

**Sainath Education Trust's  
RAJIV GANDHI COLLEGE OF ARTS,  
COMMERCE AND SCIENCE**

**{Permanently Affiliated to University of Mumbai}**

**Vashi, Navi Mumbai – 400703**

**District – THANE**

**MAHARASHTRA**



**The Annual Quality Assurance Report (AQAR) of  
the IQAC**

**Academic Year – 2017-2018**

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

Rajiv Gandhi College of Arts, Commerce and

1.2 Address Line 1

Plot No-16/17, Sector – 10A

Address Line 2

Vashi

City/Town

Navi Mumbai

State

Maharashtra

Pin Code

400703

Institution e-mail address

rajivgandhicollege2002@gmail.com

Contact Nos.

022-27667377 / 022-27667392

Name of the Head of the Institution:

Mr. Basukinath S. Pandey

Tel. No. with STD Code:

022-27667392

Mobile:

9773248248

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.32	2015 - 2016	2020 - 2021

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

AQAR for the year 2016-17 is submitted to NAAC on 17<sup>th</sup> December 2018.

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 ☐ --

(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 ☒                      √

#### 1.11 Type of Faculty/Programme

Arts ☐ --                      Science ☒                      Commerce ☒                      Law ☐ --                      PEI (Phys Edu) ☐ --

TEI (Edu) ☐ --                      Engineering ☐ --                      Health Science ☐ --                      Management ☒                      √

Others (Specify)

#### 1.12 Name of the Affiliating University

University of Mumbai

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

Yes (Minority Status – Linguistic)

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="checkbox"/> -	UGC-CPE	<input type="checkbox"/> -
	<input type="checkbox"/> -		<input type="checkbox"/> -

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

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

4

Faculty

1

Non-Teaching Staff Students

1

Alumni

1

Others

1 (Parents)

2.12 Has IQAC received any funding from UGC during the year? Yes

--

No

√

If yes, mention the amount

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2.13 Seminars and Conferences (only quality related)

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

Total Nos.

4

International

--

National

--

State

1

Institution Level

3

Enhancing & improving Academic Performance through Emerging

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Examination reform through use of Exam software for quick and efficient result generation.
2. Orientation program for 1st Semester students.
3. Career guidance.
4. Communication skills and group discussion. Training for the students of final year for campus interviews.
5. Guardianship of Classes by appointing each class with Guardian Teacher.
6. Promoting use of ICT in various administrative process including admission, fees payment, form filling.
7. Students Feedback and action taken for improvement.
8. Promotion of Social Responsibility & Entrepreneurship through College Fest – “Prarrambh - Navi Mumbai”.
9. Faculty Development Programme including seminar on Guidelines for Research Paper drafting.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
1. Implementation of LAN initiated.	The Bandwidth have been augmented to higher speed of connectivity
2. Digitization.	E-file System to promote paperless office. Online fee payment through NEFT, DD & Point of sale to promote Cashless transactions. Online CAP centre for University Paper Correction undertaken.
3. Appointment of Guardian Teachers of each class	Monitoring student progression through counseling. Student monitoring has been progressing as a continual process throughout the year.
4. Improvement in Teaching & Learning Process	Faculties have incorporated more interactive sessions in lecture method of teaching. Variety of teaching methodologies and aids has been incorporated. Result improvements have been achieved. Remedial Lectures are included in timetable and conducted.
5. Improvement in Student Support.	Practical Knowledge imparted through Study tour, industrial visit, Field trip. B.Sc. Students were also taken to “Gokul Milk Diary” for understanding processing and preservation methods. Inter-collegiate Workshops were attended by Students and expenses were reimbursed by College.

	<p>Internship during Summer &amp; Diwali Holidays was taken up by BMS &amp; BAF students.</p>
<p>6. Encouraging Students to excel in curricular, co-curricular &amp; extra-curricular activities.</p>	<p>University level Inter – Collegiate Tournament Participation</p> <ul style="list-style-type: none"> <li>— Cricket team of college selected in Top 8 teams in inter-zonal cricket tournament.</li> <li>— Participated in Inter collegiate Kabaddi Tournament.</li> <li>— Participated in Football tournament</li> <li>— Inter – collegiate Cricket Tournament at Western College – WESTERN CUP 2017 – our college cricket team won runner up position.</li> </ul> <p>Students organized the Inter-collegiate Fest – “पारम्भ-Navi Mumbai” and achieved more than 20,000 participation from 150+ colleges.</p> <p>Students managed “पारम्भ ki Canteen” during College fest.</p> <p>Maneshwar Singh (F.Y.B.Sc.IT) - Runner up in inter collegiate fest “पारम्भ-Navi Mumbai”</p> <p>College organized University level Inter-collegiate Kho-Kho tournament.</p>
<p>7. Fulfilling Social Responsibility and Environment Protection</p>	<p>Revenue from “पारम्भ ki Canteen” was donated to Cancer Patients. Blood Donation Camp organized. Book donation to needy students. Health Check – Up undertaken. NSS residential camp is organized every year. Dam repairing done by students in the village “Dehrang” where residential camp is conducted. Tree Plantation &amp; “Swatchchh Bharat Abhiyan” undertaken. Workshops on waste management conducted.</p>
<p>8. Encouragement to Research &amp; Development</p>	<p>Sanction of 1 minor research project by University to Asst Prof. Basukinath S. Pandey.</p> <p>1 paper published and presented in International conference organized at NCRD’s Sterling Institute of management studies.</p> <p>1 paper published and presented at National Conference conducted at Pillai HOC College of Arts, Science &amp; Commerce Rasayani.</p> <p>“Guidelines on Research Paper writing” seminar conducted.</p> <p>Faculties also attended various workshops organized by other</p>

	<p>institutions and expenses were reimbursed by College.</p> <p>Mr. Ravi Shankar has been selected as Resource Person by Pune University for Faculty Development Programme on Entrepreneurship Development.</p>
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Academic Calendar for academic year 2017-18 was prepared at the beginning of the year & implemented. (Refer Annexure I)

2.15 Whether the AQAR was placed in statutory body      Yes ☒      No ☐

Management ☒      Syndicate ☐      Any other body ☐

Details of the action taken

The IQAC plan of action was placed before Local Managing Committee of the college in the beginning of the academic year 2017-18. The LMC approved the same and assured of its full support of its effective implementation.



**PART - B**  
**Criterion – I**  
**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02 <ul style="list-style-type: none"> <li>• M.com</li> <li>• M.Sc. by Research</li> </ul>	-	-	-
UG	6 <ul style="list-style-type: none"> <li>• B.Com</li> <li>• BAF</li> <li>• BMS</li> <li>• B.Sc</li> <li>• B.Sc. IT</li> <li>• B.Sc. CS</li> </ul>	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2 <ul style="list-style-type: none"> <li>• Retail Management</li> <li>• Advanced Course in Computerised Accounting</li> </ul>	-	-	-
Others	-	-	-	-
<b>Total</b>	10	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
Trimester	---
Annual	3

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

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

**Refer Analysis of Feedback in Annexure II**

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

Details of Change in Syllabus  
2017-18

Department	Class	Semester	Salient Aspects
Commerce	M.Com	III & IV	Examination & Paper Pattern revised. Project work of 100 marks included
	B.Com	III	New Subject introduced. Examination & Paper pattern revised to 100 marks.
		IV	New Subject introduced. Examination & Paper pattern revised to 100 marks
Science	B.Sc.	III & IV	New topics in existing subject introduced. Examination & Paper pattern revised to 100 marks
	B.Sc. IT & CS	III & IV	Entire syllabus and subjects revised.
Management	BMS	III & IV	New topics & subject introduced.

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

**NO**

## Criterion – II

### **2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	29	-		1 librarian

2.2 No. of permanent faculty with Ph.D.

0
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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
35	0	-	-	-	-	-		35	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

6	-	-
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	04	-
Presented papers	01	01	-
Resource Persons	-	-	01

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

- Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum through Guardianship.
- 24X7 Wi-Fi enabled campus providing for technology access.
- Well-equipped computer lab and Seminar room.
- Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.
- Group discussions, Case studies, and problem based learning practices.
- Continuous evaluations through projects, presentations and quizzes, etc.
- Outside classroom activities for wholesome development of mind and acquiring skills.
- Educational Tours, Industrial Visits, Demonstration to enhance the learning process.
- Social learning platform & Practical exposure to entrepreneurship through “Prarrambh ki Canteen” concept.
- Remedial lectures and Bridge course undertaken to reduce the learning gap.
- Regular, weekly tutorials are conducted
- Mock interviews undertaken for final year students.

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

210

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

- Reconsideration of Failures in Internal Examination by conducting Vivas, Assignments and Presentations.
- Results i.e. Green sheets displayed online to students on college website.
- OMR sheets filling training to Third year students.
- Revaluation and photocopy provided on demand within 15 days of result display.
- Continuous evaluation is carried out throughout the semester through regular tests, objective tests, projects, presentations, quizzes etc.
- Updating of Examination software for quick presentation of Results.
- Preliminary exam conducted for third year students.
- College as CAP centre for University Paper correction.

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

Nil

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	SEM	Total no. of students appeared	Division				
			'O' Grade	'A' Grade	'B' Grade	Pass Class	Pass %
T.Y.Bcom	V	249	01	18	37	83	55.82
	VI	223	01	07	13	91	50.22
T.Y.BMS	V	42	00	01	08	21	71.43
	VI	42	00	08	08	11	64.29
T.Y.Bsc	V	51	-	06	10	07	45.09
	VI	47	02	06	09	06	48.93
T.Y.Bsc(I.T)	V	46	-	11	06	07	52.17
	VI	46	-	06	15	10	67.39
T.Y.Bsc(C.S)	V	13	-	01	04	-	38.46
	VI	13	-	02	03	-	38.46
M.Com-I	I	23	-	02	12	01	65.22
	II	16	-	01	05	-	37.5
M.Com-II	III	07	-	07	-	-	100
	IV	07	-	07	-	-	100

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

- Academic Planner at beginning of each semester.
- Log Book is maintained by teachers. It includes daily lecture details
- Continuous information & suggestion about student's progress given to Parents through PTM.
- Action taken against defaulters & also informed to their parents.
- Faculty is encouraged to motivate the students to prepare PPT, Wallposter, group discussion, interactive teaching learning, poster preparation and other various activities leading to improved teaching-learning process.
- Suggestions for improvement of results, use of innovative, participatory teaching methods, use of ICT and Projectors for more effective teaching and learning have been given to the faculty.
- College library and department library is as a source of learning for students & teachers.
- IQAC suggesting NSS unit to undertake more socially responsible activities.
- MOU with Modern College (Department of Physics) for a period of 5 Years from A.Y. 2015 - 2020
- Departmental reports term – wise and regular feedback collected from the students are reviewed by the core committee of IQAC.
- Feedback analysis and action plan is regularly prepared by IQAC at the end of each term. Recommendations are communicated to appropriate authorities of the University for Implementation.
- IQAC conducts visits to all departments and gives suggestion for improving teaching learning process.

## 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the University	01
Staff training conducted by other institutions	13
Summer / Winter schools, Workshops, etc.	35
Others	-

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	-	-	-
Technical Staff	02	-	-	-

## Criterion – III

### **3. Research, Consultancy and Extension**

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

→ IQAC promotes the staff to undertake research activities.  
→ The Faculty members are encouraged to publish research articles and papers in National & International Journals to enhance their knowledge in their respective fields.  
→ The faculty is encouraged to undertake minor & major research projects.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	01	-
Outlay in Rs. Lakhs	-	-	30,000	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01	01	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2017-2018	University of Mumbai	30,000	12,000

Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	30,000	12,000

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books   
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

Not applicable since we are an affiliated college

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College   
Total



3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

-

-

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

180

State level

20

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

01

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level

-

State level

-

National level

-

International level

-

3.25 No. of Extension activities organized

University forum

-

College forum

32

NCC

-

NSS

21

Any other

6

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

Sr.no	Name of Programme
1	Blood donation Camp
2	Tree plantain
3	NSS orientation program
4	Waste management workshop
5	Disaster management workshop
6	Self-defensed workshop
7	Bhajan Sandhya on occasion of Gandhi jayanti
8	Akshara Orientation
9	Malaria awareness Seminar
10	Voter Id registration Awareness
11	Peace conclave
12	Eye Checkup Camp for Villagers
13	Superstitious Awareness Workshop
14	Recycling Paper and book binding
15	Aids awareness Rally
16	Swachachh Bharat abhiyan
17	Road safety Training Program
18	Police Mitra in Ganpati visarjan
19	Residential camp for seven days
20	Poster Making Competition
21	Rakhi Stall by handicap people
22	Pulse polio Acitivity
23	प्रारम्भ Ki canteen during inter collegiate fest. Donating to Cancer Patients.
24	Constitution day Program
25	Woman sexual harassment Seminar
26	Food stall
27	Essay writing Competition
28	DLLE Orientation Program
29	Student day Celebration
30	Chhatrapati Shivaji Maharaj Jayanti Celebration
31	Marathi bhasha divas celebration
32	Old age home visit
33	A talk show conducted by students on “Say No to Plastic” topic.
34	Seminar on “Snake Bite & Remedy” by Chetan Kheer

## 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	2.73 acres		Management	2.73
Class rooms	22			22
Laboratories	7			7
Seminar Halls	1			1
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	10,50,000			10,50,000
Others	2 Audio Visual Room			2

#### 4.2 Computerization of administration and library

→ Yes - Library and administration are fully computerized  
→ Up gradation of college website is continuous process  
→ Administration has been partially computerized as part of the Digitization Programme in College.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1346	2,00,110	1280	1,73,667	2,626	3,73,777
Reference Books	855	-	-		855	-
e-Books	-	-	-	-	-	-
Journals	16	18,200	-	-	16	18,200
e-Journals	186	34,400	-	-	186	34,400
Digital Database	-	-	-	-	-	-
CD	56	-	-	-	56	-
Others (specify)	8 Magazine & 9 Newspapers	51157	1 Magazine	21,464	9 Magazine & Newspapers	72621

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	108	03	Wi-fi	04	03	01	08	-
Added	02	0	0	0	0	0	0	-
Total	110	03	-	04	03	01	08	-

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

- Computer Basic
- Use of ICT
- Internet fundamentals
- One day training programme for non-teaching staff organised.

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

i) ICT	4.75
ii) Campus Infrastructure and facilities	17
iii) Equipment's	5.75
iv) Others	4.63
<b>Total:</b>	<b>32.13</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Updates on notice boards and college website to ensure active participation by students in various activities.
- An orientation program is organised for the first semester students
- Information is also communicated through Bulk SMS to students & Parents.
- Prior information is passed through Letter correspondence in case of any important information.
- Slow learners are identified on entry stage and then Remedial lectures are kept to meet their needs.
- Students are timely informed about Government Scholarship & Freeship, also assistance is provided from College inform of instalment and waiver in fees payment.
- Committees including Anti- ragging, Student Grievance and Special Cell for Backward Class Students are set up for providing Students' support and guidance.
- Expert Lectures organised for increased knowledge in the subject coined with real-life experience.
- Field trips, Educational tours and Industrial visits organised to give practical exposure to students.
- Students are motivated to undertake internship projects for their holistic development.

#### 5.2 Efforts made by the institution for tracking the progression

- Continuous evaluation of students by mentors, class teachers and faculty.
- Personal interaction with students.
- Placement & Career counselling Cell provides Career guidance and Mock interview training to Third year Students.
- Soft skill courses are undertaken.

#### 5.3 (a) Total Number of student

UG	PG	Ph. D.	Others
1617	43	-	-

Men

No	%
1068	64.34

Women

No	%
592	35.66

#### (b) No. of students outside the state

37

#### (c) No. of international students

01

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1449	35	03	57	00	1544	1446	110	07	97	00	1660
Demand ratio				1.5:1	Dropout %				3%		

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

Orientation Programme organized for courses of C.A., I.C.W.A., and C.S. by inviting experts from the concerned institute. College also, undertakes CA examination as Exam center. Seminar was also undertaken for informing and motivating students for UPSC & MPSC exams.

No. of students beneficiaries

All students

#### 5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	3

#### 5.6 Details of student counseling and career guidance

- CV workshop was conducted to help students write their CVs to improve their chances of getting recruited.
- Job Fair was conducted by College to provide placement to students & also members of society. It included 40+ companies under one roof to provide wide range of opportunity.
- Academic Counselling is provided tutorial sessions & bridge Course.

No. of students benefitted

All students

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
45	900	100	170

#### 5.8 Details of gender sensitization programmes

- Self Defence workshop for Girls.
- “Share the Load” concept spread across students, promoting Boys to be active participant in household chores too.
- Street plays on issues like Dowry system, Women Harassment, Substance Abuse, Road Safety.
- Guest Lecture on Women Legal Rights.
- Guest Lecture on “Menstruation & Hygiene”, by gynaecologist.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural event

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	-	-
Financial support from other sources	03	27000
Number of students who received International/ National recognitions	-	-

### 5.11 Student organized / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed: NIL

The college has constituted "Student Grievance Cell" to accept and redress both major and minor grievances of the students from time to time. As there were no major grievances during this academic year, only minor grievances were redressed as per the satisfaction of the students.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

**Vision:**

College aim to provide equal opportunity for development of socially and economically underprivileged students through quality education and molding them as responsible citizen of India

**Mission:**

- To provide higher education opportunity for all members of the society with a focus on socio - economically and academically deprived class.
- To develop highest quality professionals with technical, social & cultural excellence to meet the fast globalization demand.
- The vision and mission of the institution focus on institutional social responsibility and molding the students into responsible citizen.
- It also stresses on the value to be imbibed by stakeholder.
- Most of the activities of the college are centred around the central theme of the vision and mission
- The activities of the extension activity unit are also based on the central theme of the vision and mission.
- The inclusion policy develop over the year is a distinct achievement.

#### 6.2 Does the Institution has a management Information System

Yes. Management Information System is adopted for Admission process, Accounting, Library and in other administrative procedures. College has also installed one software for the same purpose and it is continuously updated.

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

##### 6.3.1 Curriculum Development

- Being an affiliated college it has no role in Curriculum designing. However, College extends recommendations to the concerned authority through formal & Informal mode.
- College had also conducted one Revised Syllabus Workshop of M.Com Part I & II. Project Guidance was also provided by Dean, Faculty of Commerce Dr.S.T.Gadadde.
- Faculties also participate in Revised Syllabus Workshops conducted by other institutions and the expenses are reimbursed by College.
- Teachers are motivated to attend conferences, workshops on revised syllabus and provide necessary feedback.



### 6.3.2 Teaching and Learning

- Subject wise plan is prepared by the teachers of particular subjects under the chairmanship of Head of the concerned Department.
- Every faculty is encouraged to recommend purchase of books in the Library.
- Student feedback, grievances reported to various grievances redressal cells and self-assessment report by each faculty are various mechanisms in place.
- Visiting/Guest lectures by Senior faculty of other institutions of long standing.
- Industrial Visits, Educational Tours are also organised.
- Practical Training provided through Inter- Collegiate Fest.
- Organising remedial lectures & bridge course for socially & economically backward class.
- Guest Lecture Series organised for Third Year students by inviting Resource Persons involved in Paper Setting, Exam Department of University.

### 6.3.3 Examination and Evaluation

- Conduct of examination is in tune with University Norms. Full transparency in all the processes right from the announcement of the examination uptill the declaration of the results is maintained.
- Proper invigilation mechanism similar to those prevalent for Semester End Examination is also adopted while conducting Continuous Internal Evaluation.
- Revaluation is conducted as per University rules.
- Reconsideration of Internal Examination failures by giving them assignments, vivas, projects, etc.
- Preliminary Exams conducted of Third Year students inorder to practice what is learnt.
- Declaration of results within stipulated time.

### 6.3.4 Research and Development

- College organised a workshop on Guidelines for Research Paper presentation. Eminent Resource person from the field were invited to interact with faculty on trends in research work.
- One faculty member registered for Ph.D and is encouraged to complete it as early as possible.
- Motivations and financial support for teachers to attend/present in seminar/conference/workshop.
- Encouragement to faculty for organising workshop/seminar/conference in emerging areas related to subject.
- Provision for research in budget.
- Encouraging faculty to undertake minor & major research projects.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- CCTV camera installed in library, classrooms and floors.
- Wi-fi facility provided 24x7 making 100% enabled institution.
- Library is well equipped with textbooks, reference books, journals, magazines.
- Library is computerised and also e-journals, e-books, CD's are available.
- Periodic review of recommendations of Library committee and actions taken.

#### 6.3.6 Human Resource Management

- Recruitment of faculty and administrative staff as per norms.
- Facilities and financial support to faculty to participate in seminar, workshop and conferences.
- Committees are formed in beginning of the academic year to undertake various curricular, co-curricular and extra-curricular activities for holistic development of student.

