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 – 2016-2017

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:

Dr.Hemant B.Gurav

Tel. No. with STD Code:

022-27667392

Mobile:

9619590692

Name of the IQAC Co-ordinator:

Mr.Basukinath S.Pandey

Mobile:

9773248248

IQAC e-mail address:

setrgciqac@gmail.com

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.rajivgandhicollege.com

Web-link of the AQAR:

1.6 Accreditation Details

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

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

| 1 – 8 - 2016 |

1.8 AQAR for the year

| 2016-2017 |

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

AQAR for the year 2015-16 is submitted to NAAC on 17th 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	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (*Specify*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers   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

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 [1]

(ii) Themes | Software testing selenium id |

2.14 Significant Activities and contributions made by IQAC

1. Acquiring permission to start new course of Accounting & Finance at UG level and M.Com – Business management at PG level.
2. Permanent Affiliation gained for Science Department of College
3. Computerization of admission process and result generation
4. Orientation program for 1st Semester students.
5. Career guidance and counselling by Placement Cell.
6. Students Feedback and action taken for improvement.
7. Library fully computerised for better functioning.
8. Generation of job opportunities through on-campus placement.
9. A slight shift from lecture method of teaching to new methods.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
1. Formation of IQAC	IQAC formed in 1st August, 2016
2. Starting new courses at UG and PG level	Permission received for Accounting & Finance course at UG level and M.Com Business Management at PG level. The course began in A.Y. 16-17
3. Preparation for LMC Committee visit	Acquired Permanent Affiliation for Science Department of College.
4. Infrastructure Development	Classrooms with adequate and comfortable seating arrangements were made. Well- equipped laboratories.
5. Digitization.	Installation of computerized software for computerization of admission process and result generation
6. Improvement in Teaching & Learning Process	Faculties incorporated use of ICT in teaching by using Presentation method, Viva method, and Demonstration method. Faculties adopted new methods of teaching including discussion method, role plays, etc. Tutorials conducted in batches for Maths and Business Communication. Teachers attended workshops on revised syllabus for improving

		efficiency in teaching-learning process and expenses reimbursed by college.
		Science Exhibition is organized by B.Sc. students under mentorship of their teachers.
7.	Improvement in Student Support.	Remedial Lectures conducted and included in regular time-table. Bridge Course for Communication Skills was designed and conducted specially for first year students to meet the gap in learning. Assignments and projects are given to increase the existing knowledge of students. Industrial visit organized for practical knowledge of students. Scholarships and freeships provided to deserving students.
8.	Encouraging Students to excel in curricular, co-curricular & extra-curricular activities.	1 Gold medal won by our student Mr. Vishwajeet in University level Powerlifting tournament. 72 students participated in University Level Inter-collegiate tournaments of Race, kabaddi, tennis. chess, kho-kho, football and cricket. Students organized the First Inter-collegiate Fest – "Prarrambh-Navi Mumbai" and achieved more than 10,000 participation from 100+ colleges. University level Inter-Collegiate Men and Women Kho-Kho tournament organized.
9.	Fulfilling Social Responsibility and Environment Protection	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 & "Swatchchh Bharat Abhiyan" undertaken. Workshops on waste management conducted.
10.	Encouraging Research & Development	1 paper published on "Demonetisation & its impact in India" in National level interdisciplinary conference. 1 minor research project on "Bioremediation of dyes using green synthesized silver nanoparticles" sanctioned by University of Mumbai and submitted by Dr. Shikha Verma 1 minor research project on "Classical Survey of slime mould in Raigad district" by Dr. Bijaya Lehri.

Academic Calendar for academic year 2016-17 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 2016-17. 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	01 • M.Com	-	-
UG	05 • B.Com • BMS • B.Sc • B.Sc. IT • B.Sc. CS	01 • B.A.F	-	
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2 • Retail Management • Advanced Course in Computerised Accounting	-	-	-
Others	-	-	-	-
Total	09	01	-	-
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 $\boxed{\sqrt{}}$ Parents $\boxed{\sqrt{}}$ Employers $\boxed{--}$ Students $\boxed{\sqrt{}}$
(On all aspects)

   Mode of feedback   :   Online $\boxed{--}$ Manual $\boxed{\sqrt{}}$ Co-operating schools (for PEI) $\boxed{--}$

Refer Annexure II for Feedback Analysis

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

Details of Change in Syllabus
2016-17

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

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

> New Programme introduced in Master in Commerce (M.Com) and Bachelor of Account and Finance (B.A.F) with effect from the academic year 2016-2017

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

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

2.2 No. of permanent faculty with Ph.D.   03

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
30	0	-	-	-	-	-		30	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	-	08	02
Presented	-	03	-
Resource Persons	-	-	-

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

→ 24X7 Wi-Fi enabled campus providing for technology access.
→ Well-equipped computer lab and Seminar room.
→ Presentations/animations/videos are 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.
→ Educational Tours, Industrial Visits, to enhance the learning process.
→ 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   209

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

→ Results i.e. Green sheets displayed online to students on college website.
→ Exam software installed for result generation in Campus.
→ 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.
→ 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	223	1	10	12	54	34.52
	VI	210	1	9	23	88	57.62
T.Y.BMS	V	38	-	5	4	17	68.42
	VI	38	-	2	2	12	42.11
T.Y.B.Sc	V	32	-	2	3	3	25
	VI	29	1	3	4	3	37.93
T.Y.B.Sc(I.T)	V	34	1	1	7	7	47.06
	VI	34	-	2	4	6	35.30
T.Y.B.Sc(C.S)	V	18	-	4	-	7	61.11
	VI	18	-	-	2	6	44.44
M.Com Part-I	I	4	-	-	4	-	100
	II	7	-	5	1	-	85.71

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.
→ 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
→ 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.

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	02
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	18
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.
> →Faculty members are also motivated to attend workshops and seminars for enhancing their knowledge and skills. Reimbursement of expenses is done by college.
> →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	-	-	-	02
Outlay in Rs. Lakhs	-	-	-	0.55

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	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	2016-2017	University of	55,000	55,000

		Mumbai		
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	55,000	55,000

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   [NA]

Not applicable since we are an affiliated college

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

DPE [NA]   DBT Scheme/funds [NA]

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

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

3.10 Revenue generated through consultancy   [30,000]

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 [1]

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   [1,00,000]

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   `03`

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

JRF `-`   SRF `-`   Project Fellows `-`   Any other `-`

3.21 No. of students Participated in NSS events: University level `184`   State level `10`

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 `01`   State level `-`

National level `-`   International level `-`

3.24 No. of Awards won in NCC: University level `-`   State level `-`

National level `-`   International level `-`

3.25 No. of Extension activities organized

University forum `-`   College forum `28`

NCC `-`   NSS `19`   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	Medical and health awareness camp for girls students
9	Malaria awareness Seminar
10	Old age home visit
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	Health awareness of nutrition in girls
24	Constitution day Program
25	Woman sexual harassment Seminar
26	Food stall
27	Essay writing Competition
28	DLLE Orientation Program
29	Marathi bhasha divas celebration
30	Chhatrapati Shivaji Maharaj Jayanti Celebration

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			2.73
Class rooms	22			22
Laboratories	7			7
Seminar Halls	1			1
No. of important equipment purchased (≥ 1-0 lakh) during the current year.			Management	
Value of the equipment purchased during the year (Rs. in Lakhs)	1,14,234			1,14,234
Others	2 Audio Visual Room			2

4.2 Computerization of administration and library

> Yes - Up gradation of college website is continuous process
> E - Software installed for computerizing administrative and library activities.
> Admission procedure computerized partially.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	539	71,336	1346	2,00,110	1885	271446
Reference Books	855	-	-	-	855	-
e-Books	-	-	-	-	-	-
Journals	16	18,200	-	-	16	18,200
e-Journals	186	34,400	-	-	186	34,400
Digital Database	-	-	-	-	-	-
CD	53	-	-	-	53	-
Others (specify)	6 Magazine & 8 Newspapers	21851	2 Magazine & 1 Newspapers	29306	8 Magazine & 9Newspapers	51157

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	104	03	Wi-fi	04	03	01	08	-
Added	04	0	0	0	0	0	0	-
Total	108	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.)

