

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2015 - 2016

1. Details of the Institution

1.1 Name of the Institution

SES's L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE

1.2 Address Line 1

RELIEF ROAD

Address Line 2

SANTACRUZ (WEST)

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400 054

Institution e-mail address

degree.office@lsraheja.org /
os.aided@lsraheja.org

Contact Nos.

022 2660 9320 / 022 2660 6806 /
022 26614101

Name of the Head of the Institution:

DR. ANUPAMA N. NERURKAR

Tel. No. with STD Code:

022 2660 9320 / 022 2660 6806 /
022 26614101

Mobile:

9820134065

Name of the IQAC Co-ordinator:

DR. (MRS) CHITRA A. MUNSHI

Mobile:

9820427960

IQAC e-mail address:

iqac@lsraheja.org

1.3 NAAC Track ID (For ex. MHC0GN 18879)

13027

OR

1.4 NAAC Executive Committee No. & Date:

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

EC/56/RAR/57 dated 16-09-2011

1.5 Website address:

www.lsraheja.org

Web-link of the AQAR:

www.lsraheja.org/page/content/3/8

The Institution → Accreditation / Re-accreditation →
IQAC Report

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

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|--------|-----------------------|-----------------|
| 1 | 1 st Cycle | A | 88.15% | 2004 | 5 years |
| 2 | 2 nd Cycle | A | 3.12 | 2011 | 5 years |
| 3 | 3 rd Cycle | -- | -- | -- | -- |
| 4 | 4 th Cycle | -- | -- | -- | -- |

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

20.04.2004

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

- i. AQAR **2010-2011** submitted to NAAC on **18.07.2011**
- ii. AQAR **2011-2012** submitted to NAAC on **27.10.2012**
- iii. AQAR **2012-2013** submitted to NAAC on **20.08.2015**
- iv. AQAR **2013-2014** submitted to NAAC on **20.08.2015**
- v. AQAR **2014-2015** submitted to NAAC on **20.08.2016**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

SELF FINANCING – BMS, BMM, BAF, BBI, B.SC. (IT), BFM & Mcom

1.11 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF MUMBAI

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Innovative Practices And Application In Business
2. Know your Rights
3. Psychological health
4. Museum on wheels

2.14 Significant Activities and contributions made by IQAC

The IQAC committee along with senior faculty members and HODs discuss as the activities in the respective departmental meeting which are implemented as per the schedule discussed during the meeting. Annexure 1 (Table 2)

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year. (see Annexure Table 1 and 2)

| Plan of Action | Achievements |
|--|--|
| <ul style="list-style-type: none"> • To Organise Seminars / Conferences / Workshops / Symposia • To continue the existing activities • To sign MOUs | <ul style="list-style-type: none"> • Know Your Rights • IQAC Activities • MOUs were signed with ATS (Microsoft) and De Sousa Foundation |

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

1. Provided with financial help to conduct various lectures, workshops and other activities from time to time.
2. Infrastructure development
3. Suggestions are given for Quality enhancement in teaching

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | -- | Nil | Nil | Nil |
| PG | 01 | Nil | 01 | Nil |
| UG | 08 | Nil | 06 | Nil |
| PG Diploma | Nil | Nil | Nil | Nil |
| Advanced Diploma | Nil | Nil | Nil | Nil |
| Diploma | Nil | Nil | Nil | Nil |
| Certificate | Nil | Nil | Nil | Nil |
| Others | Nil | Nil | Nil | Nil |
| Total | 09 | Nil | 07 | Nil |

| | | | | |
|-------------------|-----|-----|-----|-----|
| Interdisciplinary | Nil | Nil | Nil | Nil |
| Innovative | Nil | Nil | Nil | Nil |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 09 |
| Trimester | NA |
| Annual | NA |

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for
 PEI)

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

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

Yes, there is an update of syllabi proposed by the syllabus Revision Committee in Commerce, Economics and Accountancy.

