL is software of university of Mumbai for data entry of enrolment eligibility and examination work related to students. It helps the college in generating the hall tickets, invoices, mandates of the entire degree college.

❖ Student Admission and Support

- The concerned committee downloads circulars, notifications related to first year admissions to various undergraduate courses from Mumbai University site.
- The relevant admission related circulars and notifications are displayed on the college website for the benefit of all stake holders.
- The link for obtaining online admission form specifying college and course opted for, is also provided on the college website.
- Admission schedule, procedure, photocopies of documents to be submitted along with pre

admission online and off line form is displayed.

- Merit lists as per university schedule under various categories such as open, sports, minority, physically handicapped are declared. Instructions relating to payment of fees, submission of original and photocopies of documents are displayed.

❖ **Examination**

- The information relating to examinations is put up on college website for the benefit of students.
- Exam related rules and regulations as well as results of the past five years are included in college prospectus and college website.
- Exam schedule for regular and A.T.K.T. exams is displayed on the college website.
- Students are also informed about A.T.K.T. exams, dispatch of hall tickets, mark sheets from time to time through SMS on their registered mobile phones.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	----	Annexure 1	----	

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
2018-19	--	Nil	--	--	--
2018-19	Workshop on Syllabus Revision of T.Y. (B.COM, T.Y.BMS & T.Y.BAF)	--	25 th June 2018	150	--
2018-19	Workshop of Revised Guidelines of Career Advancement Scheme (CAS)	--	16 th March 2019 (Saturday)	10	--

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course	1. Dr. Sandeep R. Sahu 2. Mr. Shrinivas Aiyar	12 th October to 1 st Nov 2018
Short Term Course	Dr. Anjali Verma	14 th Nov to 20 th Nov 2018
Faculty Development Programme (FDP)	Dr. Vishal Tomar	8 th Dec to 17 th Dec 2018
Swayam Course (Online)	Dr. Shreekumar Menon	16 th Aug to 16 th Nov 2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil	03 (Contractual)	Nil	Nil

6.3.5 Welfare schemes for

Teaching	Nil
Non teaching	08 Staff Members (Total Advance Salary: 125,000 Rs. /-) 28 Staff Members (Total Festival Advance: 560,000 Rs. /-)
Students	Scholarships: 68,500 Rs. /- Group Insurance: 112,336 Rs. /- Book Bank Scheme: 53,680 Rs. /- (340 books purchased for book-bank scheme)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

The institute has initiated internal audit w.e.f. 2015-16, but regularly conducts external financial audit. External financial audit of A.Y. 2018-19 will be carried out shortly. A letter, applying for external audit, has been already sent by the college to the auditor. (Annexure: 2)

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	

6.4.2 Total corpus fund generated : Rs. 1,00,000 /-

6.5 Internal Quality Assurance System

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

Audit Type	External	Internal
------------	----------	----------

	Yes/No	Agency	Yes/No	Authority
Academic*	No	--	Yes	Internal Committee appointed by Principal
Administrative	No	--	Yes	Internal Committee appointed by Principal

*Academic Audit of Institution was done in 2015-16 by University of Mumbai.

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

- ✓ College conducts regular meetings with the parents of attendance defaulters.
- ✓ College also organise regular orientation programmes for all the F.Y, S.Y & T.Y level students of Aided and self-financing courses, where parents are also encouraged to attend.
- ✓ The purpose of the programme is to make them aware of their syllabus, exam paper patterns and various rules & regulations of the college etc.

6.5.3 Development programmes for support staff (at least three)

- ✓ Non-teaching staff members are motivated and supported by Institution to upgrade their skills on rotation basis.
- ✓ Participation of Non-Teaching Staff in workshops/seminars (2018-19) such as:
 - (I) MKCL – 02;
 - (II) Attended Workshop/Seminar on SC/ST and Pension – 02;
 - (III) AISHE/MIS – 02;
 - (IV) Best Practices in Office Administration – 02;
 - (V) Yoga workshop – 01
- ✓ Support staffs are provided with loan facilities, festival advance, uniforms, advance salary, fee concession for their child etc.
- ✓ In 2018-19, advance salary 125,000 Rs /- and festival advance 560,000 Rs /- were provided to Supporting Staff.
- ✓ College also gives priority in admission for their wards in College.

6.5.4 Post Accreditation initiative(s) (mention at least three)

Post accreditation initiatives adopted by the institution are as follows:

➤ **Skill Development:**

• Soft Skills training

With the increase in the need for soft skills, the college tied up with Pravara learning & started soft skills training for the students to improve their skills & increase their chances of employability. We can proudly say that most students who participated in the course benefitted as they got jobs or admission in reputed institutions in post graduate courses. 22 students benefitted from the courses in all in the first batch of 2018-19. The course was rigorous & was held for 5 days 4 hours per day for first 4 days & then for 6 hours on the last day. Students were graded for their performance in the assessment conducted.

• Diploma in GST

The college started with an Add-on course of diploma in Goods & service tax for students of BFM, BAF & B.Com & it was a good learning experience as it gave students hands on learning of the GST software as well as lectures by experts. The college has tied up with Edutech centre & so far 65 students have benefitted from it. The course was held for 10 days, 3 hours every day. Post completion the students got a participation certificate.

• Advance Excel training

The college has been successfully running an advance excel course in association with ATS learning solution. The certificate based course has been running for 3 years & nearly 140 students have benefitted from it. The course is for 30 hours & is completed in 5 days with hands-on practical training for the students. Subsequently, there are revision & mock tests & then the exam is conducted for the same. It is one of the best add-on courses offered for the students & adds value to their curriculum & helps in final placements.

- Swayam: Our institution has taken initiative to empower our students by increasing their academic

knowledge and exposure to e-learning skills by introducing certificate course “Principles of Marketing” hosted on the Swayam platform (UGC) from 16th Aug to 16th Nov 2018. A first batch of 22 students from S.Y & T.Y.B.Com has successfully completed the course and received the certificates under the guidance of Course Co-ordinator Dr. Shreekumar Menon.

➤ **Placement:**

Our institution organises campus placement by leading companies through the Placement cell. In 2018-19, 82 students of our institute were placed through placement cell in leading companies such as M/S. Indus Communications, Zomato, LIC of India, Tech Mahindra Business Services Ltd., Hapag Lyod, Affinity, Iosis, Karvy, P3 Architectural Solutions, ICICI Prudential Life Insurance, Endurance International Group etc.

6.5.5

- a. Submission of Data for AISHE portal : (Yes /No) **Yes**
 b. Participation in NIRF : (Yes /No) **No**
 c. ISO Certification : (Yes /No) **No**
 d. NBA or any other quality audit : (Yes /No) **No**

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----to-- ----)	Number of participants
2018-19	‘Revised Parameters of Assessment & Accreditation of NAAC and Structuring of Student Satisfaction Survey’	2nd February 2019	01 day	Teachers: 23 Students: Above 50 Alumni: 02 Employers: 02 Management Representatives: 01

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
• Seminar on Women Empowerment	• 18 TH September 2018	30	30
• Street play On Women Empowerment	15 th October 2018	05	08
Lecture on Sexual harassment at Workplace	23 rd October 2018	60	40
Self Defense workshop	11-12 th December 2018	40	-
Self-defense Workshop	30 th January 2019	90	--

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

- Energy saving mechanism is ensured by switching of the lights and fans after the lectures are finished off for the day. Teaching faculty has been appointed as Floor In-Charge to monitor whether the floor peons are following the instructions attentively.
- The college has started replacing the CFL lights with LED Bulbs as per the recommendations of energy and green Audit.
- E-Waste collection drive was organised from 12th February to 17th February, 2018.
- 85% faculty use public transport.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	yes	
Provision for lift	yes	
Ramp/ Rails	yes	
Braille Software/facilities	no	
Rest Rooms	Yes (Girls' Common Room and Boys' Common Room)	
Scribes for examination	yes	

Special skill development for differently abled students	no	
Any other similar facility		

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	03	03	1) 27 th August - 8 th September 2018 2) 26 th September 2018 3) 1 st -7 th December 2018	1) Bandra Educational Recreational Project 2) Blood Donation Drive 3) AIDS Week	1) We helped the students by teaching them their syllabus and other basic values. 2) we organized a Blood Donation Camp and Thalassemia Check-up in collaboration with Mahatma Gandhi Blood Bank 3) To make people aware about AIDS and HIV through competition.	1) 50 students and committee members of NSS. 2) 408 students donated blood. 3) 50 students and committee members of NSS.

