

# The Quality Assurance Report (QAR) of the IQAC (01 July 2014 to 30 June 2015)

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

### 1. Details of the Institution

1.1 Name of the Institution	Karnataka Sangha's Manjunatha College of Commerce, Thakurli (E)
1.2 Address Line 1	Kanchangaon
Address Line 2	Khambalpada
City/Town	Thakurli (East), Thane Dist.
State	Maharashtra
Pin Code	421201
Institution e-mail address	mcac_college@rediffmail.com principal@ksmanjunathacollege.edu.in
Contact Nos.	0251-2439952
Name of the Head of the Institution:	Dr .V. S. Adigal
Tel. No. with STD Code:	0251-2441826
Mobile:	9869033064
Name of the IQAC Co-ordinator:	Asst. Prof. Sushila Vijaykumar
Mobile:	9323830372
IQAC e-mail address:	mcc_iqac@yahoo.com
1.3 NAAC Track ID (For ex. MHCOGN 18879)	MHCOGN18877
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)	--
1.5 Website address: Web-link of the AQAR: For ex. <a href="http://www.ladykeanecollege.edu.in/AQAR2012-13.doc">http://www.ladykeanecollege.edu.in/AQAR2012-13.doc</a>	www.ksmanjunathacollege.edu.in NA

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.70	2014-2015	5 years
2	2 <sup>nd</sup> Cycle	--	--	--	--
3	3 <sup>rd</sup> Cycle	--	--	--	--
4	4 <sup>th</sup> Cycle	--	--	--	--

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 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)

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### 1.10 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

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

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

Autonomy by State/Central Govt. / University

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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

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**2. IQAC Composition and Activities**

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

-

2.3 No. of students

1

2.4 No. of Management representatives

2

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

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

1

2.11 No. of meetings with various stakeholders:

No.

3

Faculty

1

Non-Teaching Staff/ Students

1

Alumni

1

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

Nil

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

2.14 Significant Activities and contributions made by IQAC

- Collection and analysis of feedback from various stakeholders
- Upgradation of infrastructure of the College
- Yearly appraisal of Teachers
- Provision of additional facilities in the Library
- Conducting online internal tests for students
- Computerization and technology upgradation
- Exam Orientation
- PTA and Alumni Meetings

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 \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ Creating awareness among students &amp; parents about new Exam reforms, semester &amp; grading system</li> <li>➤ Implementation of Academic Calendar</li> <li>➤ Collection and analysis of feedback from various stakeholders</li> <li>➤ Updation of software for Examinations and Result preparation.</li> <li>➤ Library computerization</li> <li>➤ Remedial coaching</li> </ul>	<ul style="list-style-type: none"> <li>➤ Periodical meetings were held &amp; students &amp; parents were informed</li> <li>➤ Academic calendar was implemented</li> <li>➤ Feedback was collected</li> <li>➤ Software updated</li> <li>➤ E-Library made operational</li> <li>➤ Remedial classes conducted</li> </ul>

\* Annexure: Academic Calendar for the academic year 2014-2015.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

2.16 Provide the details of the action taken:

AQAR was discussed and approved.

- ✓ The Academic Calendar was prepared and displayed on the Notice Board for the benefit of the Staff as well as the Students.
- ✓ The local Principals were invited to conduct Administrative Audit and Academic Audit.
- ✓ The IQAC and Examination Committee conducted two Orientations for the Teaching Staff as well as the Students regarding the University Examination Rules and Regulations.
- ✓ Efforts were taken to introduce Smart Classrooms.
- ✓ Both the Office and Library were upgraded.
- ✓ Applications were sent to the University for starting need based Courses (BAF and BBI).
- ✓ Interviews (local selection committee) were conducted for appointing teaching and non-teaching staff for the next academic year as per requirements.
- ✓ Staff was encouraged to complete the required Short Term Courses, essential for placements in the next level.
- ✓ Senior teachers guide the new staff with regards to the preparation of Teaching Plan, Teaching Diary and various pedagogical methods.
- ✓ Monthly Attendance of students is informed to the parents.
- ✓ The Class Representatives and Student Council Members regularly provide feedback to the staff regarding classroom lectures and any other issues.