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

No new course was introduced during the academic year 2015-2016.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors Principal | Others Librarian |
|-------|------------------|----------------------|----------------------|------------------|
| 25 | 17 | 06 | | 01 |

2.2 No. of permanent faculty with Ph.D.

08

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors Principal | | Others Librarian | | Total | |
|------------------|---|----------------------|----|----------------------|---|------------------|----|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| 2+2 | 4 | -- | -- | -- | 1 | -- | -- | 2+2 | 5 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

25

5

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 03 | 28 | - |
| Presented | 04 | 23 | - |
| Resource Persons | 0 | 0 | 02 |

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

- The following innovative processes were adopted by different teachers to aid teaching learning processes.
- Field trips and case studies.
- Movies and audio visual presentations.
- Quiz contests.
- Out of college experiments.
- Group discussions.
- Demonstration of individual.
- Group therapy.
- Simulation exercises.
- Historical and photography exhibitions.
- Inter-collegiate festivals to equip students with managerial and organizational skills.
- Industrial visits.

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

180

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

- Revaluation and Photocopy of answer books as per University guidelines are in place.
- Feedback on examinations is taken from the students.

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

3

2.10 Average percentage of attendance of students

65 %

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| BA | 76 | 5 | 11.84 | 57.79 | 3.95 | 71.68 |
| BCOM | 340 | 0 | 8.53 | 64.71 | 1.18 | 74.41 |
| BMS | 91 | 0 | 34.06 | 41.75 | -- | 80.21 |
| BAF | 59 | 0 | 49.15 | 42.37 | 0 | 98.30 |
| BBI | 58 | 0 | 12.06 | 32.75 | 6.89 | 68.96 |
| B.SC IT | 59 | 1.69 | 22.03 | 32.20 | -- | 67.79 |
| BMM | 57 | 0 | 26.31 | 52.63 | 3.50 | 87.71 |
| BFM | 26 | 0 | 73.07 | 73.07 | 3.84 | 96.15 |
| MCOM | 112 | 10.71 | 28.57 | 65.07 | -- | 93.75 |

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

IQAC Co-ordinator, Principal, head of the Departments and Senior Faculty members are involved in reviewing the academic development. The following activities were undertaken.

- Preparation of teaching plan and adherence to it
- Encouraging ICT based lectures
- Departmental meetings with the Principal to review progress of students
- Quantitative and qualitative analysis of examination performance of students
- Inviting Senior subject experts and professionals

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|------------------------------------|--|--|
| Administrative Staff | 24 | 02 (Registrar- 01 Peon – 01) | 03 | Nil |
| Technical Staff | Nil | Nil | 03 | Nil |

Criterion – III

3. Research, Consultancy and Extension

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

Initiatives taken by IQAC are:

- Motivating staff and students to engage in research activities
- Encouraging staff to engage in major and minor research
- Encouraging staff to organize seminars/symposium and workshops in upcoming areas
- Encouraging staff and students to contribute articles in the college magazine, journals and books
- Library updates staff about the latest arrivals of books and journals.
- Sharing information about Conference / Seminars organized by other Colleges and Institutions.

3.2 Details regarding major projects : Nil

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | -- | -- | -- | -- |
| Outlay in Rs. Lakhs | -- | -- | -- | -- |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 02 | -- | 01 | Yes |
| Outlay in Rs. Lakhs | -- | -- | 26,000 | Yes |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 03 | 01 | Nil |
| Non-Peer Review Journals | 03 | 02 | -- |
| e-Journals | -- | 01 | -- |
| Conference proceedings | 01 | 21 | -- |

3.5 Details on Impact factor of publications: Dr. Neelam Yadav – 02, Dr. A.A. Kulkarni – 01, Dr. Chitra Munshi – 01, Dr. Satish Naringrekar -01, Dr. Anupama Nerurkar - 01

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|------------|
| Major projects | -- | -- | -- | -- |
| Minor Projects | 2 years | UGC | 2,00,500 | 1,42,500/- |
| Interdisciplinary Projects | -- | -- | -- | -- |
| Industry sponsored | -- | -- | -- | -- |
| Projects sponsored by the University/ College | -- | -- | -- | -- |
| Students research projects (<i>other than compulsory by the University</i>) | -- | -- | -- | -- |
| Any other(Specify) | -- | -- | -- | -- |
| Total | 2 years | UGC | 2,00,500 | 1,42,500/- |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: Nil

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------------------|-------|------------|---------|
| Number | Nil | 01 | Nil | Nil | Nil |
| Sponsoring agencies | | L. S. Raheja College | | | |

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
 Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 08 | 05 | 01 | -- | 02 | -- | -- |

