

Parle Tilak Vidyalaya Association's

M.L. Dahanukar College of Commerce

IQAC REPORT 2005-2006

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 ?

M.L. Dahanukar College of Commerce is focused to impart quality education to the students. The college focuses on Holistic Development – Mind, Body & Spirit. The focus of our college has always been centered around the students. Our endeavour has been to give our students knowledge beyond the classrooms through workshops, seminars, industrial visits, exhibitions, guests lectures and provide them a platform to show their talents through competitions, cultural events, elocutions, debates, drama, theatre etc. Our college also aims to develop a humanitarian outlook towards the society by the social service activities conducted by the NSS unit of our college. In short we try to provide an ambience for overall development of the students and develop responsible citizens for our Great Nation.

The plans laid down by college are –

- To provide standard education to pupils.
- To maintain academic excellence.

- To make teaching and learning evaluation regularly.
- To create an atmosphere of healthy competition.
- To complete the computerization of the library initiated in 2003.
- To develop the intellectual capital amongst the students.
- To provide opportunities for All Round Development of students.
- To train the students to deal with stress.
- To encourage more and more teachers to undertake research and research related activities.
- To continue with remedial lectures, readers' club, NSS and other community based programmes.
- To enhance the teaching learning process by encouraging the teachers to participate and present papers at seminars.
- To continue with the practice of preparing a teaching plan for each subject at the beginning of the academic year and to make sure that it is adhered to.
- To expand the activities of the Women's Cell.

Based on these plans, we have **ACHIEVED** the following in this academic year :

SEMINARS CONDUCTED

1. Introduction to intellectual Property rights (IPR) and sensitizing today's Manager to IPR
- Advocate Sanjay Kher
2. Use of Quantitative Methods in Business
- Mr. C.G. Venkatesh
3. Advertising & Media
- Mr. Ravi Iyarr
4. Careers in MBA
- Career Launchers
5. International Tourism
- Appollo Education Academy
6. How to face interview and group discussion
- CIT Consultants
7. Seminar on Stock Exchange Mechanism & Demating of Shares
- Mr. Sudhir Sarkar – Central Depository Services India Ltd.

2. **INTRODUCTION OF INNOVATIVE PROGRAMMES** –

The college has conducted the following activities throughout the year –

- Remedial lecture and Bridge courses were organized for the academically weaker students, wherein the students are divided into smaller groups and special attention can be given to each one of them.
- Language is the most important requirement for effective communication and thus the college held a Language Development Programme (English).
- Provide first hand information about the working of an organization by conducting field trips and study trips for the students

Industrial Visits organized by the college for the students' welfare were :

1. Ratan Textiles
2. Dainik Bhasker
3. Jaipur Dairy
4. Ganpati Plastics of Jaipur
5. Coco-Cola Bottling Plant
6. S.B.I.
7. Ramoji Film City, Hyderabad

- Provide extra information on various upcoming areas where students can understand and pursue different career options.
- Building up an excellent rapport with the students by organizing treks and picnics for both the teachers and students.
- Making education need based by starting new courses. For this academic year the following courses were started -

B.Com. – Banking & Insurance

B.Sc. – Information Technology

- Inviting industries for campus recruitment.

For this year campus recruitment was conducted by J.P. Morgan

PART B

1. Activities reflecting the goal and objective of the institution –

The main goal of our institution is to provide Quality Education to students of all stratas of the society. The college endeavors to cater to the needs of the present society and accordingly has changed the infrastructure and type of courses and optional subject to the students. The college has kept the following **aims and objectives** –

- To provide standard education to pupil

- To maintain academic excellence.
- To develop mental, physical, emotional and intellectual abilities of the students.
- To promote the development of scientific thinking so that the young minds are open to new ideas and innovations.
- To make teaching and learning evaluation regularly.
- To develop a sense of moral values amongst the students.
- To promote a feeling of patriotism and National Integration.
- To develop the hidden potential talents amongst the students.
- To inculcate the qualities of civil responsibilities.
- To develop a feeling of civic responsibilities.
- To develop and encourage the habit of regular reading and learning and cultivate the research culture.
- To inculcate in the students the feeling of dignity of labour.
- To make the students aware about the need to protect the environment.
- To educate students for competitive examinations.
- To provide students with vocational training which they can further pursue in later life as an occupation.
- To develop in the students qualities of leadership.
- To make the students aware of the importance of group dynamism & time management.

In short the basic aim of our college is to prepare a student for future life by making them successful in their chosen professions and making them better citizens and human beings.

To achieve these goals and objectives the following associations/bodies function in the college.

- Students' Council (Degree College)
- Students' Forum (Junior College)
- Cultural Committee
- Marathi Natya Mandal
- Marathi Vangmay Mandal
- Hindi Sahitya Mandal
- National Social Service (NSS)

- Commercial Lab.
- Co-operative Stores
- Readers' Club
- Gymkhana
- The Economic Group.