#### 6.3.7 Faculty and Staff recruitment

- Advertisements are issued in leading dailies inviting applications from eligible candidates. The applications are scrutinised and the candidates are selected.
- The staffing pattern of the Institution is dependent on the extension of the academic programmes and the manpower requirement for the same. With the introduction of new programmes, new teaching and non-teaching posts are created to meet the manpower requirement to satisfy the workload.

#### 6.3.8 Industry Interaction / Collaboration

- Eminent industrialists/persons from industry are engaged for courses such as BMS and B.Sc(IT).
- Industrial visits are organised by college within and outside state.
- One day Field trips and education tours are also organised.
- Students take up projects from industry as a part of curriculum. Also taking up projects from banking and construction industries.

#### 6.3.9 Admission of Students

- Admission Process is carried out as per the norms specified by university.
- The Admissions are made in transparent and fair manner.
- Admission Committees are formed for each Discipline with Conveners and members for smooth functioning of the admission process. Students are also counselled for proper subject and career selection

#### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>→ Advance payment against the salaries</li> <li>→ Employee provident funds ,</li> <li>→ Safety gadgets are also placed in the premises</li> <li>→ Free Medical check-up for staff in college premises</li> <li>→ Lift Facility</li> <li>→ Duty Leaves are given for faculty members for paper setting, external examiner, paper assessment, seminars and workshops.</li> <li>→ Maternity Leaves are given for pregnant lady faculty members</li> <li>→ Picnic for relief of stress</li> <li>→ Reimbursement of incidental expenses incurred for attending conferences and workshops.</li> <li>→ Personal insurance policy for any mishap during duty hours is provided by management.</li> <li>→ First Aid facility</li> </ul>
Non-teaching	<ul style="list-style-type: none"> <li>→ Uniform provided for class IV staff.</li> <li>→ Advance payment against the salaries.</li> <li>→ Lift Facility</li> <li>→ Personal insurance policy for any mishap during duty hours is provided by management.</li> <li>→ Recreational activities like picnic are organised.</li> <li>→ First Aid facility</li> </ul>
Students	<ul style="list-style-type: none"> <li>→ Scholarships for meritorious students</li> <li>→ Sports and cultural facilities.</li> <li>→ Instalment system for payment of fees.</li> <li>→ Personal and academic counselling</li> <li>→ Career guidance.</li> <li>→ Books are available for borrowing both in the Central and Departmental Libraries</li> <li>→ Computer with free internet access is available in the Library, Computer centre and the Departments</li> <li>→ Insurance policy for mishap during college timings.</li> <li>→ Lift Facility for Handicapped students.</li> <li>→ First Aid facility</li> </ul>

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done

Yes

√

No

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

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

6.8 Does the University/ Autonomous College declare results within 30 days? **Not Applicable**

For UG Programmes	Yes	<input type="text" value="NA"/>	No	<input type="text" value="NA"/>
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For PG Programmes	Yes	<input type="text" value="NA"/>	No	<input type="text" value="NA"/>
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6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

**NOT APPLICABLE**

\*Since, we are affiliated institution so Examination reforms are set by University.

- University appointed College Examination Officers (CEO) ensures smooth conduct of examinations.
- Online Question Papers are sent by university to avoid the leakage of question Papers
- Semester End examination is being conducted at the end each semester. External examiners are invited for practical and project examination.

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

**NOT APPLICABLE**

6.11 Activities and support from the Alumni Association

- “Alumni Meet” is held every year for exchanging innovative ideas and information.
- Alumni provide non-financial support in various institutional activities like conferences, College Fest by organising, managing and guiding the current students.
- Alumni interact with faculty regularly.
- Ex- NSS volunteers are always support and are part of major NSS activities like Blood Donation Camp, Residential Camp, and Rallies. They also motivate and give timely suggestions to juniors.

6.12 Activities and support from the Parent – Teacher Association

Regular parents meetings are conducted department-wise on a regular basis to inform the parents about their ward’s attendance and progress inorder to improve their overall performance. Parents are also invited in College Fest.

6.13 Development programmers for support staff

- Information technology department conducted training session for non-teaching staff on “Basic Skill of Computer”.
- Employees are encouraged to enhance their academic qualification.
- Yoga sessions and staff Picnic is arranged to get relief from routine work.
- The Principal periodically takes note of the shortfalls and problems of the support through meetings and tries to rectify the same.

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

- Every Year NSS organizes Tree plantation program.
- Cleanliness drive conducted in Campus, where students clean their own classrooms.
- Book binding from unused paper of old note book and distributing to the needy students.
- Waste paper and old files were recycled and reused.
- Initiative by college team to make a plastic free environment.
- Awareness campaign by Nature club for protecting the nature and natural resource

## 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.

- “Prarrambh ki canteen” is an innovative endeavour to promote social responsibility combined with entrepreneurship skill development.
- Digital India promotion by online fess payment system using NEFT, DD, Point of Sale system.
- Placement cell of the college organized carried guidance Programme and Job fair for institutional and non-institutional students.
- College motivated and guided student to participate in inter-collegiate competition.
- Student support by student grievance cell to resolve the student problems.
- Information is also communicated through SMS to students & Parents.
- Use of software for admission process and result preparation.
- Different committees have been formed under diverse requirements to look intensively and specifically for the upkeep of the College
- Celebration of important local and national events like Yoga Day, Environment day etc.

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

Plan of Action	Achievements
1. Implementation of LAN initiated.	The Bandwidth have been augmented to higher speed of connectivity
2. Digitization.	E-file System to promote paperless office. Online fee payment through NEFT, DD & Point of sale to promote Cashless transactions.
3. Appointment of Guardian Teachers of each class	Monitoring student progression through counseling. Student monitoring has been progressing as a continual process throughout the year.
4. Improvement in Teaching & Learning Process	Faculties have incorporated more interactive sessions in lecture method of teaching. Variety of teaching methodologies and aids has been incorporated. Result improvements have been achieved. Remedial Lectures are included in timetable and conducted.
5. Improvement in Student Support.	Practical Knowledge imparted through Study tour, industrial visit, Field trip. B.Sc. Students were also taken to “Gokul Milk Diary” for understanding processing and preservation

	<p>methods. Inter-collegiate Workshops were attended by Students and expenses were reimbursed by College. Internship during Summer &amp; Diwali Holidays was taken up by BMS &amp; BAF students.</p>
6. Encouraging Students to excel in curricular, co-curricular & extra-curricular activities.	<p>University level Inter – Collegiate Tournament Participation</p> <ul style="list-style-type: none"> <li>— Cricket team of college selected in Top 8 teams in inter-zonal cricket tournament.</li> <li>— Participated in Inter collegiate Kabaddi Tournament.</li> <li>— Participated in Football tournament</li> <li>— Inter – collegiate Cricket Tournament at Western College – WESTERN CUP 2017 – our college cricket team won runner up position.</li> </ul> <p>Students organized the Inter-collegiate Fest – “प्रारम्भ-Navi Mumbai” and achieved more than 20,000 participation from 150+ colleges.</p> <p>Students managed “प्रारम्भ ki Canteen” during College fest.</p> <p>Maneshwar Singh (F.Y.B.Sc.IT) - Runner up in inter collegiate fest “प्रारम्भ-Navi Mumbai”</p>
7. Fulfilling Social Responsibility and Environment Protection	<p>Revenue from “प्रारम्भ ki Canteen” was donated to Cancer Patients. Blood Donation Camp organized. Book donation to needy students. Health Check – Up undertaken. NSS residential camp is organized every year. Dam repairing done by students in the village “Dehrang” where residential camp is conducted. Tree Plantation &amp; “Swatchchh Bharat Abhiyan” undertaken. Workshops on waste management conducted.</p>
8. Encouragement to Research & Development	<p>Sanction of 1 minor research project by University to Asst Prof. Basukinath S. Pandey.</p> <p>1 paper published and presented in International conference organized at NCRD’s Sterling Institute of management studies.</p> <p>1 paper published and presented at National Conference conducted at Pillai HOC College of Arts, Science &amp; Commerce Rasayani.</p> <p>“Guidelines on Research Paper writing” seminar conducted.</p> <p>Faculties also attended various workshops organized by other</p>

	<p>institutions and expenses were reimbursed by College.</p> <p>Mr. Ravi Shankar has been selected as Resource Person by Pune University for Faculty Development Programme on Entrepreneurship Development.</p>
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### 7.3 Give two Best Practices of the institution

- Inter-collegiate Fest organised by College with intention of representing not only college but also the city in which college functions.
- “Prarrambh ki Canteen” initiated to promote entrepreneurship coined together with social responsibility.

### *Refer Annexure III for best practices*

### 7.4 Contribution to environmental awareness / protection

The College constantly promotes for care of environment through eco-friendly activities. One of the primary objectives of the college is to sensitise students on environmental issues and to motivate them to promote sustainable development. The major activities are:

- Tree plantation is done by NSS Unit.
- Guest lectures organised for “Waste Management”, “Protection of Environment”
- “Cleanliness Drive” conducted by students in campus and outside the campus.
- Timely guidance regarding energy and water saving.
- Rallies promoting “Tree plantation”, “Save trees”.

