

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

KISHINCHAND CHELLARAM COLLEGE

1.2 Address Line 1

Vidyasagar Principal K.M.Kundnani chowk

Address Line 2

124, Dinshaw Wachha Road, Churchgate.

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400 020

Institution e-mail address

[kccollege@rediffmail.com](mailto:kccollege@rediffmail.com)

Contact Nos.

022 – 66 98 1000

Name of the Head of the Institution:

Ms. MANJULA J. NICHANI

Tel. No. with STD Code:

022 – 66 98 1025

Mobile:

9821316803

Name of the IQAC Co-ordinator:

Dr. (Mrs.) HEMLATA K. BAGLA

Mobile:

+91 9821420698

IQAC e-mail address:

kciqac@gmail.com

1.3 NAAC Track ID

MHCOGN10328

1.4 Website address:

[www.kccollege.org.in](http://www.kccollege.org.in)

Web-link of the AQAR:

<http://www.kccollege.org.in/AQAR201415.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	4.27/5	2003	5 years
2	2 <sup>nd</sup> Cycle	A	3.27/4	2009	5 years
3	3 <sup>rd</sup> Cycle	A	3.41	2014	5 years

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

22/11/2003

1.7 AQAR for the year (*for example 2010-11*)

2014 - 15

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 2008-09 dated submitted to NAAC on 09/12/2010
- ii. AQAR 2009-10 dated submitted to NAAC on 27/08/2011
- iii. AQAR 2010-11 dated submitted to NAAC on 23/03/2013
- iv. AQAR 2011-12 dated submitted to NAAC on 22/12/2012
- v. AQAR 2012-13 dated submitted to NAAC on 25/02/2014
- vi. AQAR 2013-14 dated submitted to NAAC on 05/08/2014

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)

Media Studies - a) Bachelor of Mass Media (BMM)  
 b) Masters of Arts in Communication and Journalism (MACJ)  
 c) Masters in Entertainment, Media and Advertisement (MAEMA)

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	<input type="text" value="--"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other ( <i>Specify</i> )	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="20"/>

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Alumni  Students/ 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

2.14 Significant Activities and contributions made by IQAC

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
Annexure – II & III	

\* Attach the Academic Calendar of the year as Annexure. - IV

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

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	06			
PG	13	01	01	02
UG	13		09	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	04	01	05	05
Others				
<b>Total</b>	36	02	15	07

Interdisciplinary	03		03	03
Innovative	01	01	02	02

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	--
Annual	--

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. As per University regulation teachers are members of the Syllabus Revision Committee.

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

A Language Lab and a Media Studio

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	69 Aided	37 Aided	32 Aided	01	-
	19 Unaided	19 Unaided	-	-	-

2.2 No. of permanent faculty with Ph.D. 33 Aided & 01 Unaided

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others/ FIP/L.V		Total	
	R	V	R	V	R	V	R	V	R	V
	02	-	-	-	-	-	02	-	04	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 06 55 02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University level	College level
Attended	15	28	01	36	24
Presented papers	--	06	04	--	--
Resource Persons	--	02	03	03	04

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

We continued with the innovative processes initiated in the previous years. In addition, a Certificate Programme for Commerce and Arts (CPCA) was started on the lines of the Science Honors Programme (SHP).

2.7 Total No. of actual teaching days during this academic year 181 Days

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

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

Syllabus Revision Committee	Board of Study
04	08

2.10 Average percentage of attendance of students 70%

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T.Y.B.A	187	33	65	65	11	97.87%
T.Y.B.Com	230	47	157	17	-	96.09%
T.Y.B. Sc	189	15	70	61	4	79.37%
T.Y.BAF	65	20	41	03	04	100%
T.Y.B.B.I	42	01	20	20	-	97.61%
T.Y.B.FM	64	01	33	29	01	100%
T.Y.B.M.S	65	07	38	16	-	95.38%
T.Y.B.Sc (I.T)	60	07	38	13	-	96.67%
T.Y.B.M.M	70	05	37	24	04	100%
M.A.C.J	37	00	13	21	1	100%

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

The IQAC undertakes the following activities which helps to monitor and evaluate the teaching learning process

1. Result Analysis
2. Performance Enhancement Programme and Student Nurturing Programme (SNP) organising seminars, conferences and inviting resource persons for the same.
3. Encouraging research for teachers and students.
4. Publishing 'Srujan' & 'Jigyasa' which are research journals for teachers and students respectively.



### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	02
HRD programmes	-
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others (Short Term Course)	04

### 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	40	04	06	-
Technical Staff	45	01	03	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- “Anubhav” - A forum for sharing the research experiences of teachers is organised under the aegis of H(S)NC Board.
- “Srujan”, a peer reviewed Research Journal with ISSN Number to publish theme based papers and articles, has since become an intercollegiate Journal.
- Encouraging departments to organize seminars in new thrust areas.
- Encouraging departments to inculcate research culture among students by giving them innovative projects under the banner of SHP & CPCA.
- Encouraging teachers to take up more URG /UGC minor and major research projects.
- Having more laboratories for PG Research and getting University recognition for the same.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	1	--	--
Outlay in Rs. Lakhs	--	9.05252	--	--

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	1	1
Outlay in Rs. Lakhs	1.50	-	1.70	1.50

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	30	03
Non-Peer Review Journals	-	-	-
e-Journals	-	01	-
Conference proceedings	04	06	-

#### 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	03	UGC	9,05,252	--
Minor Projects	02	UGC	1,50,000	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	1	University of Mumbai	45,000	36,000
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	06		11,00,252	36,000

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

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	02	--	02	19
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 (UGC URG)	Rs.10,59,375/-	From Management of University/College (SHP)	Rs. 1,58,954/-
<b>Total</b>	<b>Rs. 12,18,329/-</b>		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	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
04	02	01	01	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

06
17

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

02
----

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

JRF 

01
----

      SRF 

--
----

      Project Fellows 

--
----

      Any other 

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3.21 No. of students Participated in NSS events:

University level	10	State level	04
National level	03	International level	--

3.22 No. of students participated in NCC events: Not Applicable

University level	--	State level	--
National level	--	International level	--

3.23 No. of Awards won in NSS:

University level	<input type="text" value="03"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="20"/>	College forum	<input type="text" value="20"/>		
NCC	<input type="text" value="--"/>	NSS	<input type="text" value="30"/>	Any other	<input type="text" value="--"/>

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

- Women Empowerment, Swachh Bharat Campaign
- Blood Donation – Thalassaemia check up – Bone - Marrow Registry – Road Safety Campaign, Village Development programme.

## 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	1958.21m <sup>2</sup>			
Class rooms	31	--	--	31
Laboratories	20	01	Private Funding	21
Seminar Halls	02	--	--	02
No. of important equipments purchased ( 1-0 lakh) during the current year.	--	02	--	02
Value of the equipment purchased during the year (Rs. in Lakhs)	--	259501	--	259501
Others	--		--	

#### 4.2 Computerization of administration and library

- On line public access catalogue
- Web OPAC
- 4 computers along with a server to establish LAN
- Software 'Librarian Suit'
- 6 computers for public access and 1 high speed printer for public access
- Inflibnet LIB eX.NET

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	65,470	22,34,400	1,733	5,41,063	67,203	27,75,463
Reference Books	6,718	8,78,650	168	1,76,674	6,886	10,55,324
e-Books	-		-	-		
Journals	74		70	89,818	144	89,818
e-Journals	4,500					
Digital Database						
CD & Video	1,214					
Others (specify)	N LIST	15,000		5,000		20,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	242	8	2 MBPS*5	3	8	1	10	19 Laptops
Added	15	-	-	-	-	-	-	-
Total	257	8	2 MBPS*5	3	8	1	10	19 Laptops

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

Computer and Internet access is available to faculty in the common room, departments, library and some classrooms. Faculty can also access Inflibnet resources through the password provided to them. Students can access Inflibnet resources by approaching the Librarian who then provides them with the access password. The teachers were provided with a training workshop conducted by the IQAC on the use of smart boards. An assistant from the supplier of smart boards was available in the college to help the teachers to overcome initial hiccups.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	Rs. 8,05,403
iii) Equipments	Rs. 1,17,501
iv) Others	Rs. 9,90,408
<b>Total :</b>	<b>Rs. 19,13,312</b>

**Criterion – V**

**5. Student Support and Progression**

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

The IQAC took the following initiatives:

1. Recommended appointment of a Career Counsellor
2. Organized Orientation Programmes for all First year students
3. Organized placement drives
4. Held a Seminar to acquaint students about the semester system
5. Aided smooth conduct of entire admission process
6. Issued letters of Recommendation to students seeking admission abroad
7. Responded to the feedback on the students from potential employees
8. Redressed students' grievances
9. Permitted deserving students to pay fees in instalments

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

Several committees have been formed where student representation is compulsory. The Student Support Committee also helps in this.

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

UG	PG	Ph. D.	Others (M.Sc By Research )
3505	299	05	05

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

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

03

Men	No	%
	1547	41

Women	No	%
	2267	59

	Last Year						This Year					
	General	SC	ST	OBC/SBC/ VJNT	Physically Challenged	Total	General	SC	ST	OBC/SBC/ VJNT	Physically Challenged	Total
Degree (Aided)	1973	37		22	14	2046	2124	32	2	32	--	2190
Degree (Unaided)	1123	17		20	7	1167	1275	20	3	17	--	1315
PG (Aided)	29	1		2	--	32	26	2	--	1	--	29
PG (Unaided)	209	3		3	--	215	270	1	--	--	--	271

Demand ratio 30:1 Dropout % 2 %



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

Informal coaching for GMAT, GRE, CAT, CSIR, IFS, CA, CS, JNU, IIT, TISS, HCU, PET and Civil services is imparted by faculty members. Multi skill developments workshops are conducted for the students to prepare them for industry jobs in the industry.

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

##### Personal Counselling

In the academic year 2014-2015, a total of 33 students came for counselling. These students had issues regarding behaviour as they were unable to manage stress, could not concentrate etc. Lack of motivation was also a major problem for quite a few students. Students were troubled due to relationship issues with their family members, friends or special friends. Many students had emotional issues, feelings of loneliness and a few suffered from mood swings. A few students had problems adjusting in the college and found it difficult in make friends or participate in various activities. 2 cases were psychotic in nature and were later diagnosed with schizophrenia by doctors. A few students sought help in framing a time schedule. One case of self harm and one of gender identity issues was recorded. 5 students came for follow-up sessions in the next academic year (2015-2016).

Personal guidance was the first step to understanding their goals, family environment and aptitude. Then an overview of the array of careers, professions and businesses was given to the students. Interaction with industry experts in the fields the students were interested in, were organised on one on one basis. Students were encouraged to research on their own first to acquire knowledge of the fields they were trying to opt for and thereafter look for job opportunities as well as entrepreneurial and professional possibilities open to them in the future. The students were also encouraged to look at pay structures to understand the earning capacity of a given career.

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
Tech. Mahindra (05-08-2014)	78	5	Infosys selected 12 students from Dept. of computer science
TCS (11-09-2014)	53	16	
Wipro for Science (06-01-2015)	69	58	
Wipro for commerce (23-03-2015)	46	9	
Cap Gemini (27-03-2015)	51	15	

## 4.8 Details of gender sensitization programmes

Name of the resource person	Title of workshop/ seminar/event organised	Title of the talk	Date & Duration
	GIC Orientation and release of newsletter	Newsletter titled 'Celebrating Differences'	July, 10.30-12.30pm
Ms Nausheen Yousuf from Majlis, Additional Commissioner of Police (South region) Mr Krishna Prakash	Workshop	'Know your Rights'	August, 10 am to 4 pm
Omkar and his group	Play	Resurrecting Draupadi and Sita	August, 10.30-12.30
	Two month Certificate Course	Gender Studies	August and September
	Competition	Creative Expressions	November, 10 am - 2 pm
Mr Vrijendra	Workshop	Unmasking Masculinity	August, 10.30-12.30
	Bake sale and Fund Raiser		November, 10 am - 2 pm
Major Deepak Rao and Dr. Seema Rao	Session on Self Defence		January, 10.30-12.30
Majlis	Elocution competition	Expressions 2015	February, 10.30-12.30

## 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	KC	80,860
	HSNC	1,47,700
Financial support from government	74	8,48,238
Financial support from other sources	12	2,00,000
Number of students who received International/ National recognitions	Nil	Nil

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: -----

## Criterion – VI

### **6. Governance, Leadership and Management**

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

##### **VISION**

To emerge as a centre of academic excellence aiming at value based holistic development of students equipped for global challenges

##### **MISSION**

- To disseminate quality education
- Foster academic excellence
- Develop attitudes conducive to lifelong learning

#### 6.2 Does the Institution has a management Information System?

Yes

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

##### 6.3.1 Curriculum Development

The syllabus set by the University is followed by the college. Many of the Teachers are members of the highest bodies of the University like the Senate, Academic Council, Boards of studies and Syllabus Revision Committees. The college conducts several workshops on syllabus revision and teachers contribute to knowledge enhancement and Curriculum development. In addition, the college has also introduced Certificate Courses, the syllabus for which is drafted by our faculty members in contribution with experts and students.

##### 6.3.2 Teaching and Learning

To facilitate and enhance the teaching-learning process, the college has installed smart boards in several classrooms. This is a valuable addition to the chalk-and-talk method and makes lectures more interactive. Classroom learning is supplemented through field and industrial visits, student seminars and conferences. Student-centric programmes like Science Honors Programme (SHP), Certificate Programme for Commerce and Arts (CPCA), Student Nurturing Programme, Certificate Course in Gender Studies, Performance Enhancement Programme (PEP), etc promote research culture and academic excellence. Teachers and students are also encouraged to publish their research findings in quality journals.

##### 6.3.3 Examination and Evaluation

Apart from the Semester-end examinations, the other modes of testing include internal assessment tests, class tests, assignments, projects and Performance Enhancement Programme (PEP).

#### 6.3.4 Research and Development

To support a strong research culture in the institution, teachers are encouraged to attend, publish and present research papers in seminars and conferences. Teachers pursuing doctoral research are encouraged to take leave under FIP. The SHP targets student research while 'Anubhav' provides a platform for teachers to share research opinions. 'Srujan' and 'Jigyasa' are college publications that help teachers and students respectively to publish their research work. Srujan has since acquired an ISSN Number and has evolved as a Peer reviewed journal, Several teachers are engaged in active research and have received grants from various agencies for major and minor research projects. Anubhav and Srujan have become intercollegiate forums. CPCA has helped students carry out in depth research under the guidance of teacher mentors.

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

New books were added to the library to augment existing resources. Some equipment was purchased and annual maintenance was undertaken of the already existing technology, instruments and infrastructure.

#### 6.3.6 Human Resource Management

The college encourages teachers pursuing doctoral research to avail of FIP leave. Registration fees for attending seminars and conferences are reimbursed by the college. Admission is given to children of both teaching and non-teaching staff. The fees of the children of non-teaching staff are also waived. There is a staff welfare scheme, the Pat Pedhi programme and mediclaim facilities provided to the non-teaching staff. Mementos and awards during the Annual Day programme are also given to meritorious teaching and non-teaching staff to acknowledge their contribution to the institution. Non-teaching staff as well as their wards are encouraged to avail the facility of the Language Laboratory free of charge.

#### 6.3.7 Faculty and Staff recruitment

The recruitment guidelines set down by the University and the UGC for teaching and non-teaching staff are meticulously followed. In the unaided courses, eminent faculty and industry experts are invited to deliver regular and guest lectures. Competitive remuneration is paid to attract and retain faculty.

#### 6.3.8 Industry Interaction / Collaboration

Industry experts are invited to deliver guest lectures to the students. Internships, lab and industrial visits, and orientation by experts are other ways in which the college collaborates with the industry. The college has collaboration with NGOs like Majlis, resource centres like Akshara, linkages with Deakin University, Australia, Sungkyunkwan University, South Korea, University of West Georgia and University of Pennsylvania. The institution invites industry experts such as Seed Infotech, Ark Solutions, EBTS – Enterprise Building Training Solution, etc to interact with students through workshops.

### 6.3.9 Admission of Students

The admission procedure is as per the university rules and regulations. The procedure is transparent and merit lists are displayed as per the admission calendar of the university. Despite being a Sindhi Minority Educational Institution, meritorious students from other communities are also admitted widely to the institution. Wards of non teaching staff are admitted free of cost in both aided and unaided courses. The college adheres to the reservation system.

### 6.4 Welfare schemes for

Teaching	02
Non teaching	10
Students	03

### 6.5 Total corpus fund generated

Rs. 11,73,260

### 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	Head of Department
Administrative	Yes	University of Mumbai	Yes	IQAC

### 6.8 Does the University/ Autonomous College declare 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?

-----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

The Alumni Association is actively involved in the activities of the college. It has helped the college in fund-raising. Some prominent alumni are part of the Quality Assurance Cell, which is the parent body of the IQAC. Some alumni offer scholarships to meritorious students while others offer to sponsor the fees of some underprivileged students pursuing unaided courses. One of our alumni also provides coaching inputs to our sportspersons. Some of the ex-students also come back to talk to the current students and share their experiences. Some alumni of the department of I.T become project guides to the third year B.Sc. I. T students. Alumni often place meritorious students in their own organisation.

#### 6.12 Activities and support from the Parent – Teacher Association

The members of the Parent-Teacher Association help the college by providing valuable feedback on the functioning of the college. They also bring their valuable expertise to the institution in the form of guest lectures, training and other sessions. They assist with field trips, fund visits, and help the college in raising funds.

#### 6.13 Development programmes for support staff

The college conducted a disaster-management programme and a fire-drill demonstration for the support staff. A Certificate Course in Computer Literacy was started for the Class IV Staff.

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

- Mosquito repellent plants were planted.
- Energy and water audit was conducted.
- Greening of the college was undertaken.
- Vermiculture pits were installed.
- Reuse, Recycle, Replenish followed in all aspects
- No-Plastic Day is observed and use of plastic is discouraged.
- Separate dustbins for wet and dry waste provided in all classrooms.

## 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.

Academics:

- Introduction of New courses and innovative Certificate Courses

Pedagogy:

- Peer learning and Peer tutoring
- Experiential and participatory pedagogy
- Heritage Walk and Master class
- Field visits to Financial Institutions
- Peer review of assignments
- Screening of films

Research:

- Collaborative research projects with civil society groups in the area of Women's rights.
- Making documentary films on social and political issues
- Interdisciplinary research under SHP
- Interdisciplinary research under CPCA
- Innovative research project under guidance of Alumni

Outreach Programmes:

- Bone marrow donor Registry started
- Platelet donor Registry
- Solar lamps distributed in Karvale Village
- Spreading awareness on HIV/AIDS
- Holding a farmers' market to sell the produce grain by students.
- Lending and caring hand to senior citizens and to children suffering from Thalassemia through the programme, Anandotsav

Infrastructure:

- Installation of interactive 'Smart' Boards
- Electronic notice board installed
- INFLIBNET' introduced in library
- CCTV Cameras installed to strengthen security of college
- Ramp and hand railings have been constructed for the physically challenged students.
- Construction of a Language Laboratory
- Creation of a Media Laboratory

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

- National/International conferences in Hindi, Mass Media and Chemistry
- Renovation of Auditorium and Tissue Culture Laboratory
- Introduction of Master's course in Media and Entertainment
- Conducting Workshops for Teaching staff, students and administrators in association with Deakin University, Australia and Every Nation.
- Submission of Academic Audit Report to University of Mumbai



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

- Gender Issue Cell Activities
- Rotaract Club Activities
- CPCA: Certificate Programme for Commerce and Arts (CPCA Activities)  
Annexure – V

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

7.4 Contribution to environmental awareness / protection

**Environmental awareness is created by KC's Nature and Environment Committee (KCNEC):**

- Environmental concerns have been integrated in the curriculum
- Ecological themes have been chosen for research
- KCNEC publishes an annual Newspaper called 'Environmental Space' and organises an annual festival 'Nature Fiesta'
- Films and documentaries on Ecological issues are scripted and produced by students.
- Green audit of campus carried out (water and energy audit).
- Energy conservation measures for lighting undertaken and air-conditioners are set at 25° C
- Water economizing faucets have been installed to conserve water
- Solar lamps distributed to Karvale Village to promote use of renewable energy
- Recycling and reuse of water has been carried out.
- Efforts are made for 'Carbon Neutrality'
- Tree plantation drives undertaken
- Hazardous waste and e-waste management has been carried out

7.5 Whether environmental audit was conducted? Yes  No


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

- A Gender Audit was carried out by including the entire human resources of the college – Students, teacher and non-teaching staff.
- SWOC Analysis : Please refer to Annexure - VI

## 8. Plans of institution for next year

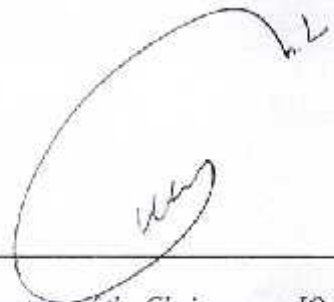
- To Strengthen Alumni interface
- Computer Literacy Certificate Programme for Non-teaching Staff
- More Efficient use of Language Lab.
- One day National Seminar for Energy Audit
- Faculty Development Programme in Teaching Pedagogies

Name :- Dr. (Mrs.) Hemlata K. Bagla



Signature of the Coordinator, IQAC

Name :- Ms. Manjula J. Nichani



Signature of the Chairperson, IQAC

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## Annexure - I

### IQAC Activities 2014 – 2015

Sr. No.	Activities	Day	Duration	Event Information	Event Incharge	Remarks
1.	Mission RUSA	8 <sup>th</sup> March, 2014	Two Hrs	Dr. Leenachandran Wadia Sr. Fellow of observer research foundation FDP	All members	35 teachers Participated
2.	Workshop on Unlocking Leadership Skills for students	21 <sup>st</sup> July, 2014	One Day	Mr. Kevin Menenzes Director , Every Nation & Leader ship Institute Team of 10 US delegates	Ms. Rama Vishvesh Dr. (Mrs.) Nivedita Rao	100 Students participated Role play Team Spirit Cooperation
3.	Workshop on Leading and Managing Change	7 <sup>th</sup> August, 2014	One Day	Prof. Karen Starr Prof. Damian Blake Deakin University , Australia	Ms. Saradha B. Ms. Rama Vishvesh	Effecting change in academic institution & Managing change in day to day life
4.	Building Capacity in Leadership	8 <sup>th</sup> & 9 <sup>th</sup> August, 2014	Two days	Prof. Karen Starr Prof. Damian Blake Deakin University , Australia	Ms. Rama Vishvesh Dr. (Mrs.) Nivedita Rao Dr. Suvarna Sharma Ms. Saradha B.	22 Principals , Vice-Principals of Board & Other Colleges participated
5.	Submission of AQAR	5 <sup>th</sup> August , 2014		NAAC	All Members	2013 - 2014
6.	Short Term Course on Soft Skills soft skills for Educators	13 <sup>th</sup> October to 19 <sup>th</sup> October , 2014	Six Days	UGC Academic Staff College University of Mumbai	All Members	55 participated Dramatics Group Play
7.	Academic Audit Report	Jan, 2015		Submitted to University of Mumbai	All Members	Report of Last four Years
8.	Workshop on CAS	25 <sup>th</sup> February , 2015	Two Hrs	Conducted by Dr. (Mrs). Hemlata K. Bagla & IQAC Members	All Members	Attended by 25 teachers Eligible under CAS

**REPORT OF INTERNAL QUALITY ASSURANCE CELL  
2014 - 2015**

The IQAC of our College was very active this year with several programs and activities. The NAAC visit kept the team busy. The team contributed to the preparation of the Self Study Report for NAAC. In addition it conducted programs for the staff and students.

A workshop on Leadership Skills was conducted for students by Mr. Kevin Menezes, Director, Every Nation and his team from USA. The workshop involved role play and group activities which the students enjoyed. At the end of the program they were able to appreciate the need for team spirit and cooperation. More than a hundred students benefitted from this program.

A workshop for teachers was also organised on Leading and Managing Change on 7<sup>th</sup> August 2014. Senior staff members from Deakin University, Australia conducted the workshop sharing their experiences in effecting change in academic institutions. Our teachers found this very useful as they were able to apply similar techniques to handling problems related to managing change in their day to day life.

A two day Seminar on Capacity Building for Principals and Vice Principals was conducted by experts from Deakin University Australia on 8<sup>th</sup> and 9<sup>th</sup> August 2014. This was attended by 22 Principals, Vice Principals and senior teachers from the Board Colleges.

Recognising the need to partner the University of Mumbai in conducting Courses for teachers, the IQAC along with the UGC Academic Staff College, University of Mumbai conducted a Short term Course for Teachers- “Soft Skills for Educators” from 13<sup>th</sup> to 19<sup>th</sup> October 2014. This was a very well- designed course with ample practical sessions on various aspects of Soft Skills along with lectures, presentations and discussions. It included Dramatics and Group Play to demonstrate the use of Soft Skills in everyday transactions. Teachers from various colleges across India attended the Course. The Pro- Vice Chancellor Prof Naresh Chandra and Director, Academic Staff College, Dr. K Shanthi, graced the Opening and Valedictory sessions. The participants were full of praise for the course content and execution of the same.

IQAC also submitted Academic Audit report to the University of Mumbai and forwarded the nomination of the college for Best College Award to the University of Mumbai.

The Diamond Jubilee Celebrations came to a close on 7<sup>th</sup> February with the KC Diamond League Awards - a grand valedictory ceremony in which eminent personalities

The IQAC has been instrumental in bringing several luminaries from various fields to the college on different occasions.

## **Highlights of Short term Course on “Soft Skills”**

### **October 13, 2014**

First session by Ms. Manju Nichani on Time Management dealt with real life examples to carry out multitasking. The session on Interactive teaching by Dr. Jehangir Mistry ensured high level of audience participation. The videos shown during the session taught the participants how effectively digital technology can be used to convey the subject matter

### **October 14, 2014**

Session on Mentoring Skills for Student progression by Dr. Geeta Shetty included traditional, peer, group, team and e-mentoring. The skills touched upon were REBT, NLP, stress management, active tutoring and conferencing skills, time management, conflict management, leadership skills and counselling. The session by Ms. Asha Sandilya included communication activities. The multiple intelligence learning style questionnaire helped the participants to understand whether they were visual, kinesthetic or audio learners. Raell Padamsee, a well-known theatre personality, conducted a session on “Awaken your Creative Genius” using various aids and involving all the participants to act on a skit prepared in seven minutes.

### **October 16, 2014**

The session on 16<sup>th</sup> October 2014 by Mr. Shivanandhan stressed the importance of teachers being role models for their students. He explained the role and traits of a leader and discussed the differences between a boss and a leader. The session on Stress Management by Dr. Harish Shetty discussed different stressful situations encountered by parent and teachers and the simple solutions to deal with such situations were discussed through video clippings and songs. The session, “Learning Soft Skills - An insight from Himalayas” by Mr. Bhushan Bhagwat, dealt with all the key components of soft skills through beautiful visuals of his treks to the Himalayan terrain.

### **October 17, 2014**

The first session on “Life Skills: Enhancing IQ, EQ, SQ and SOQ” by Prof. Coomi Vevena inspired teachers to portray their thoughts with clarity and effectively described the importance of life skills for better teaching. The next session by Mr. Sudhakar Solomon Raj on “Did they have a Good Time?”, explored a student centric teaching Program. He asked the teachers to modify their ways to suit learners and to take the lead in finding out solutions rather than

complaining. Several handouts were given and many aspects were covered related to good teaching.

#### **October 18, 2014**

“Teaching and Ethics in Modern Era” was a session conducted by Dr. Avinash Desousa, in which several issues of counselling were discussed, based on concepts of the profession by Gordon Marshall. The session was followed by group discussion by the teacher participants on varied topics such as child abuse, child labour, the brain, solar energy, affordable housing in Mumbai and use of Google which was conducted by Dr. J. Mistry.

#### **October 19, 2014**

The session on interpersonal skills and conflict management by Ms. Freyaz Shroff was a role play session emphasizing the importance of body language and of being a good listener and how gestures too play a very important role in positive communication and resolving conflicts. The last session by Dr Kishore Mandhyan on cross cultural communications raised many issues on teaching in a globalized world.

***XI. CALENDAR OF THE EVENTS 2014-2015 (TENTATIVE)***

☞ June

- College reopens on 9<sup>th</sup> June, 2014
- Commencement of T.Y & S.Y. classes
- Foundation Day Celebration
- Admission for F.Y. classes
- Registration for Clubs and Associations (from 4<sup>th</sup> week)
- Orientation for First Year Students - Commerce & Arts
- Filling of forms and Commencement of Additional Examination - Sem II & IV
- Enrollment - NSS

☞ July

- -Filling up forms for A.T.K.T. examination
- Orientation for First Year students - Science
- Orientation for First Year B.M.M Students
- Graduation ceremony of B.M.M. department
- Seminar in I.T. Department
- Auditions for Talent Parade, Kiran Festival and other intercollegiate festivals, Selection for sports
- Orientation for First Year BMS/BBI/BAF/BFM Students
- Blood Donation Drive - NSS Programme
- Tree Plantation - NSS Programme

☞ August

- Unit Test for Unaided Courses
- Departmental activity - Presentations, Seminars and Workshops
- Talent Parade - Final
- Participation in Malhar and Umang Festivals
- Film Based workshop (Orientation by B.M.M. Department)
- Vidyasagar Late Principal K.M. Kundnani lecture series
- NSS Programme - Leadership Training Programme

☞ September

- Elocution Competition (Economics Department)
- A.T.K.T. Examinations
- Teacher's Day KC@60
- KIRAN Inter-Collegiate Festival
- Beginning of Semester Examination
- Field trips and Industrial Visits
- Unit test for Unaided Courses
- Preliminary Examination for Semester V

- Anubhav - Research Forum of Teachers

#### ☛ October

- Semester End examinations
- Additional Examination
- Industrial visits
- Diwali vacation 18.10.2014 - 09.11.2014
- University Examinations
- Disaster Management - NSS Programme

#### ☛ November

- Results of I & III Semester Examination
- Departmental activities - Seminars, Workshop, etc.
- Vidyasagar Late Principal K. M. Kundnani Lecture Series
- Blitzkrieg (B.M.M. Festival)
- Selection for Human Right Debate
- Anandotsav - NSS Programme
- Unit Test - Unaided Courses
- SHP/CPCA : Guest Lectures / Workshop / Seminars / Visits
- International Economic Convention

#### ☛ December

- Annual Sports Day
- Human Rights Day Competition
- International Economics Convention
- Filling up of the A.T.K.T. examination forms
- SHP/CPCA : Guest Lectures / Events
- Christmas vacation starts on 25<sup>th</sup> Dec., 2014
- NSS Camp - 23<sup>rd</sup> Dec. to 30<sup>th</sup> Dec.
- Grand Finale for the Diamond Jubilee

#### ☛ January

- Placement week
- Roll Take Turn
- Unit Test unaided
- SHP/CPCA Activities & Presentation
- Annual prize distribution
- Joule - BAF/BBI/BFM/BMS

#### ☛ February

- Annual A.T.K.T. examinations
- Preliminary Examination - Sem VI
- Practical Examinations
- Presentation : I.T & B.M.M Department



- ▶ SHP Entrance

#### ◀ [March](#)

- ▶ Semester End Examination
- ▶ University Examinations

#### ◀ [April](#)

- ▶ University Examinations
- ▶ Additional Examinations - Sem II & IV
- ▶ SHP Entrance and Inauguration
- ▶ NSS Programme - Village Development

#### ◀ [May](#)

- ▶ Summer vacation begins from 1st May, 2015

## