

# REPORT OF IQAC 2004-05





## PART A

**What is the plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and what is the outcome by the end of the year?**

- ❖ Organising seminars/conferences
- ❖ Introduction of innovative programme
- ❖ Starting new courses
- ❖ Enhancement of Discipline amongst the students

By the end of the year our achievements are as below:

- ❖ College has organized following conferences seminars/workshops.

- 1) A two-Day Inter collegiate career guidance seminar organized by College Commercial Lab on 3<sup>rd</sup> and 4<sup>th</sup> July-04. Prominent personalities from the field of Banking, Insurance, & Stock market were invited to address the students. Two hundred students from ten different colleges attended the same.
- 2) In Association with T.I.M.E. one introductory lecture was conducted on M.B.A. as a career on 28<sup>th</sup> July-04. It was followed by scholarship test attended by several students.
- 3) Commercial Lab on 14th August-04 organized seminar on self-employment opportunities on co-operative basis. Seminar was conducted jointly with Parleshwar Vividh Seva Samiti. It was presided over by the Dr.Snehalata Deshmukh,Ex Vice Chancellor Mumbai University.
- 4) Work Shop was conducted by Commercial Lab on Interpersonal skills Mr.Vispi Bhathena delivered a lecture on 31<sup>st</sup> July-04 Around hundred students from various colleges attended the lecture.
- 5) A lecture on importance of Opportunities in the field of Life Insurance was organized on 2<sup>nd</sup> September-04. Representative of LIC spoke on the subject.
- 6) Guest lecture cum presentation on Importance of International Education was organized on 23<sup>rd</sup> November-04.Dr.Trevor Ashton-Head of International Operations Wigan and Leigh College guided the students.

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- 7) College jointly with Alumni Association organized career Guidance workshop for students during 11<sup>th</sup> April-05 to 16<sup>th</sup> April-05. Following persons covered the various topics as listed below:

Name of the Faculty	Topic
Mr. Suresh Prabhu	Global Vision for Students.
Dr. Anuradha Sohoni	Self Confidence
Dr. Manoj Bhatwadekar	Relationship
Mr. Jagdish Walawalkar	Opportunities for Commerce Students
Mr. Abhijit Phadnis	Career for Commerce Students
Mr. Vinay Nadkarni	Scope for Commerce Students
Mr. Sanjay Upadhye	My Indian Idol
Mr. Deepak Ghaisas	Future Banking
Dr. Ajit Dandekar	Handling Disappointments

❖ Introduction of innovative programme

- 1) Remedial courses were conducted for the F.Y.B.Com as well as for the S.Y.B.Com students. Courses were conducted for SC/ST students out of grant received from the UGC. Around 100 students were registered for the courses. The attention was given to the students requirements and the teaching was based on the needs and understanding of the students. Main objective was to upgrade learning ability.. We can say that to a great extent the objective was met.
- 2) English Language Development course was conducted with a view to develop the reading, writing, speaking and listening skills of the students. Around thirty students attended the course. Duration of the course was 20 sessions of one hour each.

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❖ Starting new courses

- 1) We have completed the feasibility study to start the new self-financing courses and accordingly the permission is sought from the office of the Joint Director, Higher Education and University of Mumbai to commence the two self financing courses as below:
  - a) B.Com. ---Banking and Insurance
  - b) B.Sc. Information Technology.

We have commenced these courses from June-2005.

- 2) In mainstream B.Com we have introduced one more elective as a principal subject at T.Y.B.com namely "Principles of Management". This is additional option available to the students.

❖ Enhancement of Discipline amongst the students

- 1) Discipline committee was strengthened and various measures like non use of cell phones in the college premises, restricting the entry of outsiders in the college premises, surprise visits by the principal to the various places in the college etc were used to enhance the college discipline.
- 2) Instead of penalizing the students financially, all defaulters at attendance were required to solve the questions papers as punitive action.
- 3) Suggestions received from the students through Suggestion Box about the overall discipline in the college are taken care of.
- 4) College has Grievances redressal committee that takes into account grievances of the students and necessary actions wherever required are taken.

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## PART B

### 1) Activities reflecting the goals and objectives of the institution.

The college regularly organizes seminars, lectures by eminent speakers especially in the field of Indian culture and tradition.

### 2) New Academic Programmes initiated (UG and PG)

Proposal is submitted to the office of the Joint Directors Higher Education as well to the University of Mumbai to commence two new self-financing courses namely **B.Com. (Banking and Insurance)** and **B.Sc. (Information Technology)**. In mainstream B.Com we are offering one more elective at T.Y.B.Com namely Business Management as a Principle subject with three papers. (Paper I – Management and organizational Development, Paper II- Financial Management, Paper III – Marketing Management.

### 3) Innovations in curriculum design and transaction

As the course syllabus is designed and developed by the University there is little flexibility in that and as such at college level we have not contributed directly to the above parameter.

### 4) Inter –disciplinary programme started.

Since ours is Commerce College there is little scope for this parameter. Policy decision on these matters, fall in the ambit of the University. We are exploring the possibilities if any. Due to the same there cannot be direct contribution with respect to this parameter from our end.

### 5) Examination Reforms implemented

Presently college is using the system to allot seat numbers different from their roll numbers to the candidates appearing for the examination that maintains the proper secrecy and confidentiality to the identity of the students. All question papers are given secret codes and printing of the question papers is carried out in presence of senior lecturers that maintains the secrecy of the question papers.

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In case of Grievances of students regarding the evaluation of answer papers, photocopies of answer books are supplied to the students on demand. Wherever required, the revaluation of answer books facility is also provided to the students.

**6) Number of candidates qualified NET/SET**

There are four lecturers who are NET/SET qualified. All permanent faculty members of the college are already NET/SET qualified or are exempted from the requirements.

**7) Total Number of seminars/workshops conducted**

- a) Two-Day intercollegiate Career guidance seminar.
- b) Introductory lecture on MBA as a career.
- c) Seminar on Self Employment Opportunities.
- d) A lecture on importance of insurance on life.
- e) Importance of International Education.
- f) Lecture on Interpersonal skills.

**8) Research Projects a) Newly implemented b) Completed.**

Nil

**9) Patents generated if any**

Nil

**10) New Collaborative research programmes**

Nil

**11) Total research grants received from various agencies**

Nil

**12) Number of research scholars**

NIL

**13) Citation index of faculty members and impact factor**

Relevant data is not available and as such it cannot be computed.



**14) Honors/Awards to the faculty.**

Prin.Dr.M.S.Pethe attended various functions of several institutions as a Chief Guest for Prize Distributions functions, Guest Speakers and visiting faculty etc.

**15) Internal resources generated**

NIL.

**16) Details of Departments getting SAP, COSIST/DST, FIST etc assistance/recognition.**

NIL.

**17) Community Services**

Our college had National Service Scheme (NSS) wing through which various community welfare and services are implemented. Some of the activities like organizing the Blood Donation camp, Offering assistance to traffic authorities on the Lord Ganesh Visarjan in controlling the traffic, contributing to the AIDS awareness in the society, Collecting contribution to the Prime Minister Relief fund for Tsunami etc.

**18) Number of Teachers and officers newly recruited**

Teachers NIL.

Officers NIL.

**19) Teaching non teaching staff ratio**

No. Of Teaching Staff 25

No. Of Non Teaching Staff 32

Ratio 25:32

**20) Improvement in the library Service**

- a) Library computerization work is in progress. There are three terminals installed in the library to facilitate the library records.
- b) Reading hall and home lending sections has been shifted on different floors so as to maintain the discipline in the reading hall.
- c) Capacity of reading room to accommodate the students was increased by shifting some of the library staff to the basement.

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**21) Number of new books subscribed and their values**

Total number of journals subscribed	09
Subscribed value	Rs.3185/-

Number of books purchased out of UGC Grant of Rs.1.60 Laacs is around 21 titles for the Undergraduate students and for the Postgraduate students is around 5 titles. Sixty-Five titles were purchased for Self Financing courses costing Rs.90,250/-

**22) Number of courses for which the students assessment of teachers is introduced and the action taken on students feedback.**

For all the Under Graduate courses offered by the college we have introduced the assessment of teachers by the students. Students are provided with the feedback forms with the various parameters preprinted on it. Students are allowed to keep their identities unrevealed. Analysis of such forms is done and the printed copy of such analysis is provided to each teacher. The Principal follows up with each teacher on the feedback. In case of BMS faculty where ever the students feed back about the faculty is not up to the mark the faculty is replaced.

**23 Unit cost of education :--**

Total No. of Students	Total Exp. ( Sal. & Non. Sal)	Rs.
2001	12184193.00	6089.00

**24) Computerization of administration and the process of admissions and examination results and issue of certificates.**

Process of admissions and examination results and issue of certificates is fully computerized. In case of administration there are about the four terminals made available and it can be said that the process of general administration is partially computerized.

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### **25.Increase in the infrastructural facilities**

Following additions were made to the infrastructural facilities

- a) New fully air-conditioned Computer Lab was set up with the 30 PCs.
- b) Fully equipped Auditorium was completed during the year under review. At present the capacity of auditorium is around 300 plus persons. Auditorium is fitted with the latest light and sound technologies. Air conditioning work is still to be completed.

### **26.Technology up gradation**

Latest L.C.D.projector was purchased during the year, which is being used often.

Computerization of admission process was completed during the year under review.

Next generation computers were introduced in the computer laboratory.

Examination results were completely computerized.

### **27.Computer and internet access and training to teachers and students**

Our computer center is open for the students on all working days. Internet facility is also made available to the students and staff members.

### **28.Financial aids to students**

Through the medium of Students Aids Fund, assistance is provided to the needy students in the form of provision of the textbooks. In some deserving cases the assistance is provided for the tuition fees etc. Apart from this there are many free ships and scholarships of the Government that are made available to the students. These are disbursed through the college.

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### **29. Activities and support from Alumni Association**

- a) Updating the database of alumni
- b) Regularly organizing get-togethers of past students.
- c) A list of all eminent alumni and their contacts is being maintained
- d) Prizes have been instituted for the present students for the academic as well as non-academic performances.
- e) Alumni organized career Guidance workshop for students.
- f) Recognition of outstanding Alumni members.

### **30. Activities and support from the Parent-Teacher Association**

Meetings of the Parent teachers Association are held periodically. It provides guidance to parents about career options for their wards. Issues and problems of the parents and teachers are addressed in the various meetings.

### **31. Health Services**

Rotaract club of Dahanukar College organized free eye check up camp for the students.

### **32. Performance in sports activities**

- a) College Women Volley ball team won the intercollegiate title of University of Mumbai & bagged the Gold Medal.
- b) College Men Volley ball team finished second at Inter collegiate tournament organized by the University of Mumbai & bagged the Silver Medal.
- c) Five students from the college were selected in the Mumbai University team of Volleyball for Ashwamedh and West Zone Inter University volleyball tournament.



**33.Incentives to outstanding sportspersons.**

- a) Tracksuits as well as kit bags were supplied to both the teams' boys as well as girls of volley ball teams.
- b) Special cash prizes were awarded to the students who represented the university team.
- c) Coaching in Volleyball, Kabbadi as well as in chess was provided to the students.

**34.Students achievements and awards**

- a) In the Inter collegiate youth festival our college was finalist in seven events. College bagged consolation prize in Marathi debate in youth festival.
- b) One Act play in Marathi received third prize at competitions held by Indian National Theatre.
- c) Several students received prizes for acting in drama.

**35.Activities of the guidance and counseling unit**

NIL

**36.Placement services provided to the students**

NIL

**37.Development programme for non-teaching staff**

NIL



**38 Any other relevant information the institution.**

Various activities/seminars workshops organized by different departments of the college include

S.No.	Date	Description
(i)	22 <sup>nd</sup> June-04	Felicitation of Meritorious students.
(ii)	3 <sup>rd</sup> July-04	Two day inter collegiate career guidance seminar.
(iii)	23 <sup>rd</sup> July-04	Appointment of class teachers and class representative.
(iv)	28 <sup>th</sup> July-04	Lecture by T.I.M.E. on M.B.A. as career.
(v)	31 <sup>st</sup> July-04	Lecture by Vispi Bathena on Interpersonal skills and attitudes.
(vi)	14 <sup>th</sup> Aug-04	Inauguration of students council and seminar on self employment opportunities on co-operative basis
(vii)	15 <sup>th</sup> Aug-04	Celebration of Independence Day
(viii)	16 <sup>th</sup> Aug-04	Hindi Essay writing competition.
(ix)	16 <sup>th</sup> Aug-04	Poster making competition
(x)	16 <sup>th</sup> Aug-04	Cartoon drawing competition
(xi)	17 <sup>th</sup> Aug-04	Love story writing competition.
(xii)	19 <sup>th</sup> Aug-04	Poem writing competition Hindi
(xiii)	2 <sup>nd</sup> Sept-04	Guest lecture on importance of Insurance
(xiv)	5 <sup>th</sup> Sept-04	Celebration of Teachers day
(xv)	25 <sup>th</sup> Nov-04	Celebration of Colour Day
(xvi)	23 <sup>rd</sup> Nov-04	Guest lecture on Importance of International Education.
(xvii)	27 <sup>th</sup> Nov-04	Celebration of Mismatch day
(xviii)	10 <sup>th</sup> Dec-04	Industrial visit to Parle Biscuit Factory
(xix)	20 <sup>th</sup> Dec-04	Annual Sports Day
(xx)	23 <sup>rd</sup> Dec-04	Annual Social Function ,
(xxi)	24 <sup>th</sup> Dec-04	Traditional Day
(xxii)	26 <sup>th</sup> Jan-05	Republic Day Celebration

College has Computrain Centre which offers various courses in Computers to the students. Academy of Management and Professional Studies offers various professional courses to the students. College is recognized centre to conduct 250 hours of training of Information Technology offered by the Institute of Chartered Accountants of India.

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**PART C Explain the plans of the institution for the next year.**

- ❖ Complete Computerization of library functions.
- ❖ Organising seminars/conferences
- ❖ Introduction of new programmes
- ❖ Enhancement of Discipline amongst the students