### 7.5 Whether environmental audit was conducted?

Yes

☐ --

No

☒ √

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

<b>Strength:</b>	<b>Weakness:</b>
<ul style="list-style-type: none"> <li>→ Professional and Qualified Faculties for courses.</li> <li>→ Compassionate teaching staff to provide constant support to students whenever needed.</li> <li>→ Adequate infrastructure and recreational facilities available.</li> <li>→ Placement opportunities for students.</li> <li>→ The general knowledge test, essay writing competition and field activities are organized for students.</li> <li>→ Support programs including remedial lectures,</li> </ul>	<ul style="list-style-type: none"> <li>→ Being an affiliated college, it has a very limited scope to contribute to the designing and development of the course curriculum</li> <li>→ Limited number of Certificate Courses.</li> <li>→ Slow progress in identifying funding agencies for research projects</li> <li>→ Economic background of Students, as majority students doesn't have computer facility at home and are also first generation learners.</li> <li>→ High Teacher Student Ratio in Commerce</li> </ul>



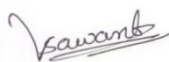
bridge courses for slow learners. → Well-equipped labs, 24X7 internet Facility, Wi-Fi Connections. → Appropriate collection of books, journals in library, including digital library E - facility for accessing electronic Journals.	
<p style="text-align: center;"><b>Opportunity:</b></p> → Digitalization of record → Short term Courses and value added courses can be introduced. → Location advantage for strengthening academia-industry linkage. → Steps towards Paperless working → Introduction of New Courses of Banking & Insurance at UG level, M.Com Accountancy at PG level.	<p style="text-align: center;"><b>Challenges:</b></p> → Constant changes in norms by University in curriculum and examination pattern hinder smooth functioning. → Provide quality training and coaching to students, in order to keep pace with Globalisation era. → Undertake more research projects

#### 8. Plans of institution for next year

→ Organising and Conducting Seminars, Workshops and Conferences by Departments. → Organizing a talk on “Harassment of women at workplace” → Setting up a digital class rooms. → Collaborating with external agencies for providing skill based training or course along with certificate. → Introducing Lesson Plan writing practice teachers to improve teaching-learning process. → Applying for New Courses of Banking & Insurance at UG level and M.Com – Accountancy at PG level. → More social initiative towards women empowerment. → Increase Skill development courses and student engagement in such courses. → Generating Online Feedback System.
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Name: Ms. Veena V. Sawant

Name: Mr. Basukinath S. Pandey




Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

## Part A: Annexure I: Academic Calendar 2017-18



Sainath Education Trust's  
**Rajiv Gandhi College**  
of Arts, Commerce, & Science. Vashi Navi Mumbai.  
{Permanently Affiliated to University Of Mumbai}  
**ACCREDITED BY NAAC, GRADE 'B'**

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### Academic Calendar 2017-18

#### 1) MAY

2<sup>nd</sup> week

- Commencement of S.Y and T.Y Classes Admissions.

#### 2) JUNE

1<sup>st</sup> week

- F.Y Classes Admissions
- Commencement of the first term for S.Y and T.Y.

2<sup>nd</sup> week

- Formation of the various committees and staff meeting , department meetings etc
- Commencement of practical of all S.Y and T.Y Classes.

20<sup>th</sup> Jun

- Yoga day celebration

26<sup>th</sup> Jun

- Ramzan Eid (Holiday)

#### 3) JULY

2<sup>nd</sup> week

- Commencement of F.Y. Classes.
- Meeting of various committees, NSS and DLLE enrolments.

3<sup>rd</sup> week

- Orientation and PTA meeting of F.Y Classes.
- Fresher's Party.
- Enrolment and selection of students in various activities like, sports and cultural etc.

4<sup>th</sup> week

- Selection of students for university cultural and sports competitions.
- NSS orientation.
- Gurupurnima celebration.

#### 4) AUGUST

1<sup>st</sup> week

- Commencement of various activities of women development cell, Career guidance cell, Nature club etc

## **2<sup>nd</sup> week**

- Participation of students in various cultural and sports competitions of the university.
- Formation of student's council.
- DLLE Orientation.

## **14<sup>th</sup> Aug**

- Rally on 'Clean India' by NSS.

## **15<sup>th</sup> Aug**

- Celebration of Independence day

## **17<sup>th</sup> Aug**

- Parsi new year (Holiday)

## **25<sup>th</sup>-29<sup>th</sup> Aug**

- Ganapati festival (Holidays)

## **5) SEPTEMBER**

## **2<sup>nd</sup> Sept**

- Bakari Eid / Moharam (Holiday )

## **4<sup>th</sup> Sept**

- Founder's Day Celebration (Chairman Sir's Birthday )
- Blood donation camp by NSS.

## **5<sup>th</sup> Sept**

- Teachers day Celebration

## **1<sup>st</sup> week**

- Educational tours

## **2<sup>nd</sup> week**

- Commencement of internal exam and old ATKKT exam.

## **3<sup>rd</sup> week**

- Hindi BhashaSaptah.

## **24<sup>th</sup> Sept**

- NSS day Celebration

## **4<sup>th</sup> week**

- Industrial visits
- Alumni Meeting.

## **30<sup>th</sup> Sept**

- Dussehra (Holiday )

## **6) OCTOBER**

## **2<sup>nd</sup> Oct**

- Gandhi Jayanti (Holiday )

## **15<sup>th</sup> Oct**

- Vachan Prerna divas celebration (Bharat Ratna Dr. APJ Abdul Kalam's birth anniversary).

## **2<sup>nd</sup> week**

- Meeting of the various committees.
- Commencement of university exam (Second half 2017).

**4<sup>th</sup> week**

- First term end meeting.

**17<sup>th</sup> Oct -8<sup>th</sup> Nov**

- Diwali vacation (Holidays)

**7) NOVEMBER**

**9<sup>th</sup> Nov**

- Commencement of second term.

**2<sup>nd</sup> week**

- Meeting of the various committees and staff meeting , department meetings etc
- Preparation of College fest (Prrarambh Navi Mumbai, 2017)
- Student council meeting

**4<sup>rd</sup> week**

- Preparation Kabbadi Tournaments.

**8) DECEMBER**

**1<sup>st</sup> Dec**

- Eid-A-Milad (Holiday)

**3<sup>rd</sup> Dec**

- Celebrations of AIDS day

**2<sup>nd</sup> week**

- Indravatisingh T-10 cricket tournament \*

**16<sup>th</sup> -22<sup>nd</sup> Dec**

- Mega Prrarambh Navi Mumbai Fest, 2017

**23<sup>rd</sup> Dec – 30<sup>th</sup> Dec**

- Industrial Visit

**26<sup>th</sup> Dec 2016 to 1<sup>st</sup> Jan 2018**

- Charismas vacations

**9) JANUARY 2018**

**1<sup>st</sup> Week**

- Educational tours

**2<sup>nd</sup> week**

- Campus interview.
- 7 days NSS Camp.

**12<sup>th</sup> Jan**

- National Youth Day Celebration.( Swami Vivekanand's birth anniversary)

**26<sup>th</sup> Jan**

- Republic day Celebration

## **10) FEBRUARY 2018**

**11<sup>th</sup>-14<sup>th</sup> Feb**

- College days Celebration

**13<sup>th</sup> Feb**

- Mahashivratri (Holiday)

**19<sup>th</sup> Feb**

- Shivaji Maharaj Jayanti (Holiday)

**28<sup>th</sup> Feb**

- Science Day Celebration

## **11) MARCH 2018**

**2<sup>nd</sup> Mar**

- Holi (Holiday )

**8<sup>th</sup> Mar**

- Women's Day celebration

**2<sup>nd</sup> week**

- Convocation Ceremony

**4<sup>th</sup> week**

- Commencement of University ATKT exam
- Alumni Meeting.

**29<sup>th</sup> Mar**

- Mahavir Jayanti (Holiday))

**30<sup>th</sup> Mar**

- Good Friday (Holiday )

## **12) APRIL 2018**

**14<sup>th</sup> Apr**

- Dr. Babasaheb Ambedkar Jayanti (Holiday)

**2<sup>nd</sup> week**

- Commencement of University exams (First Half 2018)

**29<sup>th</sup> Apr**

- 2<sup>nd</sup> Session end meeting.

**30<sup>th</sup> Apr**

- Budha Purnima (holiday)

**Note: - The sequence/ date in the above calendar are subject to change by the principal/university.**

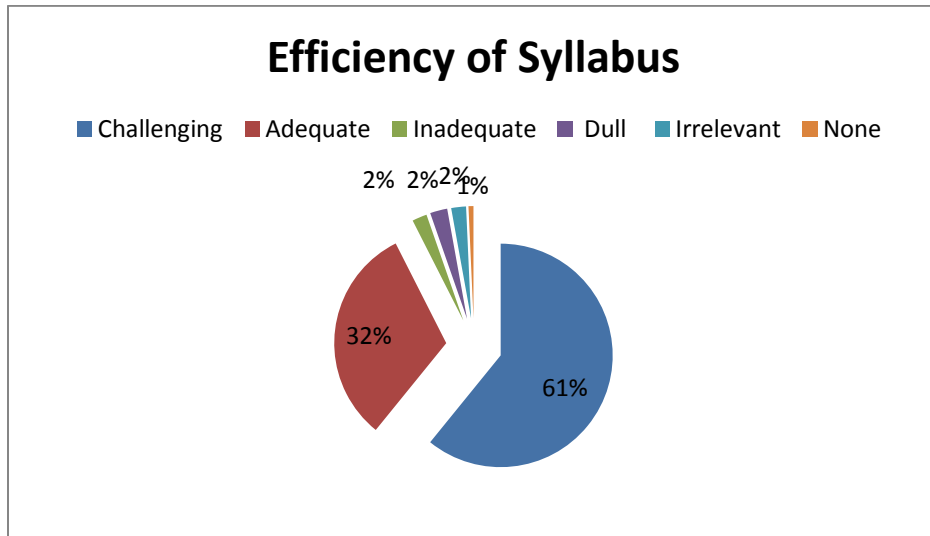
**Date: - 18th June 2017**



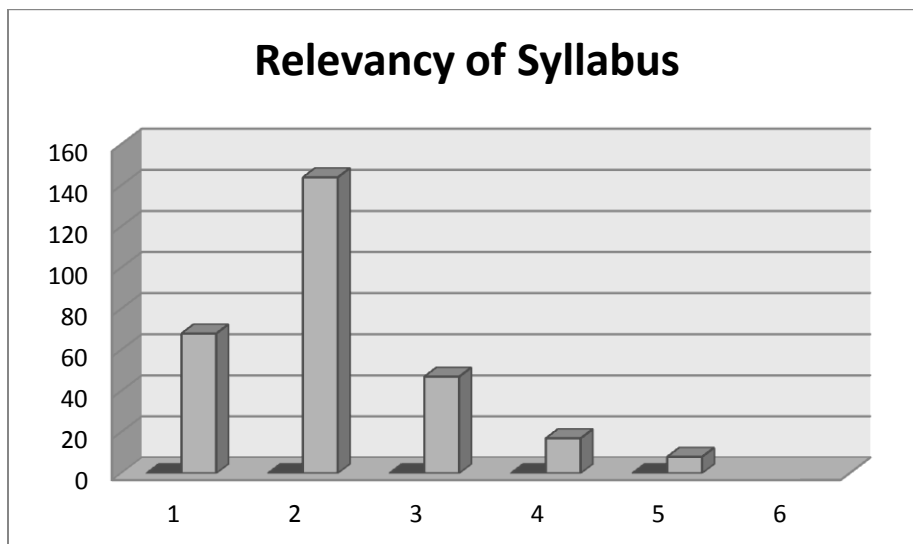
**I/C Principal**

## Part B: Annexure II (Criteria I): Feedback Analysis

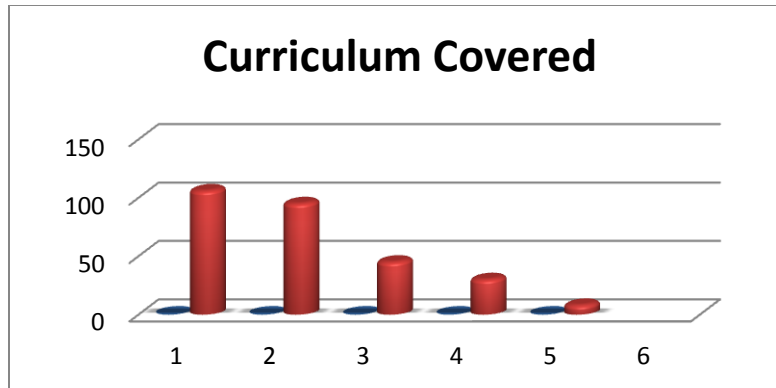
### 1. Students Feedback Analysis



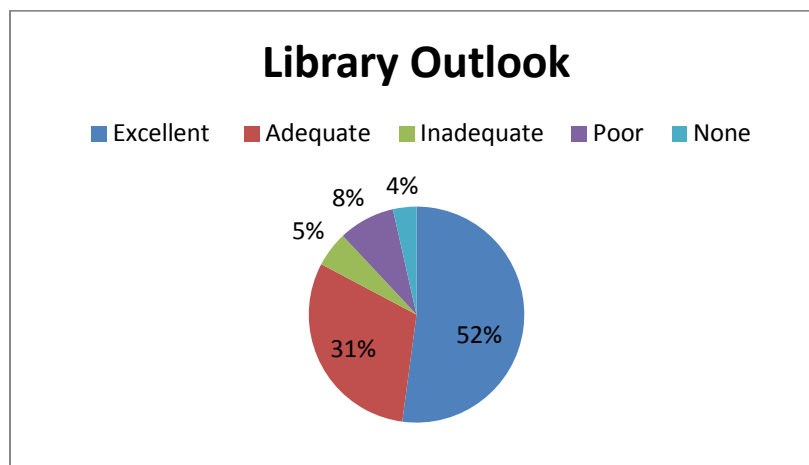
As per the analysis received the syllabus was challenging for about 61% students while 32% of the students found it adequate while the rest found it inadequate by which we could figure out the efficiency of the syllabus among the students.



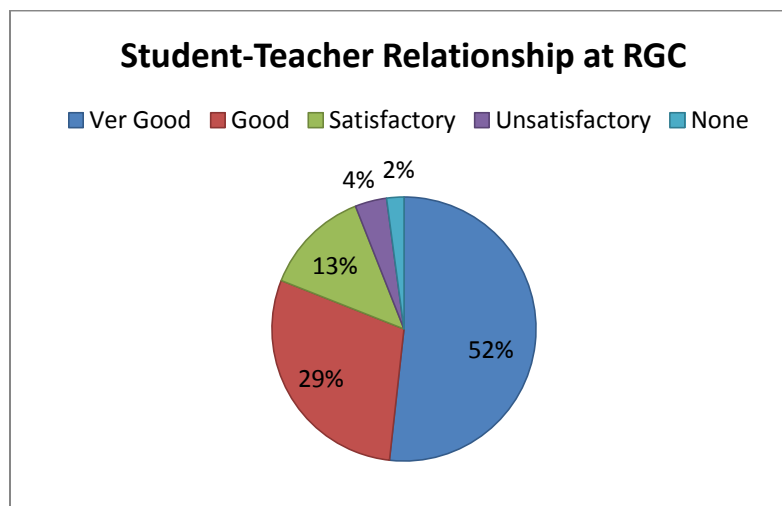
As per the analysis received the syllabus was adequate for about 55% students while 36% of the students found it challenging while the rest 9% found it inadequate by which we could figure out the efficiency of the syllabus among the students.



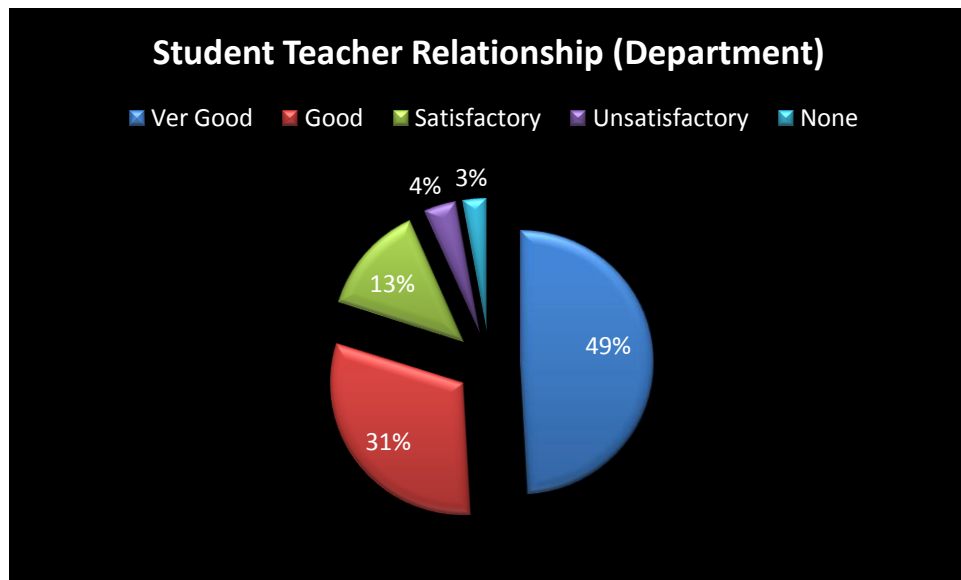
This question comprised about the syllabus covered in the class, we found that the maximum 90%-100% teachers have covered the portion while 75%-90% syllabus have been covered by the teachers.



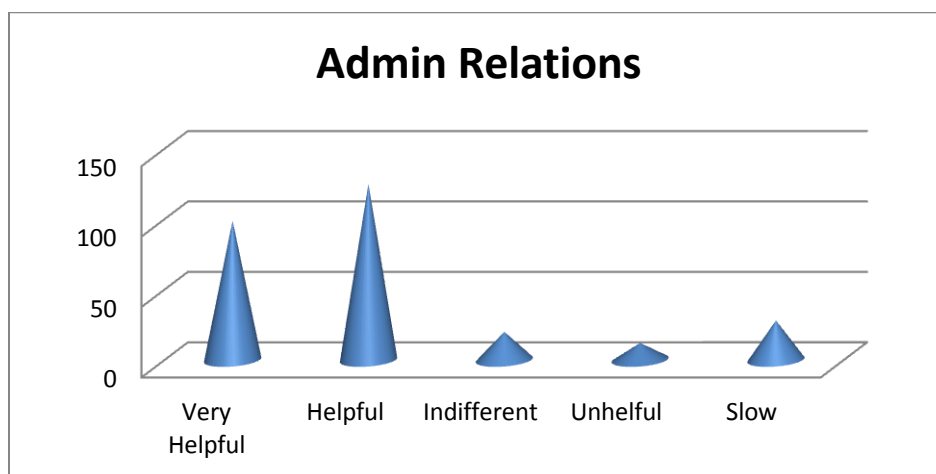
The library hoardings for this course have been excellent for 91% of students while adequate for 1%. Students have a great access to the library facilities provided by the students.



The student-teacher relationship at College level has been very effective because 52% of students have agreed the maximum of having Very Good relations while 29% have good relations while 13% have satisfactory relations.

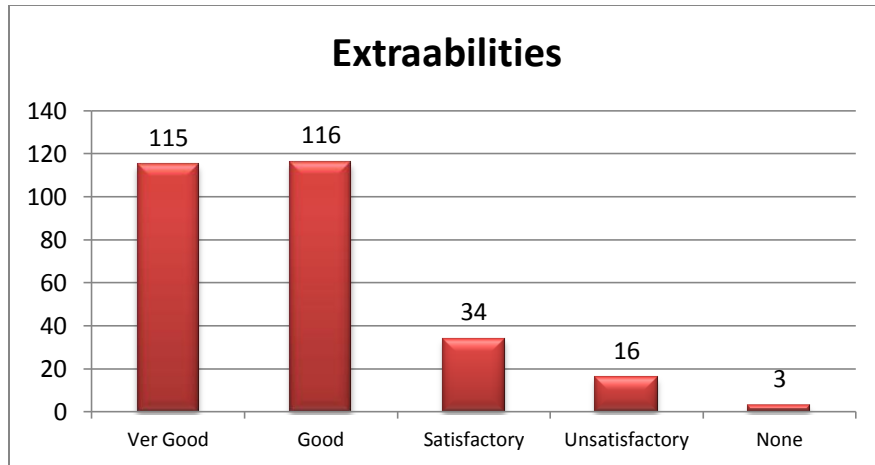


The student-teacher relationship at Departmental level has been very effective because 49% of students have agreed of having Very Good relations while 31% have good student-teacher relationship at their own departments.

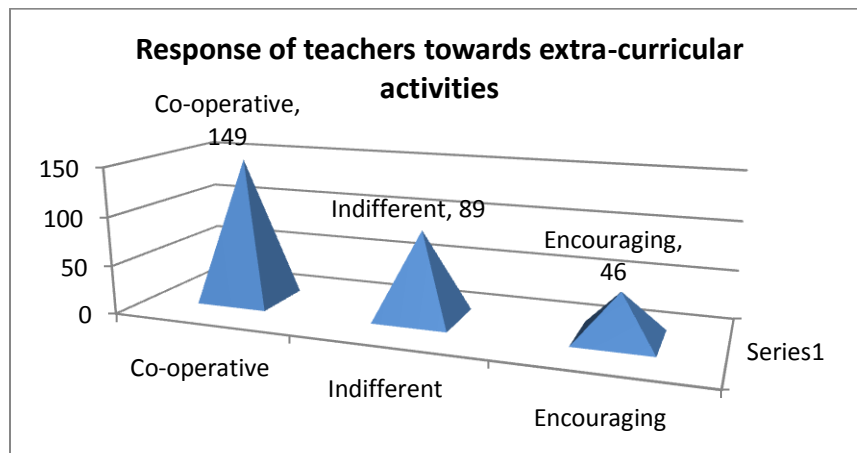


The student-administrative relations have been very helpful for 35% of our students while helpful for nearly 44% among students and 18% for being indifferent for various reasons, remembering there is always scope of improvement.

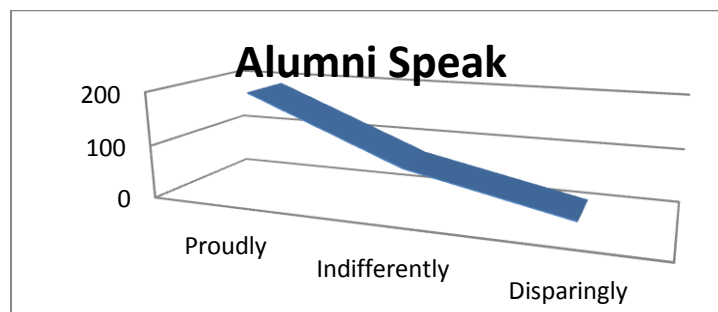




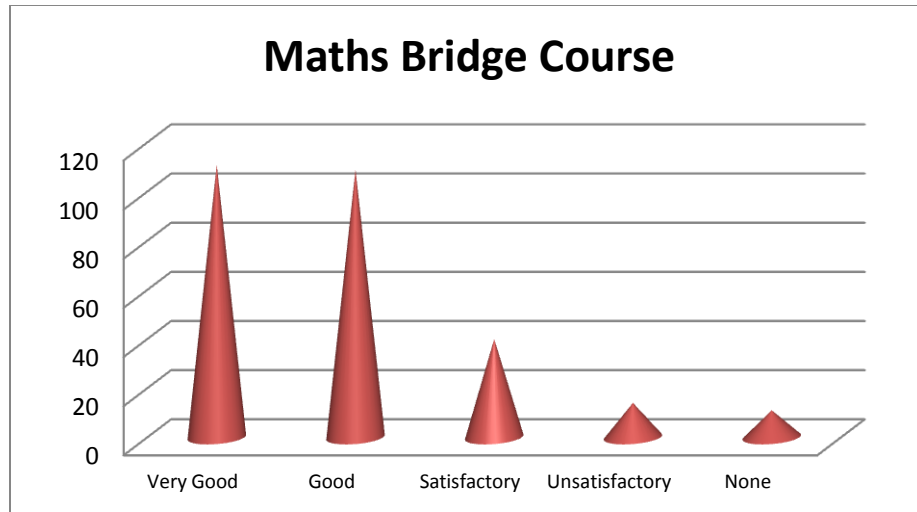
Coming to the extra-curricular activities 41% among students enjoy the activities held by the College as they believe they get a good platform to explore their talents while 40% find them good too.



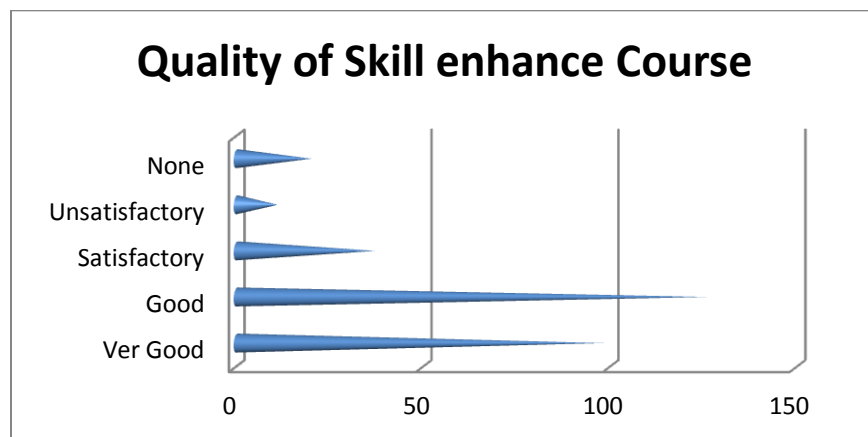
Coming to the response of teachers towards the extra-curricular activities among the students they find that nearly 53% of teachers are co-operative towards the extracurricular activities that take place at college.



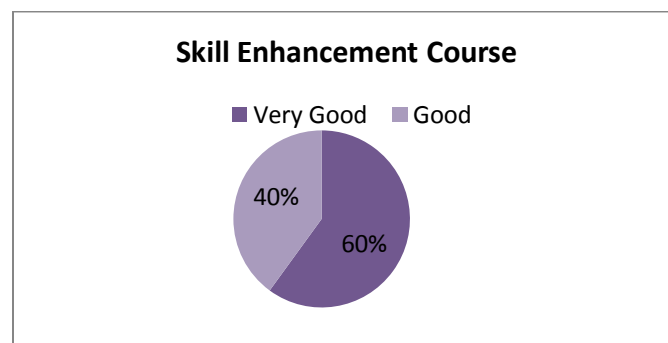
Coming to the Alumni section 68% students who will pass will be proud to be addressed as ex-RGC.



The Math Bridge course conducted 39% of the students found it to be very good while 38% students found it good, indeed giving it a good response for the same.

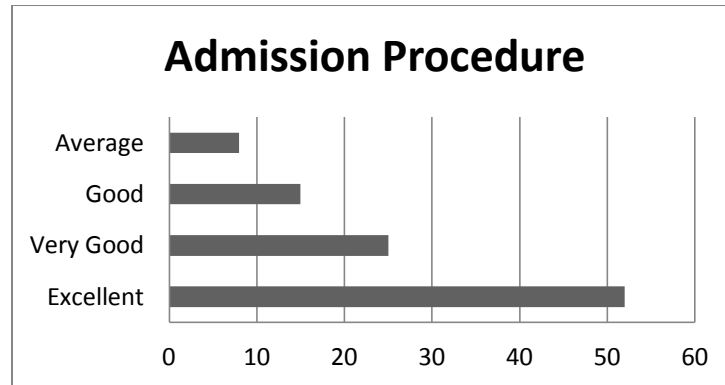


The feedback received from students on quality of skill enhancement course among the students was 43% of them found it good, while 33% found good.

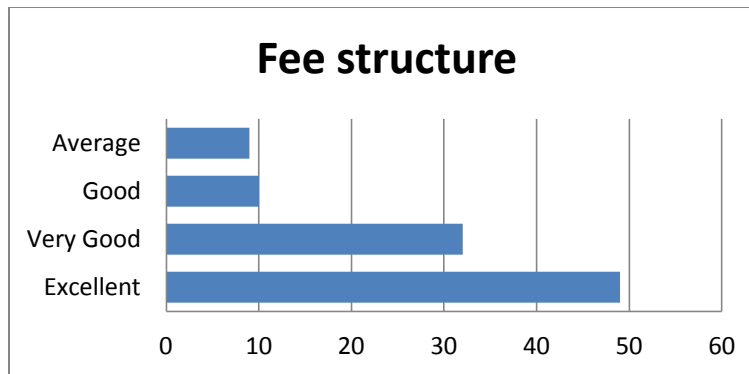


The Skill Enhancement Courses initiated has proved to be a big success as there 60% of the students who found that it was a very good initiative by the College while 40% of them said it was good.

## 2. Alumni Feedback Analysis



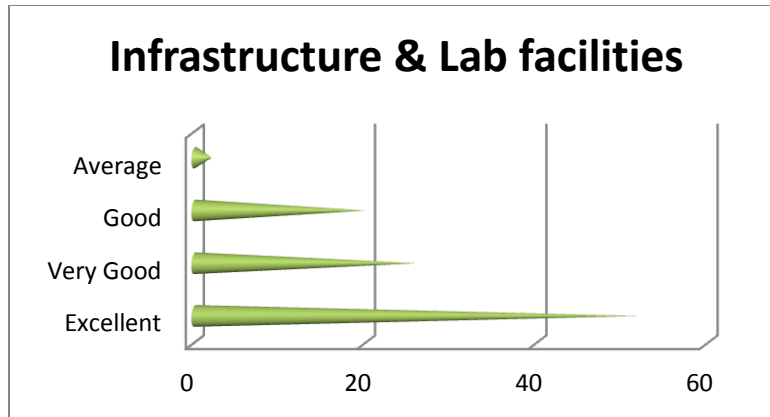
Asking the Alumni's about the Procedure of Admission, more than 50% agreed that the College has an excellent procedure followed while 25% students found it to be very good and 15% said it's good.



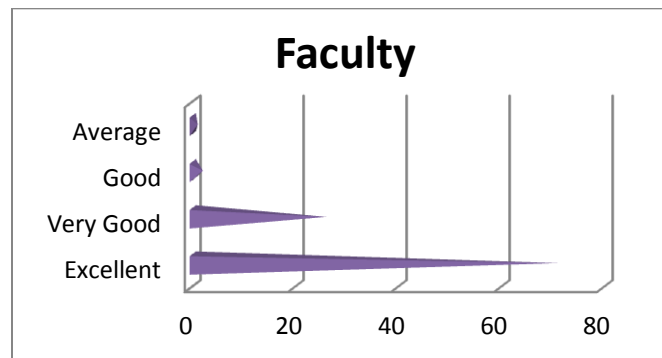
Up to 49% Alumni agreed to College having an excellent fee structure while, 32% agreed to have a good College Fee structure.



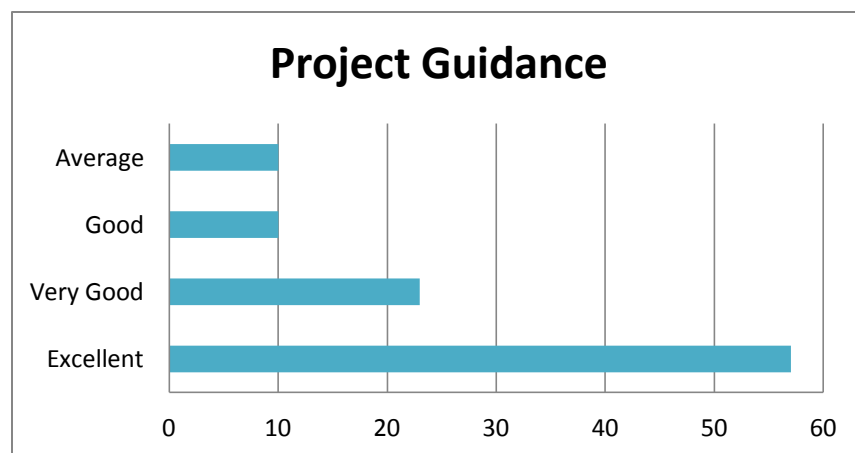
Nearly 60% Alumni's agreed to have a good College Environment while 22% find it good and friendly.



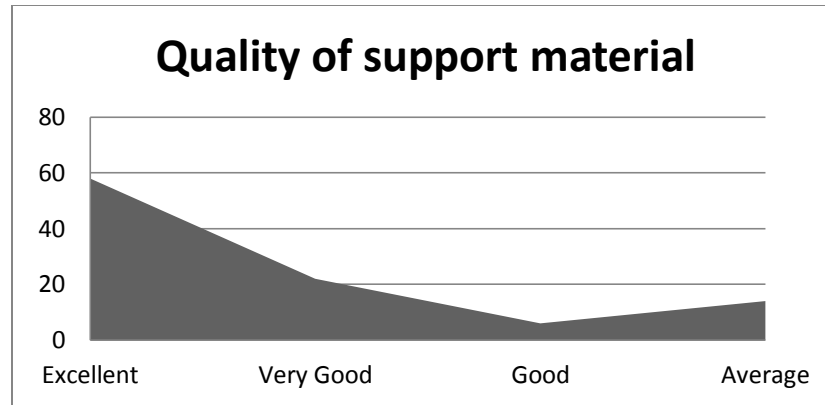
52% Alumni's agreed to have an excellent infrastructure and lab facilities, while 26% found it very good.



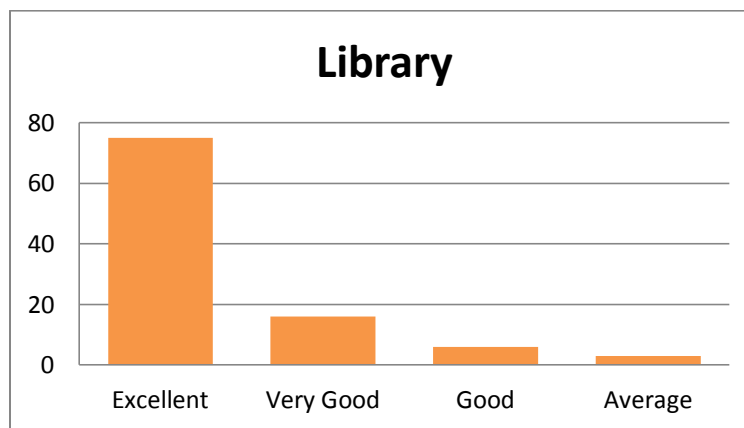
Nearly 71% students have agreed to have excellent faculty-student relationship, while 26% said its very good, may that be in studies or clearing their doubts, the faculty has always been supportive.



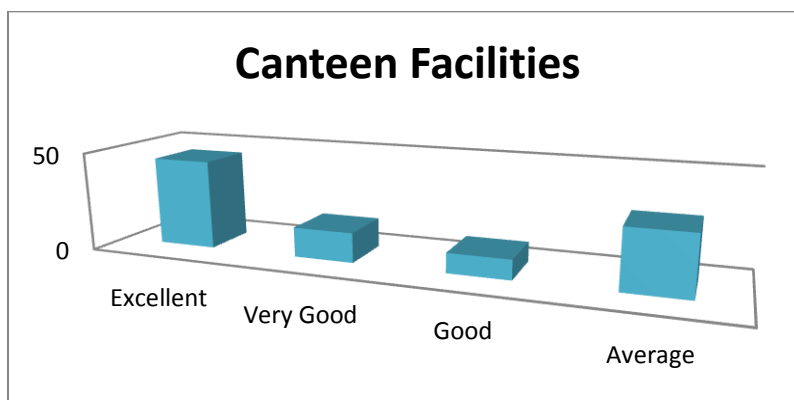
57% Alumni's have agreed to have excellent project guidance from the faculty while 23% said it was very good.



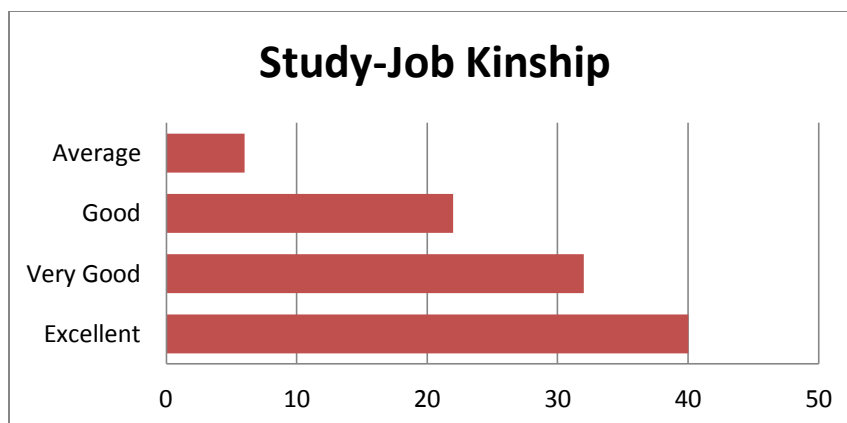
The quality support provided nearly 58% said that it was excellent while 22% said it was very good.



75% Alumni's said that the Library facilities and ambience have been excellent while 16% have agreed it to be very good.



45% Alumni's have agreed that the canteen facilities are excellent while 15% said that it is very good. Few of them have opted for an average hoping for an improvement for the same.



The relation between study and job kinship has been excellent for 40% Alumni's while 32% have agreed to have it very good.

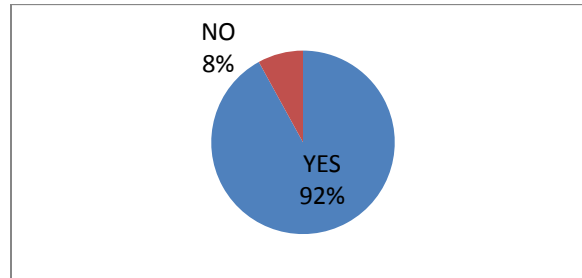
\*Avg Out of 10 Rating

Sr. no	Statement	Agree	Sometimes	Disagree
1	Do you feel proud to be associated with Organization as Alumni?	8.5	1.5	-
2	Institute organizes various kind of activities for overall development of students	9.5	0.5	-
3	Are you willing to contribute in the development of the Institute?	7	03	-
4	Institute handles student's grievance properly.	7.5	2.5	-
5	Institute is having adequate laboratories and equipment for practical experiences	9	01	-
6	Have you obtained sufficient technical knowledge (both in theory and practical)	7.8	2.2	-
7	Do you like to join the Institute Alumni Association?	8	02	-
8	Is Institute providing good hospitality as Alumni after passing out?	7.5	2.5	-

### 3. Parents Feedback

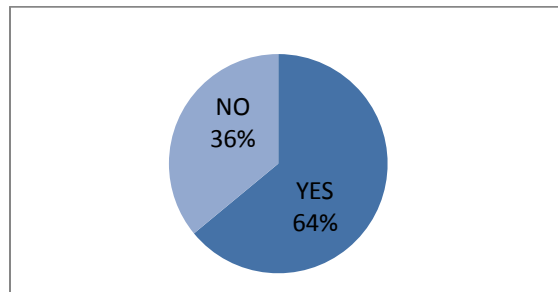
1) Do you find this institution better than others for your child? Yes/ No.

Out of 50 parents, 45 parents have said that this institution is better for their child.



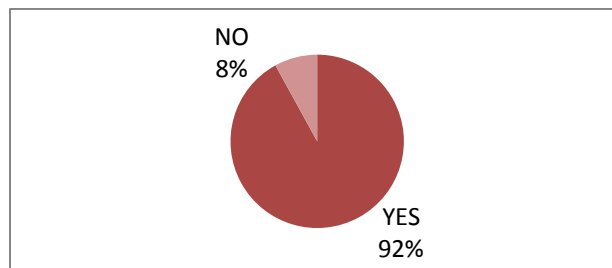
2) Do you feel facilities in the College are adequate? Yes/ No.

Out of 50, 32 parents have said that the facilities in this College are adequate for their child.



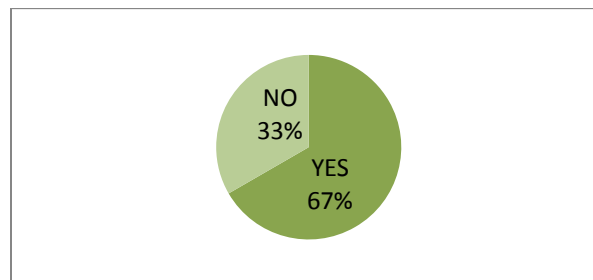
3) Do you feel that your child is physically secured in the campus? Yes/ No.

Out of 50, 46 parents have felt that their child is physically secured in the Campus of the College.

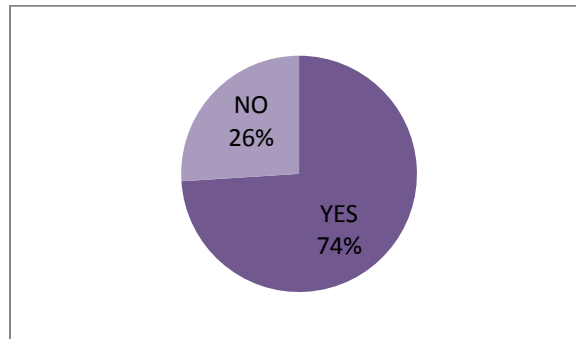


4) Are you satisfied about canteen facilities? Yes/ No

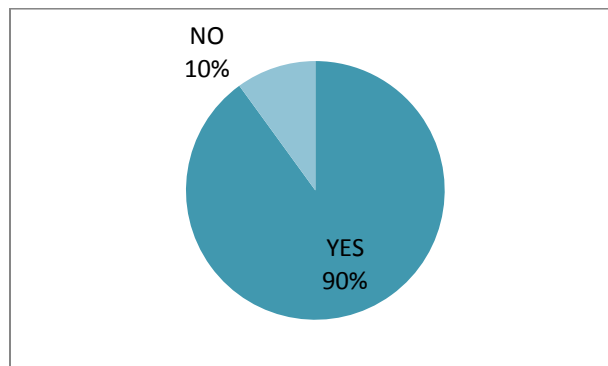
Out of 50, 36 parents are satisfied by the canteen facilities provided by the College.



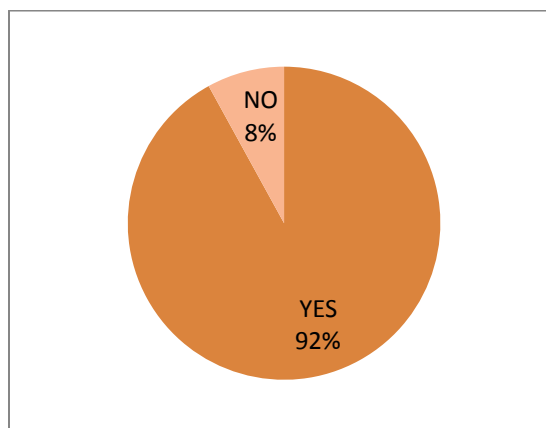
5) Are you satisfied for cooperation from the administrative staff? Yes/ No.  
Out of 50, 37 parents have responded that the co-operation is good from the administration staff.



