The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

> KERALEEYA SAMAJAM (Regd.) DOMBIVLI'S MODEL COLEGE

1.2 Address Line 1

> P-32, Phase II, MIDC

Address Line 2

> Residential Area

City/Town

> Dombivli (East), Thane Dist.

State

> Maharashtra

Pin Code

> 421203

Institution e-mail address

> modelcollege@ymail.com

Contact Nos.

> 0251-2470010

Name of the Head of the Institution:

> Dr.Ajitkumar B.S.

Tel. No. with STD Code:

> 0251-2800187

Mobile:

> 9702333880

Name of the IQAC Co-ordinator: V.Srihari

Mobile: 9224435290

IQAC e-mail address: modelcollege@ymail.com
iqac@model-college.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   MHCOGN 13029

1.4 **NAAC Executive Committee No. & Date:**   Dated 10.02.2007
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: www.model-college.com

Web-link of the AQAR: www.model-college.com

For ex. http://www.ladykeanecollege.edu.in/AQAR2014-15.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	85.90	2007	10.02.2007 to 09.02.2012
2	2nd Cycle	A	3.09	2014	10.12.2014 to 09.12.19
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   26-10-2007

1.8 AQAR for the year *(for example 2010-11)*   2015-16

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

    i.   AQAR *2014-15submitted to NAAC on 09-05-2016* (DD/MM/YYYY)

1.10 Institutional Status

   University   State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes [Y] No ☐

   Constituent College   Yes ☐ No [Y]

   Autonomous college of UGC   Yes ☐ No [N]

   Regulatory Agency approved Institution   Yes ☐ No [N]

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

   Type of Institution   Co-education [Y] Men ☐ Women ☐

                   Urban [Y] Rural ☐ Tribal ☐

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

             Grant-in-aid + Self Financing [Y] Totally Self-financing ☐

1.11 Type of Faculty/Programme

   Arts ☐   Science [Y] Commerce [Y] Law ☐   PEI (Phys Edu) ☐

   TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

   Others (Specify)   .

1.12 Name of the Affiliating University *(for the Colleges)*   University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers | 8

2.2 No. of Administrative/Technical staff | 1

2.3 No. of students | 2

2.4 No. of Management representatives | 2

2.5 No. of Alumni | 3

2. 6 No. of any other stakeholder and

      community representatives | 2

2.7 No. of Employers/ Industrialists | 2

2.8 No. of other External Experts | 2

2.9 Total No. of members | 22

2.10 No. of IQAC meetings held | 4

2.11 No. of meetings with various stakeholders: No. | 7 | Faculty | 5 |

Non-Teaching Staff Students | 3 | Alumni | 1 | Others | 2 |

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

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. | 1 | International | | National | 1 | State | | Institution Level | |

(ii) Themes | Reforms in Finance Sector |

2.14 Significant Activities and contributions made by IQAC

- ➢ Coordination between all stake holders - management, staff (teaching & Non-teaching) students and communities.
- ➢ Interaction with Alumni, PTA, Placement etc
- ➢ Conducting Teachers appraisal and faculty development programme
- ➢ Collection and analysis the feedback from various stakeholders
- ➢ Implementation of Academic programmes & calendar
- ➢ Computerization and technology up gradation
- ➢ Assistance in extension programme and up gradation of infrastructure of the college
- ➢ Updating of software for examination and result preparation
- ➢ Assisted in organizing seminars ,workshops in the college
- ➢ Active participation of NSS volunteers in community building, social development and environment protection activities.
- ➢ Participation in Green initiatives like e-learning, e- exams e- correspondence etc.
- ➢ The celebration of religious and national festivals in unique way with social message.
- ➢ Orientation and skill updating of Non teaching staff
- ➢ Recommendations given by the NAAC peer team in the second cycle such as introduction of new add-on courses and early shifting of the college to the new campus were taken up for active consideration.

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
➢ Shifting to new premises ➢ Opening of research centres ➢ Updating of software for examination and result preparation ➢ Collection and analysis of the feedback from various stakeholders ➢ Remedial coaching ➢ Placement of approx 100 students ➢ Assisted in organizing seminars, workshops in the college ➢ Implementation of Academic programmes & calendar	➢ Under process ➢ Under process ➢ Software updated ➢ Feed Back forms were collected ➢ Remedial classes conducted ➢ 101 students were placed on campus. More than 400 students were placed off campus. ➢ Seminars & workshops were organised ➢ Academic calendar was implemented

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   y   No

Management   y   Syndicate   Any other body

Provide the details of the action taken

Management has instructed the college authorities to make a suitable plan for shifting to the new premises as soon as possible after completing the necessary technical formalities. Regular interaction with all stake holders in relation to shifting has been asked for.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	4	-	4	-
UG	7	-	6	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				1
Others				
Total	11		10	1

Interdisciplinary				
Innovative				1

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

Pattern	Number of programmes
Semester	11
Trimester	
Annual	

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

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

*Please provide an analysis of the feedback in the Annexure

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

> Proper modular unitisation has been made

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	34	09	01	

2.2 No. of permanent faculty with Ph.D.

3

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	0	0	0	0	0	0	0	2	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

5		31		0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		27	
Presented papers	1	8	1
Resource Persons			

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

Accounting fare & games on basic accounting concepts
I.T. quiz/exhibitions for concepts in information technology

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

183

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

Photo copy, Re-verification Revaluation

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

3		

2.10 Average percentage of attendance of students

76.59

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Grade *					
		O	A	B	C	D	E
B.com – Aided – Sem.-V	374	20	99	59	58	33	03
Sem.-VI	372	02	54	67	71	55	00
Self Financing B.Com A&F Sem.-V	113	18	45	23	14	03	02
Sem.-VI	113	02	44	41	18	02	00
B.Com B&I Sem.-V	51	01	12	15	09	00	00
Sem.-VI	51	00	07	15	18	03	01
B.Com FM Sem.-V	19	00	04	02	05	04	00
Sem.-VI	19	00	02	04	05	05	01
BMS Sem.-V	74	00	07	16	24	06	01
Sem.-VI	74	00	04	15	29	07	04
B.Sc.I.T. Sem.-V	67	02	16	09	05	00	00
Sem.-VI	67	01	20	21	04	00	00
B.Sc.C.S. Sem.-V	55	00	07	10	04	01	00
Sem.-VI	55	00	04	09	09	05	00

* Grade : O (70% & above), A (60% to 69.99%), B (55% to 59.99%), C (50% to 54.99%),
        D (45% to 49.99%), E (40% to 44.99%).

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

   The IQAC spells out its objectives and chalks out the plan of action in the beginning of
   the academic year. The progress that has been made during the year towards quality
   enhancement is periodically assessed and reported to the Principal. At the end of the
   academic year, a report is submitted entailing the targets achieved. Suitable
   recommendations are given by IQAC to various departments to bridge the gap between
   the objectives set and the targets achieved.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	5
Others -	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	29	4	0	16
Technical Staff				03

Criterion – III

3. Research, Consultancy and Extension

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

> Autonomy to the principal investigator
> Timely availability or release of resources
> Support in terms of technology and information needs
> Adequate infrastructure and human resources
> Facilitate timely auditing and submission of utilization certificate to the funding authorities
> Additional financial support is provided by the management
> A separate committee has been formed for this purpose. Regular meetings of the same are held and guidance is given for research.

3.2　　Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3　　Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4　　Details on research publications

	International	National	Others
Peer Review Journals	1		
Non-Peer Review Journals			
e-Journals			
Conference proceedings	2	8	

3.5 Details on Impact factor of publications:

Range ☐　　Average ☐　　h-index ☐　　Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ]   CAS [   ]   DST-FIST [   ]

DPE [   ]   DBT Scheme/funds [   ]

3.9 For colleges   Autonomy [   ]   CPE [   ]   DBT Star Scheme [   ]

INSPIRE [   ]   CE [   ]   Any Other (specify) [   ]

3.10 Revenue generated through consultancy [   ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			3
Sponsoring agencies		UGC			Management

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

3.13 No. of collaborations   International [   ]   National [02]   Any other [   ]

3.14 No. of linkages created during this year [   ]

3.15 Total budget for research for current year in lakhs:

From funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

02

and students registered under them

09

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

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

JRF   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   150   State level

National level   International level

3.22 No. of students participated in NCC events:

University level   2   State level

National level   International level

3.23 No. of Awards won in NSS:

University level   State level

National level   International level

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [ ]   NSS [20]   Any other [ ]

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

The college conducts rally in the city on 15th August & 26th January every year to spread the message of patriotism & oneness and to 'save fuel for future'. Various social activities are conducted by NSS such as blood donation camps, YSFD camp, cleaning & sanitizing public places.

NSS volunteers visited orphanage 'Janani Ashish' and School for mentally retarded students 'Astitva' and distributed clothes and books. NSS volunteers collected second-hand articles, books, & toys and distributed the same on 14th November on the occasion of Children's Day.

'Use Bridge Campaign' for Railway track crossing awareness was conducted at Thakurli. Students assisted Ramnagar Traffic Police in Traffic control at crowded junctions in Dombivli mainly on the occasion of Ganpati Festival and Navrathri Festival. The college students also participated in Polio campaign at different polio booths in Dombivli through door to door visits creating awareness about the need for polio dose.

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	3300 Sq.Mt.		Mgmt.	3300 Sq.Mt.
Class rooms	28		Mgmt.	28
Laboratories	10		Mgmt., Student Fees & UGC	10
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	23		Mgmt	
Value of the equipment purchased during the year (Rs. in Lakhs)	128.09	252.32	Mgmt	380.41
Others		*465.16	Mgmt	

* Capital expenditure representing construction cost of new college premises.

4.2 Computerization of administration and library

> Library soft ware – KOHA
> Digital Library soft ware – D Space
> Library website: mcdlibrary.16mb.com

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	12365	3303202	1084	142006	13449	3519608
Reference Books	8285		272	74400	8537	
e-Books from inflibnet	93809	5000	-	-	93809	5000
Journals	38	59001	-	-	38	59001
e-Journals from inflibnet	6000	5000	-	-	6000	5000
Digital Database						
CD & Video	426	Free with books	-	-	426	Free with books
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	148	113	145			23	12	
Added	79	51	75			16	12	
Total	227	164	220			39	24	

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

> Computers are inter-connected via local network. Most of office operations such as online admissions, enrolment, and examination hall ticket generation are web based as prescribed by University / Board/ Govt. of Maharashtra. Computer Training is given to teachers and students also.

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

   i) ICT   [   ]

   ii) Campus Infrastructure and facilities   [15.18]

   iii) Equipments   [   ]

   iv) Others   [   ]

   Total :   [15.18]

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Display in the notice board & regular updating of website
> Orientation lecture to students
> Parent teacher meeting
> Prospectus

5.2 Efforts made by the institution for tracking the progression

> College result – T.C. record – Transcript – Alumni meeting – feedback from stake holders – students diary

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2621	353		

(b) No. of students outside the state

> UG-10

(c) No. of international students

> Nil

Men

No	%
1369	46.03

Women

No	%
1605	53.97

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2471	42	04	277	01	2795	2622	65	06	278	03	2974

Demand ratio 1.25 : 1   Dropout % 0.05

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

> Class room – L.C.D. Projector – Counselling
> College notice board – Display system – Library – Coaching

No. of students beneficiaries

> 500

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [10]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [Law 04]

5.6 Details of student counselling and career guidance

Career counselling – 400
Personal counselling – 50
Stress Management Seminar – 600
Seminar on career guidance – 400
Inter view technique workshop – 150

5.7 Details of campus placement [600]

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	505	101	300

5.8 Details of gender sensitization programmes

Self Defence Workshop
Lecture on Women's Health
Poster exhibition on women empowerment

5.9 Students Activities

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

State/ University level [50]   National level [0]   International level [ ]

No. of students participated in cultural events

State/ University level [65]   National level [04]   International level [ ]

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

Sports : State/ University level [04]   National level [0]   International level [ ]

Cultural: State/ University level [01]   National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support - scholarship	17	203115
Financial support - freeship	12	138080
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [02]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [50]

5.13 Major grievances of students (if any) redressed: ___Nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Excellence is not the final destination; it is an on-going journey of evolution powered by intellectual energies and guided forward by the moral value- orientation

Mission:
1. Redesign and restructure objective, skill-oriented and market friendly courses which are the need of the coming years, in this age of globalisation and
2. In order to meet the challenges of the global market, fruitful co-operation and collaboration with the foreign universities in near future.

6.2 Does the Institution has a management Information System

Yes. The day to day decisions are taken by the respective heads of the section, keeping in view the betterment of the students and institution. Long term decisions are taken by the Principal together with LMC/IQAC/the heads of the various sections.

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

6.3.1 Curriculum Development

> Faculty members have attended & given inputs during workshops conducted by board of studies of University of Mumbai for updating syllabus of under graduate courses.

6.3.2 Teaching and Learning

> Remedial lectures for students failing in regular exams were conducted before additional /ATKT exam. Intensive coaching for TY classes is conducted

6.3.3 Examination and Evaluation

> The tentative date of examination is informed to the students at least 45 days in advance. The time table for the examinations is displayed at least 30 days before the date of commencement. Special seating arrangements are made for physically challenged candidates. The assessment and moderation of answer papers is done as per university rules. The students are given the opportunity for verification of marks and revaluation of answer papers subject to the rules.

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Construction of new college building is in progress. Website is continuously up graded. More library books have been added and infrastructure within has been improved.

6.3.6 Human Resource Management

> Faculty members are permitted to make paper presentations in the National Seminar conducted by college.
> Job rotation of administrative staff is made to make them familiar with different types of work so that the absence of any staff will not be felt on any working day.
> Teaching staff are rotated in various committees.
> Teachers and administrative staff are encouraged to upgrade their academic and professional skills.

6.3.7 Faculty and Staff recruitment

> Qualified faculty members are appointed based on U.G.C. guidelines. Some faculty members are appointed on clock hour basis. Guest lectures are also arranged to teach specific topics that may require special/ practical attention.

6.3.8   Industry Interaction / Collaboration

> College has signed M.O.U. with T.C.S. to provide certificate course "Campus to Corporate" to imbibe inter personal skills & corporate readiness.

6.3.9   Admission of Students

> Online admission is followed to ensure greater transparency in the admission process. Admission for the First Year is granted as per University of Mumbai rules. Admission of eligible students to Second Year and Third Year is also done as per the University rules.

6.4 Welfare schemes for

Teaching	Medical reimbursement, loans, priority admission to wards
Non teaching	
Students	Fee instalments, Free ships,

6.5 Total corpus fund generated   Nil

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	No		Yes	Principal

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

For UG Programmes   Yes   Yes*   No ☐

For PG Programmes   Yes ☐   No   No

* First Year and Second Year results are generally declared by the college within 30 days. However, the results of Third Year are declared by the University after 30 days.

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

> Not Applicable

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

> Not Applicable

6.11 Activities and support from the Alumni Association

> Alumni Association helps in:
> Placement of students
> Personality development of students
> Conducting sports & cultural activities
> Arranging blood donation camps & other social activities

6.12 Activities and support from the Parent – Teacher Association

> Parent – Teacher Association helps in:
> Contributing & analysing the feedback of stakeholders
> Implementing students oriented activities
> Free ships & Placement of students
> Conducting sports & cultural activities

6.13 Development programmes for support staff

> Training of soft skills
> Seminars and workshops
> Computer literacy
> Counselling

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

> Green Initiative
> Water & electricity saving
> Water and electricity conservation audit
> Restriction on plastic usage
> Tree plantation
> Promotion of use of cycles by way of cycle rallies

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Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> 1. Selection of best class representative under class management mechanism- The month-wise project is selected and all the classes are asked to do the project by involving the entire class in activities like group dance, songs, skits, creation of advertisement, branding, marketing etc. The best class is adjudged on the basis of performance in these activities and other criteria like discipline, attendance, involvement of the students etc. The best class is announced and trophy awarded to that class.
> 2. Class guardians are appointed who are expected to monitor the attendance of the students and their academic performance. Any deficiency is reported to the faculty for necessary corrective action.

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

Plan of Action	Achievements
➢ Shifting to new premises	➢ Under process
➢ Opening of research centres	➢ Under process
➢ Updating of software for examination and result preparation	➢ Software updated
➢ Collection and analysis of the feedback from various stakeholders	➢ Feed Back Forms were collected
➢ Remedial coaching	➢ Remedial classes conducted
➢ Placement of approx 100 students	➢ 101 students were placed on campus. More than 400 students were placed off campus.
➢ Assisted in organizing seminars, workshops in the college	➢ Seminars & workshops were organised
➢ Implementation of Academic programmes & calendar	➢ Academic calendar was implemented
➢ Green Initiative	➢ Programmes and practices on energy conservation, energy audit, water conservation, calculation of carbon footprints, e-waste & hazardous waste management, tree plantation etc were conducted.

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

Legal Clinic
Walk for One India

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

7.4 Contribution to environmental awareness / protection

> Tree plantation, Nature club activities for green Initiative
> Project on calculation of Carbon Foot Prints
> Water & Energy conservation audit
> Cycle Rally

7.5 Whether environmental audit was conducted?　　Yes　| Yes |　No　| |

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

> **Strength:** Management is visionary – Supportive – Progressive & Educationally Oriented –
> Academic staff is well qualified – Professional – Dedicated & Innovative
> Students – disciplined & cultured
> Institution is providing job opportunities
> Administrative staff – supportive
> **Weakness**: Inadequate infrastructure for programmes – Need to strengthen research & consultancy
> **Opportunities:** To inculcate corporate culture in students
> To have collaborations with industries to impart practical oriented courses
> To develop linkages with industries
> **Challenges:** To motivate the students to participate in large number towards extension activities – to nurture students for employ ability as per requirements of industry – to inculcate values in the students make them good & responsible citizens
> Encouraging students for competitive exams – competition from new colleges

8. Plans of institution for next year

> Shifting to new building
> Opening of research centres

Name _____V.Srihari_____　　　　*Name _____Dr.Ajitkumar B.S._____*

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　Signature of the Co-ordinator, IQAC　　　*Signature of the Chairperson, IQAC*

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Annexure - I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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ANNEXURE - I   ACADEMIC CALENDER 2015 – 16

Date / Month		Programme
Date / Month		**Programme**
June 2015	:	Admissions
		College Reopening
		Orientation Programme for students
		Parent Teachers Meeting
		Issue of Library Card and Identity Card
		Announcement of Syllabus, Paper Pattern & Teaching Plan
		Submission of plan & budget of various committees
July 2015	:	Display of list of defaulters in attendance
		Counselling session
		Selection of Students Secretaries for various committees
		Inauguration of Associations
		Formations of students council & N.S.S. Unit
		Announcement of term end examination timetable
		Intra-collegiate activities
		Selection of students for university youth festival & for sports meet
August 2015	:	Display of list of defaulters in attendance
		Counselling session
		Staff Picnic
		Selection of University representative
		University Cultural Competitions
		University Sports meet
		Scholars Day celebration
		Independence day celebration, Cycle Rally
		Alumni meet
		Onam celebrations

Semester-I, III & V

Sept. 2015	:	ATKT examination
		Teacher's Day celebration
		Students Feedback
		Term End examinations
Oct 2015	:	Declaration of Results
		University Examinations
		Saraswati Pooja & Navaratri celebration
		'Campus to Corporate' certificate course
		Diwali Vacation
November 2015	:	Announcement of syllabus, Paper Pattern & teaching plan
		College reopening
		Literary & Cultural competitions
		Participation in inter collegiate competitions of cultural & sports
Dec 2015	:	Display of list of defaulters in attendance
		Counselling session
		Annual Sports
		Selection & Preparation for annual social
		Annual Social & Prize Distribution
		N.S.S. Camp
		E-logic
		X'mas Vacation
Jan 2016	:	Display of list of defaulters in attendance
		Counselling session
		Semester-II, IV & VI internal examinations
		Cycle Yatra
		Seminars & Workshop
		Republic Day Celebration/ Walk For One India
Feb, 2016	:	Display of list of defaulters in attendance
		Counselling session
		Announcement of term end examination time-table
		Career guidance programme
		ATKT & Semester VI internal examination
March 2016	:	Term End Examinations
		University Examinations
April 2016	:	Declaration of Results
		Admissions

Additional Examinations

Unnati Day

Certificate course 'Campus to Corporate'

May 2016   Summer Vacation

Note : The Sequences in the above calendar are subject to change, if necessary, by the Principal.

ANNEXURE II - Best Practices

i)   Legal Clinic

Goal
- To create legal awareness among the students and community and make them law abiding citizens.
- To inculcate democratic principles by imparting basic legal knowledge to the students and community.
- To make the students aware of their rights and duties towards the society and the country.
- Gender Issues

Context

The soul of Indian Constitution is Social Justice. The Constitution of Indian states that "Ignorance of law is no excuse". It means that every citizen of country should know the law. However, it is not possible to know each and every law which is in force. But it is expected that everyone knows at least the basic law and administrative system in the country.

The faculty members of the Law department associate themselves with different organizations, students and community at large. They have come across legal illiteracy among the masses due to which they face various obstacles to solve their day to day problems. The main reason behind it is the lack of legal knowledge, government rules and procedure.

To overcome these difficulties it is not necessary for citizens to have an in depth knowledge of existing law, only basic knowledge of law is required. But there are no citizen-friendly forums through which they can be educated. The institution's objective is not just to impart education but also to serve the society within the available resources. Thus in the year 2005-06, the law department of Model College introduced a novel platform- "Legal Clinic " with the motto "Social Justice is real happiness".

Practice

- The clinic enrols the interested students as their members free of charge. It has a panel of legal experts from whom the clinic takes the advice. The clinic gives representation to one member from Student Council, Gymkhana, Cultural, NSS Woman Development Cell etc. to come out with any legal problems. The membership is extended to the alumni of the institution.

- Legal clinic takes efforts to find out problems of residents in and around Dombivli. For this the members of legal clinic conduct surveys. Sincere and serious efforts are made to solve the problems.

- Clinic creates consumer awareness programme by

  a. Making the different group of students.
  b. Discussing the decided cases of National Commission & Supreme Court.
  c. Converting it into street play/ moot court / drama.
  d. Conducting Paper & Case Presentations among the students.
  e. Arranging group discussion/ debate / question – answer sessions.
  f. Arranging lectures / seminar / workshop etc.

- Clinic creates awareness in preparing legal documentation for day to day use by

  a) Forming groups of students.
  b) Allotting them topics.
  c) Guiding them for preparation and presentation.
  d) Arranging question answer sessions.
  e) Conducting discussion.

- Clinic conducts guest lectures and workshops on legal issues.
- Clinic conducts visit to court, police station etc.

Evidence of Success

- The legal clinic has been instrumental in creating legal literacy among the students and the community. The students are taking more interest because they get practical knowledge and opportunity to interact with the community in solving their problems.

- There has been a substantial increase in the membership.

- The legal clinic has succeeded in creating awareness in the society about its objectives and the services provided.

- The common difficulties of students and community are to obtain various certificates which are required in day to day life such as domiciles, nationality, caste, citizenship, birth and death certificate, marriage certificate, pan card, aadhar card etc.
  The legal clinic has helped the members in guiding and in obtaining some of the certificates.

- It has created consumer awareness among the students. It helped them to understand type of cases covered under Consumer Protection Act. It also helped to understand practically how to draft the complaint, the documents required, the procedure to be followed, judiciary function, etc.

- The lectures delivered on legal documentation, helped students understand the importance of documentation in day to day life, matters to be covered under documentation and procedure of registration, stamping, etc.

Problems

- The legal experts on the panel are unable to devote considerable time solely to the cause of Legal Clinic because of other commitments.

- The Legal Clinic cannot solve all the legal problems brought to them. They act only as advisors and counsellors. However, legal clinic is trying to create awareness amongst the community regarding legal aid to the poor through legal aid cell, established by the Law Ministry.

ii)   **Walk for One India**

   Goal
   - To instil basic human values like nationalism, patriotism, secularism and to create awareness about environment.
   - To invoke a sense of oneness among students and involve them in creative activities
   - To develop leadership quality.

   Context

   In today's era the dynamic young students have not only to be reared but also to be motivated to reach their destinations. The institution is instrumental in moulding the character of students and shaping their destiny, to be responsible citizens of India. The role of youth is of utmost importance in today's time as they have the power to transform our country from a developing nation to a developed nation. There are lots of social problems in our country relating to women, youth, environment, economy, public health etc. Many citizens of India are unaware about their fundamental rights. Hence it is essential that more and more people be made aware of these issues so that we can fight them as a united force. Social awareness also makes the individual more matured and thoughtful when it comes to making important decisions for self or society.

   It is not very difficult to mobilize the youth for nation building tasks provided that one has the requisite honesty, intelligence and leadership. Once they are genuinely involved, their interest in constructive work would be aroused and they would be prepared to works sincerely for the welfare of the country.

   The institution's objective is not only to impart education but also to instil basic human values like nationalism, patriotism, secularism etc. With this motive the institution has coined 'Walk for One India' to spread the message of national integration.

   Practice

   The college encourages its students to participate in the activity ''Walk for one India'' and showcase the diversity of India by using their own creativity. The initiative and enthusiasm of the students brings out a colourful display of Indian culture and invokes a sense of oneness among them.

   For the last few years the college organized the event - A Walkathon - to promote unity in diversity on the occasion of Republic Day. The walk is organized from Dombivli station to college, a distance of 5km. during which there is a spectacular display of various religious, cultural and social activities of India. Social and Environmental messages are also highlighted.   Each class is given one theme and represents one state. The performance of each class is evaluated.

   Evidence of Success
   - The response is overwhelming from not only the students and teachers but also from the citizens of Dombivli.
   - External participation from NGOs is increasing.

   Problems
   - We have not yet faced any problem and have successfully organized for the last seven years.

ANNEXURE III - Feedback from Stakeholders

Feedback was taken from various stakeholders such as students, alumni, parents, industry, employers, etc. The following observations were noted:

1) Students particularly from vernacular medium required additional coaching mainly because the lectures were mostly delivered in English language which was the medium of instruction but they found difficult to follow. Therefore, additional lectures were conducted for such students.
2) The parents were more concerned with the academic performance and attendance of their wards. Steps were taken to monitor the attendance and inform the parents on a periodic basis. In addition mark sheets were distributed in the presence of parents so that they would also come to know of the academic performance of their wards.
3) The alumni was involved in guiding the students regarding the preparations required for appearing for written test and interviews for various job openings. Their experience was shared with the students for better performance in their career.
4) The college interacted with the industry to know their requirements regarding job skills so that the students can be prepared better for the vacancies that arise in firms. This interaction helped in better campus placements.

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