

**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 – 2015-2016

Part – A

1. Details of the Institution

1.1 Name of the Institution

Rajiv Gandhi College of Arts, Commerce and Science

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:

Dr.H.B. Gurav

Tel. No. with STD Code:

022-27667392

Mobile:

9619590692

Name of the IQAC Co-ordinator:

-

Mobile:

-

IQAC e-mail address:

1.3 NAAC Track ID

MHCOGN22414

1.4 NAAC Executive Committee No. & Date:

EC (SC)/12/A & A/8.1 DATED 19.02.16

1.5 Website address:

www.rajivgandhicollegevashi.com

Web-link of the AQAR:

1.6 Accreditation Details

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

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

1.8 AQAR for the year

2015-2016

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

NIL (Latest Accreditation was done during 2015-16)

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	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input type="checkbox"/>	UGC 12B	<input type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input checked="" type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>		
Others (Specify)	<input type="text" value=""/>								

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"/>
DST Star Scheme	<input type="checkbox"/>	UGC-CE	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other (<i>Specify</i>)	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

-

2.2 No. of Administrative/Technical staff

-

2.3 No. of students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff Students

Alumni

Others

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 State Institution Level

(ii) Themes

Transforming India transforming lives

2.14 Significant Activities and contributions made by?

- Decisions for improving the academic process, the infrastructure, library facilities, and laboratory up-gradations were recommended to Local Managing Committee for their proper implementation.
- Encouraged the use of ICT for enhancing the quality of teaching learning process.
- Implemented the process of maintaining teaching plan (lecture plans) by each teacher and teacher's diary to continuously monitor and improve teaching learning process.
- Communications skills and group discussion training for the final year students for campus interviews.
- Students Feedback and action taken for improvement.
- Faculty Development Programmed including seminar on Guidelines for Research Paper drafting.
- College has organized lecture series, quality enhancement workshops, seminars, and conferences for facilitating interaction with the experts in respective fields.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
1. Apply for permanent affiliation.	Applied
2. Encourage career guidance and placement cell to provide career guidance to the students.	With help of industrial Expert faculty provided career guidance to final year students.
3. Enhancing Value based education programme	Value based education programmes/activities are organized by NSS unit. Organization of various programs on value education by value based Committee
4. More ICT facilities	ICT enabled laboratories.
5. Enhancing results	Brainstorming meetings of teachers teaching F.Y.B.Com. F.Y.B.Sc, F.Y.Bsc(I.T), F.Y.Bsc(C.S), were organized and preparation strategies were drawn for enhancing the results.
6. Implementation of LAN initiated.	The Bandwidth have been augmented to higher speed of connectivity
7. Improvement in Student Support.	Practical Knowledge imparted through Study tour, industrial visit, Field trip. Science Students participated in science exhibition organized by college & visited other college science exhibition. Internship during Summer & Diwali Holidays was taken up by BMS students.
8. Encouraging Students to excel in curricular, co-curricular & extra-curricular activities.	University level Inter – Collegiate Tournament Participation <ul style="list-style-type: none"> — Cricket team of college selected in Top 16 teams in inter-zonal cricket tournament. — Participated in Inter collegiate cross country Tournament. — Participated in Football tournament. — Inter – collegiate powerlifting tournaments our college student won Bronze Medal.
9. Fulfilling Social Responsibility and Environment Protection	Patients. Blood Donation Camp organized. Book donation to needy students. Health Check – Up undertaken. NSS residential camp is organized every year. Dam construction done by students in the village “Dehrang” where residential camp is conducted. Tree Plantation & “Swatchchh Bharat

	Abhiyan” undertaken.
10. To promote favourable attitude towards research activities among students and faculty member activity	<p>One National conference was organized during the year by college .the faculty member and students wear encourage publishing their research paper.</p> <p>1 Faculties and students paper presented and published at National Conference conducted at the College.</p> <p>2 Faculties also attended various workshops organized by other institutions and expenses were reimbursed by College.</p>

Academic Calendar for academic year 2015-16 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 plan of action was placed before Local Managing Committee of the college in the beginning of the academic year 2015-16. 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	01 • M.Sc.by Research	-	-	-
UG	5 • B.Com • BMS • B.Sc • B.Sc. IT • B.Sc. CS	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2 • Retail Management • Advanced Course in Computerised Accounting	-	-	-
Others	-	-	-	-
Total	08	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
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 Annexure II for Feedback Analysis

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

**Details of Change in Syllabus
2015-16**

Department	Class	Semester	Salient Aspects
Science	B.Sc.	III & IV	Subjects revised.
	C.S	III & IV	Subjects revised.