3.18 No. of faculty from the Institution who are Ph. D. Guides

And students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- The college has been selected as a Lead college for NSS Zone wise.
- The extension activities are done in the following areas: Blood Donation Camps, Thalassemia Check-up, Traffic Control, etc.
- NSS wing has adopted Sakwar village, Virar, Phalghar under the Village Development Plan.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|------------------------|---------------|----------------|------------------------|
| Campus area | 14,176 Sq. Yards | -- | -- | 14,176 Sq. Yards |
| Class rooms | 19 | -- | -- | 19 |
| Laboratories | 02 | -- | -- | 03 |
| Seminar Halls | 01 | -- | -- | 01 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | -- | 21 | -- | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | -- | 41,36,478 | -- | -- |
| Others | -- | -- | -- | -- |

4.2 Computerization of administration and library

Computers available in administration office and library (43)

Library. (20)

- a. Project room :- 11 computers
- b. Network Resource (for teaching staff) :- 2 computers
- c. Library office :- 6 computers
- d. Librarian :- 1 netbook

Administration Office :- (23)

- a. Principal :- 1 laptop
- b. Vice Principal:- 1 Computer
- c. Admin Office :-17 computers + 1 laptop
- d. Server Room : 1 computer
- e. Exam Room :- 1 laptop
- f. Board Room :- 1 laptop

Administration Office are computerised using Vriddhi Software

4.3 Library services:

| | Existing | | Newly added | | Total | |
|----------------------------|---------------------------------------|-------------|-------------|-----------|---------------------------------------|-------------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 11,733 | 13,61,988 | 3,332 | 3,74,129 | 15,065 | 17,36,117 |
| Reference Books | 35,605 | 1,08,45,872 | 1,702 | 11,12,665 | 37,307 | 1,19,58,537 |
| e-Books | 31,35,000 + eBooks (INFLIBNET N-List) | 5000 | Nil | -- | 31,35,000 + eBooks (INFLIBNET N-List) | 5000 |
| Journals | 35 | 46,018 | 52 | 71,670 | 52 | 71,670 |
| e-Journals | 6,000 + e Journals (INFLIBNET N-List) | -- | -- | -- | 6,000 + e Journals (INFLIBNET N-List) | -- |
| Digital Database | -- | -- | -- | -- | -- | -- |
| CD & Video | 1,108 | 58,911 | 79 | 0 | 1,187 | 58,911 |
| Others (specify) Thesis | 49 | -- | -- | -- | 49 | -- |
| Maps | 6 | | | | 6 | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|---------------|------------------|------------------|--------------------------------|-------------|----------|
| Existing | 102 | 61 | 2Mbps | 19 | 1 | 15 | 22 | 5 |
| Added | | | | | | 2 donation from society | | |
| Total | 102 | 61 | 2 Mbps | 19 | 1 | 17 | 22 | 5 |

Annexure II (computer stock)

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Up gradation (Networking, e-Governance etc.)

- The faculty has access to computer and internet in the common room and library
- INFLIBNET facility is available to the staff which they access independently as all are provided user names and passwords. Training in the usage of the facility has also been provided to the staff.
- New library management software SLIM 21 has been installed for efficient and effective management of library, and the library staff has been given training to use it.

4.6 Amount spent on maintenance in Rupees:

| | |
|--|-----------------------|
| i) ICT | Rs. 9,996 |
| ii) Campus Infrastructure and facilities | Rs. 29, 34,302 |
| iii) Equipments | Rs. 27,814 |
| iv) Others | RS. 2, 14,040 |
| Total: | Rs. 31, 86,152 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC along with individual departments takes initiatives in giving information about various activities through circulars and notices. The major college support services are:

1. Student Council-helps to tone the leadership and managerial skills of students
2. Magazine Committee- invites students to contribute articles
3. Gymkhana-offers facilities to students to enjoy indoor and outdoor games

5.2 Efforts made by the institution for tracking the progression

The student progression is tracked in the following ways

At college level—through continuous assessment, periodic examinations, compilation of attendance in lectures, tutorials etc.