→ Basic Computer accessibility is given to students.
→ Use of ICT is promoted wherever possible.
→ Internet access is given to teachers and students too.
→ One day training programme for non-teaching staff organised.

4.6 Amount spent on maintenance in lakhs:

i) ICT

1.88

ii) Campus Infrastructure and facilities

12.75

iii) Equipment's

1.27

iv) Others

1.72

Total:

17.62

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
→ 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.
→ 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.
→ Students are motivated and supported to organise various event. Students organise Inter-collegiate College Fest and University level Tournaments.

5.2 Efforts made by the institution for tracking the progression

→ Continuous evaluation of students by mentors, class teachers and faculty.
→ 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 students

UG	PG	Ph. D.	Others
1531	13	-	-

Men

No	%
1019	66.56

Women

No	%
512	33.34

(b) No. of students outside the state

29

(c) No. of international students

-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1278	78	05	66	02	1429	1449	35	03	57	00	1544

Demand ratio   1.4:1   Dropout %   4%

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

> Placement Cell counsels and guide students for various Professional Courses. Also, training is given for interviews and CV writing. Workshop Session on "How to crack MCA entrance Exam" was attended by students through college in Vidya Bhatri College.

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 2

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.

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	300	20	150

5.8 Details of gender sensitization programmes.

> → Self Defence workshop for Girls.
> → 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 72 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 | 01 | 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	02	14000
Number of students who received International/ National recognitions	-	-

5.11   Student organized / initiatives

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

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

5.12   No. of social initiatives undertaken by the students | 16 |

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 imbidded 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 themeof 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.

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.
→ 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.
→ Industrial Visits, Educational Tours are also organised.
→ 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.
→ 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.
→ Preliminary Exams conducted of Third Year students inorder to practice what is learnt.

6.3.4 Research and Development

→ Motivation 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 cameras 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.

6.3.6 Human Resource Management

→ Recruitment of faculty and administrative staff as per norms.
→ Committees are formed in beginning of the academic year to undertake various curricular, co-curricular and extra-curricular activities for holistic development of students.

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

→ 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

$\rightarrow$ Admission Process is carried out as per the norms specified by university.

$\rightarrow$ The Admissions are made in transparent and fair manner.

6.4 Welfare schemes for

Teaching	$\rightarrow$ Employee provided funds , $\rightarrow$ Free Medical check-up for staff in college premises $\rightarrow$ Lift Facility $\rightarrow$ Duty Leaves are given for faculty members for paper setting, external examiner, paper assessment, seminars and workshops. $\rightarrow$ Maternity Leaves are given for pregnant lady faculty members $\rightarrow$ Reimbursement of incidental expenses incurred for attending conferences and workshops. $\rightarrow$ Personal insurance policy for any mishap during duty hours is provided by management. $\rightarrow$ First Aid facility
Non-teaching	$\rightarrow$ Advance payment against the salaries. $\rightarrow$ Lift Facility $\rightarrow$ Personal insurance policy for any mishap during duty hours is provided by management. $\rightarrow$ First Aid facility
Students	$\rightarrow$ Scholarships for meritorious students $\rightarrow$ Sports and cultural facilities. $\rightarrow$ Instalment system for payment of fees. $\rightarrow$ Personal and academic counselling $\rightarrow$ Books are available for borrowing both in the Central and Departmental Libraries. $\rightarrow$ Computer with free internet access is available in the Library, Computer centre and the Departments $\rightarrow$ Insurance policy for mishap during college timings. $\rightarrow$ Lift Facility for Handicapped students. $\rightarrow$ 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 | NA | No | NA |

For PG Programmes   Yes | NA | No | NA |

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 Meet" is held every year for exchanging innovative ideas and information.
> → Ex- NSS volunteers are always support and are part of major NSS activities.

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.

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

> → Every Year NSS organizes Tree plantation program.
> → Cleanliness drive conducted.
> → Book binding from unused paper of old note book and distributing to the needy students.
> → Initiative by college team to make a plastic free environment.
> → Poster making Competition organised promoting "Environmental Protection"

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.

> → Inter Collegiate Fest "प्रारrambh – Navi Mumbai" organised and managed by students
>
> → Placement cell of the college organized carried guidance Programme.
>
> → College motivated and guided student to participate in inter-collegiate competition.
>
> → Student support by student grievance cell to resolve the student problems.
>
> → Installation 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. Formation of IQAC	IQAC formed in 1st August, 2016
2. Starting new courses at UG and PG level	Permission received for Accounting & Finance course at UG level and M.Com Business Management at PG level. The course began in A.Y. 16-17
3. Preparation for LMC Committee visit	Acquired Permanent Affiliation for Science Department of College.
4. Infrastructure Development	Classrooms with adequate and comfortable seating arrangements were made. Well- equipped laboratories.
5. Digitization.	Installation of computerized software for computerization of admission process and result generation
6. Improvement in Teaching & Learning Process	Faculties incorporated use of ICT in teaching by using Presentation method, Viva method, and Demonstration method. Faculties adopted new methods of teaching including discussion method, role plays, etc. Tutorials conducted in batches for Maths and Business Communication.

Teachers attended workshops on revised syllabus for improving efficiency in teaching-learning process and expenses reimbursed by college.

Science Exhibition is organized by B.Sc. students under mentorship of their teachers. |
| 7. Improvement in | Remedial Lectures conducted and included in regular time-table. |

Student Support.	Bridge Course for Communication Skills was designed and conducted specially for first year students to meet the gap in learning. Assignments and projects are given to increase the existing knowledge of students. Industrial visit organized for practical knowledge of students. Scholarships and freeships provided to deserving students.	
8. Encouraging Students to excel in curricular, co-curricular & extra-curricular activities.	1 Gold medal won by our student Mr. Vishwajeet in University level Powerlifting tournament. 72 students participated in University Level Inter-collegiate tournaments of Race, kabaddi, tennis. chess, kho-kho, football and cricket. Students organized the First Inter-collegiate Fest – "Prarrambh-Navi Mumbai" and achieved more than 10,000 participation from 100+ colleges. University level Inter-Collegiate Kho-Kho tournament organized.	
9. Fulfilling Social Responsibility and Environment Protection	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 & "Swatchchh Bharat Abhiyan" undertaken. Workshops on waste management conducted.	
10. Encouraging Research & Development	1 paper published on "Demonetisation & its impact in India" in National level interdisciplinary conference. 1 minor research project on "Bioremediation of dyes using green synthesized silver nanoparticles" sanctioned by University of Mumbai and submitted by Dr. Shikha Verma 1 minor research project on "Classical Survey of slime mould in Raigad district" by Dr. Bijaya Lehri.	