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
28	27	-		1 librarian

2.2 No. of permanent faculty with Ph.D.

0

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
29	0	-	-	-	-	-		29	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	28	06
Presented papers	-	06	-
Resource Persons	-	-	-

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

- Group discussions, Case studies, and problem based learning practices.
- Well-equipped computer lab and Seminar room.
- 24X7 Wi-Fi enabled campus providing for technology access.
- Continuous evaluations through projects, presentations and quizzes, etc.
- Outside classroom activities for wholesome development of mind and acquiring skills.
- Educational Tours, Industrial Visits, Science Exhibition, Demonstration to enhance the learning process.
- Remedial lectures and bridge course undertaken to reduce the learning gap.
- Teaching plan is prepared at the level of individual teachers, departments.
- Regular, weekly tutorials are conducted.

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, and Online Multiple Choice Questions)

- Examination Committee constituted as per statutes, rigorously follow the statutes related examination.
- Reconsideration of Failures in Internal Examination by conducting Vivas, Assignments and Presentations.
- OMR sheets filling training to Third year students.
- Revaluation and photocopy provided on demand within 15 days of result display.
- Preliminary exam conducted for third year students.

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	159	-	16	32	56	65.41
	VI	138	-	3	15	83	73.19
T.Y.BMS	V	23	-	1	9	10	86.95
	VI	23	-	-	2	5	30.43
T.Y.Bsc	V	41	1	4	1	3	21.95
	VI	39	2	5	5	3	38.46
T.Y.Bsc(I.T)	V	54	-	6	5	5	29.62
	VI	54	-	7	6	1	25.92
T.Y.Bsc(C.S)	V	25	-	1	1	6	32.00
	VI	25	-	1	3	5	36.00

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.
- 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.
- MOU with Modern College (Department of Physics) for a period of 5 Years from A.Y. 2015 - 2020
- Feedback collected from the students in a prescribed format.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil

Faculty exchange programme	Nil
Staff training conducted by the University	nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	6
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	13	-	-	-
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- The Faculty members are encouraged to publish research articles and papers in National & International Journals to enhance their knowledge in their respective fields.
- Students of extension activity unit are encouraged to identify research areas related with social issues.
- The students of Professional courses are motivated to take a project in emerging areas of the subjects.
- 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	-	-	-	-
Outlay in Rs.Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	06	-

3.5 Details on Impact factor of publications:

Range

Average

h-index

Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects				
Interdisciplinary Projects	-	-	-	-

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

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

3.8 No. of University Departments receiving funds from

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

150

State level

25

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

28

NCC

-

NSS

30

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	Old age home visit
7	Bhajan Sandhya on occasion of Gandhi jayanti
8	Akshara Orientation
9	Malaria awareness Seminar
10	Marathi bhasha divas celebration
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	Chhatrapati Shivaji Maharaj Jayanti Celebration
24	Constitution day Program
25	Woman sexual harassment Seminar
26	Food stall
27	Essay writing Competition
28	DLLE Orientation Program

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.	1 Projector 1 Printer Science Equipments			3
Value of the equipment purchased during the year (Rs. in Lakhs)	1,92,346			1,92,346
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	968	153369	539	71336	1507	224705
Reference Books	758	-	-		758	-
e-Books	-	-	-	-	-	-
Journals	16	18,200	-	-	16	18,200
e-Journals	-	-	-	-	-	
Digital Database	-	-	-	-	-	-
CD	10	-	-	-	10	-
Others (specify)	6 Magazine & 8 Newspapers	47345	-	-	6 Magazine & 8 Newspapers	47345

