

Parle Tilak Vidyalyaya Association's

# M.L. Dahanukar College of Commerce

## *IQAC REPORT 2006-2007*

### **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 is one of the prestigious Commerce Colleges in the western suburbs of Mumbai. It was established way back in 1959 and true to its tradition, even today continues to be well known for an academically inclined, well disciplined and culturally rich environment. The college believes in a very simple truth that Education should prepare an individual for future life.

We therefore have to prepare the students for a future vocation or occupation and at the same time also train them to live together in peace and harmony, have tolerance, patience, be morally right, care for the economically and socially weaker sections of the society, and at the same time be responsible for the senior citizens, take care of the environment, the list continues.

It is a Herculean task, but one that we try to achieve. The college tries to provide an atmosphere where the students compete together, face success and failure together, which inculcates in them a strong sense of brotherhood, peace and understanding which today has to be on the global agenda.

### **The plans laid down by the college are –**

- To conduct subject related seminars 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 based activities**.
- To conduct some programmes for the girl students to create awareness on sexual harassment through **women development 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.
- To develop a **holistic attitude** amongst the students.

Based on this, we achieved the following in this academic year :

1. **SEMINARS CONDUCTED -**

1. Recent challenges in Metal Sector -
  - Shri Dnyanesh A. Chandekar (Steelwork Ind)
2. Human Resource Management -
  - Smt. Aruna Deshpande
3. Management of Co-operatives -
  - Shri Sanjay Kaila (Sr. Faculty Mumbai University)
4. Service Sector management -
  - Shri Chitnis (Sr. Faculty Mumbai University)
5. Lecture on Accounts -
  - Smt. Reeta Shah
6. 6 Sigma Management -
  - Mr. Raghunath Medge, Director Mumbai Dabbawallas
7. Written Test & Aptitude Test -
  - Career Launchers
8. Working of Stock Exchange -
  - Inter-Services Stock Exchange

2. **Introduction of innovative programmes –**

The college organizes numerous activities in the college for the students' welfare viz.

- **Remedial lectures** were held in the I<sup>st</sup> term of the academic year, wherein special coaching is provided to A.T.K.T. students of F.Y.B.Com. and S.Y.B.Com. students.
- **Bridge courses** were organized in the II term to guide the students who did not fare well in the I<sup>st</sup> term.
- A **Reader's club** functions in the college to improve the reading capability, writing ability, pronunciation etc.
- A **counseling centre** has been started in the college and a professional counselor is appointed for the same to help and guide the students in their personal and professional problems.
- Guidance to the students regarding various **career options** available to them is provided from time to time.
- The **placement cell** in the college also looks towards providing job opportunities to the students and students were placed in companies like Birla Sunlife, J.P. Morgan & ICICI.
- **Industrial visits** were conducted by the college to provide with first hand experience of seeing the working of an organization.
  1. Coca-Cola
  2. Laxmi Industries (Printing & Packaging)
  3. Prince (Handicraft Exports) MEC – Metallizing Equipments corporation – old Articles, Export and Import surfax.
  4. Reliance Energy Plant at Dahanu.

## **PART B**

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

#### **Goal and Objectives**

- To equip the youth with ideas, ideology, information, strengths and inspiration to develop total competence to harness their untapped power and to bring glory to self, society and the world at large.

- To rise above the slumps, recession, depression and downsizings.
- To deal with a positive approach and innovative ideas with multiple alternatives for going ahead.
- To develop the powerful young human resource.
- To develop a feeling of dignity of labour.
- To inculcate the qualities of leadership and moral civic responsibilities.
- To develop a scientific attitude amongst the students.
- To prepare the young minds to face different challenges of life.
- To have a positive attitude towards life.
- To develop the mind power and to enhance the intelligence.
- To encourage introspection of our self.
- To enhance the importance of the 5 'C's –
  - Be Courageous - Be Creative
  - Be Confident - Be Committed
  - Be Conscious of your activities
  - To quench the thirst for knowledge, and wisdom, so that the beginners mind have many options, variation & possibilities.
  - To inspire the youth around to live, act, speak out and think.
  - To unite the world which is fragmented.
  - To make the students to be zealous in everything they do, in their commitment to God and People around.
  - In short the Magic Mantra the college believe in is - Be Courageous, positive, creative, planned, disciplined & most important **BE SUCCESSFUL.**

## Activities

- To achieve these goals and objectives the following associations/functions/activities are conducted 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
  - Gymkhana
  - Guidance Cell.
- Readers' Club
  - Special Coaching Programme

**2. New academic programmes initiated (UG and PG) :--**

Many self financing courses such as –

- a) **B M S** – Bachelor of Management Studies.
- b) **B A F** – Bachelor of Accounts & Finance.
- c) **B. Sc. (IT)** – 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 the same.