Interactive sessions during classroom teaching

Conducting co-curricular activities like Elocution, Essay Writing, Power Point presentation competition, etc.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 2584 | 279 | -- | -- |

(b) No. of students outside the state

102

(c) No. of international students

--

| No. | % |
|------|-------|
| 1392 | 48.62 |

Men

| No. | % |
|------|-------|
| 1471 | 51.38 |

Women

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|---------|--------------------------|-------|-----------|----|----|---------|--------------------------|-------|
| General | SC | ST | OB C | Physically Challenged | Total | General | SC | ST | OB C | Physically Challenged | Total |
| 1889 | 72 | 26 | 173 | -- | 2160 | 2533 | 87 | 29 | 214 | 1 | 2863 |

Demand ratio

Dropout %

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

IQAC along with the Department of Economics had a series of guidance lectures on UPSC examinations. Library support is provided in terms of books, CDs and internet facilities. Soft skill workshops are conducted for students by experts in the field.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Career aptitude and assessment was conducted by experts from Disha Counselling Centre. 40 students benefited from these services. Career guidance and personal counselling is provided at individual level as and when the need arises. IQAC invited Alumini members to give guidance on career options to students.

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 04 | 45 | 16 | Data not available |

5.8 Details of gender sensitization programmes

Sociology department along with IQAC arranged a seminar on “Know Your Rights” for students.

A lecture on “Gender Sensitization” was arranged by CWDC.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|-------------|
| Financial support from institution | 11 | 77459/- |
| Financial support from government | 163 | 16,98,325/- |
| Financial support from other sources | Nil | NA |
| Number of students who received International/ National recognitions | Nil | NA |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No major grievances reported by the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision – Endangering and Nurturing values for enhancing knowledge, wisdom, skills and human values to enable the youth to scale peaks of excellence and pinnacles of glory by imparting quality through education. The institution cultivates creative and productive talents of students, faculty and staff and seek ways to contribute to the nation, the well-being of communities and strives to enhance the quality of life and development of its student and faculty.

Mission -The Sadhana Education Society's L. S. Raheja College of Arts and Commerce will continually strive to impart quality education to enable its stakeholders to face the emerging challenges of the future.

6.2 Does the Institution has a management Information System

Yes, the software tools allows us to manage MIS. 1. The College has biometric attendance for the staff. 2. Vridhi software is used to manage the admission data. 3. Tally software is used for the management of accounts

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

6.3.1 Curriculum Development

The curriculum is set by the University and the same is followed by the college. The college has representation in the Syllabus Revision Committee and Board of Studies of the University.

6.3.2 Teaching and Learning

The college has installed LCD in most class rooms to enhance the teaching learning process. Class teaching is supplemented through field visits, seminars and conferences and guest lectures. To enhance teaching learning, the departments undertake the following activities:

Regular Departmental Meetings are conducted

Tutorials are held in certain subjects.

Students are taken for Industrial visits

6.3.3 Examination and Evaluation

Besides semester end examination, additional class tests and surprise tests are conducted at regular intervals. Students are also given assignments and projects.

Feedback on question paper setting and on evaluation of answer scripts is obtained from the moderators of evaluation.

6.3.4 Research and Development

To create a strong research environment in the institute, teachers are motivated to present research papers and attend seminars and conferences, publish papers and books. Teachers are also encouraged to take up minor/major research projects and enrol for PhD. Teachers are also motivated to take leave and FIP for the same.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New books are regularly purchased by the library. The College has encouraged the use of ICT by installing LCD in the class rooms which helps to enhance the effectiveness of lectures. Addition in the infrastructure was done by installing cameras which are helpful for surveillance.

6.3.6 Human Resource Management

Processing employee records, updating service books of aided and unaided staff members.

Facilitating all appointments that is, assistance in screening, sending interview letters and preparing appointment letters

Issuing Identity cards, managing leave records to staff, maintaining records of attendance of staff.

Felicitation of retiring employees on behalf of the management.

6.3.7 Faculty and Staff recruitment

The College strictly follows the rules of University and the UGC in the recruitment of teaching and non-teaching staff.

For selection – A panel comprising subject experts is formed for conducting interviews. The shortlisted candidates are offered job offer letters. On their acceptance, appointment letters are issued.

6.3.8 Industry Interaction / Collaboration

The college has collaboration with ATS (Microsoft) and De Sousa Foundation and the MOUs have been signed with both the parties.

Guest lectures are conducted by industry experts.

Industrial visits are organized.

6.3.9 Admission of Students

Admission are given on the basis of merit and as per University guidelines.