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	100	03	Wi-fi	04	03	01	08	-
Added	02	0	0	0	0	0	0	-
Total	102	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	0.83
ii) Campus Infrastructure and facilities	13.94
iii) Equipment's	1.92
iv) Others	1.35
Total:	18.04

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Scholarship and free ship are provided to economically weaker students.
- Ramp and Lift facility available to the handicapped students.
- Group insurance scheme for the students.
- First aid kits is available in the college premises
- Updates on notice boards and college website to ensure active participation by students in various activities.
- Information is passes to parents 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.
- Assistance is provided from College 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.
- Placement and career counselling cell organized training session for competitive exam to students.
- College conduct short term courses in computer literacy and tally.
- College published annual magazine by which student develop skill for writing.

5.2 Efforts made by the institution for tracking the progression

- Personal interaction with students.
- Placement & Career counselling Cell provides Career guidance to the students.
- Soft skill courses are undertaken.
- Give the Proper guidance to weaker students.
- Parent meeting is arranged to interact with the parents. and find the solution to help the student to get through the examination .

5.3 (a) Total Number of students

Men

No	%
967	67.76

UG	PG	Ph. D.	Others
1427	02	-	-

Women

No	%
460	32.23

(b) No. of students outside the state

32

(c) No. of international students

-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1025	71	06	53	03	1158	1278	78	05	66	2	1429

Demand ratio

1.2:1

Dropout %

4.5%

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

- Seminar was also undertaken for informing and motivating students for UPSC & MPSC exams.
- The college library well stocked with book and journals for competitive examination.
- Guidance session organised by career guidance placement cell for the student appearing MBA-CET Examination.

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

-

5.6 Details of student counseling and career guidance

- Organizing lecture session for crack Aptitude test.
- Organizing the seminar for motivate student for further study.
- Mock interview are organized to enhanced confidence among students.
- Organized workshop for face interview.

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

5.8 Details of gender sensitization programmes

- WDC take personal counselling for Legal Rights of female students.
- Street plays on issues like Dowry system, Women Harassment, Substance Abuse, Road Safety.
- 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

46

National level

-

International level

-

No. of students participated in cultural events.

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

2

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	-	-
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 administrative procedures.

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. Except to the extent of forwarding the recommendation from the stockholders.
- Faculties also participate in Revised Syllabus Workshops conducted by other institutions and the expenses are reimbursed by College.

6.3.2 Teaching and Learning

- Annual teaching 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.
- Academic calendar prepared by college.
- 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.
- Practical Training provided through 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 up till 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 in order to practice what is learnt.
- Declaration of results within stipulated time.

6.3.4 Research and Development

- College organised a Conferenced on Guidelines for Research Paper presentation.
- The recommendation regarding the training program for the faculties acquire NET\SET is in the Process of implementation.
- 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.
- Encouraging faculty to undertake minor & major research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Wi-fi facility provided 24x7 making 100% enabled institution.
- Steps are taken for renovation and expansion of the existing physical infrastructure
- CCTV camera installed in library, classrooms and floors.
- Library is enriched by the purchase of new publications
- 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">→ Advance payment against the salaries→ Employee provident funds ,→ Safety gadgets are also placed in the premises.→ Lift Facility→ Duty Leaves are given for faculty members for paper setting, external examiner, paper assessment, seminars and workshops.→ Reimbursement of incidental expenses incurred for attending conferences and workshops.→ Personal insurance policy for any mishap during duty hours is provided by management.→ First Aid facility
Non-teaching	<ul style="list-style-type: none">→ Uniform provided for class IV staff.→ Advance payment against the salaries.→ Lift Facility→ Personal insurance policy for any mishap during duty hours is provided by management.

	→ Recreational activities like picnic are organised. → First Aid facility
Students	→ Scholarships for meritorious students → Sports and cultural facilities. → Instalment system for payment of fees. → Personal and academic counselling → Career guidance. → Books are available for borrowing both in the Central and Departmental Libraries → Computer with free internet access is available in the Library, Computer centre and the Departments → Insurance policy for mishap during college timings. → Lift Facility for Handicapped students. → First Aid facility

6.5 Total corpus fund generated

NA

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	-	No	-
Administrative	No	-	No	-

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

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 autonomy in the affiliated/constituent colleges?