7.3 Give two Best Practices of the institution

→ Inter-collegiate Fest प्रारrambh – Navi Mumbai organised by College with intention of representing not only college but also the city in which college functions.
→ Digitalisation of Administrative, Library and Examination Procedure.

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 sensitize students on environmental issues and to motivate them to promote sustainable development. Many activities and rallies are undertaken by NSS units and college to promote environmental protection.

7.5 Whether environmental audit was conducted?   Yes [--]   No [√]

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

Strength:	Weakness:
→ Professional and Qualified Faculties for courses. → Adequate infrastructure and recreational facilities available. → Support programs including remedial lectures, 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.	→ Being an affiliated college, it has a very limited scope to contribute to the designing and development of the course curriculum → Economic background of Students, as majority students doesn't have computer facility at home and are also first generation learners. → High Teacher Student Ratio in Commerce
Opportunity:	Challenges:
→ Digitalization of record → Steps towards Paperless working → Introduction of New Courses of Banking & Insurance at UG level, M.Com Accountancy at PG level.	→ Constant changes in norms by University in curriculum and examination pattern hinder smooth functioning. → Provide quality training and coaching to students, inorder 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.
→ Setting up a digital class rooms.
→ Increasing Placement and Job Opportunities.
→ Reconciling a social cause with College Fest.
→ Upgrading E-software to maximise computerisation of administrative procedures, examination and result generation procedures.
→ Undertaking responsibility of CAP centre for University Paper Corrections.

Name : Mr. Basukinath S. Pandey
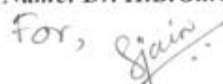
Signature of the Coordinator, IQAC
Co-ordinator
Internal Quality Assurance Cell
Rajiv Gandhi College of Arts, Commerce & Science
Vashi, Navi Mumbai.

Name: Dr. H.B.Gurav

For, Jain

Signature of the Chairperson, IQAC

***

Part A: Annexure I: Academic Calendar 2016-17

1) JUNE

9th May -20th May	S.Y/T.Y Classes Admissions
6th Jun	Commencement of the first term
Commencement of the first term	Meeting of the various committees and staff meeting , department meetings etc
7th Jun	Commencement of S.Y/T.Y Lectures
20th Jun	Practical of all S.Y/T.Y Classes

2) JULY

1st Week 1st July	FY classes commencement. Meeting of various committees, NSS, DLLE enrolment.
2nd Week	Enrolment /selection of students in various activities like, sports and culture etc.
8th July	Ramzan Eid (Holiday)
3rd Week /4th Week	Selection of students for university cultural and sports competitions ,NSS /DLLE orientation, filling of examinations forms of T.Y classes of (5th sem/ October)(As per university circular)

3) August

1st week	Starting of various activities of women development cell
2nd week	Career guidance cell, Nature club etc
3rd week	Participation of students in various cultural and sports competitions of the university. Formation of students council, filling up of examinations forms for TYBSc (Old)

	October examinations
15th Aug 2016	Celebration of Independence day
17th Aug 2016	Parsi new year (Holiday)
25th Aug 2016	Janmashtami (Holiday)
26th Aug 2016	Submission of affiliation files
3rd & 4th Week	Finalization of admissions and enrolment of all classes

4) September

1st Week & 2nd Week	Filling examination forms for first term examination of the college
4th Sept 2016	Chairman Sir's Birthday
5th Sept 2016	Teachers day / Ganesh Chaturthi (Holiday)
6th Sept to 12th 2016	Ganesh Chaturthi (Holidays)
24th Sept 2016	Celebration of NSS day
26th Sept 2016	1st & 3rd Semester Examination of the College

5) October

1st Week & 2nd Week (1/10/2016----16/10/16) 1st Oct 2016	First and third semester exam F.Y & S.Y / A.T.K.T. Exam, University Practical exams etc. T.Y BCom and BSc university exam
2nd Oct 2016	Gandhi Jayanti (Holiday)
11th Oct 2016	Dussehra (Holiday)
12th Oct 2016	Bakari Eid / Moharam (Holiday)
21nd Oct 2016	Meeting of the various committees
3rd & 4th Week	All FY and SY regular exams are started
4th Week	Industrial visit and excursion
26th Oct -14th Nov 2016	Diwali vacation (Holidays)

6) November

3rd -4th week	Commencement of second term
15th Nov 2016	Filling of examinations form of T.Y (March 2017) (As per university circular)

7) December

1st Dec 2016	Celebrations of AIDS day
2nd Dec 2016	Staff meeting/ Student council meeting
2nd Week / 4th Week	Starting of various competition
05/12/16 to 10/12/16	Indravatisingh T-10 cricket tournament*
12th Dec 2016	Eid-A-Milad (Holiday)
13/12/16 to 15/12/16	College annual sports day*
16/12/16 to 19/12/16	College day #
20st Dec 2016	Prize distribution of cultural and sport activities #
21st Dec 2016 to 24th Dec 2016	Annual social gathering and Prize distribution /Gandharv# Dattatray Jayanti
25th Dec 2016	Christmas (Sunday)
26th Dec 2016 to 1st Jan 2017	Christmas vacations

* = During this period ground will be required.

 # = Auditorium 4th floor will be required.

8) January

1st Week & 2nd Week	Educational tours , Excursion Filling up of examination form for second and fourth semester examination of the college
3rd Week and 4th Week	Unit tests /Assignments
26th Jan 2017	Republic day (Holiday)

9) February

1st Week & 2nd Week	Completion and certification of journals, Commencement of Annual practical, Examinations F.Y & S.Y classes

25th Feb 2017	Mahashivratri (Holiday)
3rd Week and 4th Week	Submission of internal marks to university of all TY classes

1) **March**

1st Week & 2nd Week	Commencement of second term Theory and practical examination of F.Y/S.Y Classes(sem III &IV)
13 March 2017	Holi (Holiday)
28 March 2017	Gudhi padva (Holiday)

2) **April**

1st Week & 2nd Week	Commencement of all TY university theory examinations
5/4/2017	Ramnavami (holiday)
11/4/17	Hanuman jayanti (holiday)
14/4/17	Good Friday (holiday)
15/4/17	FY/SY exams on special reasons
3rd week	Result of F.Y and S.Y examination
30/4/17	Last day of second term /staff meeting , result of FY / SY all classes

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

Date: - 20th June 2016

For,

Principal

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

1. Students Feedback Analysis

Efficiency of Syllabus

■ Challenging ■ Adequate ■ Inadequate ■ Dull ■ Irrelevant

2% 3% 2%

32%

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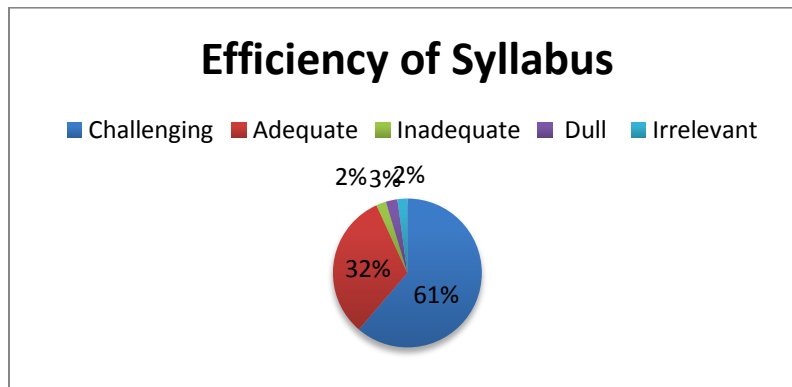
As per the analysis received the syllabus was challenging for about 61% students while 32% of the students found it adequate while the rest found it inadequate by which we could figure out the efficiency of the syllabus among the students.