6.4 Welfare schemes for

| | |
|--------------|----------------------|
| Teaching | -- |
| Non teaching | Financial assistance |
| Students | Book bank facility |

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes No

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

| Audit Type | External | | Internal | |
|----------------|----------|----------------------|----------|--------------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | University of Mumbai | Yes | Principal and Management |
| Administrative | Yes | University of Mumbai | Yes | Principal and Management |

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The college follows Examination norms as per the directives of the University of Mumbai.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University of Mumbai has published norms to be eligible for applying autonomy through its website.

Academic audit team was constituted by the University of Mumbai to promote autonomy in its affiliated colleges.

6.11 Activities and support from the Alumni Association

The Alumni Association is highly involved in the activities of the college. The alumni members are a part of AQAR which is a parent body of IQAC. Some of the ex-students give generously of their time and resources like talks, guidance in the choice of subjects and career to the current students. Ex. Students who are a part of show biz offer their services for the annual functions of some of the departments.

6.12 Activities and support from the Parent – Teacher Association

Formal meetings are held with parents and feedback is taken from them. Psychology and Economics departments have regular meetings with parents at which time parents share their views and give suggestions for the development of the departments and the college.

6.13 Development programmes for support staff

Support staff are encouraged to pursue further studies. Few of them are pursuing graduation and post-graduation and concession in the fees is granted to them.

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

College has installed a Solar System of 35 kilo watts which supplies energy to air conditioners through which the college is conserving energy. The institution promotes tree planting every year to make the campus greener. The Nature Club organises various programmes to spread awareness towards conservation of the environment.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

Functioning of the institution. Give details.

INFRASTRUCTURE:

- Installation of electronic display.
- LCDs installed in classrooms to facilitate and enhance teaching-learning process
- CCTV cameras installed on the premises to bolster security on the campus
- INFLIBNET facility were introduced to the staff
- College website was reconstructed to make it more user friendly.

AIDS TO ENHANCE TEACHING:

- Students were taken for field trips that include government institutions, NGOs, health institutes, museums, archives, etc.

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

- National conference by Department of Commerce
- Conducting workshops by different resource people
- Submission of academic audit report

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

- Combining practical aspects of learning with theory
- Gender sensitization
- Outreach programmes

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

7.4 Contribution to environmental awareness / protection

1. Tie-up with Stree Mukti Sangathana.
2. Participation of a staff member in a survey to assess the effect of the Mumbai Trans Link Harbour project on the avian habitat
3. Tree plantation drive undertaken

7.5 Whether environmental audit was conducted?

Yes

No

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

| SWOT analysis was carried out for the staff | | | |
|---|--|--|--|
| Strengths | Weaknesses | Opportunities | Challenges |
| A combination of Academia and Industry Interface: Well qualified and experienced faculty base | Time and space constraints | To start diploma courses in public speaking and foreign languages | Competition from increasing autonomous institutions |
| Student-teacher mentor programme | Limited number of International students | Tie-ups with corporates for job fairs | Running the existing Self-financing courses successfully with the help of visiting faculty. |
| Community field work (Rotaract club, Leo club, DLLE) | Not enough Post-graduate programmes | Extension activities in the field of local culture and environment | Expenses incurred for the functioning of the college has increased vastly in comparison to the face to face prescribed by the University |
| Academic Events (Insight, Gladium, Finaccin, Retake) | No liberty in framing the syllabus | To build up a strong Alumni Association | Competition from glamorous professional programmes has affected the demand of traditional aided programmes. |
| Consistently better results as compared to University results | | | |

8. **Plans of institution for next year**

| |
|--|
| <p>Certificate course in computer literacy Faculty development programmes to use advanced teaching aids To create more gender sensitization To build up a strong Alumni Association</p> |
|--|

Name C.A. S.T. Deshpande

Name Dr (Mrs) A. N. Nerurkar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

ANNEXURES

ANNEXURE I

TABLE: 1. ACADEMIC CALENDER FOR THE YEAR 2015-16:

| Year | Beginning | FYBA/B.C om Admission Process Period | Semester I, III, V Internal Exams | Semester I, III External Exams | Diwali Vacation | Semester II, IV, V Internal Exams | Semester II, IV External Exams |
|---------|-----------|--|--|--------------------------------------|--------------------------------|--|--------------------------------------|
| 2015-16 | 8.6.2015 | 10.6.2015 to 30.6.2015 | 22.8.2015 to 28.8.2015 | 28.9.2015 to 07.10.2015 | 23.10.2015 to 14.11.2015 | 18.1.2016 to 25.1.2016 | 10.3.2016 to 31.3.2016 |