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
College prospectus	At the commencement of the academic year	It is published and given to students at the time of admission which contains all rules and regulations related to behavior a student is expected to observe on the campus.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
----------	-----------------------------	------------------------

1) Seminar on traffic rules, road safety and use of mobile app	7 th Feb 2019	75
2) Swatch Bharat Pakhwara	1 ST August - 15 TH August 2018	50
3) Interaction with students on obeying traffic rules	21 ST August 2018	50
4) Run for Unity	31 ST OCTOBER 2018	50

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.E-waste collection drive from 20th Feb -27th Feb. 2019

• 2. Say No To Plastic [4th August 2018] - NSS Activity

3. Swatch Bharat Pakhwara[1st August To 15th August 2018] -NSS Activity

4. Participation in Marathon To Go Organic [23th December 2018] NSS Activity

5.85% faculty use public transport

6. The college has started replacing the CFL lights with LED Bulbs as per the recommendations of energy and green Audit.

7. Energy saving mechanism is ensured by switching of the lights and fans after the lectures are finished off for the day. Teaching faculty has been appointed as Floor In-Charge to monitor whether the floor peons are following the instructions attentively.

8. The college has a cleanliness committee as per the notification issued by the Principal.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

ANNEXURE – VII

Best Practices – 1

PROMOTION OF SPORTS CULTURE

GOAL

The college is known for its excellence and dedicated efforts in making sports popular among students. Undoubtedly sports is always an essential component of a liberal education. SmtMMKCollege is committed to inspire, encourage and empower young students towards sports. Sport provides students with much more than

stronger and fitter body. We believe that sport has a huge impact on positive self-esteem. The aim is to nurture confidence, social skill, ambitions, team work and ability to deal with setbacks. The college coached many students and is a strong believer in the values and skills which sport can generate.

The college has been organising four sport events for last so many years. College has produced many international and national level sports person.

THE CONTEXT

The Indian sports sector has a socio economic impact contributing to 1% to 5% of national GDP. Sports is not only our extracurricular activity but it boosts the youth and instils pride among them. It is a good tool for community outreach, helps us to facilitate socio – economic development of our nation.

MMK sports expanded its boundaries to international and national level and day by day raising its popularity by producing super heroes in sports like international hockey Asian gold medallist Viren Rasquinha, International shooting commonwealth gold medallist Sameer Ambedkar, International Lawn tennis player Hadin Bawa etc.

THE PRACTICE

Facilities Available

- The College has a separate sports room which has a Professor In charge. The Sports Room has been renovated and has the facilities such as computer, internet, printer and scanner.
- The Sports Room also has an Indoor Gym with State of Art Treadmills.
- There is a multi- purpose gym installed in the sports room and dumbles.
- The Boys Common Room in the College has table tennis, carom and chess.
- Due to space constraint the college has been sharing the Multipurpose Basket Ball Court and Badminton Court with National College, our sister institution.

EVIDENCE OF SUCCESS

A series of extra-curricular activities take place supplementing the classroom teaching.

Sports is one of MMK's major fields of achievement. Promotion of sports and games has always been an important aspect at Smt.MMKCollege. The young super sportsmen of Smt.MMKCollege have left no stone unturned in ensuring that they take the MMK flag to greater heights every year. Smt.MMKCollege has won many gold medals in sports and we have been placed 12th out of 791 institutes in the MumbaiUniversity sports rankings.

Sports events conducted by SMTM.M.KCollege

1. We conducted H(S)NC Board's 26th "Vidya Sagar" Principal K.M.Kundnani and Barrister H.G.

Advani Memorial Inter-Collegiate Chess Tournament for Men and Women on 20th July and 21st July 2018. Seven teams participated in the tournament which consisted of 80 participants out of which K.CCollege won the Men and Women championship. **Men's category**

1stPlace-K.CCollege.

2ndPlace-H.RCollege

3rdPlace-Smt.M.M.KCollege and C.H.MCollege.

Women's category.

1stPlace-K.CCollege.

2ndPlace-H.RCollege

3rdPlace-Smt.M.M.KCollege.