### **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 :--**

1. Recent challenges in Metal Sector -
  - Shri Dnyesh A. Chandekar (Steelwork Ind)
2. Human Resource Management -
  - Smt. Aruna Deshpande
3. Management of Co-operatives -
  - Shri Sanjay Kaila (Sr. Faculty Mumbai University)
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5. Lecture on Accounts -
  - Smt. Reeta Shah
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  - Mr. Raghunath Medge, Director Mumbai Dabbawallas
7. Written Test & Aptitude Test -
  - Career Launchers
8. Working of Stock Exchange -
  - Inter-Services Stock Exchange

**9. Research projects :--**

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
- conducted a blood donation camp and 86 bottles of blood were collected to help the Thalassemia patients.
- helped the R.T.O. in controlling crowd during the Ganesh Visarjan.
- Participated in a rally to give message about AIDs awareness.



- Conducted a 10 days residential camp at Saphale where they helped in cleaning the surrounding areas, trees plantation, soil conservation and also conveyed to them the message of importance of education.
- The Rotaract Club conducted a visit to a mentally challenged home and a visit to Deaf and Dumb School. Rakhis made by these students were sold in the college by the Rotaract members.
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#### **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 posts like Registrar, Accountant, Head Clerk, Sr. Clerk etc are internally filled in by promotion. There are new appointments as per vacancies. Appointments of extra library staff Com Lab asst. for SFC were made

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

Teaching Staff	Non-Teaching Staff	Ratio
24 (18+8)	28 (13+15)	24 : 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 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 text 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 & their cost of Text Books & Other Books**

#### **B M S**

Total Number of Books Added	Total Amount Spent (In Rs.)
1225	209764

#### **Periodicals**

Total Number of Periodicals	Total Amount Spent (In Rs.)
6	4920

### **Library Stock added & their cost of Text Books & Other Books**

#### **Degree**

Text Books	Others Books	Total Books	Total Amount Spent in Rs

1316	221	1537	129869
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### **Periodicals**

Total Number of Periodicals	Total Amount Spent (In Rs.)
30	6000

### **U.G.C**

Total Number of Periodicals	Total Amount Spent (In Rs.)
7	4824

### **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 :--**

Total No. of Students	Total Exp. ( Sal. & Non. Sal )	Rs.
1942	14838485.50	7641

## **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 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.

Correspondence and letters regarding Eligibility, Transfer, Verification, Migration cases are prepared on computers. The general register and notices are also done with the help of computers. Different Certificates like Bonafide, Transcripts, Recommendations and Character Certificates etc are also issued using computer.

- **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 which helps in the preparation of Roll Call, Fee registers, Different Lists according to order of names, marks etc.

- **Examination Procedure.**

Time Table of Examinations is put up on the Notice Board, one month prior to its commencement. 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, marks of different subjects are

entered and Result is prepared after considering all grading 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. It has been named as **Keshavrao Ghaisas Sabhagruh** due to a generous donation given by Mr. **Deepak Ghaisas** Ex CEO n MD of **I-flex solutions.**

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 other institutions to conduct various activities.

**New Class rooms** are constructed on different floors. In all 9 New Class Rooms are constructed and some of bigger Class Rooms are reconstructed to accommodate S.F.C. Classes.

**Entire office** is redesigned to create more space. New cabins, other Furniture like cupboards, chairs , tables , cabinets etc are made for different staff members. Conference Room, Rest rooms and Storage Rooms are also added in the new structure. Separate arrangement on mezzanine floor is made for additional storage.

**Canteen** has been renovated and has been made more spacious by making Additional arrangement in the open space, in front of it & new furniture made-up of granites is also installed.

**New computer** lab with latest hardware & software is also constructed.

**Xeroxing facility and Stationery store** are available **on premises** at reasonable rates

## **27. Technology up gradation :--**

All computers in the office are well equipped with latest hardware and softwares. 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 below.

No. of Computers in the office	:	8
No. of Printers in the office	:	2
No. of Printers in the SFC office	:	1
No. of Computers in SFC office	:	3
No. of CPU with LCD in SFC office	:	2
No. of LAPTOPS in SFC office	:	1
No. of Computers in the Library	:	4
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 is 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 and Scholarships
- Assistance for tuition fees.
- Provision of text books.
- 05 students got the aid from Students' 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 regularly organizes parent-teachers meeting and parents are encourage to give their valuable observations and opinions.

\* Workshop and counseling is provided to parents regarding various career options available within the college as well as elsewhere.

### **32. Health services :--**

A healthy mind can exist only in a healthy body and thus it is extremely important for students to remain healthy. The college tries to provide safe and healthy classrooms which are well lighted and ventilated moreover the Rotaract club of the college organizes free eye check up camps for all. Dr. Joglekar, M.B.B.S. is on our panel. The College has appointed Ms. Janhavi Bavre, Counseling Psychologist, Disha Counseling Centre for Personal, Career Counseling and Vocational Guidance to the students. She also provides personal counseling to students and staff as well in today's stressful world.