TABLE 2: IQAC ACTIVITIES 2015-16:

| S. No. | Day | Duration | Activity | Resource person | Remark |
|--------|-------------------|------------|---|--|---|
| 1 | 4-8-2015 | Two Hrs | Lecture on “Use of e-resources in teaching learning process” | Mrs. Parita Desai | 21 teachers participated |
| 2 | 1-9-2015 | 1 day | Seminar cum Workshop on ‘Know Your Rights’ | Majlis (NGO) | 30 Students Participated |
| 3 | 20-8-2015 | -- | Submission of AQAR report | IQAC committee | Report of past three years |
| 4 | 3-9-2015 | Two Hrs | Lecture on PBAS | CA Mahesh Sathe | Attended by degree college faculty |
| 5 | 27 and 28-11-2015 | Two Days | National conference on “Innovative Practices and Application in Business” (ISBN NO-978-93-82159-87-7) | Dr. B.Ramesh Dr. Javeen Kaur Mr. Sumeet Varghese | Attended by 100 faculty members across colleges |
| 6 | 1-2-2016 | Three Hrs | Minor and Major research | Dr. Arvind Luhar | 31 teachers participated |
| 7 | 3-2-2016 | Three Hrs | Workshop on Mental well-being through Hypnosis | Nitin Shah | 38 teachers participated |
| 8 | 1-3-2016 | Two Hrs | SWOC Analysis | Dr. C. A. Munshi | 25 teachers participated |
| 9 | 2-4-2016 | Five Hours | Workshop on How to Enrich SSR | Dr. Chindhade | 60 teachers participated |

TABLE 3: MAJOR ACTIVITIES: Guest Lectures, Seminars, Workshops and Intercollegiate fests, competitions arranged under various departments.

Department of Commerce and Management

- Workshop on Financial Literacy- Stock Market
- Two Day National Conference on Innovative Practices and Applications in Business
- Budding Entrepreneur Event

Department of Economics

- Guest lecture on Importance of NGOs
- Talk on Indian Constitution and Human Rights
- A talk on Courses offered by MDAE

Department of Accountancy

- Guest lecture on Careers in Chartered Accountancy
- Interclass Competition on Best Presented Balance Sheet
- Interclass Competition on Find MVAT Rate

Department of English

- Mock Interviews to prepare students for selection interviews
- Screening of video on 'Powers of Ten' and 'The Secret'

Department of Environmental Studies

- Guidance Lecture by Dr. R.B. Bhagat
- Screening of a video 'Save Water 2070'
- Organized Clean-up of Juhu Beach after Ganesh Festival.
- Students Participated in Intercollegiate Street Play Competition organized by Paryavaran Daxata Mandal, Thane.

Department of Law

- Visit to Santacruz Police Station
- Visit to David Sasson Juvenile Home

Department of Psychology

- TYBA students of Psychology were taken to watch a play 'Project Strips' that depicted the multiple facets of Human Behavior
- Screening of a movie A Beautiful Mind
- Workshop was conducted on Mindfulness
- A Dance and Movement Therapy Workshop was conducted

Department of Sociology

- A seminar/workshop on "Know your Rights" was conducted in coordination with NGO'

Majlis.

- Poster Competition on Global Terrorism was organized.
- Street play on ‘Combatting the Social Stigma of AIDS’
- A practical lecture on Computer Skills and Statistics.

Department of History

- A documentary movie was screened titled Vijaynagar
- Orientation lecture on Applied History
- An exhibition called Museum on Wheels was organized.

BMS Department

- Soft Skills session for TYBMS students
- A session on ‘How to Craft a Professional Resume’
- Careers in Business Management by FLAME Business School.
- Guest lecture was organized for students on “Indirect Taxes” by Prof. Minal Jaisinghani.
- Series of expert lectures were organized on “Operations Research” by Prof. Tahereem I Bardi
- Guest Lectures were organized on “Developing Successful Business Plans” by Prof. Sana Dhanani and on “Advanced Costing Methods” by Mr. Harshad Janjarkiya.
- Annual Academic Intercollegiate Fest of BMS titled ‘Gladium’ was organized.