NOT APPLICABLE

6.11 Activities and support from the Alumni Association

→ “Alumni members visit occasionally and give their views and suggestions on various matters.
 → 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.

6.12 Activities and support from the Parent – Teacher Association

Regular parents meetings are conducted Parents get information about their wards from institution teachers relating to their academic progress and attendance.

6.13 Development programmers for support staff

- 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.
- 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.

- Placement cell of the college organized career guidance Programme for institution students.
- College motivated and guided student to participate in inter-collegiate competition.
- Student support by student grievance cell to resolve the student problems.
- 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. Apply for permanent affiliation.	Applied
2. Encourage career guidance and placement cell to provide career guidance to the students.	With help of industrial Expert faculty provided career guidance to final year students.
3. Enhancing Value based education programme	Value based education programmes/activities are organized by NSS unit. Organization of various programs on value education by value based Committee
4. More ICT facilities	ICT enabled laboratories.
5. Enhancing results	Brainstorming meetings of teachers teaching F.Y.B.Com. F.Y.B.Sc, F.Y.Bsc(I.T), F.Y.Bsc(C.S), were organized and preparation strategies were drawn for enhancing the results.
6. Implementation of LAN initiated.	The Bandwidth have been augmented to higher speed of connectivity
7. Improvement in Student Support.	Practical Knowledge imparted through Study tour, industrial visit, Field trip. Science Students participated in science exhibition organized by college & visited other college science exhibition. Internship during Summer & Diwali Holidays was taken up by BMS students.
8. Encouraging Students to excel in curricular, co-curricular & extra-	University level Inter – Collegiate Tournament Participation — Cricket team of college selected in Top 16

curricular activities.	<p>teams in inter-zonal cricket tournament.</p> <p>— Participated in Inter collegiate cross country Tournament.</p> <p>— Participated in Football tournament.</p> <p>— Inter – collegiate powerlifting tournaments our college student won Bronze Medal.</p>
9. Fulfilling Social Responsibility and Environment Protection	<p>Patients. Blood Donation Camp organized. Book donation to needy students. Health Check – Up undertaken. NSS residential camp is organized every year. Dam construction done by students in the village “Dehrang” where residential camp is conducted. Tree Plantation & “Swatchchh Bharat Abhiyan” undertaken.</p>
10. To promote favourable attitude towards research activities among students and faculty member activity	<p>One National conference was organized during the year by college .the faculty member and students wear encourage publishing their research paper.</p> <p>1 Faculties and students paper presented and published at National Conference conducted at the College.</p> <p>2 Faculties also attended various workshops organized by other institutions and expenses were reimbursed by College.</p>

7.3 Give two Best Practices of the institution

- Initiation of Research Activity
- Initiatives to inculcate the importance of values and commitment to society

Refer Annexure III

7.4 Contribution to environmental awareness / protection

- Lecture arranged on role of “mangroves” in ecology
- Timely guidance regarding energy and water saving.
- Water conservation through dam construction.
- Rallies promoting “Tree plantation”, “Save trees”.
- Tree planation is done by NSS Unit.
- Guest lectures organised for “Waste Management”, “Protection of Environment”

7.5 Whether environmental audit was conducted?

Yes ☐ No ☒

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

<p>Strength:</p> <ul style="list-style-type: none"> → Professional and Qualified Faculties for courses. → Well-equipped labs, 24X7 internet Facility, Wi-Fi Connections. → ICT facility. → Well maintained central and departmental library. → Adequate infrastructure and recreational facilities available. → Support programs including remedial lectures, bridge courses for slow learners. 	<p>Weakness:</p> <ul style="list-style-type: none"> → Limited number of Certificate Courses. → Slow progress in identifying funding agencies for research projects. → Financial weakness of the students. → Low Teacher Student Ratio in Commerce.
<p>Opportunity:</p> <ul style="list-style-type: none"> → Short term Courses and value added courses can be introduced. → Location advantage for strengthening academia-industry linkage. → Steps towards Paperless working. → Improvement in involvement of Alumni in the development of Institute. 	<p>Challenges:</p> <ul style="list-style-type: none"> → Constant changes in norms by University in curriculum and examination pattern hinder smooth functioning. → Undertake more research projects → Perception that all educational processes should be directed towards preparing students for jobs. → Placement Issues.