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

Sports provide an exposure to develop a healthy mind and promotes competitive spirit amongst the students.

The College provides opportunities for students to participate in Chess, Judo, Boxing, Volleyball, Karate, Athletics, Kabaddi, Cricket, Carrom, Badminton, Table Tennis etc.

Few achievements in Sports of the college students are :

- 1) Chess                               :-       Men                       **Silver Medal**
- 2) Tug of War                       :-       Women                       **Gold Medal**
- 3) Judo                               :- Gold Medal at **Inter Collegiate** Judo       competition       &       silver medal at **National level.**
- 4)Boxing                               :-       Silver Medal at **Inter Collegiate** Boxing competition.
- 5)Volleyball                       :-       Men                       **Winner.**

University of Mumbai has celebrated this year as a **Sesqui centennial year**. As part of that celebration College Gymkhana has organized Inter collegiate volleyball(Men) tournament for Zone-II on 28<sup>th</sup> & 29<sup>th</sup> September 2006. 36 college of zone II fielded their teams, four teams were qualified for inter zone tournament.

Two of our students were selected in Mumbai University volleyball team for **Inter University Volleyball** tournament our student was honored as captain of Mumbai University Volleyball team.

- 6) Karate                               :-       **Gold medal** at **Inter Collegiate** karate competition.

### **34. Incentives to outstanding sportspersons :-**

- 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 :-**

#### **Year 2006-07:-**

	<b>Event</b>	<b>Organised by</b>	<b>Rank (If any)</b>
1)	39 <sup>th</sup> Intercollegiate Cultural Youth Festival Competition for Classical singing	Mumbai University	<b>Gold Medal</b>
2)	39 <sup>th</sup> Inter Collegiate youth Cultural Youth Festival Competition for Non percussion instrument	Mumbai University	<b>Consolation</b>
3)	Elocution Competition	United	<b>1<sup>st</sup> Prize</b>

- |    |   |  |
|----|---|--|
|    | on International Volunteering United                    | <b>1<sup>st</sup> Prize</b>  |
|    | for peace at Nations                                    | <b>and two medals</b>  |
| 4) | Zonal level Debate Competition                          | Loksatta & University of Mumbai<br><b>Participation</b>                        |
| 5) | SROT – A Power Point Presentation                       | ABVP<br><b>2<sup>ND</sup> Prize</b>  |
| 6) | National Level Debate competition of “youth parliament” | <b>Best Speaker</b><br><b>Award and the</b><br><b>Third Best Speaker Award</b> |

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

Career guidance is provided to students by organizing seminars and workshops, details of which are already provided. The services of professional counsellor are made available to all bonafide students of college.

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

The remarkable shift in the job market has brought pressure and responsibility right to the steps of the educational institution. It is well understood that education should be directed towards making student employable besides the acquisition of degree. MLDC provide numerous opportunities of employment through campus recruitment, to students.

#### **Recruitments**

**2006-07**                      1.      Birla Sunlife

2. J. P. Morgan

3. ICICI

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

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.

<b><u>Year</u></b>	<b><u>Competition/Event</u></b>	<b><u>Prize</u></b>
<b><u>2006-07</u></b>	(Inter-Collegiate)	
	1) Singing	2 <sup>nd</sup>
	2) Duet Singing	1 <sup>st</sup>
	3) Volleyball	Man of the Match
	4) Table Tennis.	2 <sup>nd</sup>
	5) Mini Marathon (5km)	2 <sup>nd</sup>
	6) Shot Put	2 <sup>nd</sup>
	7) Match Box Race	3 <sup>rd</sup>
	8) Computer Presentation	1 <sup>st</sup>

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

- A parents meeting is organized to update them on lack of attendance of their ward..

- An orientation programme is conducted for all students of S.Y.B.Com. before seeking admission to T.Y.B.Com. to help them, in choosing the optional subjects at the T.Y.B.Com. level.
- A session of Special guest lectures is held especially for the T.Y.B.Com. students in the month of January i.e. before their Final examination. Faculties from other colleges who are paper setters, examiners or moderators are invited to guide the students regarding how to write and prepare for the papers.

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

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

**Part C:**

**Detail plan of the institution for the next year :--**

**Action Plan towards realizing these objectives :**

1. Organising seminars and conference on recent and relevant topics.
2. Introduction of innovation programmes.
3. Starting new courses.
4. Conducting some activities of social relevance.
5. Conducting workshops on Personality Development.
6. Inviting industries for campus recruitments.
7. Training the students in communication skills and soft skills such as reading/ pronunciation/ English speaking/ writing/ Group Discussion/ Job Skills/ Presentation skills etc. to prepare them for the job market.
8. Conducting Industrial visit for experimental learning and providing the students with first hand experience of industrial working.
9. Making the students more computer savvy.
10. Motivating teachers to actively participate in International and National level seminars and conduct researches.