## 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	-	-	-	-
PG	01	-	-	-
UG	03	01	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	01 (MSC-IT)
Others	-	-	-	-
<b>Total</b>	<b>04</b>	<b>01</b>	<b>02</b>	<b>01</b>

  

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

✓

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4 (B.Com/BMS/BAF/M.Com)
Trimester	-
Annual	-

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

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

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

The University recommends revision and updation in syllabus. There were no revisions recommended by the University.

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
6	5	-	1	-

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	--	1	--
Presented papers	8	9	--
Resource Persons	2	--	--

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

- Use of OHP and LCD projector.
- Encouraging students to make presentations with use of ICT.
- Conducting guest lectures and various competitions like AD making etc.
- Organizing industrial visit, visit to water treatment plant, educational exhibition.
- Role playing, group discussion, newspaper report reading and case study.
- Cartographic references and use of maps.

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

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

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

2.10 Average percentage of attendance of students

2.11 Course / Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division							
		O	A	B	C	D	E	RLE	Fail
TYBCOM	174	8	29	24	24	4	-	1	78
TYBMS	14	--	1	2	3	--	--	2	6

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

- Preparation of Academic Calendar
- Collection of feedback from students
- Gathers teaching plans and diaries (log books) from teachers
- Maintains schedule of day-to-day lectures
- Encouraging faculty members to attend seminars, conferences and syllabus revision workshops
- Remedial coaching for weaker students
- Training of junior supervisors for supervision duties

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 (Short Term Course)	02
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others -	--

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	8	NIL	1	5
Technical Staff	---	---	---	---



## Criterion – III

### 3. Research, Consultancy and Extension

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

- Support in terms of technology and information needs.
- Adequate infrastructure and human resources.
- A separate committee has been formed for this purpose. Regular meetings of the same are held and guidance is given for research.
- Teachers are encouraged to present research papers at various conferences and seminars.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	47	--
Non-Peer Review Journals	--	--	3
e-Journals	--	--	--
Conference proceedings	2	42	--

#### 3.5 Details on Impact factor of publications:

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	--	--	--	--
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	--	--	--	--

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

	UGC-SAP	CAS	DST-FIST
	DPE		DBT Scheme/funds
	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>
3.9 For colleges	Autonomy	CPE	DBT Star Scheme
	<input type="text" value="--"/>	<input type="text" value="--"/>	<input type="text" value="--"/>
	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	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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 or University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	---
International	Applied	---
	Granted	---
Commercialized	Applied	---
	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
---	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

- Various social activities are conducted by NSS such as blood donation camps, distribution of educational materials, cleaning & sanitizing public places.
- Adoption of KDMC school No.70 at Khambalpada, Thakurli (E)

## 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	5207 sq. meters	-	Management	5207 sq. meters
Class rooms	17	-	Management	17
Laboratories	2	-	Management	2
Seminar Halls	1	2	Management	3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Generator- 1 Computers – 58 Thin Clients – 25 ACs – 5 Water Coolers – 2 Canon Xerox- 1	Computers with UPS – 10 Office Server – 1 Computer – 1 Laptop – 1 ACs-2 CCTV Cameras- 6	College & Management	
Value of the equipment purchased during the year (Rs. in Lakhs)		472371		472371
Others	Chairs (122) Plastic Chairs (500) Benches (525)	Chairs and Tables (120) Cupboards (5)	College	

#### 4.2 Computerization of administration and library

Library software – SOUL 2.0  
Digital Library software – Green Stone  
Library website: <http://librarymcc.weebly.com>

#### 4.3

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	2498	332416.99	669	100444	3167	432860.99
Reference Books	2542	773389.14	36	17093	2578	790482.14
e-Books from inflibnet	97000	-	-	-	97000	-
Journals/Magazines	08	-	-	-	08	-
e-Journals from inflibnet	6000	-	-	-	6000	-
Digital Database	-	-	-	-	-	-
CD & Video	75	15594	-	-	75	15594
Others (specify)	109	13940	-	-	109	13940

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	59	45	16mbps All connected	-	-	6	4	4
Added	12	10	-	-	-	1	-	1
Total	71	55	-	-	-	7	4	5