2. **New academic programmes initiated (UG & PG)**

Many Self Financing Courses such as -

- B.M.S. (Bachelor of Mgt. Studies)
- B.A.F. (Bachelor of Acc. & Fin.)
- B.Sc.I.T. (Bachelor of Science in Information Technology)

3. **Innovations in curricular design and transaction :--**

Curricular Designing is done at the University level by special committees appointed by the University and the Joint Board of studies. Some of our Senior Teachers are members of these committees.

4. **Inter – disciplinary programmes started :--**

Being a Single Faculty programme there is limited scope for starting any inter-disciplinary courses..

5. **Examination reform implemented :--**

As per UGC and University Recommendations.

6. **Candidates qualified : NET /SET / GATE etc** NIL

7. **Initiative towards faculty development programme :--** NIL

8. **Total number of seminars/workshops conducted :--**

SEMINARS CONDUCTED

1. Introduction to intellectual Property rights (IPR) and sensitizing today's Manager to IPR
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9. **Research projects** :-- Nil
 - a) **Newly implemented** :-- Smt. Sharma's Ph.D. result is awaited.
 - b) **Completed** :-- NIL
10. **Patents generated, if any** :-- NIL
11. **New collaborative research programmes** :-- NIL

12. **Research grants received from various agencies :--** NIL

13. **.Details of research scholars :--**NIL

14. **Citation index of faculty members and impact factor:**NIL

15. **Honors/Awards to the faculty :--**NIL

16. **Internal resources generated :--**

There are no internal resources generated.

17. **Details of departments getting SAP, COSIST (ASSIST)/DST. FIST,**

etc. Assistance/recognition :--

Our college conducts courses mainly for undergraduate students. Hence it does not fall into the category of departments getting SAP, COSIST etc.

18. **Community services :--**

* The **NSS unit** of college conducted a number of community based services like

- NSS unit set a 'Help Desk' for F.Y.J.C. who came for admission.
- Participated in UNICEF camp.
- Organised a Blood Donation camp with St.George Hospital Fort and 70 bottles of blood were collected.
- Helped the RTO during Ganesh Visarjan.
- Conducted a Rural residential camp at Panvel and constructed a road of 200 mts.
- NSS volunteers worked for flood affected people at Kalina.

* The **Rotaract Club** conducted the following activities.

- An Integration March to pay tribute to the soldiers who sacrificed their lives.

- A visit to an Old Peoples' Home for the aged and distributed snacks and spent some time with them.
- A project with the mentally retarded children wherein an exhibition and sale of products made by them was organized.

* **Adult and Continuing Education and Extension** work where a project on Information Technology was undertaken and 17 students contributed 120 hrs. of work. The project topics were Child Labour, Aids awareness, Environmental issues etc.

19. **Teachers and officers newly recruited :-**

The teachers are appointed according to the subject requirement. There are vacancies if some teachers resign or retire. Accordingly new qualified teachers are recruited. All new recruitments are on clock-hour basis according to University, Government rules.

No new officer is directly recruited in the office. All post like Registrar, Accountant, Head Clerk, Sr. Clerk etc are internally filled in by promotion. There are new appointments as per vacancies. Appointment of Extra library staff & Com Lab asst. for SFC

20. **Teaching – Non-teaching staff ratio :-**

Year	Teaching Staff	Non-Teaching Staff	Ratio
2005 - 2006	25 (18+7)	28 (13+15)	25 : 28

21. **Improvements in the library services :-**

The library has installed Libsuite 5.6 in Jan 2003. Since then, all data regarding books with their status is entered in respective modules. The OPAC (Online Public Access catalog) Facility is provided to all students and staff both. The printouts of any excerpts from any book are available for students @ Rs. 2 /- per copy .

A special scheme for top rankers is introduced in the Library called 'Gold Card Scheme'. A Gold Card is given to meritorious first five rankers in each class to get one additional book other than the test books.

Now a days students have to submit projects, they have to give presentations and they have to refer to additional reference books for almost all the subjects. Hence partial open-access for reference books is provided to students for project work so that they can refer other relevant books on that topic.

22. New books / journals subscribed and their cost :--

Every year around 1000 books are purchased for the library, including text books & reference books worth approximately Rs. 1,00,000/- with nearly 30 periodicals worth Rs. 6,000/- or more in a year.

The details of Library stock added during the specified period, along with the costs are as follows.

Library Stock added during the last three years & their cost for Test Books &

Other Books(B M S)

1 st April to 31 st March	Total Number of Books Added	Total Amount Spent (In Rs.)
2005-2006	1038	178136

Periodicals

1 st April to 31 st March	Total Number of Periodicals	Total Amount Spent (In Rs.)
2005-2006	6	4920

Library Stock added during the last three years & their cost (Degree)

Test Books & Other Books

1 st April to 31 st March	Text Books	Others Books	Total Books	Total Amount Spent in Rs
2005-2006	735	85	820	1,10,986

Periodicals

1 st April to 31 st March	Total Number of Periodicals	Total Amount Spent
2005-2006	30	6,000

U.G.C

1 st April to 31 st March	Total Number of Periodicals	Total Amount Spent
2005-2006	38	19,801

23. **Courses in which student assessment of teachers is introduced and the action taken on student feedback :--**

The assessment of teachers by students is introduced in all the courses, in 2002-2003. The assessment questionnaires, prepared according to guidelines of **NAAC** are distributed to the students by class teachers. The filled in questionnaires are collected by class teachers and handed over to Sr. Teachers in the college. These teachers show these to respective teachers & discuss the points raised in them and help them to overcome the drawbacks. Some serious action like discontinuing the teacher in the next term is also considered, if needed.

24 **Unit cost of education :--**

Year	Total No. of Students	Total Exp. (Sal. & Non. Sal)	Rs.
2005– 2006	2025 (1751+274)	1,43,66,898.49	7095

25 **Computerization of administration and the process of admissions and examination**

Results, issue of certificates :--

The entire Administrative procedure, the processes of Admissions, Examinations and Results are 100% computerized, with details as follows.

Computerization of Administration

The Administrative procedure includes the routine jobs like maintaining the General Registers, Correspondence, Notices, Issuing Certificates. It also involves preparation of Budget, Salary Slips, payment against vouchers and other financial procedures.

The office is well equipped with computers arranged in LAN for the effective sharing of information. The administrative work is fully computerized and the details are provided below.

I) Accounts of Junior College and Degree College are separately maintained on the computer. It includes procedures like Salary Calculation, Pension Cases, Provident Fund Ledger, Arrears, Income Tax Calculations, Returns, Form 16, 16A Certificates etc. Different

Payments and Vouchers are also made using computers. The Budgets of Junior College and Degree College form a major part of this.

- **Computerisation of Admission Work**

The process of Admissions is done by strictly following the rules and regulations set by the Government and University of Mumbai. The major work is for FYJC, FYBCOM and M.COM. PART I classes as these are the entry points for Junior, Degree and Post-Graduate studies.

The Master Lists and other Merit Lists for different categories are prepared with the help of computers and accordingly admissions are given. It helps in the preparation of Roll Call, Fee registers, Different Lists according to order of names, marks etc.

- **Examination Procedure.**

Time Table of Examination is put up on the Notice Board, one month prior to the commencement of it. The students are assigned separate examination seat numbers and accordingly seating arrangement and other details are decided. The question papers are printed using the computers. After assessment and moderation of answer-books, the marks of different subjects are entered and Result is prepared after considering all gracing rules. The consolidated result is put up on the Notice board and the individual mark lists are given to students. The entire work is carried on with help of computers.

26. **Increase in the infrastructural facilities :--**

A **new auditorium** is constructed in the college. The auditorium is used for Guest Lectures, Seminars, Cultural and other Programs for our college students. It is also used by our students for rehearsals of Various Inter-Collegiate events like Dance, Plays, and Group Songs etc. It is also hired by outsider institutions to conduct various activities.

The construction work for New Class rooms is being carried out on different floors. In all 9 New Class Rooms will be constructed and some of bigger Class Rooms will be reconstructed to accommodate S.F.C. Classes.

Xeroxing facility n Stationery store on premises is available at reasonable rates

27. Technology up gradation :-

All computers in the office are well equipped with latest hardware and software. The Library work is also done using latest software package Lib-suite 5.6. Computers, with internet facility are installed in the cabins of all officials. The details are presented in the below.

No. of Computers in the office	:	6
No. of Printers in the office	:	1
No. of Printers in the SFC office	:	1
No. of Computers in SFC office	:	2
No. of CPU with LCD in SFC office	:	1
No. of LAPTOPS in SFC office	:	1
No. of Computers in the Library	:	3
No. of Computers in the SFC Library	:	1

28. Computer and internet access and training to teachers and students :-

A well equipped computer lab having **30 Computers** is made available to students and teachers between 9.00 a.m. & 5.00 p.m. . A qualified Lab Assistant appointed in the lab to help the students. The students are given **free-internet facility** . They can also take the printout with nominal charges. It is of Great help to students while preparing their Projects & Presentations. Special Training to teachers is not available but the teachers do use the internet facility to increase their subject knowledge. Students have this subject at various levels and training is provided to them with the help of practicals. Many staff members have successfully completed the MS-CIT Course of Govt. of Maharashtra.

29. Financial aid to students :-

Financial help facilities are provided to needy and deserving students in the form of :

- Freeships help Scholarships
- Assistance for tuition fees.
- Provision of text books.

For the year 2005-06 - 09 students benefited from the students Aid Fund.

30. **Support from the Alumni association and its activities :--**

The alumni association of MLDC regularly organizes a variety of entertaining as well as knowledge enriching experiences for its members. The activities conducted by them are:

- * Organising get together for past students
- * Organising seminars and workshops for the past and present students.
- * Recognition of outstanding Alumni members.
- * Felicitation of present students for their all round performance.

31. **Support from the parent-Teacher Association and its activities :--**

Parents goodwill and opinion are considered to be extremely important in the smooth functioning of our college. The College activities regularly organizes parent-teachers meeting and parents are encourage to give their valuable observations and opinions.

* Counseling is provided to parents regarding various career options available to the students within the college and elsewhere as well by conducting various meetings, organizing workshops etc.

32. **Health services :--**

A healthy mind can exists only in a healthy body and thus it is extremely important for the students to remain healthy. The college tries to provide safe and healthy classrooms which are well lighted and ventilated. The Rotaract club of the college organizes free eye check up camps for all every year. Dr. Joglekar, M.B.B.S. is on our panel.

33. **Performance in sports activities :--**

Our college gymkhana provides an exposure to develop a healthy mind and promote competitive spirit among the students by organizing various activities.

All the games are played with the spirit of excitement and zeal. In all 560 students took part in Annual Sports Festival.

Few Achievements of our college gymkhana are

Our student won **silver medal at inter collegiate chess competition** & was selected for **All India Inter University chess competition**.

3) Karate : **Gold medal** in inter collegiate karate competition.

4) Tackwondo: **Silver medal** in inter collegiate Tackwondo competition.

- Special cash prizes and certificates are given to students who have excelled in various sports activities both at Inter University as well as inter collegiate levels.
- Special recognition is given to the Best sports person of the year.
- Special coaching is provided to students participating in volleyball tournaments and Kabbadi matches as well as Foot ball & Cricket.

35. Student achievements and awards :-

Event	Organised by	Rank (If any)
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-
- | | | | |
|----|---|----------------------|---|
| 1. | Elocution
Competition | Mumbai University | 1st Prize |
| 2. | “Young Women
Achievement Award” | A B V P | --- |
| 3. | P.C. Alexandra
Elocution Competition | Mumbai
University | 1st Prize |
| 4. | State Level Folk
Dance Competition | -- | 2 Students
were selected
Participation |
| 5. | “Yuva Mahostav”
State Level at Aurangabad
for Classical Singing | | |

36. **Activities of the Guidance and Counseling Cell :--**

Although no professional counselor is appointed, our college teachers guide the students from time to time and assist the students in dealing with stress.

37. **Placement services provided to students :**

One of the basic motives of education is to prepare a student for life. Thus our college provides numerous opportunities for employment through famous recruitments.

2005-06 Recruitments

- | | |
|----|--------------|
| 1. | J. P. Morgan |
|----|--------------|

38. **Development programmes for non-teaching staff :--**

The non-teaching staff of our college actively participates in numerous inter-collegiate cultural and sports events and has won laurels for the college. The non-teaching staff of any academic institution is its backbone. Smooth functioning of the institution is possible only with the development and progress of the non-teaching staff. In lieu with this requirement the following programmes were organized and our non-teaching staff has participated in numerous Intercollegiate cultural and sports events and have brought laurels to the college.

<u>Year</u>	<u>Competition/Event</u>	<u>Prize</u>
<u>2005-06</u>		
	1) Duet singing (Inter-collegiate)	1st
	2) Running and tele matches (Inter-Collegiate)	2nd

39. **Best practices of the institution. :--**

- Met parents to update them on students lack of attendance.
- Held an orientation programme for all students of S.Y.B.Com. before seeking admission to T.Y.B.Com. The purpose was to orient them to the different optional subjects available, so that they can take their decisions on subject selection.

40. **Linkages developed with National / International, academic research bodies. :--**

NIL

41. **Any other relevant information :--**

NIL

Part C:

Detail Plan of the institution for the next year –

- To conduct subject related seminar and workshops.
- To encourage the teachers to actively participate and present papers at seminars organized at various levels.
- To encourage more number of teachers to undertake Research and Research based activities.
- To conduct some programmes for the girl students to create awareness on sexual harassment through women cell.
- To complete the computerization of the library.
- To complete the expansion and improvement of infrastructure of our office, seminar room, Principal and Vice-Principal chambers.
- To continue with practice of preparing a blue print of the teaching plan before the beginning of the academic year.
- To continue with on going projects, remedial lectures, bridge classes, language development course, NSS etc.
- To arrange workshops for non-teaching staff.
- To develop a counseling centre in the college for the welfare of the students.