2. Conducted H(S)NC board's **5th Dr. L.H. Hiranandani Memorial Inter-Collegiate Football Tournament for Men & Women** on 31st August, 1st September and 8th September at Fr. Agnals , Vashi and Cooperage stadium, Colaba. Fourteen boys' team and Four girl's team.**Smt.M.M.KCollege of Commerce and Economics won 1st place in the men's category against K.CCollege and K.CCollege winning in the Junior college and Womens category against Smt.M.M.KCollege.**

3. Conducted our Annual Athletic Meet on 19th January at Sacred HeartSchool Ground, Khar.

STAR PERFORMERS 2018-2019 (DEGREE)

BASKETBALL

This year our Men's Basketball Team won 4st place in the University of Mumbai Inter-Collegiate Basketball Championship amongst 80 participating colleges.

Our student **Mr. Aiyaz Shaikh of FYBCOM** was selected as a reserve player for the University of Mumbai Basketball team to represent at All India level.

FOOTBALL

Our Men's football team won the All India Football Championship organized by Himachal Pradesh Football Association and made it to the top 8 in the Reliance tournament and in the University of Mumbai football tournament out of 200 participating teams.

1. Omkar Shinde:--

Represented PIFA COLABA MUMBAI at I-League organized by AIFF.

Represented University of Mumbai team and won the west zone championship.

Represented Mumbai District senior team in the District Championship.

2. Atharv Rane:--

Represented KENKRE FOOTBALL CLUB at I-League organized by AIFF.

Represented Sindhudurgat district level by WIFA.

3. Abhishek Patil:--

Represented FOOTBALL SCHOOL OF INDIA at I-League organized by AIFF.

Represented Sindhudurg at district level by WIFA.

4. **Reuben Fernandes of TYBMS** got selected to represent Daman and Diu at Santosh Trophy.

Three of our girls represented state and district level teams:-

1.Riya Tank

Represented Mumbai district at district level competition

Currently representing Maharashtra at national level

Represented Maharashtra at Khelo India Youth Games.

2. Ragini Singh

Represented Mumbai district at district level competition.

3. Meenakshi Bhagat

Represented University of Mumbai Football team at the Inter-University Championship.

HOCKEY

The senior college girls team won the first place at the University of Mumbai Intercollegiate Hockey tournament.

Six of the students represented the Mumbai team at Nationals.

1.Manshi Belgaonkar

Represented university of Mumbai in inter-university west-zone tournament and senior nationals.

2.Madhavi Patil

Represented university of Mumbai in Inter-university west-zone and senior nationals

3.Chaitrali Gawade

Represented University of Mumbai in Inter-university west-zone and senior nationals

Currently playing under-21 for KHELO INDIA YOUTH GAMES

4. Araminta Kamath

Represented Maharashtra at Junior Nationals

5.Gauri Joshi

Represented University of Mumbai in Inter-university west-zone and Senior nationals.

6.Natasha Braganza

Represented senior-nationals in Inter-university west zone.

7.Neha Jaiswal

Represented senior-nationals.

8. Sonal Shinde

Represented Maharashtra at Junior Nationals.

7. Saurabh Bhayadekar

Represented University of Mumbai in Inter-university west-zone

8. Pranay Pilane

Represented University of Mumbai in Inter-university west-zone

JUDO

Rohit Kannaujiya of SYBCOM won bronze at the University of Mumbai Intercollegiate Judo tournament and Mumbai games

SHOOTING

Sharvari Raje of SYBMM scored 383/400 and stood 9th in the Intercollegiate University of Mumbai Shooting Tournament.

Qualified for Nationals.

LAWN TENNIS

Armaan Bhatia of SYBcom

Won Silver medal at University of Mumbai Lawn Tennis Championship.

Representing University of Mumbai at China at the International University Tennis Championship.

Gold medal at Khelo India Youth Games.

TUG OF WAR

Anusha Shetty of FYBcom got selected to represent University of Mumbai team at the University Championship.

YOGA

Pavithra Devadiga of FYBcom won gold medal at HSNC board's intercollegiate Yoga Competition

ANNUAL ATHLETIC MEET

Meenakshi Bhagat won the Women championship.

Melchior Fernandes won the Men championship.

STAR PERFORMERS (JUNIOR COLLEGE)

FOOTBALL

Joel Barnes of FYJC represented the U-17 National team and also played I-League at the state level organized by the AIFF.

Floyd Dsouza and Anupam Poojari of FYJC played I-League at state level organized by the AIFF.

Aishwarya Bangera of FYJC played I-League at the state level organized by AIFF.

HOCKEY

Shruti Ruke represented 9th Hockey India JR WOMEN national hockey championship.

BOXING

Vanshika Bhargava won gold medal at Maharashtra state Boxing Junior Girls

Gold medal at the Mumbai Division DSO .

Gold Medal at the SGFIDSOMaharashtraState Boxing Championship and SGFI Nationals.

BASKETBALL

Nikhil Gupta and Yogesh Jaiswar of FYJC represented Mumbai North And Mumbai Central at district level organised by Maharashtra Basketball Association.

LAWN TENNIS

Tejasvi Mehra of SYJC ITF Junior ranking No.725.

Won the U-18 doubles championship at NS Ahmedabad.

ANNUAL ATHLETIC MEET

Rhea Rodrigues won the Girls championship.

Taha Khan won the Boys championship.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

The funds received are maintained under separate bank accounts. This has been done to provide autonomy and flexibility to sports committee. Financial help is also extended by our boards. The college does not have its sprawl space to practise sports in its own campus. The college has to hire and locate the places available in the vicinity for organising of sports events. College does the make the best efforts to obtain sports ground with proper infrastructure and multi functionality amenities

ANNEXURE – VII

Best Practices – 2

1. Title of the Practice : Seminars ,workshops &industrial visits

2. Goal: The College looks at education differently. It consistently and constantly works to form the students as Competent, Committed, Creative and Compassionate human beings. Through traditional B.Com. course and Self-Financing courses we strive to make a difference in the lives of the students forming them socially conscious and responsible citizens of the country and industry ready too. Once students have completed the degree ,they have overall developed personality and many students get placed by our placement cell. The College believes in giving back to the community in whatever ways possible by them .Keeping these high morals and living up that verve, is what makes students at the College stand out .

3. The Context: Realizing the importance of holistic development many activities are undertaken to make the students sensitive to various issues. A plethora of events are organized each year to create awareness on campus, and students are taken for industrial visits for experiential learning. They are important aspects of programmes conducted in the college.

• 4.The Practice: Seminars /Workshops/Symposium conducted

1. Syllabus revision workshop for TYBCOM, TYBMS and TYBAF in collaboration of University of Mumbai was organized on Monday, 25th June, 2018. The workshop was held at R.D. National College Conference Room from 9:00 AM to 6:00 PM. The syllabus revision workshop was a huge success despite heavy rains and traffic problems. The workshop saw a participation of more than **150 faculty members** from colleges located in and around Mumbai.

2) Sensitization programme on “Revised Parameters of NAAC and Structurizing Student Satisfaction Survey “on 2nd February 2019.

A sensitization program was organized on revised NAAC framework for the colleges which are due for reaccreditation for 2nd/3rd/4th cycle. Dr.B.D.Bhole,from PuneUniversity was the resource person. Dr. Bhole discussed and enlightened the participants on various new parameters added by NAAC after 2018.

3) Guidance on Career Plans to help sketch their future (A Workshop on NET/SET/PET/Public Service

Entrance Exams)

On 18th January 2019, a workshop was conducted to provide a broad overview of the numerous career options available to students with an introduction to career planning

4) A Two –day National level workshop on “Digital Marketing and Hands-On training on Photoshop & Coral – Draw Illustrator” was conducted on 16th and 17th January 2019.

5) Development of Life Skill-A Symposium on Budget and Indian Economy on 2nd March 2019

This program was organized to promote two –way communication .Students learned how to evolve thinking and come to a solution for a particular issue/concern

6) A seminar on opportunity in media industry was conducted on 31st August 2018 by **MAAC** Bandra branch; students were explained different career opportunities in animation/VFX/Film and gaming industries by Mr.Nitin Gadia, Centre Director of MAAC, Bandra.

7) On the 4th of September 2018 a seminar on developing professional competencies through coaching and mentorship was conducted by college in association with **TALERANG**, Mr. Bineet Hora revealed need for students to develop professional competencies and engage in summer internships for skill development.

