Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

| 2015-16 |

1. Details of the Institution:

1.1 Name of the Institution :

| K. V. Pendharkar College Of Arts, Science And Commerce |

1.2 Address Line 1 :

| Plot no. SPL-4, Opposite MIDC Office Dombivli (East)– Dist - Thane |

Address Line 2 :

| |

City/Town :

| Dombivli |

State :

| Maharashtra |

Pin Code :

| 421203 |

Institution e-mail address :

| kvpcollege@hotmail.com |

Contact Nos. :

| 0251/2473282, 2446880 |

Name of the Head of the Institution:

| Dr. A. K. Ranade |

Tel. No. with STD Code :

| 0251-2471832 |

Mobile :

| 9820596112 |

Name of the IQAC Co-ordinator :

Dr. Nandini S. Velhankar

Mobile:

9987029465

IQAC e-mail address:

iqac.kvpc@gmail.com

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

MHCOGN 10897

1.4 **NAAC Executive Committee No. & Date:**

EC/52/RAR/29

(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.kvpendharkarcollege.org

Web-link of the AQAR:

http://kvpendharkarcollege.org/AQA

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity
1	1st Cycle	B++	83.80%	2004	2004-2009
2	2nd Cycle	B	2.93	2010	2010-2015
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC:01/07/2004

1.8 **AQAR for the year**

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 __2010-11_ submitted to NAAC in October 2011

ii. AQAR __2011-12_ submitted to NAAC on 08/05/2013

iii. AQAR __2012-13_ submitted to NAAC on 29/05/2014

iv. AQAR __2013-14_ submitted to NAAC on 14/07/2015

v. AQAR __2014-15 submitted to NAAC on__ 4/02/2016

1.10 Institutional Status

University   State   Central   Deemed   Private

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [ ]

Autonomous college of UGC   Yes [ ] No [√]

Regulatory Agency approved Institution   Yes [ ] No [√]

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

Urban [√]   Rural [ ]   Tribal [ ]

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

Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]

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   08

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder   01

and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts   01

2.9 Total No. of members   17

2.10 No. of IQAC meetings held   18

2.11 No. of   meetings with   various stakeholders

18

10   Faculty

Non-Teaching Staff   04   Alumni   02   Others   02

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [√]

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [ ] International [ ] National [1] State [ ]

Institution Level [08]

(ii) Themes | Relevance of Mahatma Gandhi's Thoughts in The 21st Century |

2.14 Significant Activities and contributions made by IQAC

IQAC helped the faculties to complete the formalities required for undertaking minor research projects of University of Mumbai and UGC. Conducted workshop on Credit Based Semester System.

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
IQAC made suggestion to conduct workshop to orient faculties and students about research paper writings	Many faculties as well as students presented research papers in different conferences and workshops
Encouraging faculty to undertake minor / major research projects of University of Mumbai and UGC	Six faculties have undertaken minor research projects sanctioned by UGC and two faculties have undertaken minor research projects of University of Mumbai
Interaction with the chairpersons and members of examination committee of different colleges all over the state regarding the pros and cons of present pattern of evaluation	The delegates present at the workshop prepared the draft of recommendations to be made to the controller of examination section of University of Mumbai.

* Attach the Academic Calendar of the year as Annexure. – Annexure I

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

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

Management has decided to start coaching centers for competitive and professional examinations. In response to the growing need of increasing research activities in some upcoming areas of research management is in a process of completing all formalities required to start research centers in the subject of Accountancy and Physics

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	04	02	04	
PG	05	-	05	
UG	11 (6+4+1)		06	
PG Diploma		-		
Advanced Diploma	-	-	-	
Diploma				01
Certificate				02
Others				
Total	20	04	15	03

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	22
Trimester	
Annual	04

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 (see Annexure II)

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

        Update of syllabi --   35 changes.

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

        1.   Research Centre in Physics 2. Research Centre in Accountancy.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	22	17	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

17

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
20	07	21	04	00	00	Nil	NIL	41	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

54

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		64	-
Presented papers		64	-
Resource Persons		-	-

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

*Library sessions   *Mock interviews
*Role plays   *Group discussions
*Screening of movies   *Power Point Presentation on Social issues
*Use of Models   *Use of L.C.D
*Charts   *Use of OMP
*Seminars   *Surveys
*Workshops   *Group discussions
*Economics Exhibition   *Projects
*Dictionary as a teaching tool *Video clips for selected life science topics
*Book review club   *Alumni lectures
*Reading of annual reports of
 various companies

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)

As per the guidelines of University of Mumbai

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

2.10 Average percentage of attendance of students

Around 75%

2.11 Course/ Programme wise
distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T.Y. B.A.	114	-				**75.39**
T.Y. B. Sc.	67	-				**82.95**
T.Y. B.Com.	342	-				**84.23**
T.Y. B.Com. B&I	108	-				**84.45**
T.Y. B.Com. A&F		-				**85**
T.Y. B. Sc. Biotech	24	-				**77.27**
T.Y. B. Sc. Computer Science	30	-				**79**
T.Y. B. Sc. Information Technology	40					**85**
T.Y. B.M.S.	93	-				**52.58**
M.Sc. Chemistry	33					**13**
M.A.(Psychology)		-				**-aD**

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

IQAC coordinator regularly arranges meetings of all heads of the departments and coordinators of various courses to get feedback about the performance of the teachers and completion of the syllabi of different classes. Every year students' feedback about the quality, punctuality of the teacher is taken by IQAC. This feedback is analyzed by the committee and reports of individual teachers are prepared and issued to them. In case of unsatisfactory performance the concerned staff member is called by the Principal and directed to take measures to improve the 180 As per the guidelines of University of Mumbai -- Around 75% 10 04 Page 9 of 35 performance. Results of different classes are analyzed every year and remedial measures are suggested for weaker students and focused efforts are recommended for bright students to achieve further excellence.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programs	01
HRD programs	Nil
Orientation programs	Nil
Faculty exchange programs	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	01
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff (Lab attendants)	25	03		
Technical Staff (Lab assistants)	04	01		

Criterion – III: AQAR Report (2015-2016)

3. Research, Consultancy and Extension

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

> *Promoting Research Climate in the Educational institute is to* explore educational qualities in the institute makes regional, National and international interdisciplinary scientific research, education and policy accessible for building recover from difficulties to climate change at global levels. While there is no

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	01	01
Outlay in Rs. Lakhs		30,31,480		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		07	07	01
Outlay in Rs. Lakhs		10,45000		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	12	07	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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	3	DST	3031480	
Minor Projects	02	UGC	980000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	02	MU	66000	
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			40,77,480	

3.7 No. of books published   i) With ISBN No.   [01]   0 Chapters in Edited Books   [13]

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   [Yes Rs.1000]

3.11 No. of conferences organized by the Institution

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

Level	International	National	State	University	College
Number					**Workshop and Conf. 09**
Sponsoring agencies	[ ]	[ ]		[ ]	**College d UGC**

3.13 No. of collaborations   International   National   Any other   [15]

3.14 No. of linkages created during this year   [   ]

3.15 Total budget for research for current year in lakhs: 4077480/-

From funding agency   [MNRE]   From Management of University/College   [UGC+]

[4077480]

Total Rs. 3031480+980000+66000 = 4077480/- Forty Lakhs, seventy seven thousand four hundred and eighty only

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows

Total	International	National	State	University	Dist	College

Of		02		08			the institute in the year

3.18 No. of faculty from the Institution who are Ph. D. guides and students registered under them | 09 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 03 |

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: Boys and Girls = 200   (112 + 88)

University level [ ]   State level [ ]
National level [ ]   International level [ ]

3.22 No. of students participated in NCC events: Girls and Boys = 135   (80 + 56)

University level [ ]   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 | 06 |
National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]
NCC | 42 | NSS | 46 | Any other [ ]

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

- Adoption of one village by Rotaract club of the college with the objective of satisfying their basic needs thereby improving their way of living.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details if increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus Area (sq. met.)	16247	-	-	16247
Class rooms	41	02	Own	43
Laboratories	27	01	Own	28
Seminar Halls	03	-	-	03
No. of important equipments purchased (≥1 Lakh) during the current year.	-	-	Own	19
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	Own	2,16,225/-
Others	-	-	-	-

4.2 Computerization of administration and library:

-

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31765	32,52,683/-	1740	2,16,762/-	33505	34,69,445/-
Reference Books	33590	52,12,942/-	322	1,87,891/-	33912	54,00,833/-
e-Books	Access through NLIST	5,000/-	Access through NLIST	5,000/-	Access through NLIST	5,000/-

Journals	92	1,17,307/-	10	87,594/-	102	87,594/-
e-Journals	Access through NLIST	5,000/-	Access through NLIST	5,000/-	Access through NLIST	5,000/-
Digital database	-	-	-	-	-	-
CD & Video	199	48,950/-	-	-	199	48,950/-
Others (specify)	-	-	-	-	-	-

4.4 Technology upgradation (overall):

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	233	162	09	-	-	32	30	-
Added	18+ 20 Nodes	1+ 20 Nodes	-	-	-	-	05	12
Total	251+ 20 Nodes	163+ 20 Nodes	09	-	-	32	35	12

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

-

4.6 Amount spent on maintenance:

i)	ICT	6,18,484/-
ii)	Campus Infrastructure and facilities	2,23,116/-

iii)	Equipments	3,14,532/-
iv)	Others	1,80,172/-
	Total:	13,36,304/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> This is brought about by 1. Prospectus, 2. Notice board, 3. College Magazine, 4. Information passed on by staff-members, 5. P. A. system in the College campus, 6. Local cable network, 7. Advertisement boards, 8. Orientation programs, 9. Parent meetings, 10. Web site, 11. Internet services.

5.2 Efforts made by the institution for tracking the progression

> Feedback collected from present students as well as inputs from Alumni and Parents

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2866	135	15	38

(b) No. of students outside the state

13

(c) No. of international students

Nil

Men

No	%
1337	43.78

No	%
1717	56.22

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1776	354	63	925	---	3118	1719	408	68	859	-------	3054

Demand ratio   1.66:1 (Average)   Dropout %   1.3%

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

Book exhibitions of related books are conducted with the help of College Library for creating awareness amongst students for different competitive examinations.

No. of students beneficiaries | 951

5.5 No. of students qualified in these examinations

NET | ---- | SET/SLET | 02 | GATE | ---- | CAT | ----

IAS/IPS etc. | ---- | State PSC | ---- | UPSC | ---- | Others | 01

5.6 Details of student counselling and career guidance

1. An integrated certificate course in SAIME (soft-skills, Awareness, IT, Management, Entrepreneurship) of 150 hours duration was conducted in collaboration with URVI charitable trust with the help of 41 resource persons.
2. Career guidance lecture conducted by placement cell in collaboration with different organizations.

No. of students benefitted | 448

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
15	413	31	Exact data not available (50% of students passed)

5.8 Details of gender sensitization programmes

1. WDC of the College deals with issues related to sexual harassments, if any.
2. Gender sensitization program are arranged for first year students of all streams by WDC.
3. A dedicated help line number and email id were provided to all the women students.
4. **Inaugural Session-**27th August 2015- Adv. Manisha Tulpule was the chief guest. She spoke on the need of WDC, affiliation of college WDC with University WDC and the objectives and scope of WDC.
5. **Gender Sensitisation Workshop-**11th Sept. 2015- conducted by seven experts from Stree Mukti Sanghatana—Beneficiaries—First Year students of Degree College.
6. **Self Defence Workshop**—18th Feb. 2016- Renshi Binu, K Mathew (Vth Dan Black Belt) He taught different defence techniques which can be used by girls and boys with basic strength and physique.
7. **Workshop on Women Related Laws**—17th Feb.2016-Adv. Vrinda Kulkarni and Adv. Trupti Patil—Conducted interactive session on --protection from assault, property rights, domestic violence and cyber-crime.

5.9 Students Activities

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

State/ University level `263`   National level `11`   International level `01`

No. of students participated in cultural events

State/ University level `56`   National level `14`   International level `---`

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

Sports: State/ University level `15`   National level `06`   International level `01`

Cultural: State/ University level `07`   National level `---`   International level `---`

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	325	4,73,118/-
Financial support from government	359	44,74,794/-
Financial support from other sources	217	1,09,200/-
Number of students who received International/ National recognitions	04	-------

5.11   Student organized / initiatives

Fairs   : State/ University level `01`   National level `---`   International level `---`

Exhibition: State/ University level `---`   National level `---`   International level `---`

5.12   No. of social initiatives undertaken by the students   `73`

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

Criterion– VI

6. Governance, LeadershipandManagement

6.1 State the Vision and Mission of the institution

   Vision

      To help develop a higher education system that specifically aligns with
         employability needs of corporate and other sectors.

To create environmental awareness.

Mission

To create sensitivity to Contemporary Socio Political and National issues.

To inculcate cleanliness habit.

To develop patriotism among students.

To inculcate respect for human values.

To remove ignorance and spread the light of knowledge.

6.2 Does the Institution has a management Information System

> Yes. It is applied to administrative procedures, student admission, student records, evaluation and examination procedures and research administration.

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

  6.3.1   Curriculum Development

Short-Term Certificate course

  6.3.2   Teaching and Learning

- First week of every semester should be declared as a Bridge Course Week for every subject/paper is being practiced.
- Remedial coaching for weaker students/slow learners.
- Mentoring scheme of all FY classes.
- Encouragement should be given to the students to do PowerPoint presentation wherever feasible.
  6.3.3   Examination and Evaluation

- Centralized paper drawl.
- Centralized paper assessment.
- Soft copies of question papers are submitted to exam committee by staff members and printing of papers is done in exam section of college

6.3.4 Research and Development

- Encourage teachers to participate in conferences and workshops.
- Arrange special lectures by experts to promote research activities.
- Training program for students to undertake research projects based on field work- Avishkar.
- Encouragement to prepare Major and Minor Research project of MU, UGC and other funding agency.
- Research committee guides the research students and staff to prepare presentations in various conferences

6.3.5 Library, ICT and physical infrastructure/ instrumentation

- Proposal to start Microsoft certification program and Tally training program with immediate effect.
- Proposal to improve the existing infrastructure to improve the Academic environment of the institution is under consideration.
- Providing facilities for physical fitness and overall development students and staff.

6.3.6 Human Resource Management

Management would constantly strive to enhance capabilities of the staff in the organization. Self-appraisal and comprehensive evaluation by students are the methods used for performance assessment of the faculty. Management is keen to appoint, fully qualified teachers.

6.3.7 Faculty and Staff recruitment

- We strive to appoint fully qualified teachers even.
- Separate administrative officer for self-financing section can be appointed.

6.3.8 Industry Interaction / Collaboration

Collaboration with industries and educational institutes in India and abroad should be encouraged by signing MOU with them and strive to implement them.

6.3.9 Admission of Students

Admissions to different courses should be done as per the government rules and as per

University guidelines.

6.4 Welfare schemes

Teaching	Library works as a facilitator for the Vice chancellors personal library scheme, Teachers' academic forum,
Non - teaching	Credit society for providing emergency loans of short or long terms to needy staff
Students	SAF (Students Aid Fund) facility has been functioning for many years FFGE (Forum for Gender Equality) 24hrs helpline for girl students.

f o r

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   √ Yes   ☐ NO

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC--

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

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No √

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

Not applicable

6.10 What efforts are made by the University to promote auto no my in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni in some departments provide career guidance to present students of the department.

6.12 Activities and support from the Parent– Teacher Association

> After the appeal to the parents during the meeting all of them whole
>
> heartedly supported our decision to prohibit students from using
>
> mobile phones in college premises. They were also in favor of
>
> imposing fine to the students who violate this rule

6.13 Development programmes for support staff

- They are encouraged to improve their educational qualification
- Encouragement is given to laboratory staff to participate in orientation programme for safety and good laboratory practices

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

- Regular tree plantation.
- Communication through mail - IQAC co coordinators communicate with NAAC criterion, Head of the dept., and staff if required through e mails
- Use of paper saving techniques

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.

Soft copies of question papers.
Principal and IQAC coordinator communicates with staff through emails.
This has helped to save the paper and made the staff techno-savvy.

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

Two Day national conference was organized by Dept of History on 13-14 February 2016 on "Relevance of Mahatma Gandhi's Thoughts in 21st Century."

Five day workshop on "Development of practical skill in the subject of JAVA organized by Dept. of IT. The Bridge courses in Stats, economics, Geography, psychology, Botany and History were continued. The remedial courses for weaker students were conducted.

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

Brain storming and Training through workshops, conferences and seminars.
(see annexure II)
Selection of the Reader of the year.
The recipient of the reader of the year award in 2015-16 is ……………….

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

7.4 Contribution to environmental awareness / protection

Drinking water samples from surrounding residential areas were tested with the help Dept. Of Bio-Technology.
On the basis of findings sample testing remedial measures were also suggested.
Economics department conducted essay writing competition on "water conservation the need of the hour."
No vehicle day was observed during annual social conducted in month of December.
The NSS volunteers participated in digging of soak pits for latrines as a part of Hagandarimukt Yojana (Sanitized Village scheme) Campaign during the 2015-16 NSS residential camp.
Tree plantation drive was arranged in college campus on 31st July 2015.

7.5 Whether environmental audit was conducted?   Yes ✓   No ☐

Green Audit of nearby MIDC residential area was conducted during Diwali vacation with the help of degree science student, NSS volunteers and NCC cadets. Dept. of physics conducted electricity audit of the institute.

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

STRENGTHS:

1. Only College in Dombivli area having all three streams.

2. Increasing involvement of faculty in research activity.

3. Experienced and well qualified teaching faculty.

4. Twenty four staff members are Ph.D holders and eighteen are currently pursuing their PhD in various areas.

5. Healthy work culture and cordial and supportive relations between Principal, Vice-Principals and Teaching staff.

6. Students from first generation learners and vernacular medium.

7. Full-fledged Marathi medium divisions from FY to TY in Arts faculty.

8. Sprawling playground.

9. Shooting Academy of international standard.

10. CA and GMCC Orientation Programme.

11. Location of college in MIDC is with rich infrastructure.

12. Multi Gym facility in the college campus.

13. International level MOU with Tabasco University Mexico.

14. STP instalment for recycling of sewage water.

15. Effective use of email for communication.

WEAKNESS:

1. Lack of collaborations with the industries.
2. Commitment towards environment needs to be increased in the functioning of the institution.
3. Frequent episodes of pollution
4. Declining strength of students in Arts and Science streams

OPPORTUNITIES:

1. For all round personality development of students, the management has started Music and Dance Academy from this academic year.
2. To enhance employability of students, Certificate Course in Microsoft and Tally was introduced by the management.

CHALLENGES:
1. Frequent changes in the internal assessment weightage by the university.
2. Increasing number of PG courses introduced by neighbouring colleges.
3. Students 'craze for City Colleges.
4. Tough competition from neighbouring colleges

Annexure - I
Academic Calendar 2015-16
I Term- Tentative Schedule

☐ Reopening of the college   8ᵗʰ June, 2015
☐ Regular teaching of S.Y & T.Y Classes.   09ᵗʰ June, 2015
☐ Centralized Admission process of F.Y. Classes   Till June end, 2015

☐ Bridge course programme Orientation of all
F.Y Classes examination   15th July to 20th July, 2015
☐ Fresher's meet & Induction Programme   20th to 25th July, 2015
☐ Library orientation   Last week of July, 2015
☐ Submission of Research proposals to funding   25th July, 2015
agencies   30th July, 2015
☐ Attendance review of S.Y & T.Y Classes

☐ Internal exam of sem I, sem III and sem V   8th to 20th August, 2015
☐ Inaugural functions of committees   First week of August 2015
☐ Parents' meeting (At departmental level)   Second week of September 2015
☐ S.Y practical exam   Third week of September 2015
☐ Attendance review of F.Y classes   Third week of September 2015

☐ Examination of sem I &sem III   1ˢᵗ October, 2015
☐ Centralized paper assessment   5ᵗʰ October, 2015
☐ Winter break   22ⁿᵈ October, 2015 to 15ᵗʰ Nov , 2015

☐ Declaration of results of sem I &sem III   December, 2015

☐ Sports week   12th Dec to 20th Dec, 2015
☐ Intercollegiate Festival   15th Dec to 20th Dec, 2015
☐ Annual Social   21st Dec to 24th Dec, 2015

☐ Xmas vacation   25th December 2015 to 1ˢᵗ January 2016

☐ Internal exam of sem II, sem IV &sem VI   10th TO 20th Jan, 2016
☐ Committee Programmes   20th Jan to 30th Jan, 2016
☐ Attendance review of F.Y, S.Y & T.Y Classes   Last week of Jan, 2016

☐ Completion of teaching to S.Y classes   20th Feb, 2016
              F.Y Classes   28ᵗʰ February 2016

☐ Additional coaching   21st Feb, 2016 onwards

Annexure – II
Analysis of Curricular Feedback
Curricular Feedback
Q.1 Do you feel that the following objectives can be fulfilled by the syllabi of various subjects?
Yes No
If yes which of the following objectives, in your view are fulfilled? Put √
a) Skill development

b) Movement across the streams

c) Progression to higher studies

d) Employment opportunities

Q.2 Do you feel whether certificate/ diploma courses offered by the college are useful for better career prospects?
Q.3 What according to you are the merits and demerits of the present credit system of examination?
Q.4 Do you feel that semester wise distribution of the units of the syllabus is balanced?
If no specify the subjects.
Q.5 Is the present syllabus relevant and updated?

The above questionnaire was administered to the second year students from Arts, Science & Commerce streams. Their responses have been recorded and analysed which are given below.
As far as fulfilment of objectives by the syllabi is concerned 95.92% of the students responded positively and opined that various objectives are fulfilled by the syllabi. Only 4.08% of the students responded by saying no. Students have different opinions about fulfilment of various objectives which is clear from following information.
a) Skill development: 73.46%

b) Movement across the streams: 12.24%

c) Progression to higher studies: 20.40%

d) Employment opportunities   : 12.24 %

Maximum students feel that syllabi fulfil the objects of skill development and is supportive to higher studies.
Certificate courses offered by college provide better career prospects. This is communicated by report from students. 95.92% of the students have given positive response for the same. As far as merits of credit based grading system are concerned 73.46% students have pointed out various merits of this system as, more scoring system, helps the students to understand the subject, equal distribution of burden of studies. But 26.53% students have shown different demerits of the system as lowering of the overall percentage of the students due to averaging of three years,

As far as balancing of syllabus, semester wise is concerned 87.75% feel that it is well balanced.
Though 87.75% the students find syllabus relevant and updated. 12.25% students do not feel so.

Annexure III

Two Best Practices of the Institution

Best Practice 1: Brain-storming and Training through Workshops, Conferences and Seminars

Best Practice 2 : Reader of the Year

Best Practice 1: Brain-storming and Training through Workshops, Conferences and Seminars K.V. Pendharkar College has a long tradition of organizing result-oriented conferences, workshops and seminars.

Conferences and Workshops organised during 2014-15

34. A **one day inter-collegiate research convention** 'Avishkar 2014- 15' was jointly organized by University of Mumbai and K.V. Pendharkar College on 9th July 2014 at K.V. Pendharkar College

Outcome: It provided a platform to inculcate scientific temperament among undergraduate students.

35. An **international conference** on 'Nanomaterials For Sustainable Green Technology' was jointly organized by the departments of Chemistry and Physics under the aegis of University of Mumbai on 5th and 6th January 2015. In addition to senior scientists from India, scientist from Japan, Italy, U.S., Mexico graced the occasion.

Outcome: The conference met with resounding success. A module on Nano-technology was proposed for inclusion in the syllabus for UG and it is included in the fifth and/or sixth semester syllabus of chemistry.

A **Memorandum of Understanding for teachers' and students' exchange was also signed with TOBASCO University in Mexico as an outcome of the conference.**

36. A **Two Day National Conference** on 'Accounting, Finance and Management: Current Issues and Development' was organized on 13th and 14th February 2015.

Outcome: It acquainted the students and faculty with the contemporary issues in the field of Accounts, Finance and Management.

37. A one day workshop on 'Fruit Preservation' was organized by Department of Botany on 22nd February 2015

Outcome: The students were taught different fruit preservation techniques and were encouraged to become financially independent.

38. A one day inter-collegiate seminar on 'Reform Movement in Maharashtra through the Ages' was organized on February 22, 2015 for Graduate and Post Graduate students of History.
Outcome: The student participants got an insight into contributions of reform movements in Maharashtra state.

39. A one-day workshop on 'Fostering Entrepreneurship among College Students' was organized on February 22, 2015 by the department of Economics.
Outcome: It resulted in setting up a full-fledged Entrepreneurship Training Centre and signing up an MOU with Urivi Vikram Charitable Trust (Maharashtra Chapter). It imparts training to female students in making paper-bags and imitation jewellery.

40.A workshop on "Credit Based Grading System ; Implementation and Issues was arranged by the institution on 28th February 2015.
Outcome- Interactive session of the workshop gave clear idea about the present pattern of examination.

Methodology:

State/ National /International level

The Principal in consultation with the Management appoints the Convener and/ Organizing Secretary. Principal, Vice Principals, Convener and Organizing Secretary appoint the chairpersons and members of different sub committees when required. The Convener and Organizing Secretary in consultation with Management and Principal request eminent personalities in the concerned field to be members of the advisory committee (National/ International).

A meeting of the advisory committee along with the core committee (Principal, Vice principals, Convener and Organizing Secretary) members is convened to discuss and decide the specific sub-themes to be covered during different sessions, the probable resource persons and chairpersons of various sessions and other modalities.

The committees set time-bound targets and see that they are completed in given time limits. Funds are raised by approaching local entrepreneurs, business houses and different government and non-government funding agencies. The feedback is collected from the participants.

When a workshop/seminar is organized by a department, its head seeks prior permission by the Principal and the Management to conduct the activity. In consultation with faculty members of the department the theme and outline of the program is decided. Subsequently, sub committees are formed and tasks are allocated to them. In case of intercollegiate activity, nearby colleges are contacted via email, by post as well as by telephonic conversation. In house students are informed about the activity by displaying notice as well as by means of announcements in classrooms.

Problems Encountered:

i) Occasional unavailability of resource persons at the last moment due to unforeseen reasons, despite prior confirmation

ii) Problems encountered in fund raising at local level

iii) Delay in obtaining financial support from funding agencies

iv) Lack of hostel accommodation for out-station participants

v) Delay in submission of research papers by participants

Best Practice 2: Reader of the Year
Organizing 'Reader of the year' competition is a unique practice of the college. Reading has several cognitive benefits like enhancement of vocabulary and knowledge, memory improvement. It helps to develop stronger analytical thinking and writing skills with improved focus and concentration.

With these benefits in mind the staff members have institutionalized an award since 1997 in the name of Late Shri. K. S. Gopal. He was a faculty member of the department of Commerce and was a voracious reader. Since he always inspired others to read this award is looked at as a best way to pay tribute to him. The award has always inspired students to take keen interest in reading.

Aims and objectives:
Reading expands the horizons of knowledge. It arouses curiosity among students and they are encouraged to think and analyze which boosts their intellectual level.
The basic objectives of the activity are:
1. To inculcate reading habits among students
2. To appreciate reading habit of students
3. To felicitate avid readers so that others are inspired to read.

Methodology:
☐ Committee comprising 4 to 5 members from different departments is formulated.

☐ The committee meets to plan selection timetable and procedure

☐ Posters are prepared to inform the students and forms are made available to the students

☐ Along with the filled form students are required to attach list of books read recently.

☐ Applicants are asked to write a review of a book of his or her choice. This helps in assessing his/her writing skills.

☐ It is followed by personal interview on the basis of which 'Reader of the year' is selected.

Criteria used for selection are
✓ Choice of books
✓ Writing skill
✓ Comprehension of reading material
✓ Ability of application

Final selection is based on the basis of
✓ Reading wide variety of books
✓ Focused reading in one area

Problems encountered and resources required: Due to narrowly focused approach of present students, it has become difficult to find students with diverse reading habits.
The library has a wide collection of books on diverse topics and students have easy access to them.