Relevancy of Syllabus

■ High relevant   ■ Relevant   ■ Partly Relevant

■ Mostly relevant   ■ Completely relevant

6% 3%

16%   24%

51%
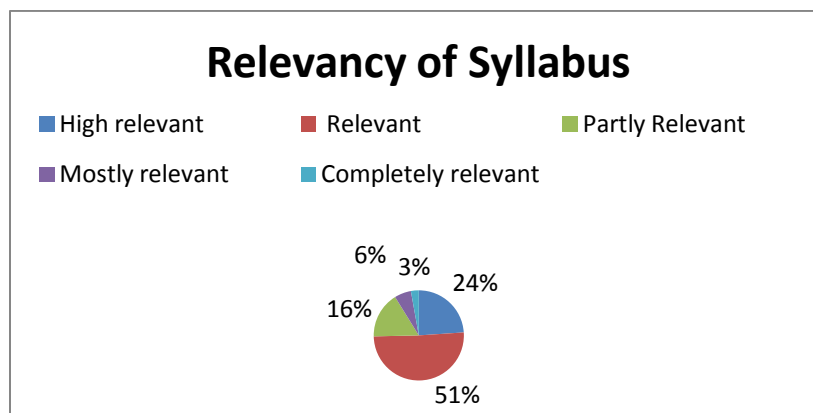
As per the analysis received the syllabus was adequate for about 51% students while 24% of the students found it challenging while the rest 9% found it inadequate by which we could figure out the efficiency of the syllabus among the students.

Curriculum Covered

150

100

50

0

1   2   3   4   5   6
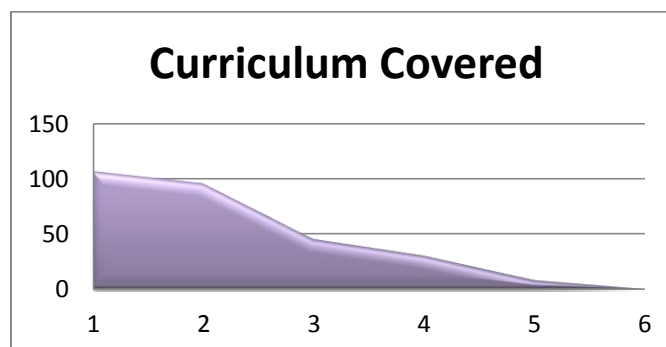
This question comprised about the syllabus covered in the class, we found that the maximum 90%-100% teachers have covered the portion syllabus.

Library Hoardings

Excellent ■ Adequate ■ Inadequate ■ Poor ■ None

5% 7% 4%

29% 55%
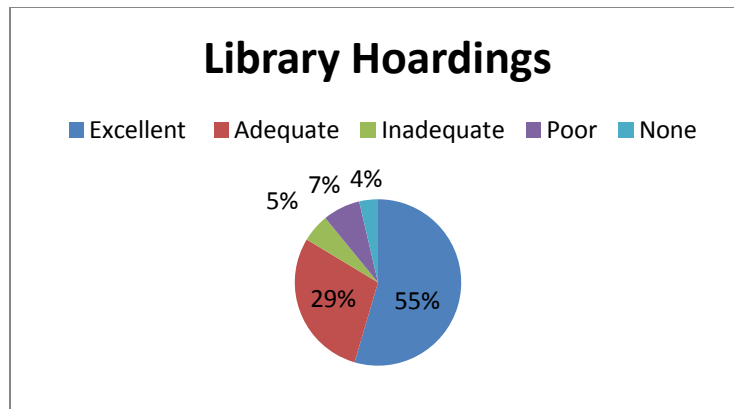
The library hoardings for this course have been excellent for 55% of students while adequate for 29%.Students have a great access to the library facilities provided by the students.

Response of teachers towards extra-curricular activities

Co-operative, 100

Indifferent, 40

Encouraging, 40

100

0

Co-operative

Indifferent

Encouraging

Series1
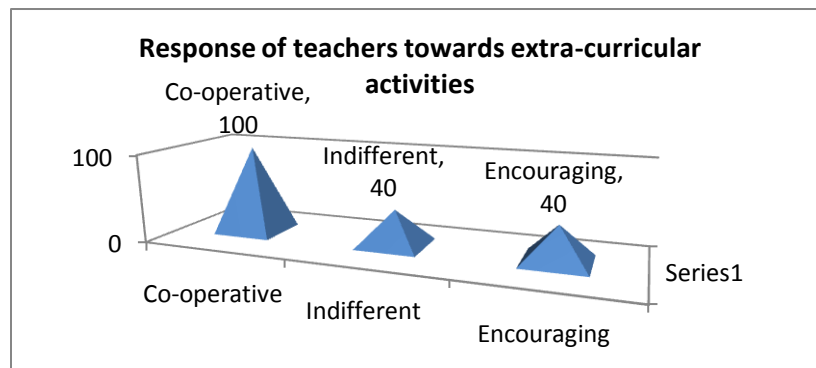
The response of teachers towards the extra-curricular activities has been very co-operative as they understand that apart from academics they also require a holistic approach.

Student-Teacher Relationship at RGC

None 8
Unsatisfactory 10
Satisfactory 30
Good 89
Ver Good 150

0   50   100   150   200
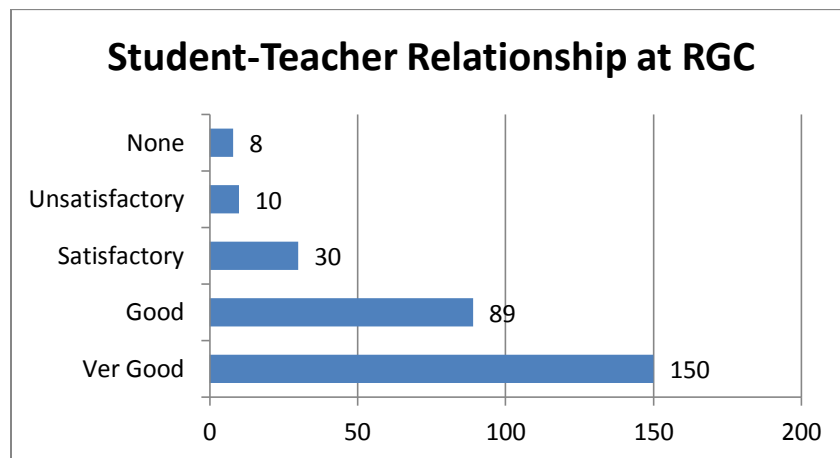
The student-teacher relationship at College level has been very effective because more than 50% of students have agreed the maximum of having Very Good relations while 29% have good relations while 13% have satisfactory relations.

Student Teacher Relationship (Department)

The student-teacher relationship at Departmental level has been effective because 47% of students have agreed of having Very Good relations while 33% have good student-teacher relationship at their own departments.
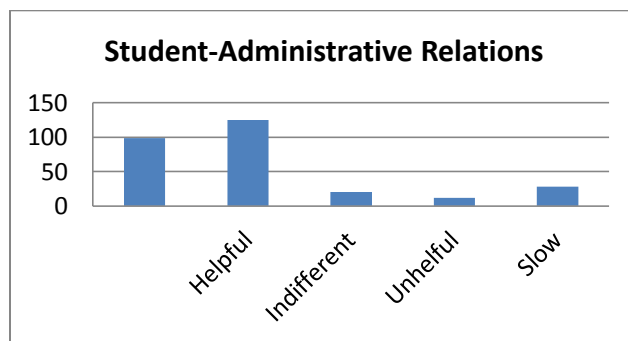
The student-administrative relations have been very helpful for 35% of our students while helpful for nearly 44% among students and 18% for being indifferent for various reasons, remembering there is always scope of improvement.
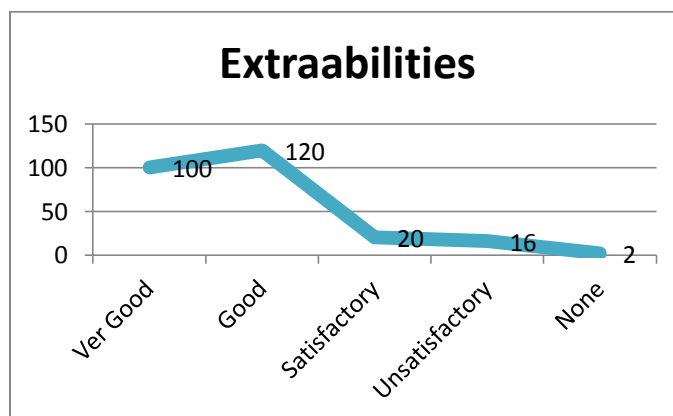
Coming to the extra-curricular activities 39% among students enjoy the activities held by the College as they believe they get a good platform to explore their talents while 46 % find them good too.

Response of teachers towards extra-curricular activities

Co-operative, 100

Indifferent, 40

Encouraging, 40

Series1

Co-operative   Indifferent   Encouraging
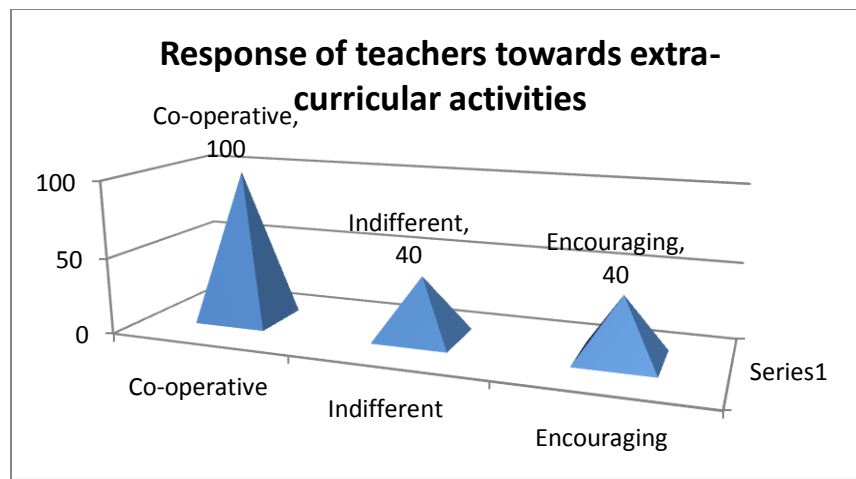
Coming to the response of teachers towards the extra-curricular activities among the students they find that more than 50% of teachers are co-operative towards the extracurricular activities that take place at college while more than 20% have agreed on teachers being encouraging too.

Alumni Speak

Proudly, 180

Indifferently, 88

Disparingly, 15

Proudly   Indifferently   Disparingly
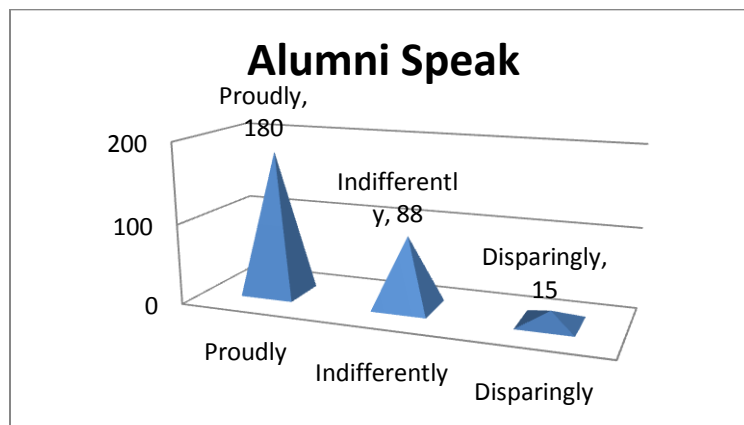
Coming to the Alumni section more than 60% students who will pass will be proud to be addressed as ex-RGC.

Maths Bridge Course

Very Good   Good   Satisfactory   Unsatisfactory   None
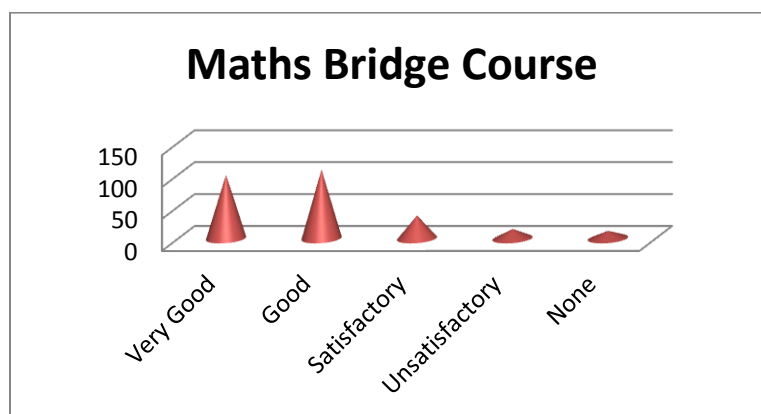
The Math Bridge course conducted 30% of the students found it to be very good while 40% students found it good, indeed giving it a good response for the same.

Quality of Skill enhance Course

	0	20	40	60	80	100	120
None							
Unsatisfactory							
Satisfactory							
Good							
Ver Good							
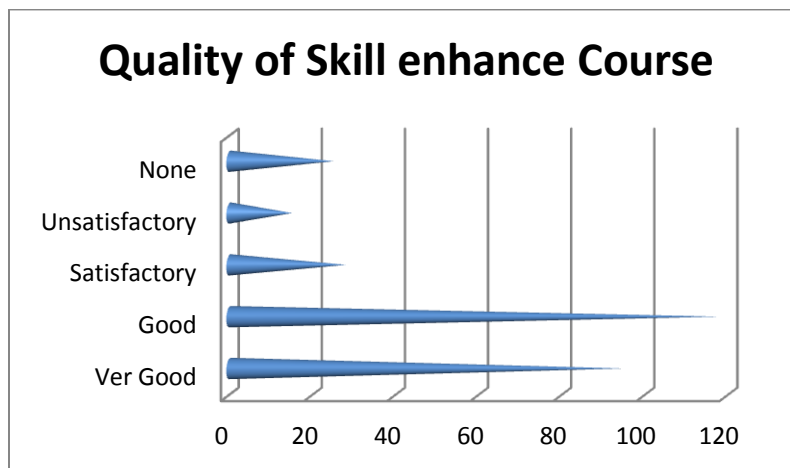
The feedback received from students on quality of skill enhancement course among the students was more than 40 % of them found it good, while 42% found good.

Skill Enhancement Course

	Very Good	Good
65		
60		
55		
50		
45		
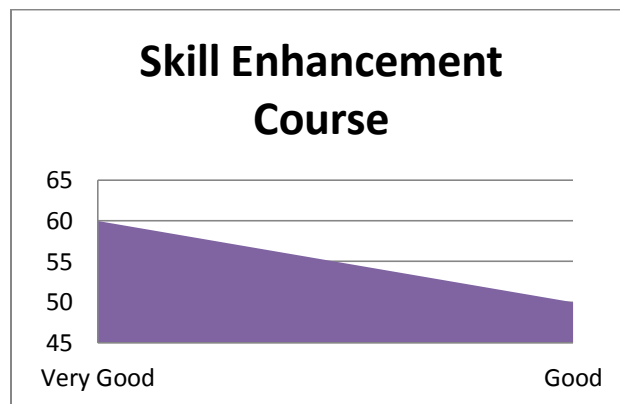
The Skill Enhancement Courses initiated has proved to be a big success as there 60% of the students who found that it was a very good initiative by the College while 40% of them said it was good.

2. Alumni Feedback Analysis

Admission procedure
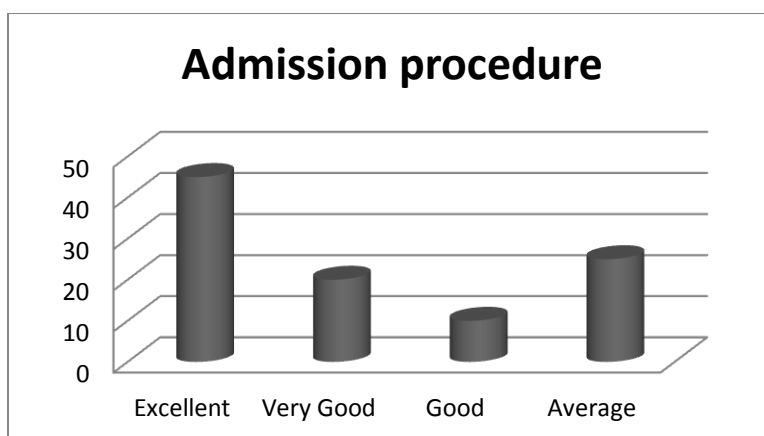
Asking the Alumni's about the Procedure of Admission, more than 45% agreed that the College has an excellent procedure followed while 20% students found it to be very good and 15% said it's good.
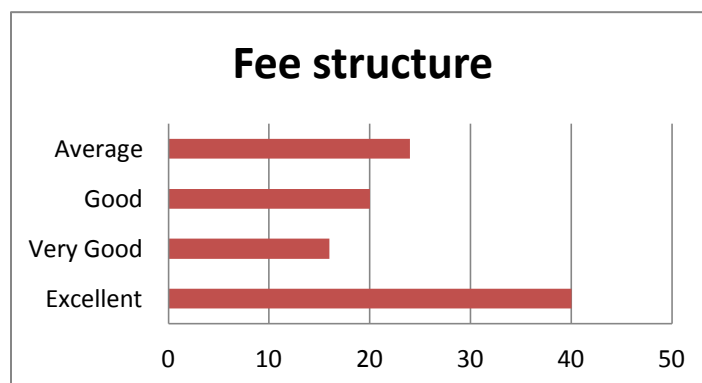
Fee structure

Up to 40% Alumni agreed to College having an excellent fee structure while, 16% agreed to have a good College Fee structure.

Environment

Nearly 54% Alumni's agreed to have a good College Environment while 25% find it good and friendly.

Infrastructure & Lab facilities
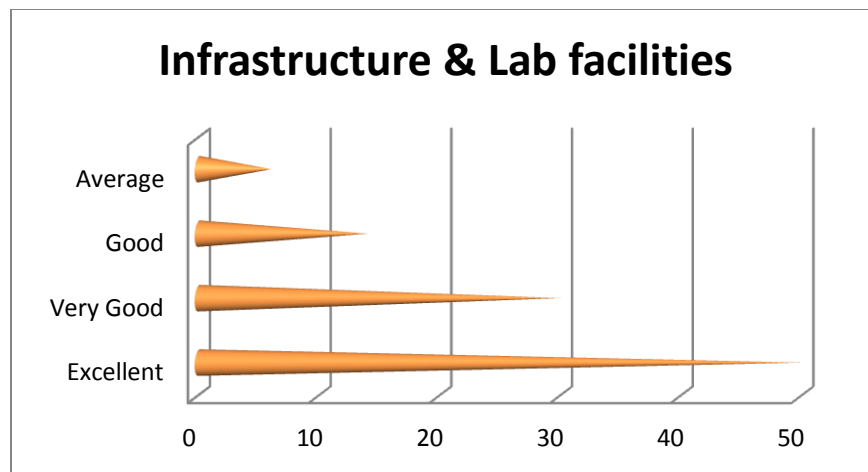
50% Alumni's agreed to have an excellent infrastructure and lab facilities, while 30% found it very good.
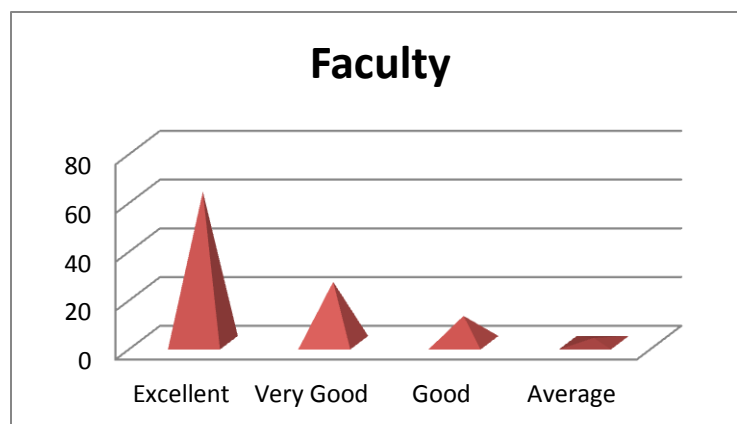
Faculty

Nearly 32% students have agreed to have excellent faculty-student relationship, while 25% said its very good, may that be in studies or clearing their doubts, the faculty has always been supportive
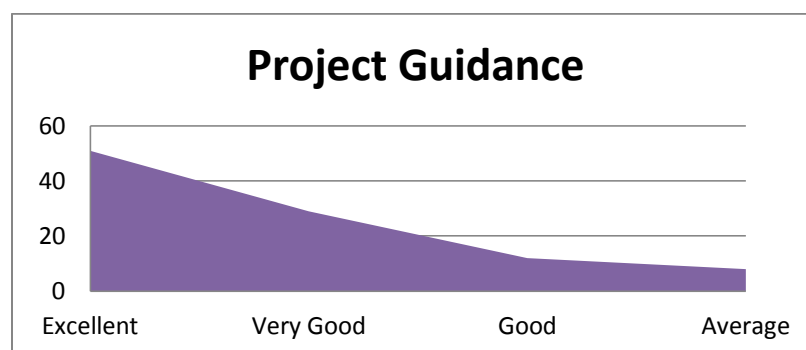
Project Guidance

51% Alumni's have agreed to have excellent project guidance from the faculty while 29% said it was very good.

Quality of support material
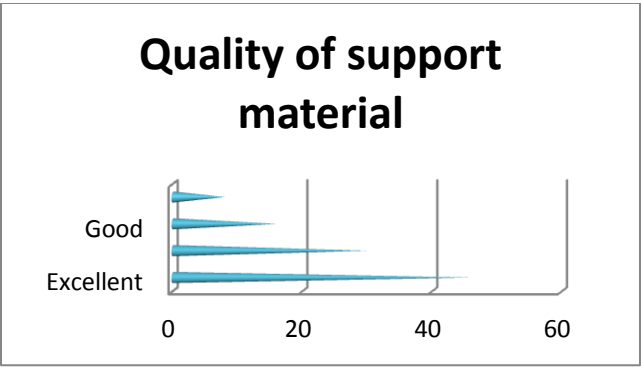
The quality support provided nearly 46% said that it was excellent while 30% said it was very good.

Library Facilities

70% Alumni's said that the Library facilities and ambience have been excellent while 20% have agreed it to be very good.

Canteen facilities
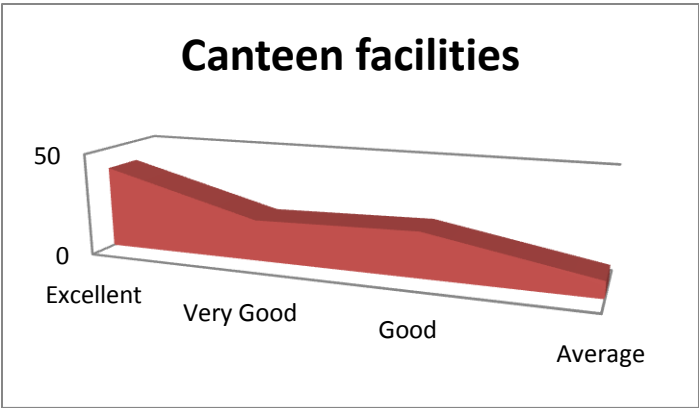
40% Alumni's have agreed that the canteen facilities are excellent while 20% said that it is very good. Few of them have opted for an average hoping for an improvement for the same.
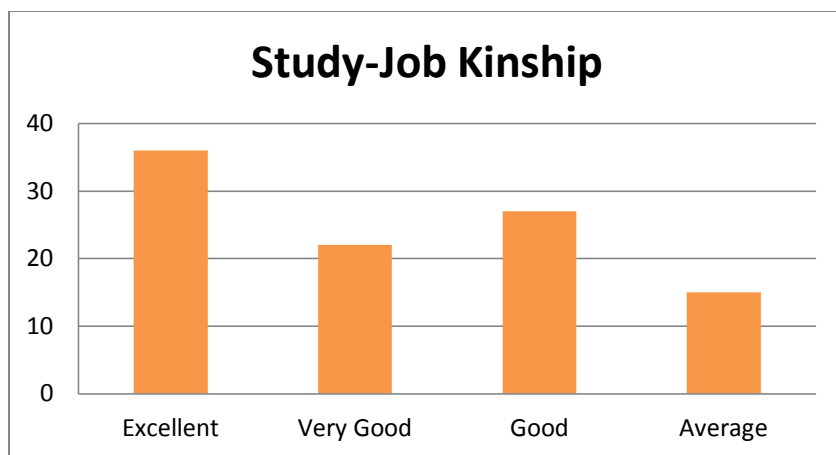
Study-Job Kinship

The relation between study and job kinship has been excellent for 36% Alumni's while 22% have agreed to have it very good.

*Avg Out of 10 Rating

S.no	Statement	Agree	Sometimes	Disagree
1	Do you feel proud to be associated with Organization as Alumni?	7.5	2.5	-
2	Institute organizes various kind of activities for overall development of students	9.0	01	-
3	Are you willing to contribute in the development of the Institute?	5.6	2.3	2.1
4	Institute handles student's grievance properly.	7	2.5	0.5
5	Institute is having adequate laboratories and equipment for practical experiences	7.5	2.5	-
6	Have you obtained sufficient technical knowledge (both in theory and practical)	7.9	2.1	-
7	Do you like to join the Institute Alumni Association?	7	03	-
8	Is Institute providing good hospitality as Alumni after passing out?	7.2	2.8	-

3. Parents Feedback Analysis

1) Do you find this institution better than others for your child? Yes/ No.
Out of 500 parents,390 parents have said that this institution is better for their child.
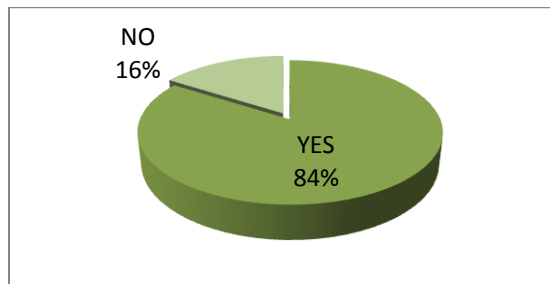
NO 22% YES 78%
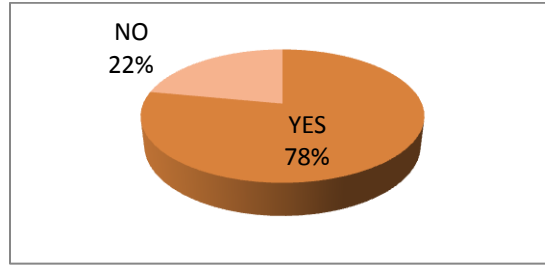
2) Do you feel facilities in the College are adequate? Yes/ No.
Out of 500, 220 parents have said that the facilities in this College are adequate for their child.

NO 40% YES 60%
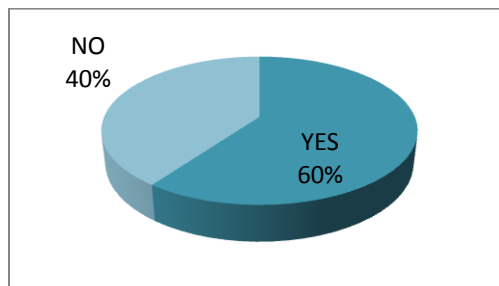
3) Do you feel that your child is physically secured in the campus? Yes/ No.
Out of 500, 420 parents have felt that their child is physically secured in the Campus of the College.

NO 16% YES 84%

4) Are you satisfied about canteen facilities? Yes/ No.
Out of 500, 320 parents are satisfied by the canteen facilities provided by the College.
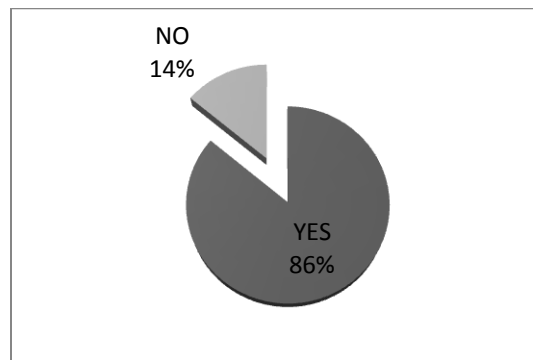
NO 36% YES 64%
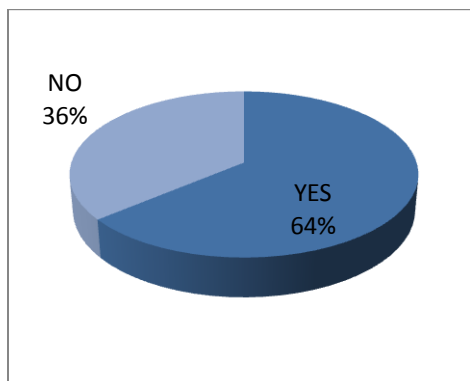
5) Are you satisfied for cooperation from the administrative staff? Yes/ No.

Out of 500, 290 parents have responded that the co-operation is good from the administration staff.
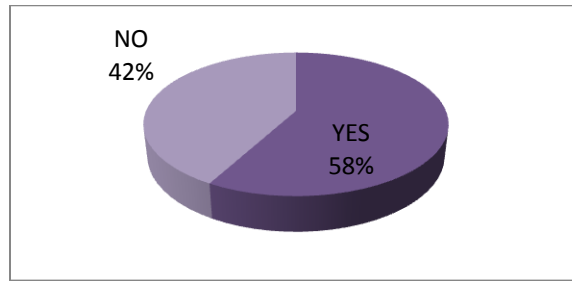

6) Can you make direct communication with teaching staff? Yes/ No.
Out of 500, 430 parents have opted for having a direct communication with the teaching staff.

7) Do you regularly attend PTA Meetings held? Yes/ No.
Out of 500, 440 parents have attended the PTM conducted by College.
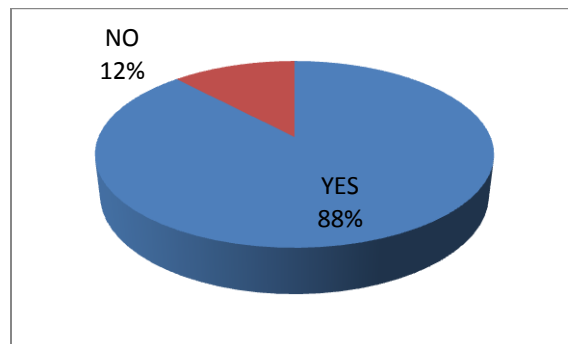
8) Do you get fee instalments facility provided by the institution?
Out of 500, 445 parents are happy with the instalments facility provided by the institution.
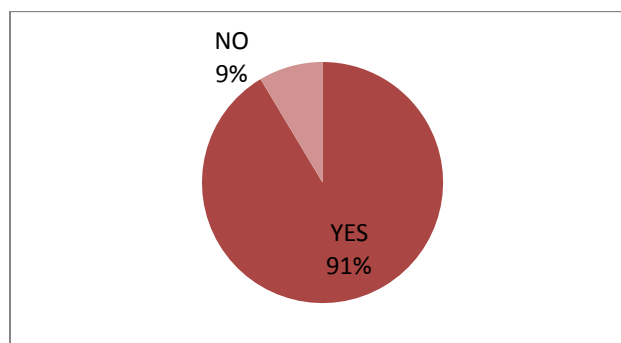
<u>Title of Practice:</u> Inter-Collegiate Fest "प्रारrambh - Navi Mumbai"

<u>Goal:</u>

- To represent hometown through Fest at higher level.
- To create an annual Youth festival that is intimate fun, thought-provoking and sometimes challenging.
- Aspire to be unique among others in using the region's rich environmental and cultural heritage and the passions of students.
- Set up an inclusive forum that brings together those with a common interest.
- Create new opportunities for social and cultural interaction.
- Build a public arena for the promotion and presentation of youth's skills and talents.

<u>The Practice:</u>

"प्रारrambh - Navi Mumbai" is Inter-collegiate youth fest started for the first time by our college with a view to give opportunity to display talent. The fest name was decided after huge brainstorming. The Fest name **"प्रारrambh"** represents beginning, as there is always a new beginning life. The fest has name of hometown in its name. Navi Mumbai, being a smart city and development hub is the hometown where college exists. With a view to not only to just have fest but also to represent Navi Mumbai through it.

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.

प्रारrambh - Navi Mumbai is not only Intercollegiate Youth Fest but also an occasion of uncountable possibilities. The Perks of Associating with प्रारrambh includes contentment & serenity. The benefits not include Advertisement of Brand but Complete Marketing with a meaningful & rare CSR activity. The Team प्रारrambh ensures a proper coverage pre, during & post प्रारrambh 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. प्रारrambh – 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 प्रारrambh 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 प्रारrambh – Navi Mumbai crossed 20,000+.

- The radius of our Fest ranges from Vashi to Roha and further. We linked with 150+ colleges through participation of 10,000+.

- The Fest has witnessed more than 40 celebrities including National Award winner Abhinav Gir, Actor Aman Verma, Splitsvilla contestant Akshada, Reknowned Choreographer Late. Nikhil Anand, Marathi Superstar Vijay Patkar and many more.

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.

Title of Practice: Digitalisation of Administrative, Library and Examination Procedure

Goal:

- Improving accessibility to information.
- Increasing productivity and efficiency.
- To enhance security and information preservation
- Smooth functioning and reduce time consumption.
- Timely result generation.

The Practice:

As a part of digital transformation and also recommendations of NAAC peer team, College purchased and installed E-software in computers for better productivity. The software was installed in initially in only 1 computer for trial basis. Later on software was installed in 10 computers.

Components of Software:

- e-college software
- Exam software

E- college software is installed in all 10 computers, including 4 in exam department, 1 in library and 5 in administration. Exam software is installed only in Exam department. E-college deals with recording all Student data. It has details of students. It is also used to generate fees and online admission process. The software generates registration number for each student at time of admission, which helps to track student further for any data. Exam software includes subject details and marks of each student. It is used for generating greensheets and marksheets of students. The system starts with first creating Masters for each class. Then setting up maximum and minimum marks for each subject. After all details are filled then marks of students in Internal and External Examination is filled.

Evidence of Success:

- Easy recording of Data
- Results declaration on time
- Quick corrections possible in case of discrepancy
- ID-Card of student generated by software
- Result generation in campus reduced cost paid to external agency
- Secrecy of data increased due to access only through password
- Transparency increased in admission and Exam procedures

Problems encountered and Resources Required:

Problems encountered:

- The transition from traditional method to new computerised system includes initial hesitation on part of Human Resource
- Connectivity issues and technological problems often reduce pace of working
- Rectifying errors in Primary Data requires expert technical support and it is time-consuming process.
- Adapting to new changes requires training and many technical faults are encountered only after working on it.

Resources required:

- High speed and strong internet connectivity.
- Technical on-hand training needed for staff.
- Proper functioning and updated computer systems.

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