8. Plans of institution for next year

- One inter-Collegiate fest should be organized.
- Applying for New Courses of at UG level and PG Level.
- Collaborating with external agencies for providing skill based training or course along with certificate.
- Take up various minor projects

Name: Mr. Basukinath S. Pandey



Signature of the Coordinator, IQAC

Co-ordinator

Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

Name: Dr. H.B. Gurav

For, 

Signature of the Chairperson, IQAC

Part A: Annexure I: Academic Calendar 2015-16

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'

1) JUNE

20 May - 20 th JUN 2015	Admissions of various classes
8 JUN 2015	Commencement of the First Term
Commencement of the First Term	Meetings of the various Committees & staff meeting

2) JULY

FIRST 1 JULY 2015	F.Y. Classes started Meeting of various committees, NSS Enrolment
SECOND WEEK 18 th July 2015	Enrollment / selection of student in various activities like, Sports and Culture etc Ramazan Eid
THIRD WEEK/4th Week	Selection of student for University cultural & sport competitions. NSS orientation

3) AUGUST

FIRST WEEK	Starting of various activities of women development cell,
SECOND WEEK	Career Guidance cell, Nature club etc. & Filling of Examination forms of T.Y. classes of (5 th sem /October)
THIRD WEEK	Participation of student in various cultural & sport competition of the university. Formation of student council, filling up of examination forms for T.Y.B.Sc. (OLD) October examination
15 AUG 2015	Celebration of Independence day

18 AUG 2015	Holiday – Pateti & Gopal kala
26 AUG 2015	Submission of Affiliation files
FOURTH WEEK	Finalization of admission & enrollment of all classes
	F.Y / S.Y Unit Test

4) SEPTEMBER

FIRST WEEK & SECOND WEEK	Filling of examination form for First term examination of the college
4 SEPT 2015	Chairman Sir Birthday
5 SEPT 2015	Teacher's – Day
Third & Fourth Week	
17th Sep 2015	Shri Ganesh Chaturthi
23rd SEPT 2015	Celebration of N.S.S. day
24th SEP 2015	1 st & 3 rd Semester Examination of the College ID

5) OCTOBER

FIRST WEEK & SECOND WEEK (1/10/15 ----16/10/15) 1 OCT 2015	FIRST & THIRD SEMISTER EXAM F.Y. & S.Y. /A.T.K.T. Exam UNIVERSITY PRACTICAL EXAMetc . TY BCOM & BSc UNIVESITY EXAM
2 OCT 2014 Third & 4th Week	Holiday – Gandhi Jayanti
22nd OCT 2015	Holiday – Dussera (Vijaya Dashmi) Commencement of university OCTOBER Exam Meeting of the various committees
THIRD WEEK	Industrial visit & Excursion
24th Oct 2015	Moharam
22nd Oct to 15th Nov 2015	Diwali Vacation

6) NOVEMBER

10th,11th,12th,13th Nov	Dipawali , Laxmi Puja , Dipawali Padwa , Bhaubhij (respectively)
--	--

THIRD & FOURTH WEEK 16th NOV 2015	Additional Exam
	Commencement of second term
	Filling of examination form of T.Y. (MARCH)

7) **DECEMBER**

FIRST WEEK	
1st Dec 2015	Celebration of AIDS day
2nd Dec 2015	Staff meeting / student council meeting
SECOND WEEK/THIRD WEEK	Starting of various competition
7/12/15 TO 12/12/15	Indravatisingh T-10 cricket tournament *
14/12/15 TO 16/12/15	College annual sport day *
17/12/15 TO 19/12/15	College day #
19th Dec 2015	Prize distribution of cultural & sport activities #
25/12/15 TO 23/12/15 24/12/15	Annual Day / Gandharv- Prize distribution # ID/ Dattatray Jayanti
25/12/2015 to 1/1/15	Christmas vacation

*=during this period ground will be required

#= Auditoriam 4th floor will be required.

