SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

PARLE TILAK VIDYALAYA ASSOCIATION'S M.L.DAHANUKAR COLLEGE OF COMMERCE

DIXIT ROAD, VILE PARLE (EAST)
400057
www.mldcc.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

M. L. Dahanukar College of Commerce is governed by Parle Tilak Vidyalaya Association (PTVA). PTVA is a charitable trust established in 1921 by undertaking educational activities to commemorate Lokmanya Bal Gangadhar Tilak, the first leader of the Indian Independence movement, hailed as the father of Indian unrest. M. L. Dahanukar College of Commerce, established in June 1960, is one of the educational endeavours of PTVA.

M. L. Dahanukar College of Commerce has completed 58 Glorious Years in the field of education. It is one of the oldest and highly sought after Commerce Colleges in Suburban Mumbai catering to more than 3,500 students every year.

The College offers a wide plethora of programmes ranging from a traditional Bachelor of Commerce Degree to the more contemporary Bachelor Degree programmes in the fields of Management, Accounting and Finance, Banking and Insurance, Financial Markets, Mass Media, Information Technology as well as Environment Management. The College also offers Master Degree programmes in Commerce with specialisation in Accountancy and Business Management and in Science with specialisation in Information Technology. The College is a recognised Research Centre for Ph.D. under the Faculty of Commerce in the subject of Business Policy and Administration.

The College endeavours to develop all round personality of the students. Keeping this goal in mind along with emphasis in academic achievements due importance is also given to the development of co-curricular and extracurricular activities.

The College has been performing excellently in Academics as well as in sports, cultural and social activities.

Our success can be measured by the achievements of our illustrious Alumni who have excelled in the diverse capacities in the fields of academics, politics, acting and singing, journalism, social activities and many more. Few prominent names are Suresh Prabhu (Hon. Cabinet Minister, Govt. of India), Vijaya Laxmi Iyer (Former Chairman IRDA), Swanand Kelkar (Executive Director Morgan Stanley), Ashok Panvalkar (Chief Editor Maharashtra Times, a subsidiary of Times Group).

The college continuously strives to bridge the gap between academics, co-academics and corporate realities by arranging seminars, workshops, industrial visits, provide internships etc. We seek to transform our students into professionals and global citizens.

Vision

M.L Dahanukar College aims at providing quality education to the society and thus contributing to nation-building. Our college has a learner centric approach and at the same time focuses on meeting the needs of the society. We aim at creating future responsible citizens who will have high integrity and moral values. Nurturing the employability repertoire of skills of students is also one of the major objectives of the college. Keeping pace with the fast changing technological demands of the global village is also the essence of the educational culture

of the college.

With this view, the vision of the College is as follows:

- To be the leading educational institution in the field of commerce
- To engender and nurture values for fostering knowledge and skills towards the attainment of wisdom
- To empower the youth to scale-up to excellence by imparting quality education

Mission

The college provides an environment for evolution of creative and entrepreneurial skills for the students through quality education. Inclusive development is at the core of our institutional culture and we cater to a wide spectrum of students from diverse economic and social backgrounds. Equal thrust is given to curricular, co-curricular as well as extra-curricular activities for all round development of the learners. The college endeavours to provide an academic environment for a better understanding of the needs of the society and the industry and thereby increasing their employability and entrepreneurship.

With this view, the Mission of the College is as follows:

- To provide a platform for excellence in academic growth
- To provide opportunities in curricular, co-curricular and extra-curricular activities, thereby achieving holistic development
- To create a climate for continuous innovation in the teaching-learning process
- To guide the student community towards a worthy future and a growth-oriented career
- To create responsible citizens with a global outlook

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A rich heritage of educational, social and cultural values inherited from the Governing Body – Parle Tilak Vidyalaya Association, serving the society since 1921.
- Quality assurance of programmes and degrees awarded from a reputed University.
- One of the pioneering Institutions to adopt an Innovative Self-Financing Programme
- 58 years of proven excellence in quality education and training in the fields of Commerce, Accountancy, Management, Banking and Insurance, Financial Markets, I.T., Mass Media and Environment Management.
- Fusion of professional programmes with a global perspective having a sound value and moral base.
- Vibrant combination of experienced and dedicated Full-Time and Visiting Lecturers from the Corporate Sector.
- State of art infrastructure facilities- automated library, well equipped gymkhana, a language laboratory, 4 computer labs with 130 computers, modern classrooms with audio visual aids etc.
- Placement activity and leadership development programmes in association with Industry.
- Innovative and diverse learning opportunities provided to students aiming for all-round development of

the students.
- Environmental Management schemes such as Rain Water Harvesting and Solid Waste Management.

Institutional Weakness

- Lack of aid from Government towards non-salary expenditure.
- Non-availability of sanction for vacant and approved teaching and non-teaching posts.
- Shortage of land for vertical and horizontal growth for future expansion of the Campus.
- Limited scope for lateral growth as the Institution has a Single Faculty.
- Inability to attract students from other states and remote places due to lack of hostel facilities.
- Being an affiliated College, we do not have the liberty to revise curriculum, examination and evaluation system unless affiliating University does it.

Institutional Opportunity

- To provide quality education to students irrespective of caste, creed, religion and economic status.
- Diversification of education by starting new Self-Financing Programmes.
- Strategically located within walking distance from railway station and national highway.
- Providing scope for new avenues to earn while you learn.
- Initiating student and faculty exchange programmes.
- Nurturing entrepreneurial skills of the students.
- Collaboration with Industry for giving practical exposure.
- Industry interface.
- To explore the scope to generate Intellectual Property Rights for the institution.

Institutional Challenge

- Achieving course outcomes within the limited time frame.
- Limited scope for continuous and comprehensive assessment with the existing examination pattern.
- Constraints faced in simultaneously running dual programmes in association with professional courses like Chartered Accountancy and Cost Accountancy.
- Strengthening Alumni association.
- Need to manage the imbalance in student teacher ratio as in the aided section the approved sanctioned post is of 24 full time teachers whereas the student intake is of 1800.
- To attract more industries for placement, in-plant training and project work.
- Being predominantly a Commerce College, limited scope to generate Intellectual Property Rights for the Institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum is the most important aspect for the fulfilment of the aim of education. Curriculum should thus be dynamic, robust and in sync with the industrial, societal and global demands. M.L. Dahanukar College of Commerce is affiliated to University of Mumbai, Mumbai. The syllabi followed in the college is thus as designed and prescribed by the Board of Studies of the University. However the college encourages the senior teachers to take active participation in syllabus framing process of various courses run in the college. Also some teachers are a part of the Board of Studies formed by the university and other autonomous colleges under the aegis of the university.

The college offers a number of programs catering to a wide variety of students hailing from diverse backgrounds. The college run programs ranging from a traditional Bachelor and Master of Commerce Degree to the more contemporary Degree programs in the fields of Management, Accounting and Finance, Banking and Insurance, Financial markets, Mass Media, Information Technology as well as an Innovative Program in Environment Management.

Besides the regular prescribed programs the college has in place a Job Skill Training program/ Leadership Development Program to equip the learners with the necessary skills to withstand the challenges of the industry and make them more employable.

The college consistently attempts to enrich the teaching learning process through inculcation of sensitivity of towards pressing issues related to environment sustainability and inclusive education. One of the instances of Course Outcomes observed is when the learners themselves approached the college authorities to start with a composting pit in the college premises to deal with the disposal of solid waste generated in the college and effectively installed the same.

Teaching-learning and Evaluation

The college has a variety of programs run with high enrolment rates. The process of admitting students to the programmes is through a transparent, well-administered mechanism, complying with all the norms and rules of the State Government and University of Mumbai.

The college believes in inclusive growth catering to students of varied social and economic backgrounds, both from within the city as well as from distant suburbs. The college meticulously follows the government norms of reservations at the admission stage to do social justice. However to cater to the learners from the economically backward strata not covered by reservation, the college has extended a facility of payment of fees in instalments. The college also have the provision of Student Aid Fund disbursed to the economically weaker students.

The college also caters to the needs of the students with special needs through mentoring sessions, remedial lectures and counselling, aiding them to get assimilated in the mainstream.

Within the classrooms teachers practice a combination of different teaching skills like lecturing along with power point presentations and YouTube videos which makes the entire teaching learning process more effective and enjoyable.

The institution further ensures effective teaching by having a healthy combination of teachers with academic background and personas from the industry as visiting faculties and speakers. This helps bridge the gap between academia and corporate world.

The college conducts examinations as per rules and regulation as prescribed by the university moreover presentations by the students, group discussions, debates etc. are also conducted. The entire process of examination is well monitored with time tables displayed well in advance, notices regarding verification and revaluation and results displayed on the college notice board, the college web site and also on the college app. The academic success of our college can be measured by the high attainment ratio of the college.

The college also collects feedback from the stakeholders, regarding the quality of teaching and the infrastructural facilities in the college. This enables the authorities to find ways and means to enhance effective teaching and learning experience for the students.

Research, Innovations and Extension

Research Cell of the college oversees various research activities and engages into organising Workshop, National, International conferences and various sensitisation programmes to foster research orientation among teachers and students. We have six teachers who are awarded Ph.D., five teachers with M.Phil. and two research guides. Altogether five research scholars have enrolled through our research centre. Many teachers are perusing their doctoral research wherein a few of them are on the verge of its completion. Our college website publicises the code of ethics under plagiarism.

Many teachers are involved in writing reference and text books which are used in colleges across different universities. There are more than thirty teachers writing research papers that are published in reputed national and international journals with good impact factor. A few teachers have also received outstanding research award both at the national and at the international levels.

The NSS unit and the Rotaract Club of the College are involved in various social activities where every year more than 1500 learners actively participated in various activities. Besides organising blood donation camps and various social rallies on Aids awareness, Anti-dowry rally and so on, we are also involved in Swacch Bharat Abhiyan under which we have adopted "Plastic Mukti Abhiyan". After adoption of a village 'Saphale', our NSS volunteers are working for the school children by conducting various activities for them to boost their morale. This year, we have taken the initiative of cycle donation and donated 25 cycles to one of the orphanages at the outskirts of Mumbai.

The college, in association with Arihant Academy and MSSDS (Maharashtra State Skill Development Society), signed MoU for starting vocational training programme to train students in the field of banking. Book Share India received 44,000 books and donated more than 17000 books to various NGOs, orphanages, old age homes and libraries. Through our Placement Cell, numerous learners are placed in companies like TCS, ICICI, Motilal Oswal, Asian Paints, Infosys and other companies. We are also the active member of 'Enactus', an international non-profit organisation that stands for entrepreneurial activities in the US.

Infrastructure and Learning Resources

The College provides adequate facilities for teaching-learning process, as well as for extra-curricular activities. All Classrooms, Laboratories and Seminar Halls are ICT enabled. Bigger Classrooms having capacity to accommodate up to 120 students are equipped with a digital podium. To stay abreast with changes in

Information Technology, 40 systems have been upgraded. A new laboratory with 30 computer systems has been created. Students are allowed to use the laboratory for browsing educational content, practising programs taught during practical sessions and for project work after lecture hours. 3 laboratories and Library E-Zone have been equipped with Wi-Fi Facility. College has subscribed for high-speed Internet facility.

The College encourages students to participate in various extra-curricular activities. College has a separate Gymkhana building with a state of art air-conditioned Gymnasium. For outdoor games, the common ground owned by Governing Body is used and as and when required other Sports grounds are used on rental basis. For cultural activities, students practise in classrooms after lecture hours and in the Mini Auditorium / Keshavrao Ghaisas Auditorium.

The library has an excellent collection of books, journals, databases and magazines. The library reading hall is made available for extended hours for the benefit of students. As a part of Education Social Responsibility (ESR), the College Reading Room facility is also made available for the ex-students of the College and other students pursuing higher education and professional courses. Library offers various schemes like Book Bank, Students' Aid Fund and Gold Card. Library has been automated using iSLIM and WebOPAC. Membership of National Digital Library (NDL) and NList has been acquired to provide access to e-books and e-journals. Students' and Teachers' recommendations are considered for purchase of new books and journals.

To ensure smooth functioning, Annual Maintenance Contracts have been made for various facilities such as C.C.T.V., library compacting shelves, pest control, water coolers and air-conditioners. Security and house-keeping personnel have been hired on contractual basis. One full-time lab-assistant and one technician on contractual basis have been appointed for continuous support for I.T. Facilities. College allocates adequate budget for augmentation and maintenance of infrastructure and I.T. facilities.

Student Support and Progression

The college has an effective and efficient system for overall development of students in academics, co-curricular and extra-curricular activities. The needy students are identified and benefitted through scholarships and freeship. A counselor, placement cell, grievance redressal cell are all different facilitating mechanisms provided for students' welfare. The college has also initiated different capability enhancement courses like soft skills development, bridge course, language laboratory for increasing employability of the students. Apart from this, various lectures and activities are also arranged for understanding the importance of yoga and meditation in day to day life.

Placement cell of the college has been successful in providing suitable placement opportunities to the students every year. Career and personal counseling has also resulted to a greater percentage of student's progression to higher studies.

The college has Student Council whose members are elected as per the rules and regulations laid down by the University of Mumbai and Maharashtra Public Universities Act, 2016. The representation of the council can be seen through activities conducted by the different administrative and social bodies prevalent in the college. Our students have bagged prizes at National level in sports and cultural activities. Since the college aims at overall student development, the Sports Committee and Cultural Committee are very active in conducting a wide array of activities throughout the academic year.

The college continues its interaction with students even after they have formally left college for higher studies

through an active and vibrant alumni association named as "MLDC Alumni Association". Various activities like elocution competition, essay writing competition and Natya Abhivachan Spardha are organized each year. The Alumni Association also has a practice of felicitating the Ex MLDC students who have excelled in their respective careers. The association has also been very committed as far its sponsorship to the college festival "KURUKSHETRA" is concerned. The members of the alumni meet on regular basis for discussion of various matters pertaining to the development of the college through various financial and non-financial means.

Governance, Leadership and Management

The institution endeavours to cultivate creative and productive talents of students, faculty and staff to develop responsible global citizens. Imparting quality education is the main motto of our college. The strong alumnus of the Institution is the contemplation of the core values imbibed through the vision and the mission.

Perspective plans are developed by the visionary management of parent body, PTVA, with well-defined goals. The perspective plan is drawn as short-term and long-term goals in the different aspects of development of the college such as teaching and learning, research work, industry interaction, human resource planning, infrastructural development etc.

Institution pays a lot of importance towards strategic planning and involving the staff in developing a shared vision which will help align organizational goals with individual goals.

Principal is the academic and administrative head of the institution who has empowered various teachers by assigning them headship of various committees in order to carry out the day to day functions.

The institution respects and acknowledges the contribution of its members and has a performance based appraisal system for the assessment purpose. The feedbacks are analyzed and the Principal shares it individually with the teachers.

The major sources of institutional receipts/funding are Grants-in-aid from the government and fees from students. Deficits are taken care of by the management. There are audited income and expenditure statements of all activities. The college sends proposals for grants to the University Grants Commission (UGC) in order to meet expenses for construction, repair and renovation of the college building and premises.

IQAC was formed in the A.Y 2004 and since then IQAC is functioning with focus to develop, drive, deploy and review the quality policies.

The Institution has an integrated framework for Quality Assurance of the academic and administrative activities. The operational procedures and activities are framed to initiate teaching learning process, structures and methodologies for the welfare and holistic development of the student community.

Institutional Values and Best Practices

The college inculcates and exhibits its concerns and responsibilities towards the society as well as the values held by the institution by organising various programs as a matter of its regular practice. The college organises lectures and sessions on gender equity and self defence under Women Development Cell. As a result of the promotion of moral values and sensitivity to environment, the students took initiative with the permission of the

college authorities to install a Compost pit on the college premises. As a step towards environment friendly practices, the college has in place a mechanism for rain water harvesting on its premises. As a further step towards waste recycling, the college has placed a container for dropping the e-waste, for which it has entered in to a contract with a government authorised company for disposal of the same.

The institution plays an important role in inclusive education by providing ramp, wheelchair, lift, and doctor on call, helpline, scribes and other facilities for the differently-abled (Divyangjan) learners.

As a matter best practice, we have developed our campus into Eco-friendly campus by implementing the initiatives like "No plastic zone", Feminine hygiene instruments, Rain water harvesting to name few.

Culture and art are an integral part of wholesome development of an individual and a nation at large. It is through cultural activities like dance, drama, music and theatre; the College is portraying the true image of our country as rapidly developing nation and at the same time maintain our ancient traits and roots. We have encouraged the in house talent and created employability in the field of arts and theatre.

In synchronisation with our vision and mission on academic excellence, majority of our students over last 5 years have scored a first class at their graduation. Based on the academic excellence and thrust to create professionals, we have imparted job skills training to our students as a result of which our students are working with reputed organisations in the industry.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	PARLE TILAK VIDYALAYA ASSOCIATION'S M.L.DAHANUKAR COLLEGE OF COMMERCE
Address	DIXIT ROAD, VILE PARLE (EAST)
City	MUMBAI
State	Maharashtra
Pin	400057
Website	www.mldcc.com

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	DNYANESHWAR MARUTI DOKE	022-26185360	9892464523	-	mldc@rediffmail.com
IQAC / CIQA coordinator	CHANDANA CHAKRABORTI	022-26183614	9821557963	-	chandana_chak@yahoo.co.in

Status of the Institution	
Institution Status	Self Financing , Grant-in-aid and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	01-06-1960

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-06-1963	View Document
12B of UGC	16-08-1971	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	DIXIT ROAD, VILE PARLE (EAST)	Urban	1.0566	8547.96

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	HSC or equivalent	English	180	176
UG	BCom,Commerce	36	HSC or equivalent	English	60	59
UG	BCom,Commerce	36	HSC or equivalent	English	60	60
UG	BCom,Commerce	36	HSC or equivalent	English	600	579
UG	BMS,Management	36	HSC or equivalent	English	120	115
UG	BMS,Management	36	HSC or equivalent	English	60	30
UG	BSc,Science	36	HSC or equivalent	English	120	119
UG	BA,Arts	36	HSC or equivalent	English	60	59
PG	MCom,Commerce	24	Graduation or equivalent	English	80	78
PG	MCom,Commerce	24	Graduation or Equivalent	English	80	80
PG	MSc,Science	24	Graduation or equivalent	English	20	15
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	Post Graduation or equivalent	English	5	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				6				18
Recruited	1	0	0	1	3	3	0	6	9	5	0	14
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				23
Recruited	0	0	0	0	0	0	0	0	3	20	0	23
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				32
Recruited	21	5	0	26
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				33
Recruited	19	14	0	33
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	1	1	0	0	1	0	4
M.Phil.	0	0	0	1	0	0	1	1	0	3
PG	0	0	0	1	2	0	8	3	0	14

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	20	0	23

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	29	34	0	63

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate / Awareness	Male	315	2	0	0	317
	Female	357	1	1	0	359
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	48	0	0	0	48
	Female	125	0	0	0	125
	Others	0	0	0	0	0
UG	Male	454	3	0	0	457
	Female	745	3	2	0	750
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	58	70	77	70
	Female	134	123	104	106
	Others	0	0	0	0
ST	Male	8	13	13	4
	Female	12	17	14	10
	Others	0	0	0	0
OBC	Male	107	168	115	109
	Female	200	150	195	165
	Others	0	0	0	0
General	Male	298	375	337	286
	Female	519	530	539	536
	Others	0	0	0	0
Others	Male	38	39	37	39
	Female	47	61	51	44
	Others	0	0	0	0
Total		1421	1546	1482	1369

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 689

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	11	11	11	10

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3935	4059	4103	3886	3559

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
562	587	613	597	541

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1253	1243	1136	1113	997

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
46	49	46	39	35

File Description	Document
Institutional Data in Prescribed Format	[View Document](#)

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
52	52	49	46	42

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.4 Institution

Total number of classrooms and seminar halls

Response: 44

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
166.85	176.94	258.49	144.93	152.54

Number of computers

Response: 130

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

(A) Planning:

- **Academic Calendar** – An academic calendar is prepared at the beginning of the year after the dates of the term are available from University of Mumbai. Academic Calendar lays out the entire planning for the academic year which includes

- Term dates
- Exam schedules
- Co-Curricular Activities schedules

- **Programs Offered** – The programs offered by the institute are as follows:

- Bachelor of Commerce
- Bachelor of Management Studies
- Bachelor of Science (Information Technology)
- Bachelor of Commerce (Accounting and Finance)
- Bachelor of Commerce (Banking and Insurance)
- Bachelor of Commerce(Financial Markets)
- Bachelor of Mass Media
- B.Com/B.M.S.(Environmental Management and Economics)
- Master of Commerce(Accountancy)
- Master of Commerce(Management)
- Master of Science(Information Technology)
- Doctor of Philosophy under the Faculty of Commerce in the subject of Business Policy and Administration

- **Teaching Plan** - The Teaching Plans lay out the modus operandi of curriculum delivery. The teaching plan includes various teaching methodologies to make teaching effective.

- **Departmental Meetings** – All departments regularly conduct meetings to discuss on

- Allocation of courses/ syllabus to be covered by individual teachers
- Co-curricular and extra-curricular activities to be conducted by the department
- Distribution of exam related duties
- Discuss result analysis

- **Syllabus Structure** – The institute follows the updated syllabus structure provided by the University of Mumbai.

- **Scheme of Examination** – The College follows Choice Based Credit Grading Semester System (CBCGSS).

- **Time-Table** – The time-table is the schedule given to students and faculty members for smooth functioning of lectures and practicals.

- To bridge the gap between academia and corporate world, the College regularly invites experts from various sectors like Banking, Finance, Insurance, and Media, IT sector to deliver lectures and share their industrial experiences. This endeavor enables the students to link their curricular learning with the practical insights of the corporate world.

(B) Implementation of the plan:

- Feedback of students, teachers, parents and alumni covering the syllabus

- Control chart of time-table and it is monitored by Principal and Coordinators.

- Departmental meetings for communicating the feedback outcomes.

- Exam schedules displayed well in advance through notices displayed on the notice board, website,

college app and also circulated in classroom

- Committees are formed with a teacher in charge and student in charge to inculcate skills of team building, management, planning etc. which will help them in future life.

- Reference books, journals and periodicals are accessed with the latest library data management and maintenance systems. Library timings are lengthened and classrooms too are made available for learning till late into the night. This ensures that we focus on knowledge-gaining and not merely exam-oriented study.

- The academics are delivered in a value-added way by creating a platform for understanding of subject-matter by inter-linking through planned Industrial Visits and Industry-Institute Interaction and Partnerships.

- To foster self-confidence and in depth self-learning students are given topics related to the curriculum for projects, assignments and presentations. This method is very effective as it results in grooming the students' presentation skills and creating confidence for facing job interviews.

File Description	Document
Link for Additional Information	[View Document](#)

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	1	2

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 34.88

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	3	4	2

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 60.23

1.2.1.1 How many new courses are introduced within the last five years

Response: 415

File Description	Document
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 91.67

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 11

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 47.45

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1951	2171	2020	1923	1263

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The subjects across streams include topics specifically related to aspects of Gender, Environment and Sustainability, Human Values and Professional Ethics.

In addition to the distinctive subjects which include core subjects as well as special electives, Foundation Course across streams incorporates the said topics and provides an opportunity to ingrain through practical sessions, discussion forums and assignment submissions.

Some further contributory initiatives with respect to knowledge development and understanding of the said topics are achieved through:

Issues	Topic	Enrichment
Gender Sensitivity	Workshop on Awareness of Laws related to sexual harassment at work place	Students were made aware about various laws, which will give them insight about this serious topic and create awareness among them.

	Workshop on self-defence for women	The workshop aimed at making female students aware about importance of physical strength and also taught them important self-defence techniques
Environment	College has installed a composting pit	With this college activity students learnt the importance of waste management
	Total plastic ban was imposed within the college premises	With this student understood the disadvantages of using plastic, and adopted greener way of living for e.g. using cloth bags instead of plastic bags.
	Best out of waste	With this college activity students understood the concept of 3R's Reduce, Reuse and Recycle
Human Values	Social activities are conducted in the college like blood donation drives, cloth donation	These activities help students to understand their social responsibilities.
	Visit to old age homes	This activity helped students to understand the problems of elderly people and helped them to sensitize about the growing concern of senior citizens problem
	Distribution of sanitary napkins in a village	With this activity students learnt the importance of maintaining personal hygiene and also imparting knowledge about the same
Professional Ethics	Class Presentation	It helps students increase the horizon of their knowledge by reading extra reference books and making PowerPoint presentations. Students also learn the nuances of corporate dressing and body language.
	Debate	It enables students to put across their point of thinking in a strong and appropriate manner. It also help students to be aware about the current

	affairs by reading newspapers like Economic Times, The Hindu etc
Group Discussion	GD helps students to communicate effectively and with confidence, with all these activities students get ready for the corporate world and these activities enhances their personality.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 49.58

1.3.3.1 Number of students undertaking field projects or internships

Response: 1951

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.14

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	3	8	4	4

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 96.43

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1380	1418	1546	1481	1372

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1445	1511	1590	1530	1389

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 87.14

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
486	519	541	518	464

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The first step towards assessing the learning levels of the students is to identify and classify them based on their learning abilities. The following steps are undertaken in the college for the same:

- The information submitted by students at the time of admission to degree level courses help assess the learning ability of the student. Student with learning disabilities are required to provide certificates at the time of admissions for concessions as per university rules. This is one of the ways of identifying students with Learning Disabilities.
- Similarly, students with exceptional merit record, university rank, medal or awards may be one way of identifying advanced learners.
- During student mentoring program, faculty members are able to identify students with slow or advanced learning abilities based on the student teacher interaction.
- Classroom observation method, interactive session, group discussions, debates, presentations and regular class tests are some more ways which can be used during the lectures to identify slow or advanced learners.

Once these students are identified, the following steps are undertaken:

- The information is further communicated to respective subject teachers in order to help them prepare for effective ways of imparting lectures to these students in particular, without discrimination.
- For slow learners, Remedial lectures are held regularly for doubt clarification and simplification of concepts taught previously during regular lectures.

- Tutorial batches for additional subject guidance are conducted regularly.
- Teacher mentoring sessions are held regularly and students are encouraged to discuss academic problems and measures are suggested for resolving these problems.
- In cases where students are in need of professional help and are unable to discuss their learning based issues with the faculty mentor, they are referred to our in-house counselor for individual attention.
- For students facing problems in understanding basics of English language, the college conducts English language classes. These classes are supported by state-of-the-art Language Lab with user -friendly software.
- The college has many active committees which undertake events and competitions regularly and these students who may not be academically strong but possesses grasping skills, communication skills or any other valuable skills are encouraged to participate.
- Students are also nurtured by way of career counseling conducted by industry experts.
- For advanced learners, the college conducts special guidance lectures.
- We have also initiated study circles for learners.

- In addition, regular guest lectures by industry professionals/Corporate experts are undertaken to enrich students.
- To bring out the hidden talents in students, we regularly conduct workshops on employability skills, entrepreneurial development programmes, cultural programs, industrial visits.
- The performance of students is regularly conveyed to their parents by phone calls, notices and parent teacher meetings.
- Similarly, the college collects regular feedback from students so that their suggestions can be used constructively to make the learning experience even more fruitful for not only the slow and advanced learners but also the varied student learners.

File Description	Document
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 85.54

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.66

2.2.3.1 Number of differently abled students on rolls

Response: 26

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Our institution enhances learning in varied ways, i.e. experiential learning, participative learning and problem solving approach.

Experiential learning:

a.   Our placement cell works intensively with various companies to offer the best internships to our students. Our students have worked as interns for reputed companies like Wipro, TCS, Motilal Oswal, TJSB Bank, India Nivesh and many more.

b.   Lectures by Industry experts have been a regular feature with eminent personalities addressing our students on a plethora of topics.

c.   Entrepreneurship workshops and Incubation Cell help students to interact with industry experts, who guide students right from the idea formulation stage and even after the implementation stage.

d.   Industrial Visits: Regular visits are organized for students to eminent institutions such as NSE, BSE, SEBI, ISME, Navneet Publications, etc.

e.   Exchange Programmes: Our college has conducted student exchange programmes between our students and students from Germany. Similarly, teachers from Kashmir were invited under a programme held in association with the NGO Aseem Foundation. During, these exchange programs, teachers and students shared valuable academic inputs.

Participative Learning:

a. Through National Service Scheme (NSS), students go for rural development projects and several others social welfare based activities and learn through experience.

b. Students have also participated in Entrepreneurship Summit organized by IIT Mumbai.

c. Our initiatives provide ample scope for hands on learning about retail, business, maintaining books of accounts, handling inventory and purchases, handling finance and maintaining documentation. Some of these enterprises are:

·   Cooperative Stores

·   Enactus

·   Incubation Cell

·   Commercial Lab

d.   Our college has also launched an initiative, 'Bookshare India', wherein students have created a book sharing platform to benefit the student community.

e.   Events like MockStock which are organized by students for students to give all students a hands on experience of trading in the capital markets.

Problem solving methodologies:

a.   During class, academic concepts are taught by assigning industry based cases to various student teams. The case study method enhances the analytical and problem solving skills of students.

b.   Moreover, students also imbibe problem solving abilities by participating in various activities mentioned above.

File Description	Document
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 95.65

2.3.2.1 Number of teachers using ICT

Response: 44

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 106.35

2.3.3.1 Number of mentors

Response: 37

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

- Audio & Video Tools such as educational videos, subject specific tutorials and motivational videos.
- The computer Labs are equipped with English language enhancement software and the students are encouraged to use it regularly to improve their language skills.
- The college conducts seminars and interactive sessions by industry experts and professionals to give students an insight of the corporate scenario.
- In the classroom, activities such as brainstorming, role Play, case study, storyboard teaching, etc are undertaken to enhance student interest in learning.
- News reading sessions are conducted in order to keep students adept of the latest developments. We recently held a session on 'How to decode financial newspapers like ET, Business Line and Mint', wherein students were taught easy and interesting ways to read and understand financial newspapers.
- Some classrooms are equipped with LED screen through which the latest Business and Finance based news is displayed.
- During Union Budget, special screening was organized along with simultaneous budget analysis by experienced Finance faculty.
- We regularly arrange industrial visits to prestigious enterprises such as NSE, BSE and SEBI for Finance students and Whistling Woods Studio, ND studios and Shemaroo studios for Mass media students, to name a few.
- Faculty members create a stimulating classroom environment by promoting student engagement by way of business and subject related games such as Mock Stock, Ad campaign idea games or quizzes.
- We also follow an innovative practice wherein students are divided into groups and each group is given a topic. These groups are allotted the responsibility of conducting a revision lecture on the topic after it is taught by the teacher. Thus, teaching them not just the subject but also the ability to reproduce what they learnt.
- Our teachers also follow the Ishikawa fishbone technique for teaching. This is an advanced problem

solving technique which is taught to the students to enable them to decode complex academic problems by breaking them into simple diagrammatic form.

- Students are encouraged to undertake live research, collect primary data and publish their papers in journals and conference proceedings. Groups of students are also encouraged and trained by the teachers to participate in Avishkar, which is a prestigious mega inter-collegiate Research competition organized under the aegis of University of Mumbai.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 88.94

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 7.12

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	3	2	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.33

2.4.3.1 Total experience of full-time teachers

Response: 475

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 27.91

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	4	2	2

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 2.09

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Organizational reforms:

- The Institute ensures smooth conduct of the examination. The examination committee meets periodically to discuss all the examination related matters.
- At Institute level, effective implementation of tutorials and mid-semester test takes place and results are declared with utmost timeliness and accuracy.
- Remedial and doubt solving sessions, parent teacher meetings and if required counselling by the college appointed counselor is done on a regular basis.
- The regulations, curricula and syllabi of all the programmes offered by the college are available in the Institute and the affiliated University websites. The regulations contain the examination details.
- During the Induction program, newly admitted students are updated about the attendance requirements as well as the passing criteria and the grading systems for the internal assessments. Whenever the students are in doubt, they are encouraged to clarify them by discussing with the teachers/Principal.

Assessment Reforms:

- Besides the regular examinations, to facilitate continuous internal evaluation of the students, teachers undertake subject wise internal tests, practical tests, Vivas and presentations, projects, assignments (wherever possible)
- Class participation and attendance also act as parameters for assessing students.
- Collaborative group work, field work, project work, excursion reports and student presentations have been made an essential part of most courses.
- The assessed papers are moderated by independent moderators to ensure that the assessment was fair. The college ensures transparency and integrity in its examination procedures.
- We follow the principle of double verification as all the assessed papers are verified against the filled mark list, post this the marks obtained by each student are fed in the system. This ensures an error free evaluation process.
- All examination based documents are preserved and filed meticulously.

Infrastructural Reforms:

- Installation of high-end security cameras that are well-maintained enable record-maintenance and retrieval. This acts as a preventive and control mechanism and as a deterrent to use of unfair means.
- In case of practical exams, the students are given access to the relevant updated software and other technology in our fully equipped four computer laboratories within the college premises.
- For classroom presentations, students are provided the facility to use the projector system.
- To maintain the sanctity in the examination process, one photocopier has been exclusively delegated in the exam room for exam related activities.

Resource Allocation:

- Our college is a recognised University online paper assessment centre. We ensure access to

machinery and infrastructure in support of CAP.

- Our staff is trained in all aspects of examination such as supervision duties, handling of papers, documentation of exam related papers. The college ensures access to all the facilities required to discharge exam related duties efficiently.

Security Areas:

- Our college has a dedicated paper downloading room. During paper downloading, only authorized staff (the Principal, Vice-Principal, IT In-charge, Senior Supervisor and the photocopy machine operator) are permitted to be present.
- Moreover, a log book is maintained in the exam room to keep a minute to minute record of the persons entering and leaving the room. This is in addition to the cameras installed in the paper downloading room.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The transparency in our Internal Assessment mechanism is evident through the following:

- Tentative Internal examination schedules are displayed in the academic calendar of the college right in the beginning of the academic year. Besides this, the time-table of the examinations are given wide publicity through display on notice board, college website and college App.
- The paper pattern and module wise distribution of the marks is announced by the individual subject teachers in the beginning of the term and a week prior to the examination.
- The library is also well stocked with the previous years' question papers which the students can refer to understand the question paper pattern and unit wise allocation of marks.
- After the declaration of the results, students are given a time schedule within which they can apply for photocopy of the assessed answer paper.
- If the student is not satisfied with the correction and correspondingly the marks obtained, the students are given an additional chance for applying for revaluation of the answer paper. The college ensures that all the marks given by the first assessor are masked before the revaluation process. In order to do justice to the students, the college invites senior subject teachers from other colleges as Revaluators.
- All assessment in the college is strictly done through Centralized Assessment Procedure. Cameras are also installed in the CAP Room to ensure the smooth and fair functioning of assessment.

The system is robust and can adapt and adjust to the changing norms, methods and techniques with ease of adaptation that may be attributed to the expertise of the staff and the administrative machinery.

The conduct and marking of the internal assessment is in terms of:

- Written exams & Practicals are conducted atleast twice a year
- Wherever there is a scope for internal assessment, the teachers involve various methods of assessment through

1. Vivas
2. Projects
3. Assignments
4. Debates
5. Presentations
6. Group Discussions
7. Role Play

These internal assessments are conducted regularly. These assessment reports are promptly recorded and maintained systematically. Wherever possible, the assignments, practical and classwork is integrated with Industry.

File Description	Document
Link for Additional Information	[View Document](#)

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Efficiency in resolving grievances related to examination:

- Form filling: If a student is late in filling up examination form, depending on case to case basis, the Principal uses his discretion with sufficient proof to waive off the late fees.
- Payment of examination fee: Presently we are collecting the exam, fees online through Debit card or Credit card, however if a student does not have the facility they are allowed to pay by cash.
- Unfair means: If a student is caught using unfair means during the examination, the college has in place an unfair means enquiry committee comprising of senior teaching staff members to look into the matter.
- Hall tickets: If there is a spelling error in the hall tickets received from University then the college takes the initiative to get it rectified at the earliest.
- Theft of belongings: During the examination, if there is a complaint received from the student of theft of his/her belongings, the matter is treated with utmost promptness. There are CCTV cameras located inside the examination halls as well as the corridors, where students normally keep their bags, to cover the entire premises for avoiding and detecting any misdeeds.

Transparency in resolving grievances related to examination:

- Unfair means: While presenting before the Unfair Means Committee, the student is given ample opportunity to present his version of the occurrence or case.
- Verification of answer scripts: After the declaration of the results, students are given a time schedule within which they can apply for photocopy of the assessed answer paper.
- Revaluation of answer scripts: If the student is not satisfied with the correction and correspondingly the marks obtained, the students are given an additional chance for applying for revaluation of the answer paper. The college ensures that all the marks given by the first assessor are masked before the revaluation process. In order to do justice to the students, the college invites senior subject teachers from other colleges as Revaluators.

Resolving grievances related to examination within a time frame:

- Exam timings: As the examinations are conducted by the University as per their declared schedules, the college is bound to adhere to the same. However, if there is a delay in the distribution of the question paper due to technical problems, equivalent extra time is permitted to the students as per University directives.
- Queries during exam: If there are queries sought by students in the question paper during the on-going examination, the Principal seeks clarification from the University and the response is conveyed to the students at the earliest.
- Entry during examination: If a student is late beyond the permissible time limit as per University norms, the Principal uses his discretion to allow the student to appear for the paper, based on the validity of the reason for late coming.
- Verification of answer scripts: The photocopied answer papers are given to the students within four to five days of the application.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Description: The Continuous Internal Evaluation System has been consistently time-bound and adheres to the academic calendar. Academic calendar of the Institute includes schedule of curricular activities, assessment dates, technical events, class tests, submission of marklists, list of holidays and extra-curricular activities. The College publishes in advance, the academic calendar containing plans for curricular and co-curricular activities based on the available working/teaching days as per university norms. Students are

made aware of the schedules by way of notices, classroom announcements, display on college website and App. Our college seamlessly co-ordinates with the University and with the respective reporting and responsibility cells of the University of Mumbai with respect to:

- Syllabus-based and revised-syllabus based incorporations which are required to be linked to practicals, assignments, internals, etc.
- The laboratory Schedule is prepared by the concerned faculty and batch-wise details are specified in laboratory schedule. Time Table of regular lectures for the semester and Practical Examination is prepared as well and displayed on the notice board and website. There is an academic monitoring committee appointed by the Principal/HOD who monitors the day- to- day conduct of the lectures based on the time table. (An exhibit of Lab Schedule for Practical Examination has been attached in Additional Information)
- Required reporting for maintaining and updating student details encompassing various facets such as:

1. Student records for ID creation and exam seat number generation.
2. Student details with respect to required document submission, payment of examination fees, etc
3. Enabling the system of re-verification and re-evaluation.
4. Incorporating and transmitting marks awarded for projects and viva after the able and timely conduct thereof.
5. Maintaining a student database that is continuously updated and upgraded, thereby enabling retrieval of required data in a prompt manner whenever required.

- Conduct of examinations with full-fledged administrative staff, prompt appointment of Senior Supervisors and Supervisors.
- Responsible handling of paper-setting, vigilance, evaluation and assessment.
- Issue of Report cards as per University regulations, with skill-enabled and technologically upgraded report generation.

File Description	Document
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college offers a wide plethora of courses as follows:

- B.Com
- B.M.S.

- B.Com. (Accounting & Finance)
- B.Com. (Banking & Insurance)
- B.Sc.(Information Technology)
- B.Com. (Financial Markets)
- B.M.M.
- B.Com./B.M.S. (Environment Management & Economics)
- M.Com. (Accountancy)
- M.Com. (Management)
- M.Sc.(Information Technology)
- Ph.D.

Each course provides unique learning outcomes. These learning outcomes are linked to the Programme outcomes.

Programme Outcomes (POs)

Students of all undergraduate Commerce and Management Programmes at the time of graduation will develop:

- Effective Communication: Subjects such as Business Communication Skills, Foundation of Human Skills, etc. help hone the conversational and written correspondence skills of the students. In addition, subjects such as Foundation course develop presentation skills.
- Critical Thinking: The Analytical, Logical and Critical thinking skills are enhanced with the help of subjects such as Research methods, Technical Analysis, Strategic Management, etc. Also, the case study approach used in a variety of subjects further adds an edge to the thinking process of students.
- Social Interaction: Application of Group discussions and debates in various subjects helps improving interaction skills. Also, subjects like Effective Communication Skills provide corporate level communication skills exposure by way of mock interviews.
- Effective Citizenship & Ethics - Foundation Course, Ethics & Governance are some of the subjects which imbibe social values and work towards transforming our students into responsible citizens.
- Environment and Sustainability - Environmental Science and many subjects from our Course on Environmental Management provide real time insights about current environmental condition and the steps to counter the negative impacts and further conservation of natural resources.
- Modern Tool usage – The I.T. based subjects help students to learn and use modern IT tools, techniques and software, which keeps their knowledge updated and at par with the industry standards.

(Detailed Programme Specific Outcomes and Course Outcomes are uploaded as additional information)

Mechanism of communication of POs, PSOs and COs:

- To make the teaching experience more effective, the faculty members explain the learning outcomes and objectives of the course at the beginning of each unit.
- The college has technologically leveraged itself with the unique college website www.mldcc.com and the specialized app for our college. The students can visit the official website and can also download the app and receive all relevant communication and notices with respect to curricula and syllabi of all the programmes offered by the college.
- These details are also available on the college App to make it even more accessible for students.
- In the Orientation program for the first year undergraduate and postgraduate students, the broad program objectives and outcomes are discussed.
- Alumni of the college have also been invited to share their learning from the course they graduated from so as to show the current students the link between the learnings and the actual job scenario.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of Programme Outcomes:

Our academic excellence and religious efforts for creating professionals (and not just degree holders) can be assessed with our attainment performance wherein last five years (2013-14 to 2017-18), our students on an average scored FIRST CLASS (Above 65%) at their graduation. The details related to attainment ratio are mentioned in the document attached as additional information.

Attainment of Programme Specific and Course Outcomes:

Attainment of Programme Specific and Course Outcomes are evaluated on the basis of semester-end written examinations, internal written examinations (wherever applicable), marking of assignments (wherever applicable), marking classroom performance and participation and attendance. Therefore cognitive learning skills are evaluated at classroom level. In addition to this, parent and student feedback is considered to gauge students' understanding on courses taught by respective teachers.

The College monitors and ensures the achievement of learning outcomes through:

? Department and Staff Council meetings

? Feedback is sought from students, parents and teachers

? At present, the college is in the process of constituting IQAC as per the goals, guidelines and requirement of NAAC for monitoring and ensuring the achievements of learning outcomes.

? Monitoring students' progress through tests and assignments.

? The College is planning to start an online feedback mechanism for monitoring and ensuring the achievement of learning.

- The companies which visit the college for placement also provide reviews about the overall students' performance, their strengths and weaknesses in order to enhance their employability skills.
- Continuous Internal Evaluation techniques monitor student progress through tests, assignments, presentations, projects, etc. (wherever applicable)

2.6.3 Average pass percentage of Students

Response: 92.47

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1253

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1355

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.1

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 4.35

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Any additional information	[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.05

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 2

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 215

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Entrepreneurship and entrepreneurial disposition are the watchword of modern day employment Considering Indian Entrepreneurship Spirit and ideas, passion and enthusiasm of Young Indian Entrepreneur's to start businesses on their own, we at MLDCC Incubation and Innovation Cell have the following objectives, viz. to identify, nurture and groom the business ideas of college students by providing them necessary mentoring, infrastructural and investment support and to encourage entrepreneurship among students through conducting seminars, workshops and competitions.So far Cell has successfully incubated Book Share India, a social startup which uses modern technology and innovation to facilitate book donation and sharing. Book Share has received 6300+ donated books. These books were distributed across India to 37 NGO's. Further they have established 5 mini libraries, renovated 1 existing library and conducted many reading sessions to inculcate reading habits. Book Share India story is covered by 3 leading Marathi newspapers, 1 English newspaper and by radio channel 100.7 FM Gold. Many actors including Vicky Kaushal, Author, Madhavi kunthe have supported BSI on social media. Book Share India also won the first prize in CRISIL Re's change the scene competition.

M.L. Dahanukar College is active member of an international non-profit organization, named "Enactus", which stands for Entrepreneurial action Us. Enactus MLDC is a community of passionate student's committed to creating a new generation of socially responsible leaders. We believe in having the perspective to see an opportunity and the talent to create value from that opportunity. Enactus MLDC had some successful projects like Project Vikrant, Project Horizon and Project Ankur. We aim to impact as many lives as we can and create sustainable business models which give equitable opportunities to all.

We have taken up "Kaizen" which attempts to expand consciousness of lean thinking to unexplored work arenas. The students have been assigned a live project in the subject of Production and Total Quality Management to audit the processes in the canteen and identify areas for improvement.

Students are guided to publish and present research papers and participated in various colleges, conferences and seminar. They won best research paper award. The research was related to GST. Students are also sent every year to "Avishkar", a University level research competition.

The College, in association with Arihant Academy and Maharashtra State Skill Development Society (MSSDS), started a vocational training programme to train the students in the field of banking. The course comprises 300 hours of classroom coaching and hands-on training in the form of internship at various banks across Mumbai. Placement in renowned banks will also be provided as per the tripartite agreement. The students will also be receiving certificate from MSSDS on the successful completion of the course. In the very first year itself, the course was well-received and 120 students from Third Year TYBBI, TYBAF, TYBMS & TYBCom) enrolled for the same. As an add-on to the course, Mr. Prashant Shiroor, Regional Manager, HR, HDFC Bank, was invited to train the students on "Facing Bank Interviews Successfully" wherein over 250 students from 7 colleges across Mumbai participated.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 7

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	1	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.35

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	17	5	11	7

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 6.28

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
65	61	65	61	18

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

As part of its extension activity, the college has undertaken several activities since last five years under the heads of National Service Scheme Unit, Rotaract Club, Training Program on Sexual Harassment at Work Place (prevention, prohibition & redressal) 2013 Act, Self Defence Training, Activities in Association with NGO, Association of Mindfulness and Interfaith Dialogue (AMID) and the likes.

In the year 2015-16, various activities were undertaken under **National Service Scheme (NSS)** Unit beginning with celebrating International Yoga Day followed by Anti-Drug Lecture, Independence day celebration, Anti- Dowry rally, Disaster Management, National Youth Day celebration, Republic day celebration. A Blood Donation camp has been organised twice in the same year in association with Nair hospital. A Blood Stem Cell Donation Camp was organized in association with Marrow Donor Registry (India). Students attended various Self- Development seminars and also a 7-Day residential camp at Karvale Pada, Saphale wherein Shramdan, Swachata Abhiyan and sports activities were conducted for primary school students.

The year 2016-17 began with similar line of activities in addition to a Thalassemia check-up camp, Tree plantation at Beed, a cloth donation drive, beach cleaning activity at Juhu beach, Voter identity cards distribution. Under students exchange programme, NSS students were sent to Aizawl (Mizoram) from 27th March to 31st March 2017.

The year 2017-18 also had many of the above mentioned programmes in addition to Pulse polio activity, Road safety activity, HIV/Aids Awareness session, Waste to Compost Mission under My Green Society, awareness regarding Organ Donation, a rally against addiction, Gandhi Martyrdom Activity and a National camp at Wardha.

The activities of **Rotaract Club** being of multifarious nature, in the year 2015-16, it undertook activities namely, Swach Bharat Abhiyan, community service initiatives including visiting specially abled children and extending helping hand by selling products at Kalbaug Rehabilitation Centre in the college premises. A project was taken to promote literacy.

In the year 2016-17, in addition to above mentioned programmes, it celebrated Hiroshima Day, Personality contest, talent hunt and Hiroshima Day.

In the year 2017-18, in addition, it undertook Pan Mumbai blood donation camp, organ donation drive, prohibition of rape culture, Self Defence and so on.

The WDC and ICC organized a half day workshop in collaboration with The Maharashtra State Commission for Women on Sexual Harassment of Women at Workplace.

Self-defence programmes were organized under WDC where self-defence demonstrations and talks on gender equality were conducted. The college has celebrated the birth anniversary of Dr. Babasaheb Ambedkar to inculcate the values of equality amongst students/teachers.

Various activities were undertaken in the year, 2016-17, in association with an NGO, Aseem Foundation,

devoted to the cause of welfare of citizens of Jammu & Kashmir.

AMID was established to harness essential life skills through regular practice of yoga, meditation from experts of various fields. In the year 2016-17 and 2017-18, a workshop and later many sessions were conducted on meditations and various modes of coping with Stress.

Additional information is furnished in the attachment links.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 204

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
64	44	36	28	32

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 5.37

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
346	186	237	126	159

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 24

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	6	4	2

File Description	Document
Number of Collaborative activities for research, faculty etc	

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	
Any additional information	

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college always endeavours to provide quality education to the students. Keeping this in mind the college has updated various infrastructure facilities within the college premises. All classrooms are ICT enabled to make teaching more effective. The staffrooms have been made air conditioned. CCTV has been installed throughout the college premises.

FACILITIES AVAILABLE FOR TEACHING-LEARNING:

CLASSROOMS:

There are 39 classrooms. All classrooms are equipped with LCD projector and computers. 9 out of 39 classrooms have capacity of 100-120 students and remaining 30 classrooms have capacity of 80-100 students. 4 classrooms are also enabled with smart boards

SEMINAR HALLS:

1) Keshavrao Ghaisas Auditorium:

- The auditorium is located in the adjoining building of Institute of Management. It is owned by the governing body and available when required. It is fully air conditioned with capacity of 250 seating. It is equipped with projector and sound system.

2) Mini Auditorium:

- Room No. 101 and 102 are converted into mini auditorium by removing the partition in between the rooms. It is also air conditioned with capacity of 250 seating and has projector along with well-placed sound system.

TECHNOLOGY ENABLED LEARNING SPACES:

Laboratory1:

- **Location**: Ground floor
- **Usage**:
  - Practical Lectures of Computer Systems and Applications (T.Y.B.Com.) and other S.F.C. programmes.

- This laboratory is also available to students to browse educational content and for project work
- **Facilities**: 30 computers, Internet Connection, Projector

Laboratory2:

- **Location**: Ground floor
- **Usage**: B.Sc.(I.T.) and M.Sc.(I.T) practical lectures.
- **Facilities**: 40 computers, Internet Connection, Wi-Fi, Projector

Laboratory3:

- **Location**: Third floor
- **Usage**: B.Sc.(I.T.) and M.Sc.(I.T) practical lectures
- **Facilities**: 30 computers, Internet Connection, Wi-Fi, Projector

Laboratory4:

- **Location**: Fourth floor
- **Usage**:
  - Practical lectures of other S.F.C. programmes
  - Language Laboratory
  - On Screen Marking
- **Facilities**: 30 computers, Internet Connection, Wi-Fi, Projector

Electronic Laboratory:

- **Location:** Mezzanine floor in Laboratory2.
- **Usage**: B.Sc.(I.T.) Electronics practical lectures
- **Facilities**: Microprocessor Kits, Power Supply 5V DC, Multimeters, Breadboards, CRO, Signal Generators and Regulated Power Supply

TUTORIAL SPACES:

As a part of curriculum some classrooms are allocated for tutorials in subjects like Mathematics, Statistics, and Business Communication. Bigger classrooms are used for conducting lectures.

RESEARCH CELL:

- Started Ph.D. Centre in 2017-18 in the subject of "Business Policy and Administration" under Faculty of Commerce and affiliated to University of Mumbai.
- It is located on the mezzanine floor in Laboratory2 and has 2 computers with Internet Connection and Wi-Fi.

COMMERCIAL CELL:

- To bridge the gap between theory and practical aspects of the global scenario, the cell organizes interactive sessions with eminent speakers from the industry in the mini-auditorium.

INCUBATION CELL:

- To nurture and groom the business ideas of Students, College provides mentoring and infrastructural support.
- The Cell has successfully incubated Book Share India, a social start-up which uses modern technology and innovation to facilitate book donation and sharing.
- The incubation Centre is located on the second floor.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

SPORTS

Gymkhana:

The college has a separate gymkhana building in which there is a state of art air-conditioned gymnasium in the basement area

Area and Equipment

Floor	Square Meter	Square Feet	Equipment	Quantity
Basement Area	44	478	Gym Equipment	08
Ground Floor	58	631	Table Tennis	02
First Floor	30	329	Carom	04

			Chess Board	02

Gymkhana Equipment in the Basement

Lat Pulley for shoulder and Back	Peck Dec for chest and Shoulders
Seated Chest Press for Chest	Leg Curl for hamstring
Bicep curl for biceps	Leg Extension for Quadriceps
Dumbbells of different weights	Barbells and weights

Other Facilities

- For outdoor games (cricket and volley-ball), the students use the common ground (PTVA Sports Academy located adjacent to the College premises. This academy is owned by Governing Body).
- For Badminton, College hires either Santacruz Air India Club or Andheri Sports Complex ground on rental basis as and when needed.
- Football practice is conducted on Dubashi Ground which is Municipal Ground located behind the College.

Yoga:

Yoga Workshops are regularly conducted in the Gymkhana for the benefit of students and staff.

CO-CURRICULAR ACTIVITIES

Students' Cultural Activities are encouraged for which infrastructure is made available. The Mini-Auditorium is used for performances. Practice sessions are run in classrooms after class-hours. Due permission is given for the same.

NSS: The NSS group of the college is very active and dynamic. The sanctioned capacity of volunteers by University of Mumbai is 250. Every year students are selected on first come first serve basis for participation in NSS activities. Two male and one female Program Officers conduct and monitor the NSS activities throughout the year. The NSS Office is located on the second floor of the College building.

NCC: Our college students register for NCC in Sathaye college NCC unit. Sathaye college is our sister concern and is located adjacent to the college premises.

COLLEGE FESTIVAL: 'Kurukshetra' a Mega intercollegiate and intra collegiate cultural event, initiated in the year 2010, is organized by the college to encourage all round development of the students.

The entire College Premises is used for activities under Kurukshetra.

ANNUAL SOCIAL: The Annual Social is organised by the Cultural Committee (which is headed by a Senior Teacher and comprises of student representative), on the College terrace. The event is spread over two days. The terrace can accommodate 1200 students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 44

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 26.76

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
174.97	172.21	54.07	59.54	32.06

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)
Any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Description of Library:

- Total area of the library: 517.89 Square Meters.
- Total seating capacity: 225 students can be accommodated at a time.
- Working hours: The college library works from Monday to Friday from 8:00 am to 9:30 pm and on Saturdays from 9:00 am to 5:00 pm.

On Sundays and public holidays the library is kept open from 09:00 a.m. to 05:00 p.m. In addition to the reading hall of Library, some class rooms on the first floor are used as reading rooms and are kept open for the benefit of the students from 9:00 am to 5:00 pm.

During the summer vacations the library functions between 8:00 am to 4:00 pm and during the Winter and mid-term break, it is open as per the regular schedule.

As a social responsibility, the college reading hall and home lending facility is also made available to students appearing for competitive examinations and pursuing other professional educational courses such as C.A., C.S., etc. after obtaining the necessary permissions and on payment of nominal fees. The college ensures maximum access to the library facilities in terms of working hours as well as the reading material for the benefit of the student community.

Book Bank Scheme:

Under this scheme, students belonging to SC/ST category are provided a set of text books free of cost by University of Mumbai.

Students Aid Fund:

Under this scheme, students belonging to General, OBC, NT or DT category having annual family income less than Rs.2,00,000/- are provided a set of text books free of cost.

Gold Cards:

The Gold Card is given to the first three rank holders of each programme. They are provided with one extra borrow card for borrowing an additional book.

Layout of the Library:

Due to the space constraint, priority has been given to provide maximum space for reading hall. Hence there is no separate space for lounging. Library uses compact shelving for storing books.

Access to Library Resources:

- The library is fully computerized and with the help of WebOPAC, it becomes easy for the students to access the books within no time.
- Library is also a member of National Digital Library (NDL). The user id and password to access the same is displayed on the Library notice board.
- The library provides two computers with internet and Wi-Fi facility in E-zone to the students for project research work and to browse for dynamic information from online sources. Students are also allowed to use their own devices in E-zone.
- Alerts about lists of new additions and books received for approval are sent to the teaching staff.
- The College Library organizes exhibition to display the broad array of books held in store.
- Student recommendations are also considered for purchase of new books.

Weeding out of Books:

The Library Committee periodically reviews the books to be weeded out. These books can also be acquired by book lovers at marginal price.

Library Automation Software:

Name of ILMS software: iSLIM

Nature of Automation: Fully

Version: 1.6

Year of Automation: 2017-18

File Description	Document
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

ACC NO.	DATE OF ACC.	AUTHOR	TITLE	PUBLISHER	YR OF PUB.	NO. OF COPIES
U08073	8/30/2016	KAPOOR & DHAMIJA	COMPANY LAW & PRACTICE 2013	TAXMANN	2016	1
U07974-U07983	4/25/2013	KAPAHI & RAMASWAMY	NEW UGC 12TH PLAN GRANTS, GUIDELINES & MODEL CURRICULUM VOL 1 TO 10	B.S PUBLISHERS & DISTRIBUTORS	2013	1
U08026	3/1/2014	KULKARNI & CHAMPANERKAR	ASA GHADALA BHARAT 1947-2012	ROHAN PRAKASHAN	2013	1
U08035	3/5/2014	WAGALE,NIKHIL	GREAT BHET	AKSHAR PRAKASHAN	2013	1
U028072	25/1/2016	NATIONAL GEOGRAPHIC	ATLAS OF THE WORLD (EIGHTH EDITION)	NATIONAL GEOGRAPHIC	2005	1

We also house a good number of dictionaries in various subjects viz. Law, economics, computers, Sanskrit language and encyclopedias like Britannica, Americana, the Marathi Vishwakosh, Puranas, Ramayana the Mahabharata, Pictorial books on kathak ,coins of India, human anatomy, natural world, the eyewitness series on science , a 2 volume set of five year plans from 1951-1956 to 2007-2012 (1st to 11th ,economic survey of India from 1947-48 to 2008-09, books on rules & regulations regarding employees' pension, medical reimbursement, leave and other benefits, university compendium (3 volumes). We also regularly purchase scanners for CA ,CS students and books published yearly like the Manorama year book, India a reference annual, income tax ready reckoner, books which help students to prepare for competitive exams such as CSAT Manual, General Studies Manual – Volume I and Volume II, GMAT, GRE, CAT, NET/SET, bank recruitment.

File Description	Document
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 5.77

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
6.74	5.35	5.23	6.22	5.30

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.73

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 228

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Details of Computer Systems

- Total number of Systems: **217**
- Number of Systems enabled with LAN and Internet Facility: **178**
- Stand-alone Systems: **39**

Laboratory1:

- **Location**: Ground floor
- **Usage**:
    - Practical Lectures of Computer Systems and Applications (T.Y.B.Com.) and other S.F.C. programmes.
    - This laboratory is also available to students to browse educational content and for project work.
    - Printouts are provided to students at nominal rate.
- **Facilities**: 30 computers, Internet Connection, Projector
- **Configuration**:
    - 25 systems have Intel Core 2 Duo Processor, 2 GB RAM, 160 GB Hard Disk, Windows 7 Professional Licensed Version, Microsoft Office 2007 Licensed Version, Kaspersky Internet Security.

○ 5 systems have Intel Core i3 Processor, 4 GB RAM, 1 TB Hard Disk, Windows 8.1 Professional License, Microsoft Office 2016, Kaspersky Internet Security

Laboratory2:

- **Location**: Ground floor
- **Usage**: B.Sc.(I.T.) and M.Sc.(I.T) practical lectures.
- **Facilities**: 40 computers, Internet Connection, Wi-Fi, Projector.
- **Configuration**: Intel Core i5 Processor, 8 GB RAM, 1 TB Hard Disk, Windows 8.1 Professional License, Kaspersky Internet Security
- Upgraded systems have been purchased for this laboratory in the academic year 2014-15.
- Students are permitted to sit back for practising and revising hands-on practicals after their lecture time.

Laboratory3:

- **Location**: Third floor
- **Usage**: B.Sc.(I.T.) and M.Sc.(I.T) practical lectures
- **Facilities**: 30 computers, Internet Connection, Wi-Fi, Projector
- **Configuration**: Intel Core i5 (7400) Processor, 8 GB RAM, 1 TB Hard Disk, Windows 10 Professional License, Kaspersky Internet Security
- To meet the increased demand of computer systems from students, this laboratory was built in the academic year 2017-18.
- Students are permitted to sit back for practising and revising hands-on practicals after their lecture time.

Laboratory4:

- **Location**: Fourth floor
- **Usage**:
    ○ Practical lectures of other S.F.C. programmes
    ○ Language Laboratory
    ○ On Screen Marking
- **Facilities**: 30 computers, Internet Connection, Wi-Fi, Projector
- **Configuration**: Intel Core 2 Duo Processor, 2 GB DDR II RAM, 250 GB Hard Disk, Windows 8.1 Professional Licensed Version, Microsoft Office 2013 Professional Plus, Kaspersky Internet Security, Adobe Software Pack (15 users), Computer Assisted Language Learning (CALL) – DLM (Digital Linguistic Mentor).

Research Cell:

- **Location**: Mezzanine Floor in Laboratory2
- **Facilities**: 2 computers, Internet Connection, Wi-Fi.
- **Configuration**: Intel Core i5 4th Gen Processor, 8 GB RAM, 1 TB Hard Disk, Windows 8.1 Professional License, Microsoft Office 2010, Kaspersky Internet Security

Classrooms:

- All 39 classrooms are equipped with a computer system and projector.
- Faculty members make use of these systems to demonstrate audio-visual content, presentations and other subject-related content to the students.
- In addition to this, four classrooms are equipped with smart boards.

Office & Staffroom:

- The remaining 47 computer systems are placed in College office and Library for administrative work and Staffroom for the use of teaching staff.

File Description	Document
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 30.27

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 3.11

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
9.43	9.37	16.53	6.82	12.97

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Building:

- The original building structure (up to second floor) is 58 years old. The extended building structure (third and fourth floor) is 10 years old.
- Structural Audit is regularly conducted and the last Structural Audit was done in the year 2015. On the recommendations of the auditor, measures have been taken to strengthen and maintain the

existing structure.

- The maintenance is done using Emergency Repairs as Necessitated (ERAN) in some areas.
- External and internal painting is done on a regular basis. The last interior and exterior painting was carried out in the year 2010.

Computers:

- A full time Lab Assistant is appointed by the Management.
- Apart from this, College has appointed one additional technician on contract basis to maintain and facilitate the smooth running of the computers and the peripherals in the College.
- All the computer systems are enabled with firewall and Internet Security (Anti-virus Software), which is updated once every week.

Safety and Security:

- To ensure the safety of students, staff as well as the infrastructure, the college has installed Close Circuit Cameras (C.C.T.V.) at significant precinct such as college entrance, all the classrooms, laboratories, seminar halls, canteen, staffroom, Principal and Vice-Principal's Cabin, Coordinators' Cabins, College office, lobby, and Digital Examination Paper Delivery System (DEPDS) Room.
- Annual Maintenance Contract is made to maintain Close Circuit Surveillance (C.C.T.V.) and elevator.
- The college avails 24 hours security service to weed out the entry of unauthorized people inside the college. Security personnel are also placed in the Gymkhana.
- Lady security guard works in the day shift and male security guard works in day shift as well as night shift.
- Having a foresight in control on unforeseen incidences like fire, the premises have fire extinguishers strategically located covering the entire premises. The staff members have been trained for firefighting and using the extinguisher in times of emergency.

Furniture:

- As per the requirements of changing times, like necessity of computer trolleys, chairs, file racks, storage space for stacking assignments, projects etc. the college invests heavily in the maintenance and making of the furniture.
- Annual Maintenance Contract has been made for compacting shelves in the Library.

Canteen:

- The Canteen Contractor is provided with rent-free premises and his staff members are allowed to

stay in the premises after regular working hours, which helps him in cutting the cost of operating the Canteen and hence eatables are provided to the students and staff at subsidized rates.
- The Canteen Contractor maintains cleanliness and hygiene in the canteen area, which is monitored by College authorities.
- The College has acquired permission to run an eating house – Grade III from Health Department, Municipal Corporation of Greater Mumbai and it is renewed on regular basis.

Pest Control:

- The college has an Annual Maintenance Contract (AMC) for pest control of the entire premises.
- Special care is taken to safeguard the books in the library from white ants and silver fish.

Restrooms:

- The restrooms and washrooms are refurbished on a regular basis.
- We avail house-keeping services on contract basis for maintaining cleanliness of gents' washroom and forecourt.
- Female Class IV employees look after the cleanliness of the girls' common room and washroom as well as the College lobby.

Other Equipment:

- Regular AMC is done of the drinking water purifier to ensure safe and clean drinking water supply to the students and the staff members.
- The electricity related problems are resolved by outsourcing it to an electrician available on call.
- AMC has been made for regular servicing and maintenance of the air-conditioners.
- College has installed face-reader to mark the attendance with in and out time of all staff members. AMC for the same has been made.
- In order to have good connectivity within the premises, almost all work-places and cabins of different authorities are connected by intercom. AMC for the same has been made.
- To keep the students updated and to inform the students about various activities in the College, 2 Television sets have been installed. In normal course, regular news channels are being telecast and information of different activities is displayed through PowerPoint presentations.

File Description	Document
Any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 18.24

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
515	864	780	697	707

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.5

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	23	19	15	15

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

   1. For competitive examinations
   2. Career counselling

    3.**Soft skill development**
    4.**Remedial coaching**
    5.**Language lab**
    6.**Bridge courses**
    7.**Yoga and meditation**
    8.**Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 31.89

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1118	1847	1174	1010	1101

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0.59

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	120	0	0	0

File Description	Document
Details of the students benifitted by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.7

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
82	104	59	38	0

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 31.99

5.2.2.1 Number of outgoing students progressing to higher education

Response: 436

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 80

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	5

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	5

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	**View Document**
Any additional information	**View Document**

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 3

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	2	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	**View Document**
e-copies of award letters and certificates	**View Document**

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

- **Student Council:** It is the apex body of the college. The members of the Students' Council are elected as per the rules and regulations laid down by the University of Mumbai. The Council comprises of merit scholars from each stream, student representatives, teachers and council members. Two female students are nominated by the Principal. The student's council in collaboration with other committees organizes extracurricular activities in the college during each academic year. Activities of the council are guided by the teacher in charge. The most prominent activities include the following.

- Teacher's Day
- Fresher's Party

- Traditional Day
- Sports Day
- Annual Day
- Rose and Saree Day
- Farewell Party

- **Various Other Bodies:**

Academic Bodies

Library Committee: It invites various suggestions from students and teachers for the effective functioning of the library. Book Exhibition is conducted every year by the student volunteers and library staff.

Research Cell: The Research Cell aims at enhancing the research aptitude amongst students and faculty. It conducts various research orientation programmes, seminars and conferences.

Planning Forum: It is a platform to explore the various aspects of economics and allied fields of knowledge. The student representatives with the help of teachers incharge are actively involved in arranging guest lectures, debate and elocution competitions and discussion on various global issues.

Film Club: This club aims at enhancing cinema literacy. The students are guided to write film critic, review and discuss the different aspects about the movies shown to them.

Magazine Committee: The students can enhance their writing skills by encouraging them to write articles, poems etc for the college magazine. The students also learn the technique of editing, photography and other aspects of print media.

Placement Cell: The students help the placement co-ordinator in organizing the campus recruitment.

Administrative Bodies

Internal Quality Assurance Cell (IQAC): The constructive suggestions from student representatives are welcomed for the growth of the institution.

Internal Complaints Committee: This is a transparent medium for students to air their grievances regarding sexual overtones harassments faced by them within the college or outside. A "SAKHI" Box is also placed where girl students can post their complaints.

Canteen Committee: The college has an open air canteen for the students and the staff members. A Canteen Committee is appointed to look into the hygiene and various quality issues related to the canteen through feedback from students and staff members.

NSS: NSS volunteers focus on social welfare by conducting activities like blood donation camps, tree plantation, cleanliness drive and disaster management training,

Rotaract: The Rotaract club of the college works in association with the Rotary Club of Bombay. It conducts various activities for social cause. It has celebrated unique days like Hiroshima Day, Nagasaki Day etc to explain effects of bomb explosion. Various social issues are covered by conducting poster making and slogan writing competition.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 4.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	8	4	3	5

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The alumni association calls themselves as "DAHANUKARITES", as they are proud of their college being pioneer institution in serving the society for more than 58 years. The college alumni consists of highly successful professionals from diverse fields like Chartered accountants, Company Secretary, politicians, social workers and eminent personality from media. MLDC Alumni Association is a registered public trust and is also registered under the Society's Registration Act. The objective of the association is to promote fraternity and brotherhood not only among the ex-students of the college but also among the present students of the college. It works closely with the college's current and ex-students to spread its objective. The association every year felicitates some of the current students from junior and degree college for their achievements in curricular and extracurricular activities. The association offers a lifetime membership as low as mere Rs 1000/- .The Alumni association conducts few activities like

- Inter Collegiate Marathi Essay Writing
- Inter Collegiate English Elocution Competition
- Novel inter collegiate competition "Natya Abhivachan Spardha in Mumbai.

The association also felicitates the ex-students of the college for their remarkable achievements in their respective fields every year. Some of the ex-students felicitated in the past include:

- **Shri. Suresh Prabhakar Prabhu** currently serving as the Minister of Commerce & Industry and Civil Aviation under the Modi Government.
- **Smt. Vijayalakshmi Rajaram Iyer who has** served as General Manager and Deputy General Manager of Union Bank of India.
- **Dr. Abhijit Phadnis who has** worked as the Chief Operating Officer of UBS Investment Bank in India and as Head - Finance, Operations and Administration with Credit Issues.
- **Shri Pushkar Sudhakar Shrotri** is a well know Marathi theatre artist.
- **Shri. Keshav Paranjpe who** is working as the Principal at Abhinav College of Arts, Commerce & Science - Bhayander,
- **Shri. Manohar Bhide** known for his achievement in the Electronics Security System.

Sponsorship Activities of the Association

The association for a few years has been the lead sponsorer for the annual intra and inter-collegiate mega festival hosted by our college titled "Kurukshetra". The association has sponsored the LCD television installed on the ground floor of the college with display facility on all floors. The association has also sponsored air conditioning system for the mini auditorium. The association plays an active role to strengthen links with ex-students and also with past teaching faculties since they offer a rich reserve of knowledge and experience which would be of immense help enabling the association reach greater heights

File Description	Document
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 3 Lakhs - 4 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 50

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	10	10	12	10

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

VISION

Parle Tilak Vidyalaya Association's M. L. Dahanukar College of Commerce was instituted with the vision of becoming the leading educational institution in the field of commerce education. The institution endeavors to cultivate creative and productive talents of students, faculty and staff to develop responsible global citizens. Imparting quality education is the main motto of our college. We aim at nurturing a value system, enhancing knowledge, developing skills to enable the wholesome personality development of the students and the staff.

With this background the vision of the institution is enlisted as:

- To be the leading educational institution in the field of commerce
- To engender and nurture values for fostering knowledge and skills towards the attainment of wisdom
- To empower the youth to scale-up to excellence by imparting quality education.

MISSION

M. L. Dahanukar College of Commerce will continually strive to impart education to enable its stakeholders to face the emerging challenges of the future. The institution has started number of courses to equip the students to face the challenges of the future.

The mission of the Institution is:

• To provide platform for excellence in academic growth.

• To provide opportunities in curricular, co-curricular and extra-curricular activities, thereby achieving holistic development.

• To create a climate for continuous innovation in the teaching-learning process

• To guide the student community towards a worthy future and a growth-oriented career

• To create responsible citizens with a global outlook.

The vision and mission is communicated to students, teachers, staff and others by displaying it at various places in the college campus, on the college website, the prospectus given to students at the time of their

admission, in the college magazine, Spectrum.

The strong alumnus of the Institution is the contemplation of the core values imbibed through the vision and the mission, which is reflected by:

- Providing opportunities to students under a three-fold system that includes curricular, co-curricular and extracurricular activities.
- Congenial climate created for continuous innovation in the teaching- learning so as to enhance and empower the knowledge base.
- Holistic development of students thereby making them better employable and having a growth-oriented career.

Finally the institution aims at creating responsible citizens with a global outlook. The National Service Scheme (NSS) unit of the institution is very active and conducts activities such as cleanliness drive, Beach cleaning activity, Blood Donation, Disaster Management Workshop, Cloth Donation Drive, Road Safety Activity and Plastic Mukt Abhiyan. Recently the NSS unit donated 25 cycles to an orphanage at Vasai.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

Our College Management believes in decentralized governance system. Management opines that it is a key aspect of democratic governance for the development and utilization of human potential.

Decentralization

All the departments of the college function under the direct supervision of the Principal. For the development and governance to be fully responsive and representational, Principal has appointed and empowered the Heads of the Department as well as Coordinators who take care of the day-to-day academic activities.

Participative Management

The institution promotes a culture of participative management by involving staff and students in various activities. Both students and faculty members are allowed to express themselves and provide valuable suggestions to improve the excellence in any aspect of the Institution.

The college has formed various committees where the teacher-in-charges along with student volunteers

organize academic and co-academic activities.

The office superintendent along with the office staff and support staff take care of the general administration.

Case: Leadership Development Programme (LDP)

The institution has introduced "Leadership Development Programme" that includes technical sessions, development of soft skills and prepares students for the corporate world.

There is a practice of following participative management by providing opportunities to teachers in the decision making process. The course content of Leadership Development Programme is designed by the teachers, LDP Coordinator along with the industry experts (trainers). Content for first year, second year and third year students is introduced progressively.

The trainers for this programme are experienced, industry professionals who share deep insight on the subject of their expertise. Student feedback is regularly conducted to assess the trainers and effectiveness of the sessions.

The programme is conducted for a period of 30 hours and all students attend. The LDP programme is managed right from inception to the completion stage by the LDP Coordinator and respective course coordinator. This is a classic example of participative management and autonomy.

File Description	Document
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective plans are developed by the visionary management of parent body, PTVA, with well-defined goals. The perspective plan is drawn as short-term and long-term goals in the different aspects of the functioning of the college such as teaching and learning, research work, industry interaction, human resource planning, infrastructural development etc.

Our Institution pays a lot of importance towards strategic planning and involving the staff in developing a shared vision which will help align organizational goals with individual goals.

The **Incubation Cell** is a live example of including innovation and entrepreneurial zest as per our vision statement.

Considering Indian Entrepreneurship spirit and ideas, passion and enthusiasm of Young Indian Entrepreneur's to start businesses on their own, we have set up an Incubation and Innovation Cell in 2015 – 16.

The primary objective of MLDCC Incubation and Innovation Cell is to identify, nurture and groom the business ideas of college students by providing them necessary mentoring, infrastructural and investment support and to encourage entrepreneurship among students through conducting seminars, workshops and competitions.

So far the cell has successfully incubated **Book Share India**, a social startup which uses modern technology and innovation to facilitate book donation and sharing. Book Share India has received 6300+ donated books. These books were distributed across India to 37 NGO's. Further they have established 5 mini libraries, renovated 1 existing library and conducted many reading sessions to inculcate reading habits.

Book Share India story is covered by 3 leading Marathi newspapers, 1 English newspaper and even by radio channel 100.7 FM Gold. They also have strong social media presence. Books can be shared or donated books through visiting the website www.bookshareindia.com or by downloading their android app from play store.

MLDCC Incubation and Innovation Cell are optimistic for Book Share India and other college entrepreneurial initiatives and will continue to provide best possible services to the incubated startups in alignment with our vision.

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The college functions under the supervision of the governing body, Parle Tilak Vidyalaya Association (PTVA) that plays an important role in policy decisions of the College. The Governing Body is a registered Charitable Organisation, registered under Charity Commissioner Act. P.T.V.A. has well-framed constitution. A Standing Committee consisting of some Directors of Governing Body, Principal and Vice – Principal is formed.

The Standing Committee meets almost every month to take strategic decisions like introduction of new certificate courses and programmes, enhancement of physical facilities and other initiatives for improvement of the institution.

The Standing Committee is the ultimate authority for any decision in the college.

Further, the College Development Committee (CDC) and the IQAC are the among the most important committees for academic governance.

- The CDC prepares the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enables the college to foster excellence in curricular, co-curricular and extra-curricular activities. It also recommends to the management about introducing new academic courses/ programmes and makes recommendations for improvement of existing ones.
- The primary task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the college. It also channelizes all efforts and measures of the institution towards promoting its holistic academic excellence. The IQAC thus has the potential to become a vehicle for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

The administrative set up is as per the organization chart of the organization. Principal is the academic and administrative head of the institution who coordinates all the activities through various committees in order to carry out the various functions. Principal is assisted by the Vice Principal.

There are Heads of Departments and Coordinators for various self-financing course, who monitor the academic as well as extra-curricular activities and the performance of respective programs / courses.

The decisions related to academics like examination, workload calculation, library purchases, time table, maintenance of infrastructure, unfair means, admission, cultural, sports etc. are taken by the Heads of various Committees, subject to provisions and ordinances of the University of Mumbai and Government of Maharashtra from time to time.

The college has a well-defined organizational structure in its administration. Hierarchy of the staff, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism have been formulated as per the guidelines of the University of Mumbai and approved staffing pattern of the Government of Maharashtra.

File Description	Document
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**

4.Student Admission and Support

5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Various committees, cells and bodies are constituted as per the norms or requirement to oversee academic and administrative operations at the institution.

With the leadership of the Principal, every committee is assigned with specific tasks pertaining to the requirements of conducting college functions. A minimum of two meetings will be held prior to the function in the presence of Principal and Committee heads. Members are reshuffled for change of committees for different functions in order to familiarize them with all kind of activities related to every function in the College.

In accordance with the circular from University of Mumbai, the college has started organizing Degree Distribution Function since 2015 – 16.

One such function was held college on 10th March 2018.

The following are the minutes of the meeting held for the successful conduct of Degree Distribution Function

- Chief Guest – Dr. V. N. Magare, Pro Vice Chancellor, University of Mumbai.
- Online Registration will open shortly
- Reporting Time for students – 9.00 am.
- Function will be from 10 am to 12.30 pm

- Respective Course Coordinators will follow up the Online Registration

The following committees were constituted for the successful conduct of the Function and the committees were entitled to execute the tasks as discussed in the minutes of the meeting held on 26.02.2018

Reception Committee: Receiving the Chief Guest and invitees

Helpdesk: Registration Work

Stage Arrangement : Stage Decoration

Robe Committee: Robe distribution

Award of Certificates: Distribution of certificates

Refreshment Committee: Taking care of food services to committee members and guests

Photography: Bringing visibility and publicity

Discipline Committee: Confirming the participation

Compering: Coordinating the program

The following sequence of activities was done after constituting the committees.

- Conducting meetings for the committee heads with members
- Circulation of the Minutes of the Meetings among the members of the committees
- Execution of activities as planned
- Successful conduct of the function

File Description	Document
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Provide the list of existing welfare measures for teaching and non-teaching staff within a maximum of 500 words

The institution appreciates the efforts of its staff. It recognizes their hard work and acknowledges their needs and requirements. Performance of each staff member is evaluated. Annual Increments are given to them.

We as an Institution have evolved an excellent work culture of respecting each other and thus creating an ambience congenial for academic and personal growth.

Steps for motivation for professional development of teachers:

- Salary is credited latest by 5th of every month, irrespective of the salary grant received.
- The Institution also sanctions travel grants for attending conferences in India and abroad.
- Periodic staff get-together and picnics are organized in order to boost their effectiveness and excellence at work.
- Computer laboratories with projector and internet facility have helped us in aligning our aim of providing modernized and digitized education facilities.
- Our extremely supportive non-teaching staff is encouraged to participate in intercollegiate competitions.
- Parking space is provided for staff as well as non-teaching staff. There is also adequate provision for parking of two-wheelers belonging to students
- Yoga and Zumba sessions are arranged. Such sessions are an oasis of calm in the midst of hectic days and help them to maintain their physical health and peace of mind.
- Canteen facility is available
- Class IV employees are provided with uniforms
- Non-teaching staff is encouraged and sanctioned duty-leave to participate in cultural and sports events of other colleges.
- Admin staff celebrates birthdays at the end of every month.

File Description	Document
Link for Additional Information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 48.61

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	32	19	17	15

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<u>View Document</u>

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	1	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<u>View Document</u>

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 5.3

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	2	3

File Description	Document
Details of teachers attending professional development programs during the last five years	<u>View Document</u>

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution respects and acknowledges the contribution of its members and has a performance based appraisal system for the assessment purpose.

- The staff is evaluated based on the effectiveness of their teaching skills and also their behavior is monitored. An employee's punctuality, regularity, obedience and dedication are some of the parameters under which they are evaluated.
- The Principal, Vice-Principal and coordinators monitor the performance of teachers by directly interacting with them, gathering information relating to classroom situation and suggest changes, wherever necessary.
- The students' feedback form has a well-defined set of questions that help them to evaluate the teachers on the basis of knowledge base, communication skills etc.
- The principal analyzes students' feedback and interacts with the staff by sharing it individually with them.
- Government has prescribed a self-appraisal method of evaluation for career advancement to evaluate one's performance. The prescribed forms are filled in by the teachers that form the basis for performance appraisal.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has very strong internal control system in respect of financial transactions. Each and every financial transaction is carried out under the supervision of head of the institution. Different Committees have been formed to pass various bills of payment. Receipts are given for each and every transaction irrespective of volume of transaction. Similarly every voucher is supported by valid document wherever applicable.

The institution has a mechanism for internal and external audit. We have internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institution each year. Qualified Internal Auditors from external resources have been appointed. Likewise an external audit is also carried out on an elaborate way on interval basis. The institutional accounts are audited regularly by both Internal and statutory auditors.

May L & Co., CVK & Associate, B. K. Khare & Co. and Dhananjay J Ghokhale & Co. are name of C.A. firms who have been auditing the financial aspects of our institution since 2014-15 and a team of staff under them do a thorough check and verification of all vouchers of the transactions that are carried out in each financial year. So far there have been no major discrepancies. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected/ rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institution regularly follows Internal & external financial audit system.

File Description	Document
Link for Additional Information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 20.2

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.96	3.23	8.06	3.66	3.29

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The major sources of institutional receipts/funding are Grants-in-aid from the government and fees from students. Deficits are taken care of by the management. There are audited income and expenditure statements of all activities. We also get funds from the UGC for conducting seminars/conferences/ workshops etc.

Mobilization of Funds

Fees Collection

The fee collected from the students is as per the norms prescribed by the Government and fee structure is as per University of Mumbai circulars issued from time to time.

Rent Collected from Letting Out Premises

The college lets-out the premises for the purpose of examinations conducted by various outside institutions and organizations, such as C.A., C.S at a nominal rent as a part of educational social responsibility. During the last five years the college has received Rs.14,29,940 as income from rent.

The college sends proposals for additional grants to the University Grants Commission (UGC) in order to meet expenses towards equipment, books, construction, repair and renovation of the college building and premises. During XII plan of UGC, the College has received Rs. 24,05,176 under three different schemes.

Utilization of Funds

Recurring Expenses

Salary to staff and other expenses of Grand-in aid divisions are incurred out of Grant received from the Government, whereas the expenses of Unaided (Self-financing) section are incurred from the fees collected from students.

Other Operating Expenses

Other operating expenses include repairs and maintenance, printing and stationary, books and periodicals, cultural activities, electrical charges, water charges, insurance, telephone, travelling etc.

All the financial transactions and related statements and books of accounts are duly audited at the end of every financial year.

Optimal utilization of funds is ensured through the following:

- Adequate funds are allocated for effective teaching-learning practices that include conduct of FDPs, orientation programs, workshops, training programmes etc. that ensure quality education.
- The budget is efficiently utilized to meet day-to-day operational and administrative expenses and

  maintenance of the fixed assets.
* Enhancement of library facilities leads to novel learning practices and accordingly requisite funds are utilized for this every year.
* Adequate funds are utilized for development and maintenance of infrastructure for the computer laboratories.

File Description	Document
Link for Additional Information	[View Document]()

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

A formalization of IQAC was done in the A. Y. 2004 and since then this IQAC is functioning with focus to develop, drive, deploy and review the quality policy. The college IQAC has played an instrumental role in framing and implementing the policies of the college.

The IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes by fulfilling the following functions:

* Develop and apply quality benchmarks/parameters for various academic and administrative activities of the college.
* Maintain and enhance the quality of the teaching and learning- process and suggest quality enhancement measures to be adopted.
* Develop and follow innovative teaching methods using ICT.
* Meet regularly to plan, direct, implement and strengthen the library resources of the college. Every year a large number of reference books are added for the benefit of students as well as teachers. (The list is attached in Additional Information)
* Prepare the Perspective Plan
* Facilitate the creation of a learner-centric environment conducive to quality education
* Arrangement for feedback response from students and parents
* Organize workshops and conferences.
* Form different sub committees in which most of the staff members are involved in formulating and executing the decisions.
* Prepare of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

File Description	Document
Link for Additional Information	[View Document]()

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The Institution has an integrated framework for Quality Assurance of the academic and administrative activities. The operational procedures and activities are framed to initiate teaching learning process, structures and methodologies for the welfare and holistic development of the student community.

Two examples of institutional reviews and implementation of teaching learning reforms are:

1. The college library is well – equipped with various text books, reference books, books for competitive examinations, encyclopedias, journals, magazines etc. The library attempts to promote curiosity and interest for reading. The students belonging to Reserve Category are provided the facility of 'Book Bank'. Moreover, needy students are also provided books, free of cost, under Student Aid Fund.

The students who excel in academics are given "Gold Card" to encourage more reading and they can avail the facility of borrowing additional books from the library.

There is 'Book Exhibition' organized annually to publicize about the books available in the library. The teaching, non – teaching as well the students are encouraged to attend the same.

Library reading hall is kept open on Sundays for the benefit of the students.

All are activities are complementary to Teaching-Learning process.

2. Students from the Self Finance Section are taken for Industrial Visits to provide them with practical exposure.

For the quality assurance of the academic and administrative activities following framework is in place:

- Academic calendar of the routine events like exams and other cultural and co-curricular activities is prepared and printed in the college prospectus.
- Individual faculty time-table is prepared and distributed in the term end meeting of preceding academic year.
- Departments meetings are frequently conducted to update subject knowledge on current happenings
- The teaching – learning process is facilitated through qualified, trained and experienced faculty with support from office staff.
- The IQAC meets regularly to take stock of academic and administrative matters to ensure monitoring of the programmes and enhancement of the quality of higher education as stipulated by the NAAC.

File Description	Document
Link for Additional Information	[View Document](#)

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	2	2	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Suggestions recommended by NAAC peer team during 2nd cycle of accreditation and Actions Taken.

1. To start some more need based short term courses.

i. Short term course in Human Resource Management

ii. Short term training course on Anchoring and Compering

iii. Short term Course on Fundamental Analysis of Financial Markets

iv. Short Term Course on Retail Banking

v. Short Term Course on Industry Insights

vi. Short Term Course on Photography

vii. Short Term Course on Tally

viii. Short Term Course on Marketing

ix. Short Term Course on Data Science

2. To appoint more full-time faculty members.

Appointment of full-time faculty members was done with immediate effect from June 2015. A total of eleven faculty members were appointed.

3. To motivate and encourage faculty members for more research and consultancy activities.

Faculty members are encouraged to publish and present research papers at various national and international conferences. They are sanctioned duty leave and also receive financial assistance for two research papers in a year.

4. To depute staff for F.I.P. and Quality improvement activities.

Faculty members have started attending various seminars and workshops. Some of them have completed orientation programme and refresher courses for enhancement of teaching- learning quality. Many faculty members have completed different short term courses from different university approved by UGC HRDC.

5. Industry and Commerce Organizations must be linked with College and MOU must be established.

Guest lectures are conducted by prominent industry personalities to bring that link between industrial and educational arena.

6. More industrial visits be arranged for the practical exposure of students.

Industrial visits are regularly conducted for practical exposure of students.

7 Mentoring of the students should be started.

Mentoring of the students was started from the year 2015-16 for all the first year students. However, special cases are mentored throughout the second and third year too. Regular mentoring sessions are conducted by the faculty in-charge for students.

8. Remedial Lectures to be started

Remedial lectures were arranged for the benefit of the students.

9. Academic Calendar should be made

Annual academic calendar is displayed on the notice section in the college website and is printed in the college prospectus every year. This helps in better planning and smooth execution of college activities.

10. Performance of the teachers to be assessed and informed individually

Constructive analysis of teachers' performance is done and is shared with the concerned teachers. The Principal interacts with teachers individually.

11. Government scholarships for meritorious students and scholarships from student aid fund to poor by college

Notices are circulated and needy students are encouraged to apply for Student Aid Fund. A Committee is formed comprising of teachers from Aided as well as SFC section. A meeting is held and the Committee interacts with the students to decide the amount of financial assistance to be given to them.

12. Academic Audit

Academic and Administrative Audit was conducted in the year 2016-17 and initiatives were undertaken to follow up the actions recommended.

13. Distribution of books to poor students

The college took the initiative of distributing books to the needy students through "Book Share India" in the year 2016- 17. The donated books were distributed to the needy. An app has been developed and widely publicized in the college for the same.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 7

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	1	1	0

File Description	Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
      1. Safety and Security
      2. Counselling
      3. Common Room

Response:

Girl's Common Room

- Owing to the fact that as compared to male students we have more number of female students, so for their convenience and safety, the college has a girl's common room located adjacent to the college canteen and also near the staff room, and near the security help desk.

- It is well equipped with the requisite basic amenities.

- Girl students rest, eat food and study in the Girl's Common Room.

- To ensure that the girls are safe in the common room, the college has provided with female staff attendant.

- Police help line for crime against children and women (phone number 103) is displayed in the common room.

Sanitary Napkin Vending Machine

- College has also placed a Sanitary Napkin Vending Machine in the Girl's Common room.

- The girls can get good quality Sanitary Napkins at an economical rate as compared to the existing market rate.
- The Sanitary Napkin Vending Machine is refilled twice a week on an average.
- The capacity of the machine is 40 pieces at a time.

Sanitary Napkin Incinerator

- The college has placed a Sanitary Napkin Incinerator in girl's common room of the college.

- The Incinerator is an environment friendly, hygienic method of disposing the soiled Sanitary napkins.

Lady Staff Security Personnel for the safety of the girl students.

- At the college gate, there is a lady security personnel to ensure the safety of the girl students.

Availability of Closed-circuit television camera (CCTV) facility

- CCTV surveillance facility is available everywhere within the college premises right from each and every class room, staff rooms, laboratories, and also on each floors of the college building except the washrooms.

- Regular maintenance of the CCTV system is done though Annual Maintenance Contract (AMC).

- The availability of CCTV surveillance facility has increased in overall feeling of satisfaction among the students and staff, especially female members as far as the safety of the human resource on college campus is concerned.
- CCTV surveillance facility also helps in identification of the cases of misconduct as the CCTV video footage is stored and perused later for ensuring the moral code of conduct on the college campus.

Installation of Sakhi Box in the college

- In order to create a free and fair atmosphere devoid of any gender-bias, and to address the issues and grievances of the female students, Sakhi box is placed on the first floor of the college building.
- It is placed at such a strategic location where no CCTV camera surveillance is available to ensure that the students should be able to escalate their issues, problems or grievances without fear of being identified.

- Sakhi box is opened once a week on a regular basis so that the problems of the girl students are

addressed in due course of time.

- This has led to the feeling of security of the girl students in the college.

Availability of Boys' Common Room

- The college has provided with a separate Common Room for the Boys in the college.

- Boys' Common room is on the first floor near the Vice Principal's cabin and the college office.
- This ensures the safety and redressal of any problems faced by the male students and utmost care is taken to ensure the speedy and fair redressal of their problems.

Clear demarcation of Girls and Boys parking areas within college premises

- The college has provided separate slots or Parking areas for the male and female students on the college campus.
- This enables the students to park their vehicles like bikes and cycles in their respective parking areas.

Provision of college Counsellor

- The college has a qualified and veteran college counsellor appointed by the college governing body.

- The College counsellor provides patient hearing for the students' issues or problems and tries to provide timely, and pragmatic solutions for their problems in a professional manner.

- The entire information about the counselling sessions is kept absolutely confidential, which makes the learners feel free to approach the college counsellor.

- The college counsellor is available on the college campus every Thursday from 09.00 am to 01.00 pm. She is also available by prior appointment on additional days depending on requirement.
- In order to ensure that the girl students get a chance to visit the college counsellor, a separate slot i.e. from 12.00 pm to 01.00 pm is reserved exclusively for the girl students.

Awareness about Issues of Gender-Sensitivity

- As per the guidelines and directives of University of Mumbai, Mumbai, a committee has been constituted to deal with the complaints of sexual harassment. The college has not been in the receipt of any complaints/ allegations.

- The college organises training programs and workshops for both male and female students with the view to enlighten them on the issues pertaining gender sensitivity and gender equity.
- Flexes regarding the legal provisions about sexual harassment at work place are displayed at strategic locations in college.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 179495

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 2.19

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1387

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 63336

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**

- **E-waste management**

Response:

- Our college started a composting project with our students in February 2017. We have got one unit sponsored by BMC and the other one was purchased by the college. We also procured few items like gardening gloves, spades, hay, tray etc. The harvested manure from the pits is used to manure the plants and trees in the campus.
- There are two separate bins kept for segregation of the organic and inorganic waste at the source itself which is the first step in solid waste management.
- Under Kurukshetra, the annual Inter-collegiate and Intra-collegiate mega event, organised by the college, environment based competitions are organised to inculcate environmental consciousness amongst the students. For example-

1. In the academic year 2013-14, 'Best out of Waste' Competition was organised.
2. In the academic year 2015-16, Envenco was organized by B.M.S. (Environment Management and Economics) dept. based on environment related activities like "Best out of Waste", "Capturing Nature and Sell Well."

- A guest lecture cum training session by Mr. Subhash Dalvi, a Brihamnumbai Municipal Corporation (BMC) official was organised in our college for students and the staff. He discussed the ways to segregate the solid waste and liquid waste and also encouraged the audience on downloading and using the Swacchta App designed by BMC.
- E-Waste bin is installed in the college so as to take care of E- waste generated. The service provider for this initiative is authorised by Maharashtra State Pollution Control Board (MPCB) for reusing and recycling the e-waste which is a much desirable step towards environment conservation.
- The college has entered into a contract with M/s. Mansi enterprises private limited, a government authorised paper shredder for recycling the waste paper generated in the college comprising of old answer scripts, and other miscellaneous waste papers.
- Following the practice of "Best from Waste", a non-teaching staff member of our college has made a chandelier out of used plastic bottles which conveys the message of reusing of plastics in everyday life. This chandelier is prominently displayed right at the main gate of the college that adds the essence of beauty to the entrance.
- As a matter of regular practice, our faculties discuss & explain the importance of cleanliness and hygiene in the class room during the course of regular lectures.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Fresh water being a precious resource has to be used economically by the society and thus, rain water harvesting is done in the college as Institutional Social Responsibility (ISR).

The importance of rainwater harvesting found expression as within the college campus, we already have 'an underground well' which is supplying water for more than 30 years to the college toilets, washrooms and the garden, making the college self-reliant in terms of availability of water by practising water conservation.

Realising the importance of water, a deep underground pit has been set up within the college campus bordered by permeable stones which allows the percolation of the rain water during monsoons and recharging the underground water table. This noble practice has been beneficial for the surrounding residential societies.

The total rain water harvested by the college over the period of time is as under, based on the formula:

Surface area of the Terrace x Rain in Mumbai (based on data available on metallurgy department site.

 Total estimated quantity of rain water harvested during the assessment period is as under:

Year	Gallons	Litre
2013	7,46,100	28,24,294
2014	7,18,717	27,20,639
2015	5,62,481	21,29,221

| 2016 | 8,43,722 | 31,93,834 |
| 2017 | 9,06,220 | 34,30,414 |

File Description	Document
Link for Additional Information	[View Document]()

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

- **Eco-friendly Modes of Transport:**

The college has a locational advantage of being situated at close proximity to the suburban railway station as well as close to Western Express Highway. This makes the college highly accessible both by roadways as well as railways.

1. Many students coming to the college from the nearby areas and use bicycles to commute which is a healthy and green practice.
2. The college has provided a bicycle for the attendant to dispatch local letters and perform other miscellaneous outdoor duties.
3. Close proximity from the Railway station, the pedestrian friendly roads made by Brihanmumbai Municipal Corporation (BMC) and the pavements facilitate the ease of walking around the college area.
4. Majority of the students, teachers & staff make use of the public transport like Bus & Train.

- **Plastic Free Campus**:

We took initiative for complete Plastic Ban on the college campus even before the Government of Maharashtra made a law on Plastic Ban. Student volunteers did extensive campaigning, spreading awareness amongst the students and staff members of the college. Every day few volunteers stood in front of the college gate and the lift, asking the people to avoid using plastic items like plastic carry bags, containers and other articles made up of plastic.

- **Paperless Office:**

The college, as part of its commitment to the principle of Paperless office has developed its Website -https://www.mldcc.com and also launched a college mobile application where notices, circulars and other useful information is shared with the users. We take efforts to promote "save paper" through our yearly

event Kurukshetra.

- **Digital Library:**

 The college has taken membership of the INFLIBNET which serves towards modernization of the college Library and serves as Information Centre for transfer and access of information for teachers and budding researchers.

The college has installed the software program- Islim which provides easy access to books in the library.

The college also has been updated with An Online Public Access Catalogue (OPAC) which is an online database of materials held by the

- **Language Laboratory:**

The college is equipped with a Modern Language Laboratory in one of the computer labs of the college. The language lab has 26 computers installed with Digital Linguistic Mentor (DLM) software.

- **Green Landscaping with trees and Plants:**

1. Green Landscaping: Every year the college conducts tree plantation drives at various places within and outside Mumbai. This contributes to the cause of the Green landscaping and furthering the purpose of a green earth.
2. Under Enactus, our college students also undertook a project named "Ankur" wherein they did an experiment of Organic Farming on the terrace of the college. The college has invested its logical and monetary resources on this.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.16

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.15	1.09	0.085	0.097	0.018

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise

during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	3	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	 View Document
Any additional information	 View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 13

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	2	1	4

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	 View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	 View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 20

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	3	4	6

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

- **Every year the college organises the National Festivals:**

Independence Day and Republic day on 15th   August and 26th January respectively.

Constitution Day: Dept. of Law celebrated Constitution Day on 26th November, 2015 and on 7th December 2016. Students were informed about the Preamble of the constitution and Poster making competition on Fundamental writings, directive principles, Loksabha, Rajyasabha and Fundamental duties was organized. NSS volunteers also participated in the constitution day rally and Anti-Dowry rally at Kalina campus of University of Mumbai.

- **Birth anniversaries of great Indian Personalities :**

The college celebrates *Dr. B.R. Ambedkar's* birth anniversary annually by organising various activities. These activities include:

A symposium on the life and work of Dr. B.R. Ambedkar was organised on 9th Feb, 2016.

An educational trip was organised to historically important places related to Dr.Ambedkar on 12th Feb, 2015.

Rajgruha and chaityabhoomi, Dadar were visited by students and accompanying teachers.

Book exhibition and rare photograph exhibition of Dr. B. R. Ambedkar was organised in college on 16th April, 2016.

From the academic year 2015-16, Marathi Vangmaymandal of the college has been celebrating the birth anniversary of *Dr. Abdul Kalam* **as Vachan Prerna Din.** Various activities like:

Book Exhibition

Exhibition of Proverbs, Sayings and Good inspiring thoughts

Lectures and discussions are conducted as part these birth anniversary celebrations.

Marathi Vangmay Mandal of the college celebrates the birth anniversary of the veteran Marathi literary artist- *Kusumagraj* on 27th February. On this occasion, a number of activities are conducted which include:

Group singing of famous Marathi Songs,

Speeches by students and teachers,

·

Recitation of poems by students and teachers, Marathi fashion Show and

Performance of Marathi *folk dance,*

Book exhibition,

Poster-making exhibition,

1.

Birth Anniversary of swami Vivekananda: As part of this celebration following activities were organized in the college:

Book exhibition,

Exhibition of famous quotes of Swami Vivekananda,

Debates and Discussions on the work of Swami Vivekananda.

National Unity Day: On 31st October 2017, an Oath ceremony was held in the college premises at 9 a.m., in view of the birth anniversary of *Sardar Valabhbhai Patel.*

Children's day Celebration: Every year the college celebrates Children's day on 14th November in view of the birth anniversary of the First Prime Minister of India, *Pandit Jawaharlal Nehru.*

Teacher's Day: Every year the Students Council and Rotaract Club of the college celebrate Teacher's Day on 5th September in view of *S.Radhakrishnan's* Birth Anniversary.

Birth Anniversary of Mahatma Gandhi: We organised Gandhi Vichar Sanskar Examination in the academic year 2018-19. This exam was floated by Gandhi Research Foundation, Jalgaon. On 150th Birth Anniversary of Mahatma Gandhi, Elocution competition & Essay writing competition was organised

The College students participated in 'Publicity Week' and 'International Day of Non-Violence' from 24th September to 2nd October 2018.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and

auxiliary functions

Response:

The college maintains complete transparency in its operations related to financial, academic, administrative and auxiliary functions. Following points will depict the transparency levels at our institution:

1) All receipts and payments are against receipt and vouchers, these entries are accounted for on real time basis in Tally.

2) All fees charged to students are as per University of Mumbai, Government of Maharashtra & any other relevant competent authority guidelines.

3) We do not charge any extra fees which is unjustifiable to the facility/ service provided.

4) Our Books of Accounts are audited by statutory and internal auditors duly appointed by the Board of Trustees.

5) We follow budgetary control system, the budgets are approved in the standing committee and College Development Committee.

6) Results are declared in time based on University of Mumbai Guidelines, all procedures related to moderation, photocopy, revaluation are followed to the core.

7) Proper admission process is followed with respect to number of seats, reservation policy of Government of Maharashtra and merit based selection.

8) We conduct administrative audit on regular periodic intervals.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice: 1

Title of the Practice: Eco Friendly Campus

i) Objective of the Practice:

To create Eco friendly campus and contribute towards conservation of natural & national resources and environment and create global citizens.

ii) The Context:

To undertake the activities which will conserve the natural & national resources, environment and imbibe the culture & responsibility of saving the environment within the younger generation.

iii) The practices:

We have deployed following practices within campus to achieve our objective:

- **Plastic Free Campus:**

We took initiative for complete Plastic Ban on the college campus even before the Government of Maharashtra made a law on Plastic Ban. Student volunteers did extensive campaigning, spreading awareness amongst the students and staff members of the college. Every day some volunteers used to stand and front of the college gate and the lift, asking the people to avoid using plastic items like plastic carry bags, containers and other articles made up of plastic.

- **Sanitary Napkin Machine & Incinerator**

To ensure easy access for all female students and staff to feminine sanitary and hygiene products. · To make feminine hygiene products available at convenient location and at the time of need at that too at easily affordable prices and tested quality. · To make provision for disposal of sanitary napkin waste in the most environmentally feasible manner.

National Commission for Women (NCW) had written to Union Human Resource Development (HRD) Minister Prakash Javadekar to consider the installation of sanitary napkin vending machines and incinerators within the premises of educational institutions across the country. The letter from NCW stated that female students face great difficulty when it comes to sanitation and hygiene, especially as many educational institutions fail to meet even the bare minimum standards. Our college installed the sanitary napkin vending machine followed by the incinerator machine in the Ladies Common Room located on the ground floor. The installation of the vending machine has made it more convenient for the female students and staff to avail good quality and reasonably priced napkins as per their need. The incinerator machine burns down the used sanitary napkins converting it into very small quantity of ash. This has made disposal of sanitary napkins more manageable and hygienic. This initiative by the college was executed even before any such guidelines were issued, as the college considers it as its responsibility to promote menstrual hygiene among girls and women.

The machines were installed in the Ladies Common Room on the ground floor since maximum female students use the washrooms situated at the ground floor. The machines are regularly serviced and maintained in the best condition. The napkins are regularly refilled to avoid inconvenience due to shortage. Posters stating usage procedures are put up in the Ladies Common Room. With the installation of these machines, we not only ensure best sanitation and feminine hygiene practices but also create awareness among female students about the importance of maintaining good hygiene.

After considering proposals from various vendors, the company providing the best prices as well as service and quality standards was considered. Post installation of vending machine, a survey was conducted to assess the quality of napkins and the ease in availing napkins. The survey feedback was very positive and female student respondents found it to be very beneficial. As compared to weekly refilling, the machine now needs to be refilled twice a week since there is a surge in usage of the machine. The incinerator has considerably reduced the amount of waste generated due to disposal of used sanitary napkins. Improper

disposal by students led to clogging and health related issues. Usage of incinerator not only reduces wastage to a minimum quantity but also proves to be a safe and environment-friendly method of disposal of used sanitary napkins.

- **Solid Waste management through Composting**

Our college started a composting project with our students in February 2017. We have got one unit sponsored by BMC and the other we have procured. We have also procured few items like gardening gloves, spades, hay, tray etc. The students use the harvested manure from the pits and clean some area and plant few saplings. We have placed separate bins for collecting organic and inorganic waste.

- **E-Waste Bin**

E-Waste bin is installed in the college so as to take care of E waste generated a step towards environment conservation. Students are provided with a detailed list of items that can and cannot be dumped into the bin. This is our effort towards reducing the menace of e-waste.

- **Rain Water Harvesting:**

The importance of rainwater harvesting found expression when we set up our own rainwater harvesting project. The college has an underground water source within the college campus. As this water is not potable, it is used for washrooms, toilets & gardening. The total rain water harvested by us over the period of time is as under based on the formula,

Surface area of the Terrace x Rain in Mumbai (based on data available on metallurgy department site.

	Gallons	Litre
2013	7,46,100	28,24,294
2014	7,18,717	27,20,639
2015	5,62,481	21,29,221
2016	8,43,722	31,93,834
2017	9,06,220	34,30,414

- **Paper less office (Minimum use of paper) & use of Information technology based Application:**

The college as part of its commitment to the principle of Paperless office has developed its Website -http://www.mldcc.com and also launched a college mobile application where notices, circulars and other useful information is shared with the users. We take efforts to promote "save paper" through our yearly event Kurukshetra. Our students have developed the Application MLDCC for sharing official notices and information about students and college.

- **Recycling of paper**

We have entered into contract with M/s. Mansi Enterprises, a Government authorised paper shredding for recycling the waste paper.

- **Eco-friendly Modes of Transport:**

The college has a locational advantage of being situated at close proximity to the suburban railway station as well as close to Western Express Highway. This makes the college highly accessible both by roadways as well as railways.

- Many students coming to the college from the nearby areas and use bicycles to commute which is a healthy and green practice.
- The college has provided a bicycle for the attendant to dispatch local letters and perform other miscellaneous outdoor duties.
- Close proximity from the Railway station, the pedestrian friendly roads made by Brihanmumbai Municipal Corporation (BMC) and the pavements facilitate the ease of walking around the college area.
- Majority of the students, teachers & staff make use of the public transport like Bus & Train.
- **Green Landscaping with trees and Plants:**
- Green Landscaping: Every year the college conducts tree plantation drives at various places within and outside Mumbai. This contributes to the cause of the Green landscaping and furthering the purpose of a green earth.
- Under Enactus, our college students also undertook a project named "Ankur" wherein they did an experiment of Organic Farming on the terrace of the college. The college has invested its logical and monetary resources on this.
- **Use of re-usable water bottles**

- Following the practice of "Best from Waste", our staff has made a chandelier out of plastic bottles.

   Use of LED bulbs

- We use LED bulbs in our college campus as and when we need to replace normal lights. This saves considerable amount of energy and cost which eventually adds to conservation of national resource.

- **No honking within campus**

- From time to time we give strict instruction using announcement system to the students to refrain from honking within and outside the premises. The security keeps close watch on this within premises.

- **Use of dust free chalks**

- We use dust free chalks in our Classrooms, which prevents the pollution and contamination that may happen due to chalk dust. It also protects the faculties from the potential medical risk arising out of chalk dust.

- **Digital library & E-learning center**
- The college is equipped with a Modern Language Laboratory in one of the computer labs of the college. The language lab has 26 computers installed with Digital Linguistic Mentor (DLM) software.

- The college has taken membership of the INFLIBNET which serves towards modernization of the college Library and serves as Information Centre for transfer and access of information for teachers and budding researchers.

  The college has installed the software program- Islim which provides easy access to books in the library.

v) Evidence of Success:

- **Plastic Ban:** The students and staff members do not use plastic bags.
- **Sanitary Napkin Machine & Incinerator:** It created social awareness within female students along with the scientific disposal mechanism reducing the pollution levels.
- **Solid Waste management through Composting:** We manage the solid waste in scientific manner and converting it into compost.
- **E-Waste Bin:** E waste is handled in scientific way reducing the pollution/ problems caused due to improper disposal of E waste.
- **Rain Water Harvesting:** This initiative has acted as a great boon towards conservation of water. Total estimated quantity of water saved during the period under report is as under:

  The college also has been updated with An online public access catalogue (OPAC) which is an online database of materials held by the library

- **Paper less office (Minimum use of paper) & use of Information technology based Application:** We are making minimum use of papers by way of using IT based application for making important announcements.
- **Recycling of paper:** We try and recycle the paper as a step towards paper conservation.
- **Plantation in the premises:** A step is taken towards green revolution.
- **Use of LED bulbs:** Considerable saving in electricity cost is achieved through this along with conservation of natural resources.
- **No honking within campus:** We ensure that sound pollution is within the controllable limits.
- **Use of white boards to avoid chalk dust / use of dust free chalks:** With this we control the pollution and contamination that may happen due to chalk dust. It also protects the faculties from the potential medical risk arising out of chalk dust.
- **Digital library & E-learning center:** Faculties use digital library for staying updated with current affairs related to respective field. Students make use of Language lab for improving their language skills.

With the implementation of initiatives mentioned above, we have converted our campus into pollution free and eco-friendly campus.

v) Problems Encountered & Resources Required:

- Lack of open space for green campus
- Difficult to control the Noise pollution completely as the institution has close proximity to airport

and highway.

- LED bulbs can be replaced only in a phased manner as and when the earlier lights cease to function.

Best Practice: 2

Title of the Practice: Cultural excellence

i) Objective of the Practice:

- To carry on and promote the rich cultural lineage of Maharashtra.
- To encourage in house talent and to make career in the fields of Art, Cinema and Theatre.

ii) The Context:

Culture and art are an integral part of wholesome development of an individual and a nation at large. It is through cultural activities like dance, drama, music and theatre; we can portray the true image of our country as rapidly developing nation and at the same time maintain our ancient traits and roots.

iii) The practices:

Our students have been achieving cultural excellence through Marathi Natyamandal, Youth festival, Dahanukar's Dancing Dudes and Divas (D-4) and Rhythm of Dahanukar (ROD).

Our students have been participating in various events at inter collegiate, state level, national level competitions and bringing laurels and numerous awards.

iv) Evidence of Success:

- Many awards bagged by our students at various forums.
- 9 students are acting in Marathi films.
- 4 students are acting in TV serials.
- Our students have acted and bagged awards in professional plays like "Zopala" & "Laut Aao Gauri".
- Our student, Prathamesh Parab, has acted in famous Marathi movies **Balak Palak** and **Time Pass** and he also featured in Hindi movie **Drishyam**.
- Another student Bhagyashree Shankpal has acted in the famous Marathi movies **Balak Palak**
- 3 students have acted in professional theatre, renowned plays like "Shri Bai Samarth", "All the Best 2" and "Vastraharan".

The summary showing our cultural excellence at Youth Festival (Inter-Collegiate Cultural Competitions organised by University of Mumbai every year) in terms of medals won is as under:

The details on cultural excellence are attached by way of link.

	Gold	Silver	Bronze	Consolation	Special Awards from Uni

2013-14	3	5	2	1	2nd Runner up trophy, festival trophy, Garware Afonso memorial trophy overall trophy
2014-15	6	-	7	2	Aditya Apte selected for classical instrument
2015-16	4	3	1	6	Sudhir Yardi memorial youth fesitval trophy, Omk level classical instrument, national level performance
2016-17	6	4	4	6	Overall 2nd runner up t youth festival trophy
2017-18	3	-	3	3	Zonal trophy youth festival

v) Problems Encountered & Resources Required:

- More professionalism is expected along with sponsorship.
- Invite more professionals to college so as to give further impetus to the activity.
- Need to provide dedicated room with sound system and light arrangements so as to provide simulated environment to the new comers.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Parle Tilak Vidyalaya Association's M. L. Dahanukar College of Commerce is epitomized and empowered with successive generations of students since almost 6 decades and more than 3500 students every year. It has been a pioneer institution and has been serving the society for more than 50 majestic years delivering quality education in the Commerce stream. Our institution has successfully imparted knowledge through its plethora of courses.

Academic Excellence through Student Attainment

Our focus on academic brilliance is evident from the commendable academic performance over the years.

To depict our academic achievements in measurable terms, we have taken into consideration two parameters:

- Student Attainment Ratio: For the purpose of deriving the Student Attainment Ratio, the total marks obtained by final year learners in their respective Under-Graduate Degree Programmes in each year of the review period was tabulated to arrive at average percentage attained for the year. Our commitment to academic excellence is reflected through the attainment ratio in the range 65 % to 68 % over the period under review. (The working of this ratio is elaborated in the attachment uploaded as additional information)

Details related to Attainment Ratio of Final Year Under-Graduate Students for 5 Years

Program	2013-14	2014-15	2015-16	2016-17	2017-18
B.Com	72.51%	67.66%	68.41%	72.22%	68.36%
Bachelor of Management Studies (BMS)	61.18%	60.54%	63.87%	66.70%	65.28%
B.Com.(Accounting & Finance) (BAF)	70.89%	67.10%	69.61%	69.18%	67.86%
B.Com.(Banking & Insurance) (BBI)	62.99%	62.23%	68.09%	66.24%	66.67%
B.Sc.-Information Technology (BSc-IT)	60.08%	61.97%	59.93%	61.93%	64.85%
B.Com.(Financial Markets) (BFM)	67.18%	65.89%	62.36%	61.87%	63.61%
Bachelor of Mass Media (BMM)*	-	-	56.48%	59.96%	59.87%
B.Com./B.M.S.-Environmental Management & Economics (B.Com./BMS-Envt.)**	-	-	-	59.24%	58.18%
Grand Total	**68.40%**	**65.84%**	**66.53%**	**68.55%**	**66.52%**

*Programme commenced in the year 2013-14 and the first Batch graduated in the year 2015-16.

**Programme commenced in the year 2014-15 and the first Batch graduated in the year 2016-17.

- Passing Percentage: The passing percentage of the college signifies the percentage of students who have passed the University Examinations. Our student passing percentage has also been

noteworthy.

Details related to Result of Final Year Under-Graduate Students for 5 Years

Year	No. of Students Appeared	No. of Students Passed	Passing Percentage
2017-18	1230	1142	92.85%
2016-17	1226	1143	93.23%
2015-16	1168	1043	89.30%
2014-15	1095	1003	91.60%
2013-14	1110	1022	92.07%
Average Passing Percentage of 5 years			91.81%

Our average passing percentage of Final Year Under-Graduate students for last 5 years is 91.81%. This higher passing percentage is because of the excellent attainment ratio. For good academics the college focuses on Attainment ratio. A good attainment ratio automatically improves the passing percentage. By focussing on attainment we are able to achieve

1. Good percentage
2. Adopt and improvise on innovative teaching methodologies.
3. Improvise on the inputs of slow learners
4. Promote student research
5. Improvise library

Promote teachers to improvise in teaching methodologies and techniques.

The college has been able to surpass these academic milestones due to the relentless efforts by the faculty members. The pedagogical expertise of teachers combined with innovative and path-breaking teaching methodologies have been playing a pivotal role in enhancing the abilities and skills of our students.

Innovative Teaching Skills / Adoption of Teaching Methodologies

The college has self-motivated faculty members who, on a consistent basis, guide the students on latest course-specific developments. The academic genius among the students is enhanced with the help of classroom techniques such as Audio-visual aids, group discussions, debates, role play, presentations, regular revision lectures and tests, assignments, study circles, educational games, etc. Also, highly experienced industry experts, in the capacity of visiting faculty members, bridge the gap between academic and corporate expectations. Real life experiential learning techniques and use of information and communication technology helps make the class interesting.

The college has set up a language lab wherein students are in the constant process of improving their oral and written communication which in turn has helped them in expressing themselves in a much better way while performing during their viva voce and written university examinations. Such expressive ways helps the students score better marks in examinations which overall helps the academic marks to improve.

We have also imbibed a research based culture wherein we have motivated students to present and publish their research papers in esteemed national and international research conferences. The researches done by

the students help them in gaining an in-depth knowledge in the subject that form a part of the curriculum. The enhanced knowledge of the students acts a bridge that leads to increase in academic knowledge.

Certain courses have students from fields other than commerce. These students have minimal knowledge in the field of accountancy. Bridge courses have been conducted on a regular basis to uplift the subject knowledge in the field of accountancy. The same is reflected in the attainment ratio.

Practical Information Technology (IT) based training is imparted to students so that students take keen interest in their core subjects. The college website and application (app) is handled by the students. Such practical exposure increases the reception level of the students and helps in maintaining the attainment level.

The above mentioned efforts have helped in smooth transition of students of raw talent into learned individuals. This has also strengthened the institution's pillar which not just has a high passing percentage but also has a steady trend in student attainment ratio. The student attainment scenario as an attachment clearly shows the academic excellence which is a result of continued efforts put in by the teaching fraternity of the college.

File Description	Document
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

In the academic year 2017-18 the college IQAC had recommended starting few Need Based Short Term Certificate Courses for the college students. Accordingly after being reviewed by the College Development Committee and approved by the Governing Body, the following courses were conducted in the academic year 2018-19.

Short Term Courses in

- Human Resource Management.
- Anchoring and Compering
- Fundamental Analysis
- Grooming for Industry
- Photography
- Retail Banking

IQAC also recommended to conduct more workshops / seminars / conferences in the year 2018-19. The details of the same are as under.

Seminars/Conferences/Workshops:

- One Day Multidisciplinary International Conference on Sustainability in a Globalised World
- FDP on Insurance Sector
- Seminar on 'Women Empowerment and Gender Sensitization in the Era of Globalization'
- Workshop- Yuvak Yuvati Mela

Concluding Remarks :

The college is a 58 years young institution, having a reputation of being one of the most prestigious commerce colleges in Mumbai, imparting quality education to students from all sections of the society. One of the major constraint faced by the college is the lack of physical space for expansion however the college envisages to increase the variety and number of program and courses in the future and become one of the forerunner in the arena of modern education by developing new vistas of knowledge and wisdom. We at the same time also aim at developing a sound value system by fostering the values of equality, social justice, sensitivity and empathy for the underprivileged section of the society. The college also aspires to have a focus on employment oriented education and at the same time train them to become future leaders in their chosen career and community life. The college seeks to identify talented youth in their formative years and help them develop their potential to the full by nurturing knowledge, scientific thinking, physical fitness, cultural and moral values. In short, the college aims towards a holistic development and creating global citizens.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 415 Answer after DVV Verification: 415
2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years 2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification:

<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>568</td><td>604</td><td>641</td><td>606</td><td>547</td></tr>
</table>

Answer After DVV Verification :

<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>486</td><td>519</td><td>541</td><td>518</td><td>464</td></tr>
</table>

| 3.1.1 | Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)
Answer before DVV Verification: |

<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>0</td><td>1.05</td><td>0</td><td>0</td><td>1.75</td></tr>
</table>

Answer After DVV Verification :

<table>
<tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr>
<tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr>
</table>

| 3.4.3 | Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years |

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
65	45	37	29	34

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
64	44	36	28	32

| 4.2.6 | Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year
Answer before DVV Verification : 520
Answer after DVV Verification: 228

Remark : DVV made the changes as per entries average of teachers and students using library 10/10/2017, 20/12/2017 and 12/2/2018 in logbook. |

| 5.1.2 | Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
26	23	19	11	19

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
26	23	19	15	15

Remark : DVV made the changes as per clarification for 2013-14 and 2014-15 provided by HEI. |

| 5.2.1 | Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
83	116	108	38	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
82	104	59	38	0

5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
20	28	18	19	19

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	2	0

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11	18	16	5	7

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	8	4	3	5

6.4.2	Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.96	3.23	8.06	8.67	3.99

11-05-2019 04:52:31

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1.96	3.23	8.06	3.66	3.29

Remark : DVV made the changes as per total Grants received from non-government bodies provided by HEI for the year 2013-14 and 2014-15.

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years 7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs) Answer before DVV Verification: {table1} Answer After DVV Verification : {table2} Remark : DVV made the changes as per total expenditure on green initiatives and waste management excluding salary in audited statement duly singed by CA for 2013-14, 2014-15, 2015-16, 2016-17 and 2017-18 provided by HEI.

Table for 7.1.8 — Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.15	1.33	0.09	0.10	0.02

Table for 7.1.8 — Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.15	1.09	0.085	0.097	0.018

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years Answer before DVV Verification:

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	5	3	11

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	3	1	1

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) 7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	5	3	11

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	2	1	4

7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	7	6	10

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	3	4	6

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
720	753	795	765	704

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
562	587	613	597	541

1.3	Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1363	1364	1301	1230	1121

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1253	1243	1136	1113	997

2.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
399.96	365.05	378.07	326.81	310.21

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
166.85	176.94	258.49	144.93	152.54