8) As part of skill development initiative of Government of India, **NYCS** (National Yuva Cooperative Society Ltd) held a skill development counseling workshops on 10th January 2019. Students were administered psychometric test to help select right career path and also various government schemes like PMKK (Pradhan Mantri Kaushal Kendra, JSS (Jan Shikshan Sansthan, DDUGKY (Deen Dayal Upadhyay Grameen Kaushal Yojana) etc were explained to the students.

9) On 20th February 2019, **Growth Centre Pvt Ltd** held a seminar highlighting importance of employability skills amongst the students. Ms Tanvi Ashar, psychologist stressed importance of soft skills, summer internships and participation in extra and co curricular value addition activities in college.

- **INTERNATIONAL ECONOMICS CONVENTION:** This year marked the 26th Annual International Economics Convention, hosted by K.C.College. The theme of this year’s convention on “Ease of Doing Business” gave our young minds an opportunity to deliberate on different parameters of ease of doing business. The 27th Annual International Economics Convention will be hosted by MMK college the theme of the convention will be
“Higher Education in India”

“Human Capital Development”

- **INDUSTRIAL VISITS**

B.COM: -

The Commerce department of our college had conducted one day visit to Mahanand dairy in Goregoan on **5th January 2019**. The aim of this visit was to provide exposure to students on realistic operational environment. This visit added to theoretical knowledge being provided in the classrooms. **180 students from B.COM Course** were

accompanied by Dr. Shreekumar Menon, Ms. Chippy Bobby and Mr. Sushant Damodare.

BMM:

1. Students were taken for an Industrial Visit to Mysore and Bangalore in August where they visited the biggest plant of Karnataka State Milk Cooperative Ltd and understood the entire processing of milk and milk based products.

2. The class of SYBMM visited ND Film studio on the 25th February 2019. The students entered the studio as we passed by the Mount Rushmore type sculpture of the various acting legends of Bollywood. They learned about the old to the new movie making transition and walked along a huge wall of movie posters from old to new (Black and White to Color).

BAF : - 1. Industrial Visit to Katrej Dairy Farm, Pune. (March)

2. Industrial Visit to Hyderabad. (July)

In the month of March the students visited Pune city for an Industrial Visit. In the month of July, the BAF department went for an Industrial Visit to Hyderabad- the City of Pearls. Providing insight into how industries conduct their activities in different states, how they continue to survive and expand during difficult circumstances are valuable lessons that the students took back home.

An educational trip to Silvassa to visit industry such as Voltas and Hind Aluminum was a learning experience for all.

BMS: SEBI VISIT students attended a session on 'Capital Markets' conducted by SEBI personnel.

BBI: 1. INDUSTRIAL VISITS continue to remain the centre of attraction for everyone. This year we have visited *Alok Industries Ltd.* at Silvassa.

2. We also focused on developing adventurous attributes among students by organizing NATURE TRAIL near Khapoli and Karjat.

5. Evidence of Success: The college has a student's seminar and workshop committee. As a part of our promise to provide students with holistic education and empower them, college has conducted workshops and seminars for boosting their intellect. The college encourages students to take part in these activities. Creating awareness among the students by announcements on the college website, notices circulated in class rooms and displayed on notice board and the faculty inform the students-are some ways through which the college promotes the participation of students in these activities.

The teachers and students who participate in these activities are granted duty leave and attendance. The faculty members perform their role as conveners of committees through which these activities are organized. Since these activities are organized through seminar and workshop committee and individual departments, the participation of the students can be easily monitored.

6. Problems Encountered and Resources Required :

Students do not show interest in these activities. They have to be motivated. There is an increasing reluctance on the part of young college students to take participate in seminars and workshops. There is a need to remedy this imbalance. Arranging funds for these activities is a real challenge. The college has to generate funds from its own resources and even management provides funds for encouraging students' development programme.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Encouragement to Skill development and Entrepreneurship Among Students

The college strives to inculcate employability skills among students so that they can become independent and employment ready once they are graduates. Various activities are conducted in the college in order to achieve this objective. The college also arranges many industrial visits to give exposure and experiential learning to students.

- Seminars /Workshops/Symposium conducted

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2. We also focused on developing adventurous attributes among students by organizing NATURE TRAIL near Khapoli and Karjat.

- **PLACEMENT**

Our college has a very active placement cell as we firmly believe in providing opportunities to our students as much as we can from our end and shaping their careers by the time they are in their 3rd and final year.

MMK proudly can boast of a number of companies that absorbed our students last year. Some of the names include.

Deloitte, P3 Architectural solutions, ICICI Prudential life insurance, LIC, All Ayurveda, Spice PR, Tess Joseph Casting Co., Jarvis Technology and Strategic Consulting Pvt Ltd.

We strive to bring in the best pay packages as per industry standards for our students

8. Future Plans of action for next academic year (500 words)

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under –

- 1) To be able to enhance the Brand Equity of the College, which it has created for itself, in its Local Jurisdiction between Dadar and Santacruz;
- 2) To achieve the Title “College with Potential for Excellence” which is granted as per the norms laid down by UGC;
- 3) To create an enabling environment for holistic development of Students, Faculty and Support Staff;
- 4) To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students;
- 5) To fulfil its Social Obligations, in the manner of providing formal & informal education, dissemination of Knowledge, organizing programmes and activities for the benefit of the Community and Other Stakeholders;
- 6) To create awareness and initiate measures for Protecting and Promoting Environment;
- 7) To encourage and facilitate Research Culture, to promote Research by students and Faculty and Consultancy by Faculty;
- 8) To provide additional thrust to promote Sindhi Language

This Perspective Plan outlines the various initiatives and focus areas to achieve the aforesaid Objectives. The same are enumerated hereunder –

1) INSTITUTION

- 1.1 To revise the Vision and Mission of the College, where necessary, to align with the aforesaid objectives;
- 1.2 To continuously Innovate, Introduce new courses and remain relevant to the changing needs of the stakeholders;
- 1.3 To provide thrust to achieve excellence in niche courses, such as BAF & BMM;
- 1.4 To monitor Quality Assurance and Quality Enhancement activities of the Institution and to obtain ISO Certification;
- 1.5 To Implement suggestions made in the Academic Audit Report by the Audit Team deputed by Mumbai University and the Recommendations made by the NAAC Re-Accreditation Committee, during the third cycle of NAAC

2) INFRASTRUCTURE

2.1 To Implement Structural Repairs to Building and Electrical Repairs, on the basis of Structural Audit, carried out by the Management;

2.2 To Implement the recommendations made by Audit Team which conducted Green Audit & Energy Audit, carried out by the Institution;

2.3 To provide space for and make available Canteen Facility and Canteen Kiosk, for Students & Staff Members;

2.4 To create Additional Lecture Rooms by optimally utilizing the available space;

2.5 To provide resources required for Use of Technology to provide online course contents, video lectures, etc , to overcome space constraints

3) ADMINISTRATION

3.1 To automate various Office Administration Processes;

3.2 To make available all Information online on the College web-site relating to Admission, Examinations, Courses, Rules, Committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities, & Others;

3.3 Use of Short Messaging Service (SMS), Apps developed and designed for communication with Students, to be extended to students of all courses;

3.4 To provide for a doctor on campus for the welfare of staff;

3.5 To support various Staff Benefit and Welfare measures.

4) LEARNING RESOURCES

4.1 To upgrade Library Resources to include digital content, which can be accessed by Students and Faculty online;

4.2 Digital Content in the form of Video Lectures, Study Notes, etc. to be made available on the web-site by Teachers;

4.3 Digitisation of Research Papers published by Staff Members and of Papers presented during the Conferences hosted by the College;

4.4 Faculty members shall be encouraged to create blogs to enable students to communicate their doubts, give feed back, suggestions, etc.

4.5 To make available Resources for use by Researchers at the Research Centre

5) LINKAGES

5.1 To facilitate Faculty Exchange Programmes with Other Academic Institutions and International Linkages;

5.2 To facilitate Collaboration with Libraries of Professional Institutions and other Libraries of eminence; 5.3 To facilitate Student Exchange Programmes with Other Academic Institutions in India and International Linkages

5.4 To enter into MOU's with Corporates and Industry Associations to promote Academia – Industry Linkages, to enable placements, internship, training, etc. for the students;

5.5 To enter into collaboration with ISME to facilitate an Incubator Cell for new Ideas to be translated into business ideas

5.6 To foster and strengthen relationship of Alumni with the Institution

6) FACULTY

6.1 To facilitate a Research Environment in the College, which encourages Faculty and Students to undertake Research;

6.2 To encourage faculty to undertake Consultancy Assignments;

6.3 To encourage faculty to Organise Faculty Improvement Programmes, National and International Conferences;

6.4 To devise techniques to enable various improvements in the existing Teaching Learning & Evaluation process and measurement of Learning Outcomes, viz. Question Paper Audit by Students— Benchmark results with five colleges in the neighbourhood— Faculty Evaluation—& Feedback from Students Institution Facility Evaluation—& Feedback from Students

6.5 To encourage Faculty to Participate in Syllabus Framing (at Board of Studies), Setting Question Papers (at University Examinations), Visit Other Institutions as Resource Persons, etc.

7) SOCIAL OBLIGATIONS

7.1 To continue to provide formal education to needy and deserving students, by providing - fee concessions, fee waiver, book bank facility, etc.;

7.2 To organize programmes (informal education) on topics of general interest for the benefit of students and society / community;

7.3 To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues

8) OTHER INITIATIVES

8.1 To Introduce Job-oriented and Skill based courses;

8.2 To give thrust to and create awareness about Cleanliness;

8.3 To initiate more scholarships to reward the students for various achievements;

8.4 To give additional thrust to Campus Placements Initiatives;

8.5 To Identify Talent among students for various sports & cultural activities;

Name _____ Name _____

CRITERION VI – ANNEXURE 1
6.3.1: FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING
SEMINARS & WORKSHOPS A.Y: 2018-19

SR NO	NAME OF TEACHER'S	NAME OF CONFERENCE/ WORKSHOP	AMOUNT (RS.)
1	MR. MANIKANDAN IYER	Chandraban Sharma College - International Multidisciplinary Conference on 07.04.18 R.D.National College – Workshop Participation on 8.9.18 SES College – Workshop Participation on 19.1.19 GST Workshop - S.K.Somaiya College	500 300 500 500 1800
2	MR. SATYAPRAKASH PANDEY	Chandraban Sharma College - International Multidisciplinary Conference on 07.04.18 Seminar of MMK College on 25.6.18 IQAC Workshop on 6.7.18	750 300 250 1300
3	MRS. ASHA BHAT	International Conference on 21.4.18 (MATUNGA)	1500 1500
4	Dr. ANJALI VERMA	International Conference on 21.4.18 (MATUNGA) Registration fees of Mumbai University workshop	1500 1000 2500
5	Dr. AASHISH JANI	Workshop on 10.5.18 at Changa Kana Thakur (CKT) College Workshop on 30.6.18 at Tolani College Registration of fees of national conference on 18.1.19	400 500 1000 1900
6	Dr. MEENAKUMARI KATTA	Workshop on T.Y.B.Com Syllabus , MMK College on 25.6.18	300 300

7	Dr. SANDEEP SAHU	Registration fees for UGC, Refresher course at D. A. V. Arya College from 12.10.18 to 1.11.18 International Conference in Mumbai University on 4 & 5th Oct -18	1000 2000 3000
8	MR. SUSHANT DAMODARE	Registration fees for National seminar on 02.11.18 Registration fees for UGC, Refresher Course SIES College, workshop on 6.10.18	1000 1000 500 2500
9	Dr. JAYESH RANA	Workshop at R.D.National College on 25.6.18 GST Workshop at SES & Somaiya college on 19.1.19 to 23.1.19	600 1000 1600
10	MR. SHRINIVAS AIYAR	Registration fees for workshop of Refresher course at D. A. V. Arya College from 12.10.18 to 1.11.18 GST Workshop at SES & Somaiya College on 19.1.19 to 23.1.19	1000 1000 2000
11	Dr. MEGHA SOMANI	IQAC & NAAC new Guidelines from 16.7.18 to 22.7.18	2000
12	Dr. VISHAL TOMAR	GST Workshop at S.K.Somaiya College on 23.1.19 Workshop of Faculty Development programme	500 1000 1500
13	MRS. SHAILKUMARI GUPTA	Registration fees for Workshop at Lala Lajpat Rai College on 12.01.19	500 500
14	MRS. POOJA SAWANT	Workshop on Commerce & Economics at K.C.Law College 05.02.19	3400
		TOTAL AMOUNT (Rs.)	25,800 /-