8) **JANUARY**

FIRST WEEK & SECOND WEEK	Educational tours, Excursion(1Day) Filling up of examination form for second & 4 th semester examination of the college
THIRD & FOURTH WEEK	Unit test / Assignments
26/1/15	Republic day

9) **FEBRUARY**

FIRST WEEK & SECOND WEEK	Completion & certification of Journals Commencement of Annual practical examination F.Y. & S.Y. Classes
THIRD & FOURTH WEEK	TY level internal marks to university all classes

10) MARCH

FIRST WEEK/ SECOND WEEK	Commencement of second term THEORY & Practical EXAMINATION OF F.Y & S.Y. CLASSES
08/3/15	MAHASHIVRATRI
23/3/2015	Holi
25/3/2015	Good Friday

10) APRIL

FIRST WEEK/ SECOND WEEK	Commencement of T.Y.B.Sc. university theory examination Holiday - Good Friday Results of F.Y & S.Y Examination
14/4/2015	Holiday - Ambedkar Jayanti
02/04/15	MAHAVIRJAYANTI
14/4/15	Holiday - Ambedkar Jayanti Ram Nawami
15/4/15	Additional Exam of F.Y. & S.Y.
30/4/15	Last day of second term / staff meeting, Result of F.Y./ S.Y. all classes

11) MAY

1/5/15	Maharashtra day
1/5/15	Onwards - Vacation Period

**Note:- The sequence / Date in the above calendar are subject to change ,
by the Principal.**

Date: 05/06/2015



[Signature]
Principal
PRINCIPAL
(Rajiv Gandhi College, Vashi)
Rajiv Gandhi College of Arts, Commerce & Science
Vashi Navi Mumbai - 400 703

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

1. Students Feedback Analysis

QUESTIONS	YES	NO
1) Do you find this institution better than others for your child?	32.2	17.8
2) Do you feel facilities in the College are adequate?	20	30
3) Do you feel that your child is physically secured in the campus?	30	20
4) Are you satisfied about canteen facilities?	29.5	20.5
5) Are you satisfied for cooperation from the administrative staff?	30	20
6) Can you make direct communication with teaching staff?	40.2	9.8
7) Do you regularly attend PTA Meetings held?	42.3	7.7

2. Alumni Feedback Analysis

Attributes	Excellent	Very Good	Good	Average
Admission Procedure	40.5%	25%	34%	0.5%
Fee structure	40%	15.5%	26.3%	18.2%
Environment	52%	20%	20%	8%
Infrastructure & Lab facilities	53%	29%	10%	8%
Faculty	60%	20%	15%	5%
Project Guidance	52%	25%	12%	11%
Quality of support material	45%	30%	18%	12%
Library	70.2%	21.1%	8.7%	-

Canteen Facilities	41%	21%	24%	14%
How do you rate the courses that you have learnt in relation to your current job.	35%	21%	21%	23%

3. Parents Feedback Analysis

QUESTIONS	YES	NO
1) Do you find this institution better than others for your child?	64.4%	35.6%
2) Do you feel facilities in the College are adequate?	48.5%	51.5%
3) Do you feel that your child is physically secured in the campus?	60%	40%
4) Are you satisfied about canteen facilities?	59%	41%
5) Are you satisfied for cooperation from the administrative staff?	60%	40%
6) Can you make direct communication with teaching staff?	81%	19%
7) Do you regularly attend PTA Meetings held?	84.6%	15.4%
8) Do you get fee instalments facility provided by the institution?	90%	10%

Part B Annexure III (Criteria VII): Best Practices

1

Title of the Practice: Initiation of Research activity

Goal:

- To inculcate research culture among faculty.
- To inculcate research aptitude among students.
- To establish a research center in the campus.
- To enter into MOU with research institutes of repute

The Context

- The college understands the importance of research and considers research as an important component in academic quality enhancement.
- The college aims at contribution of all faculties towards research in their respective subjects.
- In this direction, college has established a Research Promotion Committee comprising of teachers with research qualifications, representatives from Local Management Committee with Principal as Chairperson.