BMM Department

- A dance workshop was organized which was conducted by Rohit Dnyaneshwar Dhamde
- Guest lectures were organized on “Corel Draw and DTP softwares” by Prof. Kanishq Khatri.
- Guest lecture on “Indian Regional Journalism” by Prof. Shridhar Naik and on “Niche Journalism” by Prof. Troy Rebeiro.
- Arena Animation was invited to give a lecture on Career in Animation.
- Aliff Overseas Consultants organized a lecture on “Career Guidance and Education Abroad”
- Annual Academic Intercollegiate Fest of BMM titled ‘Retake’ was organized.
- Coordinated and Organized a movie promotion for the movie Kapoor and Sons

BAF Department

- Seminar on “Impact of Make in India on Financial Systems” was organized.
- Guest lecture on “Investment Banking” was held by Ankit Akhi of Lehman Brothers.
- Annual Academic Intercollegiate Fest of BAF titled ‘FINACCIN’ was organized.

BBI Department

- A seminar on ‘Preparation for CFA Exams’ by Kirtan Shah.
- A lecture for ‘Career Guidance’ was organized.
- Organized inter-collegiate Academic event ‘FINACCIN’.

BSc.IT Department

- A Seminar on ‘Cyber Crime and Security’
- A seminar on Cloud Computing
- A lecture on Career opportunities in IT
- Workshops on Ethical Hacking & Security
- Organized Annual technical fest ‘ Insight’

BFM Department

- A seminar on personality development by Dhaval Shetty
- A guest lecture on Insurance Fund Management.
- Organized an intercollegiate fest ‘FINACCIN’.

ANNEXURE II

COMPUTER STOCK 2015-2016

| Department | PC | Monitor | Printer | Projector | Switch | Router | Copier | Server | Scanner |
|-------------------------|-----|---------|---------|-----------|--------|--------|--------|--------|---------|
| DEGREE OFFICE | 11 | 11 | 5 | 9 | 1 | | 1 | 1 | 1 |
| SFC OFFICE | 6 | 6 | 2 | 5 | 1 | | | | |
| COMPUTER LAB | 61 | 61 | 1 | 1 | 3 | | | | |
| LIBRARY | 19 | 19 | 2 | | 3 | 3 | 1 | | 1 |
| SERVER ROOM | 1 | 2 | 1 | | 2 | 2 | | 3 | |
| GYMKHANA | 1 | 1 | | | | | | | |
| STATESTIC DEPT | 1 | 1 | | | | | | | |
| PRINCIPAL | | | 1 | | 1 | 1 | | | |
| VICE PRINCIPAL | 1 | 1 | 1 | | | | | | |
| SFC CO-ORDINATOR | | | 2 | | | | | | |
| Exam room | | | 1 | | | | 3 | | |
| Staff Room | 1 | 1 | 1 | | | | | | |
| Wooden Cabin | | | 1 | | | | | | |
| TOTAL | 102 | 103 | 18 | 15 | 11 | 6 | 5 | 4 | 2 |

| LAPTOP | Qty | Model |
|-------------------------------|-----------|-----------------------|
| BSCIT | 2 | XPS /ASUS NETBOOK |
| BFM | 2 | VOSTRO / ASUS NETBOOK |
| BMS | 2 | VOSTRO / ASUS NETBOOK |
| BMM | 2 | VOSTRO / ASUS NETBOOK |
| Maths, Stats & Computer Dept. | 1 | XPS |
| Principal | 1 | HP |
| Vice Principal | 1 | XPS |
| Exam | 1 | XPS |
| Board Room | 1 | XPS |
| Degree Office | 1 | XPS |
| Remedial/ Sociology Dept. | 1 | HP |
| Psychology | 1 | HP |
| Commerce Dept. | 1 | HP |
| IQAC Dept. | 1 | HP |
| BBI | 2 | HP / ASUS NETBOOK |
| BAF | 2 | HP / ASUS NETBOOK |
| Library | 1 | ASUS NETBOOK |
| Mcom | 1 | ASUS NETBOOK |
| Business Law Dept. | 1 | ASUS NETBOOK |
| English Dept. | 1 | ASUS NETBOOK |
| Degree Staff | 1 | ASUS NETBOOK |
| Total | 27 | |

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