6) Can you make direct communication with teaching staff? Yes/ No.  
Out of 50, 45 parents have opted for having a direct communication with the teaching staff.



7) Do you regularly attend PTA Meetings held? Yes/ No.  
Out of 50, 46 parents have attended the PTM conducted by College.





## Part B Annexure III (Criteria VII): Best Practices

1

### **Title of Practice: Inter Collegiate Youth Fest ऋरररररर – Navi Mumbai**

**Goal:** An inter-collegiate Youth fest aiming to not only to promote talent & skills of youth but also to bring uniqueness to fest. The distinctive feature of this Fest lies in its name itself. The essential desideratum was to give Navi Mumbai a face, & represent it on a larger platform. Keeping this in view the fest has name of the smart hub incorporated in it. ऋरररररर – Navi Mumbai is the youth fest targeting not only Youth from proximate areas but also going beyond limits and breaking barriers. Extending boundaries to Colleges in Mumbai suburbs, and also, Ratnagiri district.

### **The Practice:**

A unique initiative of giving face to hometown ऋरररररर – Navi Mumbai is brainchild of Rajiv Gandhi College of Arts, Commerce & Science, Vashi. The Journey of Fest begins with giving a larger than life platform to future of a country for expressing themselves through Forms of Art. Incarnating their skills and talents through Fine Arts, Literary Arts, Performing Arts & Sports. Forms of Arts spreading over 61 events giving ample opportunity for everyone to participate, there's something for everyone. The rare phenomenal of the fest is extra-ordinary teamwork of Students & Teachers together. The co-operative and collaborating activities undertaken by both brings a culture of teaching-learning together rather than just imparting knowledge. Students witness Teachers as their mentor and not only as instructor.

The Fest has upto 61 events having wide range of versatility. This gives more opportunities and options for students to participate and disclose their talents, thus fulfilling goal of the practice. The students undertake organization of Fest efficiently. The practice involves beginning with Sponsorship Proposal preparation and then approaching Sponsors for the fest. Simultaneously, entries for various events is undertaken. Entries are collected by first dividing students into small groups of two or three and each group allotted 2- 4 colleges. Each group invites the college and takes permission from concerned authorities to communicate to students. Students then motivate students from the college allotted to them, and acquire maximum participation.

Engaging Celebrities and Notable Dignitaries to the Fest becomes a challenging part of the Fest. Hunting for contact numbers of such personalities is the first step. After contacting, inviting them and fixing dates is done. Students undertake hospitality, security of the Celebrities and also Fest.

ऋरररररर - Navi Mumbai is not only Intercollegiate Youth Fest but also an occasion of uncountable possibilities. The Perks of Associating with ऋरररररर includes contentment &

serenity. The benefits not include Advertisement of Brand but Complete Marketing with a meaningful & rare CSR activity. The Team गारररररररर ensures a proper coverage pre, during & post गारररररररर too. We believe in building Long term relations than just association. Brand promotion, Brand recalling, Brand marketing are highlights offered by us. The opportunity of connecting with Young Crowd of more than 35,000 at one place is present. The Tailor made Sponsorship proposals gives a platform to meet requirements of both the parties. गारररररररर – Navi Mumbai offers wide range of Choices for Associating with the larger than life Celebration. Those driven with humanity can extend a generous support to गारररररररर ki Canteen in terms of funds or materials too. The increased contacts include not only celebrity from Film industry but Politicians, Police Commissioners, Social Workers, etc. A chance to meet and greet the Stars.

### **Evidence of Success:**

- The footfall in गारररररररर – Navi Mumbai crossed 30,000+.
- The radius of our Fest ranges from Vashi to Roha and further. We linked with 150+ colleges through participation of 20,000+.
- The Fest has witnessed more than 60 celebrities including winners of reality shows like Amardeep Singh Natt, Bir Radha Sherpa, Tuttix crew, Popular Singer Dadus, Actor Aman Verma, National Award winner Abhinav Gir, Splitsvilla contestant Akshada, Phir bhi Dil hai Hindustani contestant Gaurav, Reknowned Choreographer Late. Nikhil Anand, Marathi Superstar Vijay Patkar and many more.
- Police Commissioner Mr. Hemant Nagrale, Mayor Mr. Jayawant Sutar and Member of Parliament Shri. Haribansh Singh were Chief Guests of the Fest.

### **Problems Encountered and Resources Required:**

#### **Problem Encountered:**

- Budget: Planning a budget and deciding sponsorship slabs including maximum benefits to the sponsors. The deviations sometimes cannot be foreseen or assumed.
- Technological challenges: To keep up with latest technological trends requires more funds. As primary source of funds is sponsorship and that makes financial resources limited for us. Also, last moment technological issues like CD not supported, lights breakdown, etc becomes back breaker.
- Frequent changes by University in Exam timetable affects participation of students.
- Time management: Starting and ending event as per scheduled time toilsome. Delays caused due to participants, judges and guests are unavoidable.
- Celebrity management: Whole process starting from Contacting to bringing them in Event is not easy. Some Celebrities turn down at last moment cannot be amended.

**Resources Required:**

- Financial funds for smooth functioning of the fest.
- Logistics including music systems, stage set ups, prizes, memento, certificates, food.
- Skilled and dedicated Students to work as volunteers and event heads.
- Linkages and contacts for sponsorship, Guest, Judges.

**2**

**Title of Practice:** “आरम्भ ki Canteen” initiated to promote entrepreneurship coined together with social responsibility.

**Goal:** आरम्भ ki Canteen is an entrepreneurial initiative taken by Rajiv Gandhi College of Arts, Commerce & Science (VASHI). The main aim behind forming this Canteen was to give students a practical exposure of entrepreneurship. The objective behind introducing this to students is to the basic steps required to plan, start and run a business by having them actually do all of these things that are a part of start-up. While the initiative is taken to guide the students, the success of आरम्भ Ki Canteen is determined by the team’s efforts. Students are required to identify real business customers; to define and deliver products and services: to negotiate with customers and to finance Canteens operations.

**Learning Objectives:**

Students are expected to develop a basic understanding of the fundamental concepts of business management and functional activities, including:

- Market & Opportunity Identification
- Intense market research
- Basic financial metrics and statements
- Concepts of organization structure and design
- Team styles and leadership techniques
- Negotiation and decision making
- Basic Operation Management

**Social Objectives:**

- To understand the basic ethical principles for business and communication
- To develop perspective and skills for welfare of the society
- To develop sense of responsibility towards social obligation.
- To raise awareness about the social role of students as a responsible citizen

## **The Practice:**

### **Class Format and Activities:**

The Students were divided into different project teams:

The Following were the teams for गारम्भ ki Canteen.

- Operational team which includes Kitchen team and Cash Counter team
- Marketing team wherein sellers can form their own marketing team by paying them a certain fees in order to get their product to be sold.
- Financial Team wherein this team will be handling all the financial aspects for each stalls.

### **Formation of गारम्भ ki Canteen:**

#### **❖ Stage 1: Advertising & Promotion.**

The very first and foremost step was promoting the entrepreneurship initiative among the students through various forms of advertising and publicity. Advertising done through banners

#### **❖ Stage 2: Bidding.**

Students or Interested candidates are offered stalls and they can purchase these stalls through a process called 'Bidding.'

To Participate in Bidding the candidates deposit an initial amount of Rs. 500. Once the initial amount is deposited the participants are eligible for the bidding process.

The higher the amount for bidding, accordingly the stalls will be sold to the best bid offered by the bidder. The students don't bid in money but they bid the sales unit. The highest sales unit bidder wins and then deposits another 500 as safe custody refundable after the fest. The sales units are at stake in the auction and not money.

#### **❖ Stage 3: Work Structure.**

**Once the stalls are allotted to the students the following the work structure begins:**

Cash Counter is allotted to 2 persons part of Operational team There Kitchen team works along with the cooks. The Kitchen team looks after stock, the cooking procedure, cleanliness, also cooking with cooks.

Once cash is received a token for specific order is allotted to the customers.

Once the customer get the token he will place his order with the specific seller and the seller places the order to the kitchen team. One Student is assigned by each respective stall member to get the order from the Kitchen. The team at stall also assigns some members to work with kitchen team in order to receive their orders as soon as possible without any delay.

The Order is then be finally served to the customers.

Since ऋराम्भ is a 7 day event, at the end of every day orders placed and cash received is tallied so that every day the account is maintained and accordingly the Students or sellers plan for their next day activities like stock keeping, or such basic operational requirements.

On the last day of 'ऋराम्भ ki Canteen' all the accounts were verified by Accounts Team and a proper financial record was maintained so that no fraudulent takes place.

#### **Additional Functions:**

- Hygiene Maintenance
- Waste Management
- Accounting

#### **Distribution of Revenue:**

10% of the total revenue from each stall was distributed among the students and rest of 90% was donated to an NGO of Cancer Patients.

#### **Evidence of Success:**

- Students first time experienced auction without bidding any money.
- Entrepreneurship skills of Students enhances as every stall achieved their target sales unit.
- Students also learnt marketing skills and experienced Competitive Market.
- Students got real life on hand training. Practical exposure of whatever is learnt in academic.
- Social responsibility instilled within students as 90% of revenue from their stall was to be donated to Cancer patients.
- Rs. 2,00,000 donated to Cancer Patients of Swargiya Vasantrao Sawant Prabhodini Trust.
- The needy and hungry people were provided with food by volunteers.
- The sponsors and donors for ऋराम्भ ki Canteen connected with youth and also were able to set up an example of CSR in minds of youth & society.
- Prices of all Food stuff were kept pocket friendly, allowing everyone to have something from canteen.

## **Problems Encountered & Resources Required:**

### **Problems Encountered:**

- Setting up canteen with limited funds was difficult
- Raw materials required for running canteen increased the cost of production, thus reducing income from sales.
- Meeting increasing demand with fresh food only required very fast working.

### **Resources required:**

- Big Utensils, Gas cylinders, Raw materials including vegetables, rice, flour, salt, spices, oil, etc to be sponsored or donated.
- Donations and funds for setting up the canteen, so that cost of production is reduced for more revenue and then donating it.
- Active participation of Students to undertake real life challenge.