Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC)

and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions
(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

VISION

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

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

Contents

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Introduction

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

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

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
   b) The relevance and quality of academic and research programmes;
   c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of

the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

<p style="text-align: center;">**The Annual Quality Assurance Report (AQAR) of the IQAC**</p>

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)*

<p style="text-align: center;">Part – A</p>

AQAR for the year *(for example 2013-14)*
2015-16

1. Details of the Institution

1.1 Name of the Institution
NES Ratnam College of Arts, Science & Commerce

1.2 Address Line 1
NES Complex, NHS Marg

Address Line 2
Bhandup -West

City/Town
Mumbai

State
Maharashtra

Pin Code
400 078

Institution e-mail address
ratnam_college@rediffmail.com

Contact Nos.
022- 25951381/022- 25951383

Name of the Head of the Institution:
Prin. (Mrs) Rina Saha

Tel. No. with STD Code: 022- 25951381- Extn: 221

Mobile: +91 9820300982

Name of the IQAC Co-ordinator: Dr. Lata Swaminathan

Mobile: +91 9223392255

IQAC e-mail address: slata_p@nesism.in

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

OR

1.4 **NAAC Executive Committee No. & Date:** EC/54/RAR/026
   (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.ratnamcollege.org

Web-link of the AQAR: http://ratnam.ibtionsinfostage.com/

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A		Feb 2004	5yrs
2	2nd Cycle	A	3.10	Jan 2011	5yrs
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   14/06/2004

1.8 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 for 2011-12 submitted on 8-11-2012
    ii. AQAR for 2012-13 submitted on 19-12-2013
    iii. AQAR for 2013-14 submitted on 30-12-2014
    iv. AQAR for 2014-15 submitted on 01-03-2016

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ☑ No ☐

Constituent College   Yes ☐ No ☐

Autonomous College of UGC Yes ☐   No ☐

Regulatory Agency approved Institution Yes ☐   No ☐

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

Type of Institution Co-education ☑ Men ☐ Women ☐

                  Urban ☑ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

    Arts ☑   Science ☐ Commerce ☑ Law ☐ PEI (Phys Edu) ☐

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

    Others   (Specify)   .   -

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

Mumbai University

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

Nil

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

9

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

-

2.4 No. of Management representatives

2

2.5 No. of Alumni

-

2. 6 No. of any other stakeholder and

  Community representatives

1 (PTA member)

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts `1`

2.9 Total No. of members `14`

2.10 No. of IQAC meetings held `17`

2.11 No. of meetings with various stakeholders: Faculty `4` Non Teaching `5`

Students `2` Alumni `4` Others `2(PT A)`

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

   If yes, mention the amount `3 lakhs`

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. `3` International `1` National ☐ State Institution Level `2`

   (ii) Themes

> ➢ International Conference by Physics Department on"Photon: Multiple and Creative Solution to Challenges"
>
> ➢ Inter-collegiate workshop on "Guidelines of revised Syllabus for SY BA/ BSc" by Maths department
>
> ➢ "Unmesh" –An intercollegiate workshop for non-teaching staff on "Effective Office Administration"

2.14 Significant Activities and contributions made by IQAC

> ➢ Contributed towards conduct of the International Conference by Physics Department
>
> ➢ Contributed towards the "NES National Students' Start-Up Fest"
>
> ➢ Organised the Convocation (Degree Distribution) Ceremony for the final year undergraduate and postgraduate students as directed by University of Mumbai.
>
> ➢ Arranged 3 tier training programmes for students, staff and parents
>
> ➢ Internal audits, taking feedback from different stakeholders and processing it for corrective measures and for better administration.

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
1. More ICT tools to be added to further improve the quality of teaching -learning	College conducted the On-line Aptitude Test to Assess English Skills (APTIS) of British Council by providing ICT tools like computer with I3 configuration and head phones. Further the use of ICT tools by students and faculty in teaching-learning has increased considerably.
2. Library resources to be augmented.	Library resources worth Rs 88, 878 were added during the year.
3. International Conference to be organised by the Department of Physics	Department of Physics celebrated the year2015, which was declared as International year of light by United Nations , by organizing International Conference on "Photon: Multiple and Creative solution to challenges" on 5th& 6th December,2015

4. To involve more students in Research activities	No. of participants in Aavishkar- the Research Convention organised by University of Mumbai has gone up(7 teams) and two of the teams also qualified to the next level (district)

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   [√]   No [ ]

Management [√]   Syndicate [ ]   any other body [√]

Provide the details of the action taken

> ➢ 3 research students were enrolled in PhD programme in Botany which started last year
>
> ➢ Faculty was encouraged to take up consultancy assignments.

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		01	01	
PG	02	-	02	
UG	06	-	03	
PG Diploma	-	-	-	
Advanced Diploma	-	-	-	
Diploma	-	-	-	
Certificate	06	-	06	
Others	03	-	03	
Total	17	01	15	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	09
Trimester	nil
Annual	08

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

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

*Please provide an analysis of the feedback in the Annexure

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

During the year 2015-16, the syllabi of FY BSc, SYBSc, SY BMS and FY B A were revised by the University of Mumbai to which the College is affiliated.

FY B Sc
Physics
There was complete change in the syllabi in Physics Paper I & II. Few recent topics were introduced and some topics from Second Year were introduced in First Year.
Botany
There were new and advanced topics introduced in Paper I and some Second Year topics got included in this paper. Advanced Ecology was introduced.
Zoology
The Zoology paper has undergone many changes with many units being included like lab safety practices and case studies of environmentalists. Some topics from Second Year have been introduced in the first year.

SY B Sc
Chemistry

The syllabus was revised to give equal weightage to Physical and Analytical Chemistry branches in Paper I. Paper II was revised to give equal weightage to Organic and Inorganic Chemistry Paper III deals with totally new topics focused on environmental issues and industrial processes. In the practical component emphasis has been mainly on synthesis of Organic and Inorganic compounds rather than the qualitative analysis.

Mathematics
 This syllabus streamlines topics in Analysis semester wise. With the objective of Skill Development, Discrete Mathematics which is more applications based has been introduced.

SY BMS
3 specialization / electives were introduced i.e., Finance, Marketing & H.R. from SY level along with 4 core components. Specialization selected by students has to be continued in their Third Year.
 In view of this change i.e., the structure, students get an opportunity to get into minor specialization right from Second Year.

FY BA
Sociology
The objective of this revised syllabus has been to introduce the students to the basic concepts in Sociology and to make them aware of the relevant and varied possibilities for future studies in Sociology.

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

- Research Centre in Botany was started in 15-16

- Applications to start 3 programmes namely BCom in Accounting & Finance, BSc (IT) and MSc in Analytical chemistry have been sent to the University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	20	19	01	4

2.2 No. of permanent faculty with Ph.D.

13

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
21	-	19	-	1	-	8	-	49	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	04	03
Presented papers	08	11	02
Resource Persons	-	NIL	06

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

- Industrial visits
- Workshops
- Lecture series by renowned scientists/academicians.
- Screening and discussion of documentaries and movies.
- Conducted Start-up Festival to promote Entrepreneurial Skill of the students

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

     180

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

     - Revaluation of answer papers on application
     - Copy of assessed answer sheets is given on application
     - Mark sheets printed with photograph of the student

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

     04

2.10 Average percentage of attendance of students

     85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grade		
		O and A Grade/ first class Percentage	B grade/ Second Class Percentage	College Pass Percentage
BA	48	48.9	46.7	93.8
B Sc	119	61.3	21.5	78.2
BCom	204	63.3	11.2	91.7
BMS	46	30.9	40.5	89.1
BBI	56	30.9	20.0	98.1

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

- Lesson Observation for new entrants.
- Students' feedback on teachers and other facilities related to teaching and learning are obtained annually and analysed for finding out the scope for improvement.
- Seminars/workshops and conferences for teaching faculty to improve their quality of teaching.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher Courses	02
UGC – Faculty Improvement Programme	01
HRD Programmes	NIL
Orientation programmes	02
Faculty exchange programme	NIL
Staff training conducted by the university	10
Staff training conducted by other institutions	08
Summer / Winter schools, Workshops, etc.	02
Others	08

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	08	01	Nil	
Technical Staff	16	04	Nil	02

Criterion – III

3. Research, Consultancy and Extension

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

Over the years the IQAC through the Research Committee has made conscious effort to encourage faculty and students towards research. It communicates to faculty through circulars, notices, bulletin boards and notification of circulars about the various research grants available and also forthcoming Conferences. The setting up of the Ph.D centre in Botany has by itself given an impetus to research in science by way of the new equipments and learning resources purchased which are also used by other departments. There are 3 Ph.D students enrolled in the centre. The Ph.D lab also enabled the Botany department to take a consultancy project with Universal Speciality Chemicals Ltd. for testing Mycorriza based bio fertilisers. Thus making an attempt to move ahead with consultancy. Further there is a conscious effort made to send participation in the University Research Convention Avishkar and also reach higher levels at the festival.

3.2   Details regarding major projects- NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1*	1	-
Outlay in Rs. Lakhs			Rs. 25000**	

*Dr Sunita Chahar's minor research grant from UGC of Rs. 3,20,000 sanctioned in 2014-15 is for a project duration of 2 years

**Mrs Lakshmi .P & Mrs Jayasree .G received a minor research project grant of Rs. 25000 for their project titled "mediated synthesis of palladium nanoparticles,   their characterization and investigation of its role as catalyst in reduction of 4-nitrophenol" from University of Mumbai.

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	2	1
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference Proceedings	9	23	-

3.5 Details on Impact factor of publications: 6.38

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	2015-16	University of Mumbai	Rs.25,000/	Rs.25,000/-
Students research projects	2 years 2015-17	National Initiative for	Rs.4800 per month	

(other than compulsory by the University)		Undergraduate Studies NIUS		
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   [3]   Chapters in Edited Books   [1]

ii) Without ISBN No.   [1]

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)   [Rs. 35,000 for Best College Award]

3.10 Revenue generated through consultancy   **Rs.2, 40,000/-**

* Consultancy Agreement with Universal Speciality Chemicals, Mumbai by Botany Department from 1.3.15 to 29.2.16

3.11 No. of conferences / workshops Organized by the Institution

Level	International	National	State	University	College
Number	01*				'01**
Sponsoring agencies					

Department of Physics celebrated 2015, which was declared as International year of light by United Nations , by organizing International   Conference on **"Photon: Multiple and Creative solution to challenges "**on 5th& 6th December,2015

** Inter-collegiate workshop on "Guidelines of revised Syllabus for SY BA/ BSc" by Maths department

3.12 No. of faculty served as experts, chairpersons or resource persons 14

3.13 No. of collaborations [ ] International 11* National [ ] Any other [ ]

*TISS, USIC, BC, TIFR, NBHM, HBCSE, IACT, IAPT, BNHS, MSI, ATBS

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year

From funding agency Rs.25, 000/- From Management of University/College Rs.1, 12,041

Total Rs. 1, 37,041/-

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
	1	3				

3.18 No. of faculty from the Institution
Who are Ph. D. GUIDES? 2
And students registered under them 6

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 144 State level [ ]

National level [ ] International level [ ]

3.22 No. of students participated in LLE events:

University level | 18 | State level | |

National level | | International level | |

3.23 No. of Awards won in NSS:

University level | 1 | State level | |

National level | | International level | |

* Consolation Prize for the College NSS Unit for Road Safety Awareness programme conducted by the University of Mumbai.

3.24 No. of Awards won in LLE:

University level | 1 | State level | |
National level | | International level | |

*First Prize in Street Play at the UDAAN festival of Mumbai University.

3.25 No. of Extension activities organized

University forum | | College forum | 4 |

NCC | | NSS | 17 | Any other | |

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

Department of Lifelong Learning and Extension
  ➢ SM – Student Manager
  ➢ IOP – Industry Oriented Project
  ➢ APY – Anna Purna Yojana
  ➢ SWS – Survey of women status

Towards Institutional Social responsibility, The College contributed to Green environment, Aids Awareness, Swach Bharat Abhyan, Road Safety, Unity, Blood Donation and Rural development through its NSS unit.

The Alumni Association through the MUSE club adopted a village to provide sanitary napkins to girls.

Students from different classes also visit nearby old age home and orphanage.

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	3249 sq. mt.	-	-	-
Class rooms	15	-	-	15
Laboratories	8	1	-	9
Seminar Halls	1	-	-	1
No. of important equipments purchased (1-0 lakh) during the current year.	3	1	UGC grant & lapsed deposit	4
Value of the equipment purchased during the year (Rs. in Lakhs)	4,06,925/-	3,00,000/-	Fees Lapsed deposit	
Others*		5,66,731		

*Refer annexure

4.2 Computerization of administration and library

> The library and exam committee each had one more computer added during the year. MIS had new features added in and the exam committee also upgraded software for making seating arrangement and results

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10027	958523	364	43718	10391	1002241
Reference Books	10790	2821635	126	36466	10916	2858101
e-Books	-	-	-	-	-	-
Journals	76	47316	6	8694	82	56010

e-Journals	-	-	-	-	-	
Digital Database	1	5000	renewed		1	5000
CD & Video	189	43452	-	-	189	43452
Others (specify) Maps Membership- BCL American Library BNHS Asian Age	17	3800 5400 3000 2500	- Renewed Renewed Newly subscribed	-	17	3800 5400 3000 2500 1190

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Teacher Resource Centre	Computer Centres	Office	Departments	Others
Existing	100 PC 4 laptops 4 projectors	53	2MBPS 4MBPS	02		10	16	19
Added	8 PC	6						2
Total	106 PC 4 laptops 4 projectors	59	2MBPS 4MBPS	2		10	16	21

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Up gradation (Networking, e-Governance etc.)

MIS of the college included added feature in attendance maintenance in which class mentors were trained.

4.6　　　　　Amount spent on maintenance:

i) ICT

| 28,716 |

ii) Campus Infrastructure and facilities

| 24, 00,000 |

iii) Equipments

| 87, 693 |

iv) Others

| 11, 29, 585 |

Total:

| 36, 45,994 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Apart from the regular awareness created about the student support services through prospectus, orientation programme, circulars, notices, website, parental workshops, announcements on public address system, this year special efforts were made by the counsellor, librarian and mentor teachers to go to classes and interact directly with students to communicate about the counselling, library and other services. Last year the social media was extensively used for the purpose of communication by the mentor teachers. Wherever necessary these were also informed during parent-teacher interactions.

5.2 Efforts made by the institution for tracking the progression

The mentor teachers track students' progression through maintenance of the information register. The results of the students are shared with parents during open days. The discipline committee also checks on the behavioural changes of the students in coordination with the counsellor. Remedial teaching is also conducted for academically weak students. Preliminary exams are conducted for final year students before their V and VI semester university exams.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
1620	129	3	93	1845

(b) No. of students outside the state   26

(c) No. of international students   Nil

No	%		No	%	
656	35.6	Men	1189	64.4	Women

Last Year						This Year						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	NT/SBC	Physically Challenged	Total
1612	61	02	71	7	1753	1676	46	1	91	24	7	1845

Demand ratio   1804:725   Dropout %   NIL

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

Maths, Physics, Marathi and Political Science departments coach and help students to prepare for competitive exams. The Special Cell of the College had organised a workshop for interested students especially reserved category students to guide them for preparing for UPSC/MPSC exams.

No. of students beneficiaries   150

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [1]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [9]

5.6 Details of student counselling and career guidance

> The Counsellor of the college has made class visits to talk to them about issues related to mental and physical well being. She has also done one to one counselling for students requiring personal help.

No. of students benefitted

> Class talks cover the entire college
>
> One to one counselling – approx 150 students

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
7	370	106	Information not available

5.8 Details of gender sensitization programmes

> Sociology dept. screened documentaries namely- Gulabi Gang, Sexual harassment at the workplace and Jogava
>
> Mrs. Jeniifer C conducted a session on "Personal Safety of Girls"
>
> MUSE the movie Club screened the documentary- He named me Malala.

5.9 Students Activities

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

State/ University level   125   National level [ ]   International l [ ]

No. of students participated in cultural events

State/ University level   23   National level [ ]   International leveL [ ]

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

Sports: State/ University level | 1* | National level | | International level | |

Cultural: State/ University level | 1** | National level | | International level | |

8Sh

*Sharif Patel of FY BMS got the 5th place in Best Physique Competition at the Mumbai University

** Ms Bhagyalaxmi Chundavat won the first prize in Hindi Story Writing Competition organised by University of Mumbai.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1	2,400
Financial support from government	45	313665
Financial support from other sources	4	39345
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level | 1 (LTP camp) | National level | 2(Start-up fest and Mantra) | International level | 1(Zero Gravity) |

Exhibition: State/ University level | | National level | | International level | |

Following activities are organised by students:

Students' Council:
   ➤ Ganesh Utsav
   ➤ Onam Celebrations
   ➤ Independence Day
   ➤ Republic Day
   ➤ TY Farewell

Intercollegiate festivals:
- MANTRA- The Cultural fest by Cultural Forum
- MANZIL- The Management fest by BMS & BBI Departments
- ZERO GRAVITY- The Commerce fest by Commerce Department
- SCI-TREK- The Science fest by Faculty of Science
- TALENTEUX- The Arts festival by Faculty of Arts

Other activities
- Talent Search
- Talent Parade
- Annual Day & Prize Distribution Function
- Inter class sports tournaments
- NES National Students' Start-Up fest (first of its kind in the country)

Department of Lifelong Learning and Extension
- SM – Student Manager
- IOP – Industry Oriented Project
- APY – Anna Purna Yojana
- SWS – Survey of women status

NSS activities
- Tree Plantation
- Mr.Arivalahan was sent to Avhaan Camp organised by Mumbai University.
- 4 volunteers went to university campus for world environment days celebration through tree plantation program
- World Yoga Day was celebrated at University Sports Complex and our volunteers participated in the same
- Paper bags were prepared and distributed to the local shop keepers
- LTP camp was conducted in the college campus with 102 students of 43 colleges participating in the same
- Area based activities like gender sensitization, survey in the area was conducted
- Blood donation drives were conducted with the help of Nair hospital and Arpan Blood Bank when nearly 70 bottles were collected in each drive.
- Electricity bills were collected from the adopted areas and analysis was made(Energy audit)
- Swatch Bharat Abhyan was conducted in the adopted area
- Bhajan Sandhya was attended by 15 volunteers of our college at the Gateway of India on 2nd October, 2015.
- Special Camp was conducted from 19th October to 25th October,2015 .129 students attended the same
- Run for unity program was conducted at the Trident hotel area and more than 35 volunteers attended the same
- Aids Awareness rally in adopted area in a group of 10 volunteers each
- Signature drive of Aids awareness at different location was made
- Road safety program was conducted on the LBS Marg,Bhandup area
- YUVA Diwas was celebrated to commemorate the birth anniversary of Swami Vivekanand.

5.12   No. of social initiatives undertaken by the students 20

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution:

The Mission was revised this year:

> **Vision:** To become an autonomous institution this will be a trend setter in the field of higher education having strong national and international linkages.
>
> **Mission**
> The College aims at inclusive education with emphasis on holistic development of the students by providing quality education and prepares them to contribute to social development.

6.2 Does the Institution has a Management Information System

> Yes, the College does have a Management Information System in place which collects, stores, retrieves and reports to various authorities like Management, University, Government and other agencies and authorities.

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

6.3.1 Curriculum Development

> Apart from encouraging senior faculty to be a part of curriculum development committee of the University, the college also motivates them to add value to the certificate courses offered by the College by   ensuring that latest developments are included in the curriculum.

6.3.2 Teaching and Learning

IQAC conducts workshops to share best and innovative teaching practices. Further lesson observations, annual academic plan, lesson plans and log books are maintained. Informal feedback from students by HODs about teaching learning is taken to ensure efficiency in the process.

6.3.3 Examination and Evaluation

Proper planning, advance communication to students and implementation of the examination schedule by the exam committee is done to ensure adequate number of instructional days and preparatory time for examinations. Internal vigilance squad takes round during exams to oversee its smooth & fair conduct. Moderation of assessed papers is done to ensure objectivity in evaluation. Internal assessments are planned in a manner to minimise loss of

6.3.4 Research and Development

Encourage staff to undertake research projects funded by various national funding agencies. College also motivates faculty with Ph.D to become research guides and others to go for Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To encourage students to use library resources through creating awareness and celebrating various days to catch their interests. To apply for various grants in order to develop the infrastructure of the college including library and laboratories.

6.3.6 Human Resource Management

To improve knowledge and skills of students through appropriate students' enrichment activities, training programmes, add on courses and by providing support through teacher mentors.

To enhance knowledge and skills of faculty by sending them for workshops, conferences and also conducting in-house workshops. To keep the staff motivated through various staff welfare programs

6.3.7 Faculty and Staff recruitment

Recruitment procedures for both aided and unaided divisions are followed as per regulations. Short listed candidate gives a demo lecture before being appointed, if need be.

6.3.8 Industry Interaction / Collaboration

Initiating the process, the College has progressed in terms of Consultancy. Industry interaction is mainly through lectures by experts and industrial visits.

6.3.9 Admission of Students

Word of mouth is an important below the line promotional strategy that helps with admissions. Whenever new programmes are introduced, flyers are distributed in the catchment areas to create awareness. Faculty members from Humanities also create awareness and promote in junior colleges around this area through personal interactions.

6.4 Welfare schemes for

Teaching	Celebration of festivals and achievements, felicitations at the Staff Council meeting and also by the Management
Non teaching	Celebration of festivals and achievements, felicitations at the Staff Council meeting and also by the Management Soft loan facility in times of need
Students	More structured Counselling and mentoring/ coaches for sports. Gymnasium facility.

6.5 Total corpus fund generated   Rs.1, 65,308

6.6 Whether annual financial audit has been done   √   Yes   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Scheduled in December	University appointed team	Yes	Constituted committee
Administrative	Scheduled	Office of Jt. Director	Yes	Constituted committee

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

For UG Programmes   Yes [   ]   No [   ]

For PG Programmes   Yes [   ]   No [   ]

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

> NA

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

> NA

6.11 Activities and support from the Alumni Association

> Alumni Association supports college in conduct of various activities by being part of the organising team, through sponsorships, or as judges. There is an annual DJ night conducted by the alumni and also in April,2016 a Grand Alumni reunion across batches /faculties from 1986 had been organised. The Alumni also helps in recruitment. It also conducts medical check up camp for students.

6.12 Activities and support from the Parent – Teacher Association

> The PTA is very supportive and decisions taken at the PTA meetings have helped the college to bring about better discipline in the college.

6.13 Development programmes for support staff

> Support staff is encouraged to participate in inter collegiate events and workshops and also to acquire further qualifications. In-house workshops are also conducted

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

> The College has tied up with the NGO Stree Mukti Sangathan for organic waste management and with Parisar Bhagini for e-waste management. It also has students appointed as energy auditors who check electricity consumption/control waste. We are also striving to be a plastic free campus.

Criterion – VII

7. Innovations and Best Practices

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

- A pioneering initiative by NES Ratnam College along with the parent body, National Education Society to host the NES National Student Start-up Fest on February 5-6, 2016 was the highlight of the year. The Fest was an attempt to promote the new surge of entrepreneurship and offered a platform for the budding entrepreneurs, by arranging interaction with the captains of industry, sharing of experiences by successful young entrepreneurs, connecting with media and above all to inspire students to follow their footsteps. It was the first such platform, for the student start-ups to get mentored by experts for their business ideas, connect to the marketing agencies, find investors and reach to the media, all under one roof. With over 200 student start-ups on display and over 50,000 visitors, this event created a history of sorts. This was India's maiden Platform to celebrate Student Business Ideas.

- The Department of Physics organized a two day International Conference titled **PHOTONS: MULTIPLE & CREATIVE SOLUTIONS TO CHALLENGES –ICPMCSC 2015** on 4th & 5th December to observe the International Year of Light & Light–based Technologies 2015(IYL2015) as proclaimed by the United Nations. The Conference has been included in the Calendar of Events of the IYL 2015 organized by UNESCO.

- In keeping with the student centric annual theme for 2015-16- the college initiated programmes to ensure greater preparedness for a career oriented future that included a skill development programme, PAR (Programming, Analytics & Research) of TISS aimed at enabling students, through various projects, to acquire skills and competencies that would significantly enhance their employability.

- **APTIS TEST by British Council**

  College arranged for an online aptitude test APTIS, on 24th and 28th August 2015, conducted by the British Council, which includes tests in grammar, vocabulary and language skills, for students to be equipped for their future development.91 students appeared for the same.

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

APPENDIX VII (i)

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

BEST Practices of the Institution:

- Organize at least one National/International Conference or Workshop each year.

- Three Tier Training Programme-For Students ,Staff & Parents

- It is one of the unique features of our college to organize activities based on the Annual Theme announced by the Management in the beginning of the academic year.

  Annual Theme for the year 2015-16 was:

  "Keeping student's life and career as paramount, meet the needs and interest of each student, and support students' growth, by providing appropriate diverse academic programmes."

7.4 Contribution to environmental awareness / protection

- NSS volunteers participated in the tree plantation program organized by the University of Mumbai on the occasion of World Environment Day ie on 5th June 2015
- Paper bags were prepared and distributed to the local shop keepers
- Student volunteers carried out the energy audit in the College premises. Based on their findings Mr.Ashok Poojari presented a paper at the seminaron "Energy Audit for Educational Institute" conducted by K.C.College,Mumbai, on 7th and 8th January 2016.
- The monthly drive for the month of June was "Save Environment'. Students planted saplings in the college garden and displayed posters creating awareness about the environment related issues.

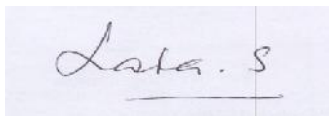7.5 Whether environmental audit was conducted? Yes by group of students volunteers appointed as Energy Auditors.

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

APPENDIX VII(ii)

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8. Plans of institution for next year
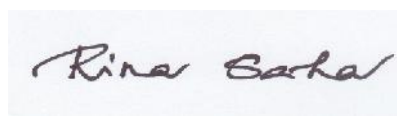
- To apply for 3rd Cycle of NAAC Accreditation

- To apply for Academic Audit conducted by the University of Mumbai.

- To apply for Star College Award (DBT)

- To augment more ICT tools.

- To enhance Library Resources.

- National Level Conference to be organized by the Department of Mathematics.

*Name :***Dr. Lata Swaminathan***

Name: ***Mrs. Rina Saha***

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC