

Uttari Bharat Sabha's
Ramanand Arya D.A.V. College
The Annual Quality Assurance Report (AQAR) of the IQAC

2013 - 2014

Part – A

1. Details of the Institution

1.1 Name of the Institution	Ramanand Arya D.A.V. College
1.2 Address Line 1	Veer Savarkar Marg (Station Road), Datar Colony
Address Line 2	Bhandup East
City/Town	MUMBAI
State	Maharashtra
Pin Code	400 042
Institution e-mail address	info@radav.org
Contact Nos.	022-25662921 (Office)
Name of the Head of the Institution:	Dr. Ajay Bhamare
Tel. No. with STD Code:	022 – 2566 0513
Mobile:	09833552608

Name of the IQAC Co-ordinator:

Ms. Janine Almeida

Mobile:

09892804881

IQAC e-mail address:

iqacradav@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC / 32 / 365 dated 03.05.04

1.5 Website address:

www.radav.org

Web-link of the AQAR:

www.radav.org/naac/AQAR2013-14.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	74.00	2004 - 05	2008 - 09
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

01.07.2005

1.8 AQAR for the year (for example 2010-11)

2013 - 14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. **AQAR 2009 – 10 submitted to NAAC on 15/11/2014**

ii. **AQAR 2010 – 11 submitted to NAAC on 17/11/2014**

iii. **AQAR 2011 – 12 submitted to NAAC on 18/11/2014**

iv. **AQAR 2012 – 13 submitted to NAAC on 20/11/2014**

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 12 (B)

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 (*for the Colleges*)

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	<input type="text" value="--"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="---"/>
2.8 No. of other External Experts	<input type="text" value="----"/>
2.9 Total No. of members	<input type="text" value="11"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders Total 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

2.14 Significant Activities and contributions made by IQAC

The IQAC has been making consistent efforts to achieve the vision and mission of the institution.

Following activities were conducted during the year 2013-14 that demonstrate/reveal efforts of the IQAC to achieve the goals set out by the institution:

- **The IQAC encourages the faculty and the students to participate in workshops and seminars to enhance their knowledge.**
- **To provide equal opportunities to all, special lectures are held for the socially and academically disadvantaged students.**
- **It encourages various forums in the college to hold activities which are based on themes that contributes to the transformation of the society (such as cultural and NSS activities to save the girl child, prevention of dowry, terrorism etc.).**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> ➤ To improve the physical infrastructure in the college to meet the requirements of additional courses/ classes introduced. 	<ul style="list-style-type: none"> ➤ Using UGC grant the college acquired computers, scanners and installed closed circuit cameras within the campus.
<ul style="list-style-type: none"> ➤ To conduct remedial coaching for the academically and socially disadvantaged students. 	<ul style="list-style-type: none"> ➤ This improved academic performance of our students which was reflected in our results. The faculty also took extra lectures when required.
<ul style="list-style-type: none"> ➤ To conduct meaningful activities through various forums to spread awareness about socially desirable behaviour among our students. 	<ul style="list-style-type: none"> ➤ The students enthusiastically participated in these activities indicating their readiness to imbibe them.
<ul style="list-style-type: none"> ➤ To prepare the young learners face challenges in the competitive job markets by conducting job-oriented programmes. 	<ul style="list-style-type: none"> ➤ Many of our students were placed by reputed companies such as Café Coffee Day and software companies through campus placements. Students from self-financing courses were also placed in banking and insurance sector.
<ul style="list-style-type: none"> ➤ To impart practical knowledge about the subjects, field trips and industrial visits are arranged. 	<ul style="list-style-type: none"> ➤ Students responded enthusiastically and their reports after such visits demonstrated that there was an improvement in their understanding of subjects.
<ul style="list-style-type: none"> ➤ To conduct workshops/training programmes in self-defence to empower the girl students. 	<ul style="list-style-type: none"> ➤ Participation of girl students in large numbers revealed that they wanted to equip themselves with such self-defence techniques.
<ul style="list-style-type: none"> ➤ To conduct lectures and workshops/seminar through subject experts from other institutions to supplement the class room study. 	<ul style="list-style-type: none"> ➤ Mr. Rajaram Desai an engineer, from Indian Institute of Technology (IIT), Mumbai was the resource person at a seminar on “Alternate Technologies in Water Management”. ➤ A seminar on cyber laws was organised where Professor Suman Kalani was the resource person.

<p>➤ To encourage the students to participate and excel in sports activities and to provide them guidance to take part in inter-collegiate and inter-university tournaments.</p>	<p>➤ Prof. Santosh Ojha, Chartered Accountant the faculty of Vikas College guided the M.Com students in the subject of taxation.</p> <p>➤ Dr. Sangita Pawar, faculty of Department of Commerce, University of Mumbai guided the M.Com. Part I students on 'How to prepare a questionnaire?' in the subject of Research Methodology.</p> <p>➤ Dr. Sangita Pawar, faculty of Department of Commerce, University of Mumbai guided the M.Com. Part II students on Disaster Management in the subject of Strategic Management.</p> <p>➤ The Department of Commerce conducted a seminar on Human Resource Management for Third Year B.Com students. Dr. S.K.Raju was invited as a resource person.</p> <p>➤ The Department of Commerce conducted a seminar on Marketing for Third Year B.Com students. Dr. P.D. Shinde was invited as a resource person.</p> <p>➤ The college women Kabaddi team won Gold medal in the Inter collegiate Tournament in the University of Mumbai.</p> <p>➤ The college felicitated the team with a blazer and a trophy.</p> <p>➤ Seven students of the Kabaddi team were selected by the University of Mumbai for Inter University Kabaddi Team.</p> <p>➤ The college felicitated these seven students with trophies and cash prizes.</p> <p>➤ The college organised Inter collegiate Kabaddi Tournament for Zone I and Zone II.</p> <p>➤ Our Principal, Dr. Ajay Bhamare was appointed chairperson for the Judo selection committee and tournaments.</p> <p>➤ Our college student Ms. Pooja</p>
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	<p>patil was selected captain of the University of Mumbai Kabaddi Team for Inter University Tournament.</p> <ul style="list-style-type: none"> ➤ Sports Director of our college Mr. R.S. Pandey was appointed as a Manager of the Kabaddi team for the West Zone and for the All India level. ➤ He was also appointed Manager of the Yoga Team (men & women) for Inter University competitions at All India Level. ➤ The college provided premises to hold camps for the Inter University Kabaddi Tournaments.
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** Attach the Academic Calendar of the year as Annexure.*

Please refer to Annexure I

2.15 Whether the AQAR was placed in statutory body

Yes

Management

Syndicate

Any other body

Provide the details of the action taken

The management approved the AQAR and ensured to provide the necessary report to the IQAC for the implementation of plan of actions proposed in the report.

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	--	--	1	--
UG	1	--	5	2
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	1
Diploma	--	--	--	3
Certificate	--	--	--	--
Others	--	--	--	--
Total	1	--	6	6

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	--
Annual	--

***The institution adopts the pattern of programmes designed by the university.**

1.3 Feedback from stakeholders*	Alumni	<input type="checkbox"/>	Parents	<input type="checkbox"/>
	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
<i>(On all aspects)</i>				
Mode of feedback :	Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>
	Co-operating schools (for PEI)	<input type="checkbox"/>		

***Please provide an analysis of the feedback in the Annexure**

Please refer to Annexure II for the analysis of the feedback.

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

The University of Mumbai revises syllabi of all under graduate and post graduate courses. Faculty of the college attend workshops organised by the Board of Studies whenever the syllabi is revised. The college is following Credit Based Semester System of Assessment since 2011-12.

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

The college has applied to the UGC to start a Research Centre in Commerce.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	17	08	09	--	---

2.2 No. of permanent faculty with Ph.D. **04**

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
	26	--	--	--	--	--	--	--	26	--

2.4 No. of Guest and Visiting faculty and Temporary faculty **--** **03** **26**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	16	Nil
Workshops	04	06	01
Research Papers	Nil	Nil	Nil

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

The faculty in various departments have made efforts to make teaching and learning more interesting and practical oriented. Following are a few examples:

- To teach economic terms and concepts Mrs Swami used students as models representing various economic entities.

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

180

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

- As an affiliate institution of the University of Mumbai, the college followed the examination system set out by the University.
- The examination committee of our college prepared the schedule of all the examinations to be conducted during the year in the beginning of the

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

01

09

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2.10 Average percentage of attendance of students

73

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Com.	462	0	17	43	11	71
BAF	59	0	19	48	25	92
BBI	60	0	5	28	45	78
BMS	49	0	4	14	43	61
B.Sc (IT)	84	0	36	20	20	76
M. Com.	55	0	33	47	Nil	80

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

The IQAC held periodic meetings to chalk out the plan for bringing about qualitative changes in teaching and learning. Based on the feedback taken from the students on the teaching learning process improvements were made. The faculty were informed about students' feedback so that they could bring about necessary changes in their pedagogy.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	01
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	01
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	21
Others (short duration programmes)	02

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	38	11	Nil	02
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- The Research Committee constituted for promoting research climate in the institution held meetings of the faculty periodically to share their research findings and their experiences at seminars and research findings.
- Steps were taken to increase the stock of journals and reference books in the library which were useful for research activities.
- The faculty was encouraged to avail of the Faculty Improvement Programme of the UGC for pursuing their Ph.D.
- The faculty presented research papers which apart from enhancing their knowledge contributed to improving their scores under the Career Advancement Scheme (CAS)

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	--	--	--	--

***Our faculty Mr. Ravindra Naik applied for UGC sponsored minor research project but was informed to reapply in the next academic year.**

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	04	--
Non-Peer Review Journals	2	--	--
e-Journals	--	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

*** The faculty has published papers in research journals, however the impact factor of these journals is not known.**

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 <i>(other than compulsory by the University)</i>	--	--	--	--
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	--	--	--	--	08
Sponsoring agencies	--	--	--	--	Management

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

10

3.13 No. of collaborations

01

International

--

National

--

Any other

--

3.14 No. of linkages created during this year

08

3.15 Total budget for research for current year in lakhs: One Lakh

From funding agency

--

From Management of University/College

01

Total

01

3.16 No. of patents received this year

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

***Note: Ours is Commerce College.**

single faculty

3.17 No. of research recognitions received by research fellows

awards/
faculty and

Of the institute in the year

Total	International	National	State	University	District	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 State level National

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

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

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

Following activities reflecting Institutional Social Responsibility and extension have been conducted during the year:

- A tree plantation drive was conducted in the campus wherein teachers and students planted saplings.
- The National Service Scheme (NSS) volunteers also took part in the tree plantation programme organised by the University of Mumbai at its Kalina Campus.
- A health check-up programme was conducted in collaboration with the Rotary Club of Worli, Mumbai.
- The (NSS) unit of the college conducted a Malaria prevention awareness drive in collaboration with Brihanmumbai Municipal Corporation (BMC).
- Our NSS students participated in a Leadership Training Programme.
- Female students of our college were encouraged to participate in “Akshara”, a camp organised to spread awareness about female harassment.
- A blood donation camp was organised by the NSS unit in the college.
- A seminar on “Ethical hacking” was organised for the students to make them aware of the use and abuse of internet.
- Our college students participated in Voter’s awareness programme organised at Sandesh College, Vikhroli, Mumbai.
- Our students participated in Pulse Polio training drive held by the BMC.
- Our college students participated in a Road Traffic survey in Bhandup (E) area.
- A seminar on consumers’ awareness was conducted in collaboration with the Consumers’ Guidance Society of India.
- A seminar on women’s safety was conducted in the campus.
- An HIV-AIDS awareness seminar was conducted by the NSS unit of the college.
- Our NSS volunteers participated in the Red Ribbon Club held at Ratnam College, Bhandup, Mumbai.
- Our college premises are made available for conducting Yoga camps, felicitation function for students who have excelled in the SSC and HSC examinations, and the Dalit Sahitya Sammelan.
- The college premises are made available as voting centre, and for conducting various social and religious events benefiting the society.

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	63112 sq. ft.	--	Management	63112 sq. ft.
Class rooms	17 Big 11 Small	--	--	17 Big 11 Small
Laboratories	03 (IT Labs)	--	--	03 (IT Labs)
Seminar Halls	02	--	--	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	95 desktop computers	Air conditioners – 3 CC TV Camera & kit – 41 LCD Monitors – 40 Digital Projectors - 2 Desk Top computers - 10	Mngmnt Mngmnt } UGC	desktop computers 105 – 8 = 97* (other equipmt, same as purchase quantity)
Value of the equipment purchased during the year (Rs. in Lakhs)		14.98913		
Others	--			

4.2 Computerization of administration and library

- ▮ **The college administration has computerised most of its operations. Appropriate software for carrying out various administrative functions has been purchased.**
- ▮ **For efficient operations in administration the college has acquired latest equipment such as desktops, monitors, LCD projectors, scanners, photocopiers and has invested in latest software.**
- ▮ **The data entry of library records in SOUL software was continued during the year.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (In Rs.)	No.	Value (in Rs.)	No.	Value (in Rs.)
Text Books	6932	Rs.811265	938	112264	7870	923529
Reference Books	7874	2213869	194	160937	8068	2374806
e-Books			80409			
Journals			58	74131		
e-Journals	3831	Rs.5000				
Digital Database	--	--	--	--	--	--
CD & Video	01					
Others (Newspapers)	15	11858	--	--	15	11858

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs (03)	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	95	75	50	4	--	12	--	4
Added	10	3	--	--	--	3	--	4
Total	105 – 8 = 97 *	78 – 8 = 70*	50	4	--	15	--	8

* **Note : 8 computers were scrapped due to non – functioning.**

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

- ▮ **The college has three computer laboratories with high speed broad band access. Students and faculty can access internet at all times.**
- ▮ **The college conducts in-house training programmes for the non-teaching staff to learn technology to use in their day-to-day office work.**
- ▮ **A seminar was conducted in the campus to make students, staff and faculty aware of the hazards of internet use such as hacking of accounts by unscrupulous people. A renowned ethical hacker, Mr. Ankit Fadia was invited as a resource person.**

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.2696
ii) Campus Infrastructure and facilities	10.42625
iii) Equipment	0.83946
iv) Others	--
Total:	12.53531

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC suggested ways in which students should be informed about the various student support services of the college. Information about the various student support services was communicated to the students through the updated prospectus, signage, notice boards and circulars. The college has also an active website.

5.2 Efforts made by the institution for tracking the progression

The academic performance of the students as well as the attendance, if any, was communicated to the students, and their parents. The academic results of the college were compared with the University results and discussed with the faculty for necessary additional efforts in improving teaching.

During the year, 55 students, who graduated from our college, secured admission for

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2446	157	--	--

(b) No. of students outside the state

12

(c) No. of international students

--

Men

No	%
132	5
1	1

No	%
128	4
2	9

Women _____

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2253	115	4	145	0	2517	2319	127	8	149	--	2603

Demand ratio: 1:2.24

Dropout %: < 1%

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

- ▮ **The faculty guided and encouraged students to prepare for the competitive examination post their graduation.**
- ▮ **Many faculty members donated study material of their wards to the economically disadvantaged students to assist them to prepare for CET and CAT examination.**
- ▮ **The college library is well stocked with books and journals for competitive examination.**
- ▮ **Seminars and workshops were conducted by the faculty of self-financing courses to prepare students for competitive examinations.**

No. of students beneficiaries

110

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 counselling and career **guidance**

- **A three-day Aptitude Test for undergraduate students was conducted by Aspiring Minds on the recommendations of the University of Mumbai, in the college during August and September, 2013.. 176 Third Year students participated in this event Their scores were sent to companies which were in need of candidates for various job openings. Fifty eight students were shortlisted for further selection process by Nokia Communications and ING Vysya Bank, .**
- **The Information Technology department organised a workshop on “How to face a job interview”**
- **A seminar was conducted for third year students from all streams to make them aware of job opportunities in Banking and Insurance sector.**
- **A Campus recruitment drive was conducted by eClerx Services Ltd. for students of Third Year self-financing courses.**
- **Andromeda BPO Pvt Ltd conducted a campus placement drive for our students.**

No. of students benefitted

58

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
02	176	58 selected for final interview	---

5.8 Details of gender sensitization programmes

- **The college cultural festival encourages students to showcase various social maladies such as female feticide, eve-teasing etc. Also programmes on the theme of providing equal opportunities to the girl child were held.**
- **The NSS programmes also included street plays and seminars on gender sensitisation.**
- **The college has a Women’s Development Cell (WDC) which organised a workshop on Self Defense techniques for girl students. Mr. Kushveer Engineer, a certified professional in martial art was invited as a resource person.**
- **The WDC organised a medical check up camp on Sept 20, 2013 for girl students.**

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural 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 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	53	715385
Financial support from government	163	2122761
Financial support from other sources	--	---
Number of students who received International/ National recognitions	--	--

5.11 Student organised / 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

The students actively participated in all events as volunteers and help the faculty in

5.13 Major grievances of students (if any) redressed:

The College provides a healthy environment conducive to overall growth of the students. So far there have not been any contentious issues of students. A Students' Grievance committee was created to handle any grievances of the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p style="text-align: center;">Vision</p> <p style="text-align: center;">'Empowerment through Education'</p> <p style="text-align: center;">Mission</p> <ul style="list-style-type: none">▪ To impart value based quality education devoid of all discriminations and to make our students self-dependent and confident.▪ To contribute to the transformation of society through teaching, learning and extension services.▪ To provide equal access and opportunity especially to the socially, economically and physically disadvantaged groups to strive for excellence.

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

- | |
|---|
| <ul style="list-style-type: none">▪ Faculty members participated in workshops on syllabi restructuring.▪ Our college organised workshops on restructuring of syllabi of first year, second year and third year B.Com course papers in commerce.▪ The college Principal has been elected chairperson of Board of Studies in Commerce. |
|---|

6.3.2 Teaching and Learning

Efforts were made to improve the Teaching and Learning process through the following means :

- Guest speakers and experts were invited to address the students on various subjects and to give a practical insight into the theoretical concepts taught in the class.
- Regular staff and departmental meetings were held to understand the issues faced in the teaching – learning process so that they could be resolved satisfactorily.
- The college librarian organised and conducted Orientation programmes for newly enrolled students to familiarize them with the facilities available in the library.
- Industrial visits and field trips were organised for the students.
- Students were encouraged to participate in literary competitions conducted by outside agencies like Forum of Free Enterprise.

6.3.3 Examination and Evaluation

- ▮ As an affiliate institution of the University of Mumbai, the college followed the examination system set out by the University.
- ▮ The examination committee of our college prepared the schedule of all the examinations to be conducted during the year in the beginning of the academic session which enabled the faculty and students to plan their teaching and learning schedules.
- ▮ Revaluation and moderation of the examination papers were done as per the University rules and regulations.
- ▮ The students were sensitised well in advance the consequences of using unfair means so that they are discouraged to use them.

6.3.4 Research and Development

- **Dr. Ajay Bhamare, Principal, was recognized as Ph.D. Guide in the faculty of Commerce by the University of Mumbai.**
- **He was also appointed as an External Examiner for the Ph.D. viva voce at Department of Business Management, RTM Nagpur University, Nagpur.**
- **Ms. Madhubala Swami, Head of the Department of Economics, was awarded Ph.D. by the SNDT Women's University, Mumbai.**
- **Mr. Rajiv Khurana, Head of the Department of Accounts, continued to pursue research work for his Ph.D.**
- **Mr. Uday Shetty, faculty from Department of Accounts, continued to pursue research work for his Ph.D.**
- **Mr. Ravindra Nagesh Naik, faculty from Department of Accounts, continued to pursue research work for his Ph.D.**
- **Mr. Kathiresan, Assistant Professor in the subject of Computer / Mathematical & Statistical Techniques who had continued to pursue research work for his Ph.D.**
- **Dr. Sushama S. Patil, faculty from the Department of Commerce continued to give guidance to four students from North Maharashtra University, Jalgaon registered under her for Ph.D.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **The college library acquired three new desk top computers. To detect thefts of books and other reading material from the library, Closed Circuit Cameras were installed in the library.**
- **E-Journals and E-Books were made available to the faculty and students.**

6.3.6 Human Resource Management

- **The college authorities hold regular meetings of the faculty to plan various activities for the year.**
- **Various committees constituting faculty are created to carry out these activities.**
- **Various activities such as cultural, sports and academic field tours are conducted all through the year to make teaching and learning more practical oriented.**

6.3.7 Faculty and Staff recruitment

All recruitments of faculty and the staff is done following the University statutes.

6.3.8 Industry Interaction / Collaboration

Industrial visits are a regular feature of our curriculum teaching. The college organised industrial visits and invited resource persons from the industry to interact with our students.

6.3.9 Admission of Students

Admission process was done as per the norms specified by the University.

6.4 Welfare schemes for

Teaching	Employees Cooperative Credit Society provides loans at low rate of interest.
Non-teaching	Employees Cooperative Credit Society provides loans at low rate of interest. Personal Insurance Policy from Oriental Insurance Company was provided to them by the management.
Students	Covered by the Students' Safety Policy of Oriental Insurance Company Limited.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes -- No --

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

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

Our alumni Mr. Amol Bhosale, Chartered Accountant delivered a lecture on “Direct Tax” for Third Year B.Com students.

6.12 Activities and support from the Parent – Teacher Association

Though the college has not formed a formal Parent Teacher Association, but the faculty hold meetings with the parents whenever such need arises and the parents need to be informed about their ward’s progress or their misbehaviour.

6.13 Development programmes for support staff

Faculty from the Informational Technology laboratory of the college conducted refresher courses for the administrative staff on the effective use of computers.

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

- **To create awareness about environment, the faculty teaching this course has formed the “Green Club” to suggest ways to protect the environment within and around the college campus.**
- **The purchase committee purchases eco-friendly sanitizers made with natural products.**
- **The college protected all trees which were to be uprooted to construct a wall by the BMC to concretise the nullah.**
- **Waste paper and files were reused and recycled.**
- **The college canteen contractor was advised to segregate wet and dry garbage.**
- **Pest control is also done with herbal products.**

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.

- **For the smooth functioning of the college various committees are formed. Each committee chalks out yearly plan of action.**
- **An annual plan formulated by the committees eliminates the scope of conflicts in conducting various academic and non-academic activities which helps in smooth functioning.**
- **All notice boards for the students were shifted to the front side of the building for easy access and to avoid crowding in the corridors.**
- **Separate counters opening in the backyard of the college have been created for the convenience of the students to provide better administrative services. A shade has been provided for the entire area.**
- **On each floor of the college building, notice boards have been put up. Faculty use**

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

Information regarding the Action Taken on the plan of action is provided in 2.15 in part A of this report.

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

- **Guest lectures for the students were conducted by external resource persons to strengthen the teaching – learning process.**
- **Remedial coaching was given to academically disadvantaged students.**

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

Please refer to Annexure IV and V

7.4 Contribution to environmental awareness / protection

- Faculty teaching Foundation Course and Environmental Studies make students aware of various environmental issues and protection of environment.
- A competition on “Best out of Waste” was conducted to spread environmental awareness.
- A seminar was organised on, “Alternative Technologies on Water Management” with eminent resource person, an IIT engineer, Mr. Rajaram Desai.
- A lecture on Waste Management was organised in the subject of Environmental Studies.

7.5 Whether environmental audit was conducted?

Yes

No

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

- Dr. Ajay Bhamare was appointed as Chairperson, Board of Studies in Commerce, University of Mumbai.
- Our college hosted the Performing Arts Festival for students organized by the University of Mumbai on August 16th, 2013. Many teams from the colleges in the Mumbai region presented their performance in various events conducted simultaneously in different venues at the college. Faculty from various colleges judged the performances and declared the prized.

8. Plans of institution for next year

The institution has planned to start:

- A Research Centre in Commerce. The process to seek the necessary permissions from the statutory bodies has already been initiated.
- M.Com in Management, training centre for UPSC and MPSC programmes.
- Certificate courses in Personality Development, Soft-skills.
- Useful, job-oriented diploma courses in Retail, Insurance and hospitality.

Name

Janine Almeida

Name

Dr. Ajay Bhamare

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Ramanand Arya D.A.V. College, Bhandup (E)

Academic Calendar ANNEXURE I –AQAR 2013-14

Year: 2013-14

DATE	ACTIVITIES
FIRST TERM (10th June 2013 to 31 st October 2013)	
10/06/2013	Beginning of Academic Year
12/08/13 to 14/08/13	Internal Class Test (Sem 1, 3, 5)
09/08/2013	Ramzan-Id
15/08/2013	Independence Day Celebration
10/09/13 to 12/09/13	Additional Class Test (Sem 1, 3, 5)
05/09/2013	Teacher's Day Celebration
09/09/2013	Ganesh Chaturthi
10/09/13 to 17/09/13	A.T.K.T. Exam-F.Y.B.COM (Sem 1)
19/09/13 to 25/09/13	A.T.K.T. Exam-S.Y.B.COM (Sem 3)
01/10/13 to 09/10/13	Regular Exam-F.Y.B.COM (Sem 1)
02/10/2013	Gandhi Jayanti
01/10/13 to 08/10/13	Regular Exam-S.Y.B.COM (Sem 3)
13/10/2013	Dasehara
16/10/2013	Bakri-Id
01/11/13 to 24/11/13	Mid Term Break (Diwali)
SECOND TERM (25th November 2013 to 30th April 2014)	
29/11/2013	Sports Day
06/12/13 to 08/12/13	Cultural Week Celebration
24/12/2013	Annual Day Celebration
25/12/13 to 01/01/14	Winter Break (Cristmas)
06/01/14 to 13/01/14	A.T.K.T. Exam-F.Y.B.COM (Sem 2)
06/01/14 to 11/01/14	A.T.K.T. Exam-S.Y.B.COM (Sem 4)
15/01/14 to 22/01/14	Additional (A.T.K.T.) Exam-F.Y.B.COM (Sem 1)
15/01/14 to 21/01/14	Additional (A.T.K.T.) Exam-S.Y.B.COM (Sem 3)
26/01/2014	Republic Day Celebration
06/02/14 to 08/02/14	Internal Class Test (Sem 2, 4, 6)
17/02/14 to 20/02/14	Additional Class Test (Sem 2, 4, 6)

01/03/14 to 08/03/14	Regular Exam-F.Y.B.COM (Sem 2)
03/03/14 to 12/03/14	Additional (A.T.K.T.) Exam-S.Y.B.COM (Sem 4)
03/03/14 to 12/03/14	Regular Exam-S.Y.B.COM (Sem 4)
14/03/14 to 22/03/14	Additional (A.T.K.T.)Exam-F.Y.B.COM (Sem 2)
24/03/14 to 01/04/14	Additional (Regular)-F.Y.B.COM (Sem 1)
24/03/14 to 29/03/14	Additional (Regular)-S.Y.B.COM (Sem 3)
15/04/14 to 26/04/14	Additional (Regular) Exam-F.Y.B.COM (Sem 2)
15/04/14 to 22/04/14	Additional (Regular) Exam-S.Y.B.COM (Sem 4)
01/05/14 to 09/06/14	Summer Break

Details of Workshops/Seminars attended and Papers presented

Workshops/Seminars/Papers presented:

1. Dr. Ajay Bhamare

Presented Research Paper titled Competitive Pressure & Customer Satisfaction in 66th All India Commerce Conference Of The Indian Commerce Association & National Seminar held at Dept of Commerce Bangalore for Two Days on 5th - 7th Dec 2013.

2. Ms. Madhubala Swami

1. Participated in workshop on undergraduate syllabi changes at Jhunjhunwala College of Science Arts and Commerce, Ghatkopar (E) on June 29, 2013.

2. Participated in CAS workshop held at Jhunjhunwala College of Science Arts and Commerce, Ghatkopar (E) on 4th July, 2013.

3. Participated in CAS workshop conducted by BUCTU in Mumbai University on 2nd August, 2013

4. Presented a paper at the Third European Conference on Microfinance at Agder University, Kristiansand, Norway from June 10-12, 2013. Also chaired the session.

3. Mr. Padmakar Mane

Participated in State Level One Day Workshop on "The Role of IQAC in Quality Enhancement" organised by B.N. Bandodkar College of Science, Thane on 05/10/2013.

4. Mr. Uday Shetty

1. Attended One day Workshop on Revised syllabus & Revised question paper pattern for M.Com. 1 and 2. At Nagindas Khandwala college on 17th July 2013.

2. Participated in Centralised Assessment Programme of University of Mumbai for T.Y.B.Com(U.G.) and M.Com(P.G.) \

5. Mr. Rajiv Khurana

1. Attended a programme on Service Tax and Latest Amendments and Impact of IFRS on Taxation and the new companies Bill, 2013 Kalbadevi CPE Study Circle on WIRC on 25.03.2014.
2. Attended a programme on Service Tax Implications on Hotel and Software Industry conducted by Mulund CPE Study Circle on 13.4.2014
3. Attended a programme on Accounting Standard 22 & 29. Analysis and Practical Difficulties conducted by Mulund Credit Point Evaluation Study Circle of Western India Regional Council (WIRC) on 14.4.2013.
4. Attended a programme on Local Body Tax Analysis conducted by Mulund CPE Study Circle of WIRC on 28.4.2013

6.Mr. Virendra Prajapati

1. Two days National Level Seminar on Financial brands in India, causes, consequences and measures K.M.Agrawal College of Arts, Commerce and Science Kalyan on 23 & 24 Aug 2013.
2. One day National Seminar on Indian Economy in 21st Century: Issues and Challenges in Smt Janaki bai Rama Salve College (Kalwa, Thane) on 14.9.2013.
3. International Seminar on Emerging Trends in Banking Industry in B.L.AMLANI College of Commerce (Thane) on 21.9.2013.
4. International Seminar on Paradigm Shift in Commerce, Engineering, Technology and Social Science in K.J. Somaiya College of Arts, Commerce and Science (Kopergaon) on 8.2.2014.
5. One day Seminar on "Companies Act 2013" in Smt CHM College (Ulhasnagar) on 26.2.2014.
6. One day State Level Inter-Disciplinary Seminar on 'India-China Relations Looking Back-Looking ahead' in Adarsh College of Arts and Commerce (Badlapur) on 30.1.2014

7.Ms. Janine Almeida

1. Revised syllabus of SYB.com, Business Law on 6th July 2013.
2. Half day workshop on "Career Advancement Scheme" conducted by Ram niranjan JhunJhunwala college on 4th July 2013.
3. "The roll of IQAC in quality enhancement" in Bhandodkar college. Thane, on 5th Oct 2013.
4. "Career advancement under UGC regulations 2010." by BUCTU on 4th Oct 2013

8.Ms.Sunita Bhargav

Attended a UGC sponsored National Level Seminar on environmental sustainability-economic and social dimensions organised by Department of Commerce & Economics & Pralhadrai Dalmia Lions College of Commerce & Economics on 25.9.2013

9.Ms. Grace Verghese

1.Attended a half day workshop on ' Question Paper pattern under 75-25 evaluation scheme in the course of Mathematical & Statistical techniques' held on 19th July 2014 conducted by Department of Mathematics & Statistics in Jashbhai Maganbhai Patel College of Commerce Goregaon.

2.Attended a One Day Workshop on “Career Advancement ‘under UGC Regulations 2010” organised by BUCTU at Shahir Amar Shaikh Auditorium, Vidyapeeth Vidyarthi Bhavan, Churchgate,on 4.10.2013

10.Mr. Ravindra Naik

1. Opportunities for CAs in Business Restructuring and SME Models Ghatkopar-west.

†

2. Goods in transit covered under section 6(2) of CST Act Ghatkopar-west.

3. Reassessment U/s 148 of Income Tax Act Vidyavihar-East.

4. Accounting And Auditing-Accounting Standards issued by ICAI (Ghatkopar-west) on 19.10.2013.

5. Attended a programme on Forensic Documentation and its relevance to CA profession (Ghatkopar-west) conducted by WIRC on 26.10.2013.

6. Attended a programme on Labour Law and Role of Chartered Accountants (Ghatkopar-west)

7. Attended a programme on USE OF RTI (Ghatkopar-west) on 23.11.2013 conducted by WIRC.

8. Opportunities and Challenges for Chartered Accountants (Vidyavihar) on 24.11.2013.

11.Ms. Chandrakala Srivastava

Paper presentation in International seminar on "Impact Of Black Money On Indian Economy And Government

Measures" on 21st Sept 2013 at M R Nathani College.

12.Dr. Sushama Patil

1. Attended a workshop as a "Research Guide on Recent Trends in Research" at Nahata College Bhusawal under North Maharashtra University, Jalgaon on 1st & 2nd Feb 2014.

2. Attended the one day workshop on "Revised Syllabus of Commerce-T.Y.B.Com" jointly organised with Board of studies (Commerce) at RADAV College Bhandup on 30.6.2014.

13.Ms. Dipika Bakshi

1 .Participated in workshop on Revised Syllabus of SYB.com at, Dyan Sadhna College, Thane, on 6.7. 2013

2. National Seminar on "Indian Economy In 21st Century: in Smt. Jankibai Salvi College, Kalvan on 14th Sept2013.

3. Presented Paper at International Seminar on "Emerging Trends In Banking Industry" in B.L.Amlani College, Vile Parle on 21.9.2013.

4. International seminar on "Turbulent Voyage Of Right For Humanity" In K.B. College, Thane on 5.10.2013.

14.Mr.Bhupender Singh Saini

1. Participated in One day workshop on Revised syllabus of S.Y BBI at Laxmichand Golwala College on 8.7.2013.

2. Attended One day workshop on Project Writing in special studies in Banking & Insurance of BBI on 6.8.13 at Mulund College of Commerce.

15.Mr. Dinar B Thavi

1. Attended a workshop on project writing in " Special Studies in Banking and Insurance (Semester V& VI) of B.com (Banking and Insurance) on 6.8.2013 organised by Mulund College of Commerce in collaboration with the ad-hoc board of studies in banking and finance - University of Mumbai.

2. Workshop on revised syllabus of B.com (Banking and Insurance) Semester-on 3.12.2013

organised by Pragati College of arts and commerce in collaboration with ad-hoc board of studies on Banking and Finance, University of Mumbai.

3. Attended UGC sponsored one day National Conference on Development of Capital Market in India in Current Scenario: Challenges And Opportunities on 29.1. 2014.

16.Mr. Yashesh Ranpura

1. Participated in the workshop on "Revised Question Paper Pattern for TYBMS Semester-V", held on 29.7. 2013 at Narsee Monjee College of Commerce & Economics.

2. Participated in the workshop on "Revised Question Paper Pattern for TYBMS Semester-V (CBSGS)", at Thakur College of Science & Commerce, on 12.8.2013.

17.Ms. Shivangi Saxena

On 30-01-2014, one day workshop on IPR and Cyber Law at Vivekananda College, Chembur.

18.Ms. Rajani Singh

On 10-09-2013, Workshop on Linux Practicals- Server Configuration at Pillai College, Panvel.

19.Ms. Srabani Ganguli

1. On 25-06-2013, Workshop on revised syllabus of T.Y.BSc. (IT), Data warehousing at Mumbai University, Kalina.

2. On 21-12-2013, Workshop on revised syllabus of T.Y.BSc. (IT), Data warehousing at R Z College.

20.Ms. Anusha Suthersan

1. On 22.1.14, Workshop on Network Security at Nirmala Education Society, Kandivli, Mumbai.

21.Ms. Pallavi Wani

On 7.2. 2014 attended workshop on Internet Technology at SIES college of Arts, Science & Commerce, Sion (W)

Short Term Courses Attended:

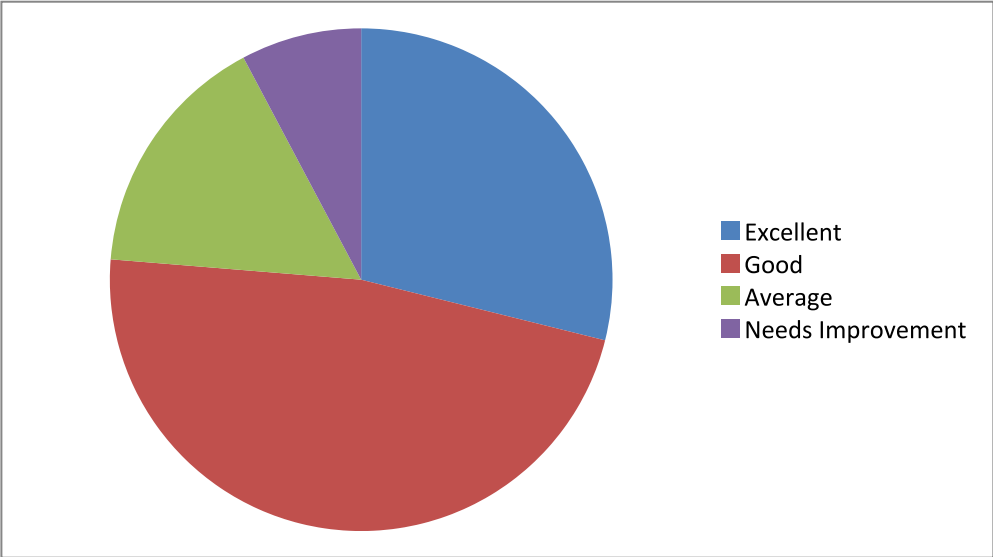
Mr. Ravindra Naik

Participated in UGC sponsored 7th Short Term Course: Research Methodology from 2nd to 7th December.2013 at Academic Staff College Sardar Patel University, VallabVidya Nagar

Analysis of Feedback from Students

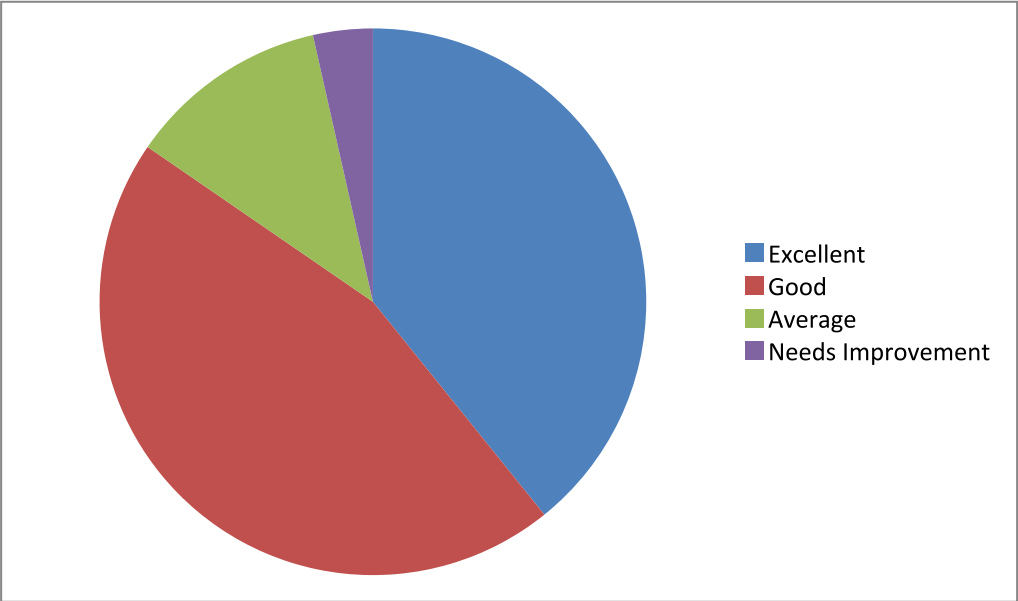
OFFICE SERVICE

Excellent	Good	Average	Needs Improvement
67	110	37	18

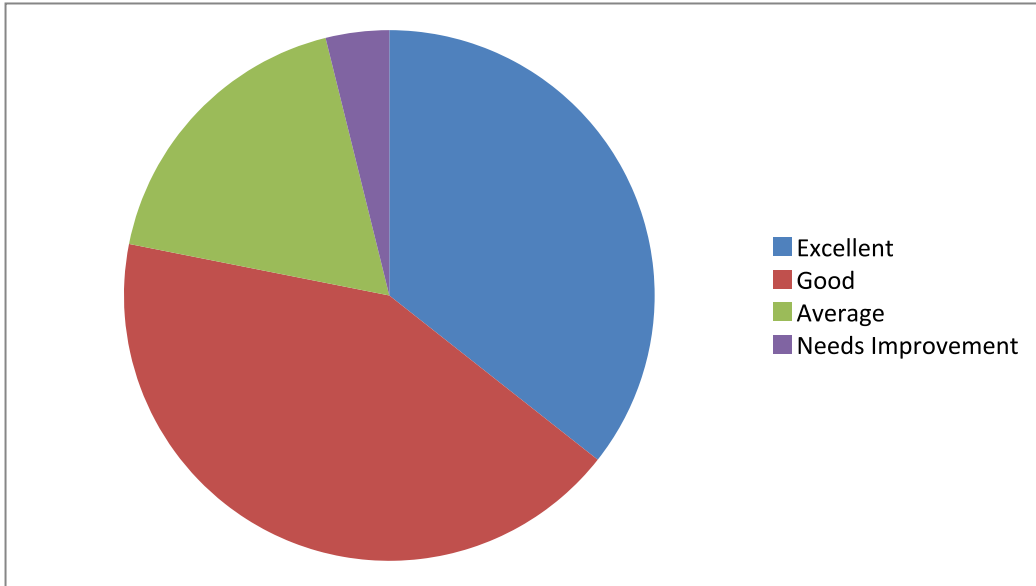


LIBRARY

Excellent	Good	Average	Needs Improvement
89	103	27	8

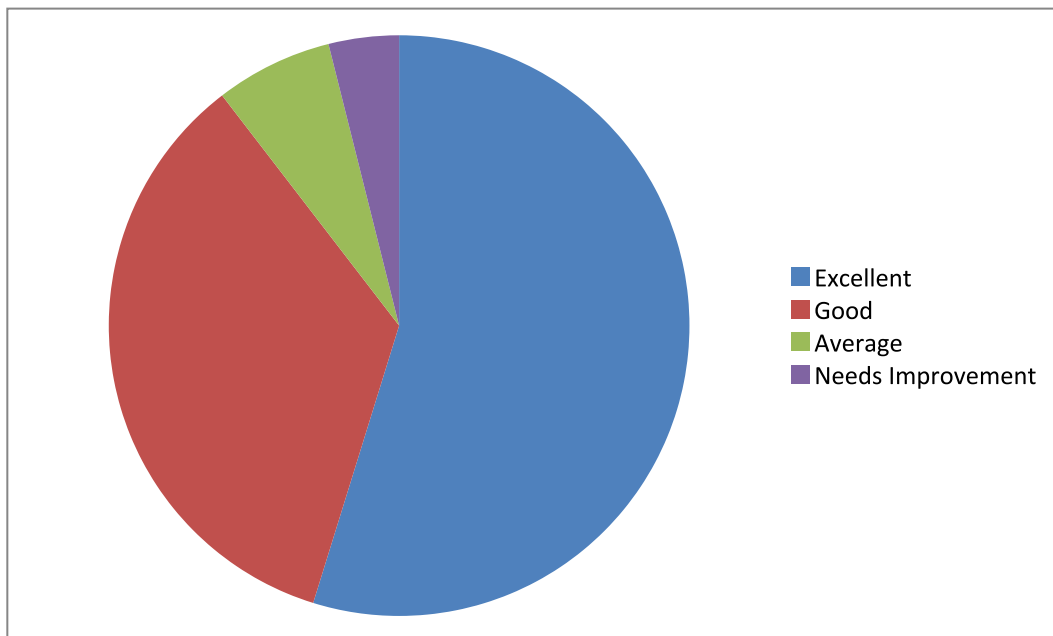


Excellent	Good	Average	Needs Improvement
83	99	42	9



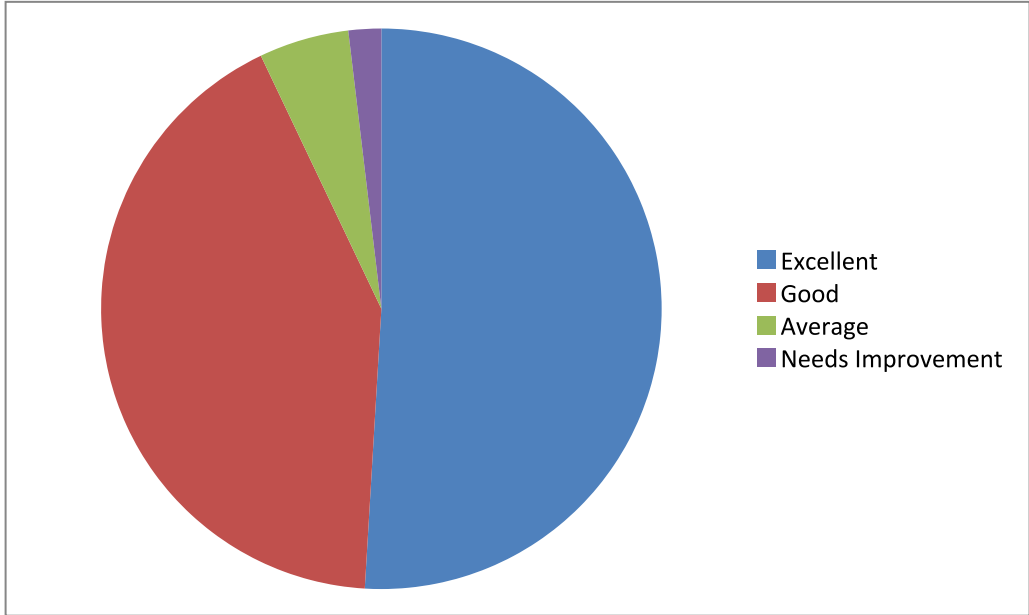
CULTURAL

Excellent	Good	Average	Needs Improvement
126	80	15	9



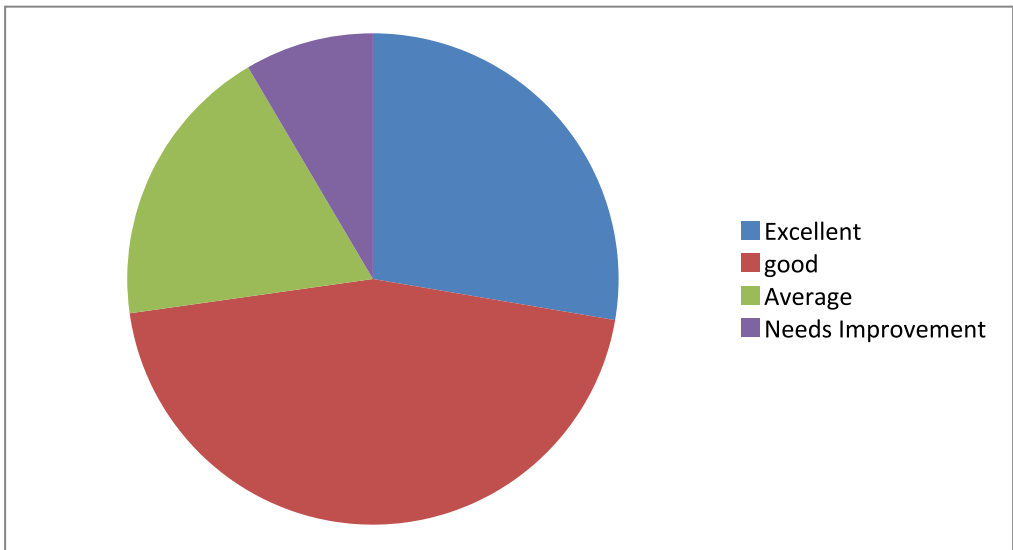
**TEACHIN
G**

Excellent	Good	Average	Needs Improvement
108	89	11	4



CAMPUS

Excellent	good	Average	Needs Improvement
62	101	42	19



BEST PRACTICE NO. 1 : 2013 – 14

Title of the Practice :

IMPROVING THE TEACHING – LEARNING PROCESS THROUGH GUEST LECTURES

Goal :

To bring improvements in the Teaching – Learning process by supplementing regular lectures through Guest Lectures by Resource Persons from other institutions.

The Context :

Different teachers have different methods and communication strategies to impart teaching. The method of teaching a subject also varies from person to person. The educational qualification the faculty possesses, the institution from which this qualification was acquired, the number of years of experience - both teaching and practical, the study material which were accessible to them, the kind of people with whom the faculty has interacted, his or her own experience outside the college, etc play a major role in the quality and volume of knowledge shared by a faculty with the students. At times, there is a possibility that the student will adopt a casual approach to the communications made by the regular faculty in the class room because of too much familiarity with the individual. When an outsider gives the same communication, there is a chance that the student will be more attentive and focused because he or she expects that something new will be revealed by the external resource person.

The Practice :

The Internal Quality Assurance Cell (IQAC) plans at the beginning of the year about the various subjects of Third Year undergraduate courses for which Guest Lecturers will have to be invited. The topics in those subjects which require to be supplemented with a special presentation by an outside Resource Person are also identified by the respective departmental members. The Resource Persons who can handle these topics are identified from other institutions, after carefully reviewing their qualification, experience, academic standing, communication skills, etc. Informal contacts are made with the identified Resource Persons well in advance and their availability and willingness are found out. Then a proposal is sent to the Principal / Vice Principal for the approval and for the necessary funds to be paid to the Resource Persons as honorarium. After fixing the date, time and venue, a notice is prepared by the concerned department and circulated among students in the class

room. The notice is also displayed in the college notice board. On the day of the guest lecture, the necessary equipment are made available in the seminar room and the Resource Person is introduced to the students after a formal welcome. In order to signify the importance of the programme to the students, the Vice Principal, Head of Department and other faculty are present at the beginning of the session. The students are advised to focus on the presentation and get all their doubts on the subject matter clarified fully. At the end of the programme, the vote of thanks is proposed by one of the students.

One of the factors which sometimes act as a constraint in organizing the guest lectures is the non - availability of the right Resource Persons. Most often, the limiting factor is the inadequacy of the time available with the Resource Person for completing the topic of the session within the allotted 2 to 3 hours. The other limiting factor is the time available for such guest lectures within the total time available for completing the syllabus as per the university norms.

Evidence of Success :

- Mr. Rajaram Desai an engineer, from Indian Institute of Technology (IIT), Mumbai was the resource person at a seminar on “Alternate Technologies in Water Management”.
- A seminar on cyber laws was organised where Professor Suman Kalani was the resource person.
- Prof. Santosh Ojha, Chartered Accountant the faculty of Vikas College guided the M.Com students in the subject of taxation.
- Dr. Sangita Pawar, faculty of Department of Commerce, University of Mumbai guided the M.Com. Part I students on ‘ How to prepare a questionnaire?’ in the subject of Research Methodology.
- The Department of Commerce conducted a seminar on Marketing for Third Year B.Com students. Dr. P.D. Shinde was invited as a resource person.
- Dr. Sangita Pawar , faculty of Department of Commerce, University of Mumbai guided the M.Com. Part II students on Disaster Management in the subject of Strategic Management.
- The Department of Commerce conducted a seminar on Human Resource Management for Third Year B.Com students. Dr. S.K.Raju was invited as a resource person.

From the oral feedback received from the students after these sessions, it was evident that the Guest Speakers could clarify many of the doubts the students had on the subject.

Problems Encountered and Resources Required :

- **PROBLEM :**

Identifying the right Guest Speaker on a subject matter.

- **RESOURCES REQUIRED**

A data bank about the resource persons available in Mumbai in various subjects.

NOTES :

Well prepared power point presentations by a guest speaker will be well received by the students. Case study supported presentations with specific examples of concepts in a simple language will attract the students to the subject. The presentation must be made more interactive and the students' understanding of the presentation should be tested during the lecture itself so that the doubts can be clarified then and there, before proceeding further on the topic. This will also enable the students to understand subsequent points better.

CONTACT DETAILS

- Name of the Principal : Dr. Ajay Bhamare
- Name of the Institution : Ramanand Arya D.A.V. College
- City : Mumbai
- Pin Code : 400042
- Accredited Status : Reaccreditation process in progress
- Work Phone : 022 – 25660513
- Website : www.radav.org
- Email : info@radav.org
- Mobile : 09833552608

BEST PRACTICE NO. 2 : 2013 – 14

Title of the Practice :

REMEDIAL COACHING

Goal :

To improve the academic performance of those students who are slow learners or unable to cope up with the normal pace of teaching or not very proficient in English and hence unable to understand the subject.

The Context :

Our college provides opportunities to any student who is desirous of pursuing higher education after completing his or her Higher Secondary course if he or she meets the minimum requirements set by the University of Mumbai. The medium of instruction is English as per the guidelines of the University. Some of the students who have studied in the vernacular medium may find it difficult to get adjusted to the English medium as the language of teaching. The syllabus of undergraduate courses involve many concepts and words which might be difficult for a vernacular medium student to assimilate or understand. Certain students who are weak in specific subjects like mathematics or certain students who are slow to grasp the explanations of the faculty, will therefore require some special care in making their Learning Process complete and successful.

The Practice :

The Internal Quality Assurance Cell (IQAC) plans at the beginning of the year on an action plan to conduct special lectures for those students who are not able to score the required marks in different subjects. The faculty teaching a particular subject identifies such students on the basis of their participation in the class room, their performance in internal tests and personal interactions with them.

On the basis of the above findings, a list of such students who are interested in learning, but are unable to understand a particular concept or subject due to some genuine reasons is drawn and the students are invited to register themselves for the special lectures on these subjects.

Extra lectures are conducted for these students by our faculty.

Evidence of Success :

CLASS	NO. OF STUDENTS IDENTIFIED FOR REMEDIAL COACHING	NO. OF STUDENTS WHO REGISTERED FOR REMEDIAL COACHING
FY B Com	52	29
SY B Com	34	24
TY B Com	37	28

A Time Table for Remedial Coaching was prepared as follows :

DAY	FY B COM 11.30 AM - 12.30 PM	SY B COM 11.30 AM - 12.30 PM	TY B COM 11.30 AM - 12.30 PM
Monday	Environment Studies / Business Communication		Commerce
Tuesday	Mathematics	Accounts	Accounts
Wednesday	Commerce	Foundation Course	Economics
Thursday	Accounts	Law	Export Import
Friday	Foundation Course	Commerce	
Saturday	Economics		

Results in the Semester - End Examinations

CLASS	NO. OF STUDENTS WHO ATTENDED REMEDIAL COACHING LECTURES	NO. OF STUDENTS WHO PASSED THE SEM – END EXAMINATIONS
FY B Com	29	29
SY B Com	24	24
TY B Com SEM V	28	20
TY B Com SEM VI	28	24

Problems Encountered and Resources Required :

- PROBLEM :

Although the facility of remedial coaching was offered to all the identified students, their attendance in the remedial coaching classes were not full.

- RESOURCES REQUIRED :

Students who did not take advantage of the remedial coaching lectures will have to be motivated to attend the lectures through individual counseling.

NOTES :

Remedial coaching is a noble concept through which the needy and socially disadvantaged students can get the opportunities in higher education and employment. Enthusiasm needs to be generated in such students to participate in the activities designed for them to develop them as individuals who can sustain themselves in the increasingly competitive world.

CONTACT DETAILS

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