Uniqueness:

- This practice is unique in the sense of the only permanently unaided college to have M.Sc (by Research).
- Establishment of M.Sc (by Research) is an outcome of interaction with eminent scientists from BARC and IWSA.
- This research programme has benefited the students of our college as well the colleges nearby.
- The course started in 2014-15 has generated lot of impact in the locality around.
- This course is highly sought after by teachers in nearby junior colleges (+2 level) as it will help them in reaching higher positions or opportunity for teaching in degree colleges.
- This provides ample opportunities for the institution and the stakeholders to interact with eminent scientists.
- There is also scope for introduction of add on courses related to local needs.
- Opportunity for UG students to undertake small scale research projects.
- Opportunity for teachers to undertake minor and major research projects resulting in publication of research papers.
- Opportunity for consultancy services through the laboratory.

Constraints:

- Being a permanently unaided institute major constraint is finance.
- Currently the course is limited to Inorganic Chemistry.
- Slow expansion due to limited space.
- Cost involved in acquiring modern equipments and their maintenance.
- IT facilities needed.
- Limited number of students as the admission is at the University level.

- Limitations in procurement of research journals due to high cost.
- Cost of chemicals and consumables.
- Scarcity of skilled technicians to handle the expensive equipment.

Evidence of Success

- Enthusiasm amongst UG students for pursuing career in research
- Interest shown by teachers of neighbouring schools and junior colleges to enhance their academic qualifications.
- Response of the alumni for acquiring higher qualification.

Problems Encountered and Resources Required

- Deficiency in revenue to meet expenses:
 1. To overcome this, the college plans to approach industry for projects.
 2. To undertake projects of consultancy.
 3. Collaborative research with institutions eligible for research grants.
- Limitations in number of students
 1. Currently the affiliation is granted only for Inorganic Chemistry. The college plans to expand the facility to other branches of Chemistry
 2. To request the University the number of students allotted to the Center.
 3. Motivating the final year students to take up the programme for higher studies.

2

Title of the Practice: Initiatives to inculcate the importance of values and commitment to society

Goal:

- To mould the students into responsible citizens with commitment to society.
- To impress upon the students about the values in life such as ethics, uprightness and a sense of judiciousness.

The Context

- The vision and mission statement of the college stresses on the importance of being a responsible citizen.
- To ensure that outgoing graduates imbibe the virtues of tolerance and principle of secularism.

Uniqueness:

- The student intake of the college is vastly from socially and economically under privileged section of the society.
- Majority of the students are first generation learners.
- Efforts to build self confidence and self reliance.
- Active NSS unit of the college committed to social upliftment.
- Involvement of NGO's such as Sharan (Institute of old citizens and paraplegics) and Mangalam Charitable Trust for Cancer patients.
- Vibrant WDC organizing activities towards upholding dignity and empowerment of women.
- Efforts to enhance the enrollment of female students.

Constraints:

- Being a self financed institution, the college faces financial constraints in organizing more activities.
- Limitations in faculty participation due to workload related to academics.
- Limited infrastructure facilities for effective execution of the practice.
- Limited participation of students due to time constraint.

Evidence of Success

- Feedback from the community on the extension activities during residential camp.
- Students enlightenment on issues arising out of old age.
- Student feedback reflects high degree of satisfaction for participating in social activities.
- Feedback from stakeholders.
- Leadership skills acquired by students through such programmes.
- Recruitment in army and defense forces for students with NCC background.
- Acquiring self confidence, skills in effective communication thereby enhancing employment opportunities.

Problems Encountered and Resources Required

- Difficulties faced by the students during residential camp.
- Hurdles faced by programme officers due to heavy workload in teaching and evaluation.
- Deficiency in funds