**Note: Out of 47, two PCs shifted to Library and Staffroom**

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computers are inter-connected via local network. Most of the office operations such as online admissions, enrolment, and Examination hall ticket generation are web based as prescribed by the University/Board/Govt. of Maharashtra. Computer Training is given to teachers and students from time to time.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.53
ii) Campus Infrastructure and facilities	17.04
iii) Equipments	1.85
iv) Others	7.21
<b>Total:</b>	<b>27.63</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC conducts orientation programmes for the first year students every year. The vision, mission and objectives of the college, rules and regulations and activities conducted throughout the year is communicated to the students through multimedia presentations by Principal and Incharges of each committee.
- IQAC also publishes information on college website about various activities.
- Display boards also help in promoting the college activities.

#### 5.2 Efforts made by the institution for tracking the progression

The monitoring of student performance and progression begins by documenting the entry level marks/grades of new admissions in the office.

Heads of the Departments along with the Academic Advisors and course faculty monitor student's progression based on semester wise performance.

Periodic Parent-Teachers meeting is conducted to inform the parents about their ward's progress.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
834	34		

#### (b) No. of students outside the state

UG-8, PG-0

#### (c) No. of international students

01

Men	No	%	Women	No	%
	557	66.32		309	35.68

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
568	37	3	86	1	695	718	38	6	102	2	866

Demand ratio 1: 1

Dropout % - 0.5%

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

- College has a career guidance and placement cell.
- The career news and information about competitive Exams are displayed on the Notice board.
- The College Library provides reference books and magazines.

No. of students beneficiaries

100

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 counseling and career guidance

Career Guidance Cell organises Seminars and Guest lectures.

No. of students benefitted

5.7 Details of campus placement

On campus		Off Campus	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	27	6	Records unavailable

5.8 Details of gender sensitization programmes

- Self Defence Workshop
- Lecture on Women's Health
- Poster Exhibition

5.9 Students Activities

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

University Level  National Level  International Level

No. of students participated in cultural events

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

	No. of students	Amount (Rs)
Financial support from institution	07	14000
Financial support from government	63	333640
Financial support from other sources	---	---
No. of students with International/National recognitions	---	---

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: Nil

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:**

1. To strive for the educational progress of the underprivileged.
2. To innovate and find effective ways to educate and serve learners.
3. To imbibe the principle of 'Work is Worship'; thereby transforming our learners' as well as our own lives.
4. To create a centre of excellence by training and empowering young minds to create a bright future for themselves and others through dissemination of knowledge, skills and ethical values.
5. To respond to the ever changing needs and expectations of the business environment, community, nation and the world.

**MISSION OF THE INSTITUTION:-**

1. To educate and train learners in the fields of Commerce and Management and to collaborate with industries for equipping learners with relevant knowledge, skills and attitude.
2. To bring about the educational upliftment of the underprivileged by providing educational opportunities with modern infrastructure, up-to-date learning resources among others.
3. To provide opportunities to learners to tap and strengthen their academic, artistic and athletic potentialities.
4. To undertake activities for empowering women.
5. To create an amicable and co-operative atmosphere for research and development among teaching and learning communities.
6. To act as a catalyst in empowering learners to become better citizens by developing a sense of social conscience and commitment.
7. To educate youth to serve the nation with excellence and dedication and help in its socio-cultural and economic development. Furthermore to inculcate and nurture the ideas of global citizenship.

#### 6.2 Does the Institution have a Management Information System?

Yes, the College has MIS

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

##### 6.3.1 Curriculum Development

- The College follows the curriculum prescribed by the University of Mumbai. There is limited scope for development and modification of curriculum.
- Feedback is collected and suggestions are given by the respective Heads of the Departments in syllabus revision committee meetings.
- Faculty members participate in syllabus revision and curriculum development workshops of University of Mumbai organised at various colleges.

##### 6.3.2 Teaching and Learning

- Availability and use of ICT in classroom
- Mentoring system
- Industrial Visits, Booster Lectures and Remedial classes for slow learners.
- Mock interviews and group discussions
- Guest Lectures through NSS, Environmental Green Club and WDC for creating gender and environmental awareness.
- IQAC takes feedback of students regarding the quality of teaching and informs the teachers. Teachers prepare and submit teaching plan in the beginning of the year. They also maintain work diary.



### 6.3.3 Examinations and Evaluation

- Meetings are held to orient the new teachers. Teachers discuss the model answers and the gaps in the answer papers with the students in the classroom.
- Computer software programme is available for processing the Results.
- The College follows all the rules as laid down by the Examination department of University of Mumbai.
- Remedial lectures were conducted before the Additional Exams.

### 6.3.4 Research and Development

- Ph.D. pursuers – 1) Ms. Sushila Vijaykumar 2) Ms. Nisha Deodhar 3) Mr. Shashikant Gudodagi
- College has submitted the proposal to start a research center in the subject of Business Economics
- Teachers are encouraged to participate in conferences, seminars, workshops and short term courses. Reimbursement of registration fees to teachers for presenting research papers.
- Library subscribes to “NLIST consortium from INFLIBNET” for access of E-resources. It also subscribes to print journals to support research activities.
- Faculty Development Cell is established for motivating teachers.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Website is being updated.
- Installation of CCTV surveillance system & Digital Display at the Principal’s cabin.
- The library has both print and e-resources.
- The number of books is increasing. An average of more than 1000 books added every year.
- The library offers book bank facility.
- Digital repository created by the library offers access to past year’s question papers and other online resources.
- Book exhibition is arranged by the library.

### 6.3.6 Human Resource Management

Faculty members present papers in National Seminars/Conferences.  
Job rotation of administrative staff.  
Teaching staff are rotated in various committees.  
Teachers and administrative staff are encouraged to upgrade their academic and professional skills.  
Staff and students’ involvement in administrative, academic and extracurricular activities are encouraged.

### 6.3.7 Faculty and Staff recruitment

Appointments are made as per the requirements of the College in consultation with the Management.

6.3.8 Industry Interaction/Collaboration

- Steps are being initiated for active Alumni involvement in providing jobs to the students. The College is taking steps to establish links with industry.
- Placement cell organizes pre-placement talks by leading Companies and Banks.
- In addition to in-house faculty, experts engage lectures for self financing courses.
- Industrial visits are regularly organised.

6.3.9 Admission of Students

Admission is granted as per the guidelines of the University of Mumbai/Government Rules.  
Admissions are given to the underprivileged class of society on preferential basis.

6.4 Welfare schemes for

Teaching	Regular health checkups, eye checkups, Thalesmia and blood group checkups and cancer awareness programmes are organised. The Management celebrates Teachers' Day and felicitates the Staff. .
Non-teaching	
Students	Free ships are granted as per the government guidelines. Medical assistance is granted as per the group insurance policy. Financial help is given to needy students from Students' Aid Fund. Book bank scheme is provided. Teachers provide books to students at departmental and personal level.

6.5 Total corpus fund generated

Rs.5, 00000 Lakhs

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	local Principal	Yes	Principal
Infrastructure and Gender	Yes	local Principal	Yes	Principal

6.8 Does the University/Autonomous College declare the Results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

**(As per the norms of the University of Mumbai the Results are declared within 45 days)**

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni Association helps in:

- Placement of students
- Industrial Visits
- Career Guidance
- NSS & Cultural Activities
- Conducting Sports activities
- Arranging blood donation camps & other social activities
- Motivational talks

6.12 Activities and support from the Parent–Teacher Association

Parent–Teacher Association helps in:

- Implementing student oriented activities
- Suggestions for improvement in College facilities .
- Two meetings are conducted to update the parents
- Results are handed over to the parents.
- Feedback forms are taken from the parents.

6.13 Development programmes for support staff

- Seminars and workshops
- Health programmes
- Computer literacy
- The Management also felicitates the support staff on Teacher’s Day.

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

- Green Initiatives : Survey, Tree Plantation, Best of out of waste
- Water & electricity saving
- Restriction on plastic usage
- Installation of LED tube lights
- Canteen is instructed not to use plastic containers

## **Innovations & Best Practices:-**

### **7.1- Innovations Introduced during this (14-15) academic Year which has Created a Positive impact on the functioning of the institutions-given details-**

#### Introduced and continued innovative Projects:-

1) Interaction	To create ICT awareness and encourage participation towards use of ICT. 5 <sup>th</sup> to 7 <sup>th</sup> std. Students from KDMC School and the other children from the Khambalpada area were given hands-on training in the College Campus. 35 Children participated in the short term course on "Basic Computer Skills".
2) Best Class Representative	Selection of Best Class representative under the Class Management Mechanism has been continued.
3) Light Refreshment	Light refreshments are given to teaching and non teaching staff, especially when the staff has to complete some work after the College hours.
4) Best out of Waste	The teaching and the non-teaching Staff generally use one-sided printed papers for any rough work or handwritten letters to the Principal and to each other. The Environmental Green Club organizes a competition wherein decorative items are made from plastic bottles, plastic bags and other waste materials. A workshop was organised to teach the students to make hand-made paper bags by using newspapers. These bags were distributed free of cost to the shopkeepers near the College premises.
5) Best Student Award	Best All rounder Boy & Girl are selected on the basis of their academic, cultural, NSS, sports, participation and classroom performance.  NSS Leaders, Campers and the groups (camp and regular activities) are rewarded for their social commitment.

### **7.2 Provide the Action Taken Report (ATR) based on plan of Action decided in the beginning of the year**

The theme for the year was "Personality Development and Cleanliness". Based on this theme, college planned various initiatives:

<u>1]Quiz Contest</u>	Management, Accounts and Commerce Associations organized a quiz Contest for Knowledge enhancement and to improve their general aptitude.
<u>2]Class Decoration</u>	An interclass CLASSROOM decoration competition was conducted. Students used eco-friendly materials to decorate the classrooms. They made posters & wall hangings on the topics from their syllabus. They made dustbins from reusable cardboards.

### **7.3- Give two best practices of the institution**

1) Adoption of KDMC School No. 70.	As part of social responsibility, Kalyan Dombivli Municipal School No. 70, which is located in the vicinity of College, is adopted by NSS Unit to deal with the problems of school drop-outs.
2] Celebration of Festivals	Gurupoornima, Rakshabandhan, Diwali, Celebration of Republic day and Independence Day. Christmas is celebrated with economically backward children in the nearby slum areas.

#### 7.4:- Contribution to environmental awareness/protection

1) Organization of tree plantation program	Students participated in tree plantation programmes in the college premises, and near-by vicinity.
2) Exhibition on Best out of Waste	To create awareness about the PRINCIPLES OF REUSE, REDUCE and RECYCLE, the college organizes Best Out of Waste Exhibition wherein the local communities are invited to see the display of Best Out of Waste Commodities prepared by the students.  Nature trails and guest lectures are organized and projects are given to the students on environmental issues.

7.5:- Whether environment audit was conducted- No

#### 7.6:- Any other relevant information the institution wishes to add

1.	Rallies are organized to create awareness about Anti-Drug Addiction, Maintaining Cleanliness, Spreading Patriotism etc.
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#### 8:-Plans of institutions for next year

1.	Adding new courses
2.	Increasing the number of faculties
3.	Upgradation of software
4.	Initiative for digitalization of classrooms
5.	Steps to acquire permanent affiliation and UGC recognition (2(f) and 12(b))
6.	Beautification of campus

Name Ms. Sushila Vijaykumar

Sushila

Signature of the Co-ordinator, IQAC

Name Dr. V. S. Adigal

Adigal

Signature of the Chairperson, IQAC



**Principal**  
Manjunatha College of Commerce  
Kanchangaon, Khambalpada,  
Thakurli (E) - 421 201.

## Academic Calendar 2014-2015

### CALENDAR OF EVENTS

Date	Events
9 <sup>th</sup> June 2014	Reopening of the College for A.Y 2014-15 and first staff meeting
10 <sup>th</sup> June 2014	Commencement of lectures for TY and SY
4 <sup>th</sup> Week of June 2014	Commencement of Placement Cell
1 <sup>st</sup> July 2014	Commencement of lectures for FY
5 <sup>th</sup> July 2014	Orientation Program for FYBCOM / BMS / BAF students
10 <sup>th</sup> June 2014	Formation of various committees
2 <sup>nd</sup> Week of July 2014	Enrollment and orientation of NSS
2 <sup>nd</sup> Week of July 2014	Commencement of NSS activities
2 <sup>nd</sup> Week of July 2014	Formation of students council
3 <sup>rd</sup> Week of July 2014	Inauguration of Gymkhana and cultural activities
3 <sup>rd</sup> Week of July 2014	Blood Donation Camp
4 <sup>th</sup> Week of July 2014	PTA Meeting
4 <sup>th</sup> Week of July 2014	Alumni Meeting
4 <sup>th</sup> Week of July 2014	Meeting related to NAAC
2 <sup>nd</sup> Week of August 2014	Internal test Semester V
6 <sup>th</sup> August to 15 <sup>th</sup> August 2014	NSS Patriotic week
11 <sup>th</sup> August 2014	MCOM Orientation
13 <sup>th</sup> August 2014	Commencement of MCOM Lectures
15 <sup>th</sup> August 2014	Independence Day celebration
6 <sup>th</sup> September 2014	Celebration of Teachers Day
1 <sup>st</sup> Week of September 2014	Repeaters Examination (old pattern/ old syllabus)
2 <sup>nd</sup> Week of September 2014	Internal test of Semester I and Semester III

17 <sup>th</sup> September to 24 <sup>th</sup> September 2014	NSS foundation week Celebration
4 <sup>th</sup> Week of September 2014	Additional Internal test
4 <sup>th</sup> Week of September 2014	Commencement of Semester II exam
4 <sup>th</sup> Week of September 2014	TYBCOM Semester V Prelims Exam
2 <sup>nd</sup> Week of October 2014	Celebration of Gandhi Jayanthi
1 <sup>st</sup> Week of October 2014	Ist Semester End exam / Evaluation / Prelims for TYBMS
17 <sup>th</sup> October 2014	Declaration of Result of Semester III end exam
17 <sup>th</sup> October 2014	Term end and staff meeting
10 <sup>th</sup> November 2014	Reopening of college for even Semester
2 <sup>nd</sup> Week of November 2014	PTA Meeting
2 <sup>nd</sup> Week of November 2014	Alumni Meeting
10 <sup>th</sup> November 2014	Staff meeting
2 <sup>nd</sup> Week of October	MCOM VIVA
17 <sup>th</sup> October 2014	Declaration of result of Ist Semester end exam
3 <sup>rd</sup> Week of October 2014	Commencement of NSS rural camp
3 <sup>rd</sup> Week of November 2014	Disaster Management course
30 <sup>th</sup> November to 7 <sup>th</sup> December 2014	AIDS Awareness week
5 <sup>th</sup> December 2014	Annual sports meet
10 <sup>th</sup> December 2014	Celebration of Human Rights Day
3 <sup>rd</sup> Week of December 2014	Vibration week
23 <sup>rd</sup> December 2014	Annual Day
1 <sup>st</sup> Week of January 2015	Industrial Visit
3 <sup>rd</sup> Week of January 2015	Internal Test Semester VI
26 <sup>th</sup> January 2015	Celebration of Republic Day
1 <sup>st</sup> Week of February 2015	Repeaters exam ( old pattern / old syllabus)
2 <sup>nd</sup> Week of February 2015	Additional Exam Semester III / I

2 <sup>nd</sup> Week of February 2015	Internal Test Semester II / IV
3 <sup>rd</sup> Week of February 2015	Preliminary Exam TYBCOM Semester VI
3 <sup>rd</sup> Week of February 2015	NSS dairies submissions
4 <sup>th</sup> Week of February 2014	Final Year Student's Farewell party
1 <sup>st</sup> Week of March 2015	Additional Internal test
8 <sup>th</sup> March 2015	Celebration of International Women's Day
2 <sup>nd</sup> Week of March 2015	Semester end Exam / Evaluation / Result / Preliminary exam of TYBMS
2 <sup>nd</sup> Week of March 2015	NSS accounts submission to University of Mumbai
4 <sup>th</sup> Week of April 2015	Meeting related to NAAC
30 <sup>th</sup> April 2015	Last working day of the academic year
30 <sup>th</sup> April 2015	Year end staff meeting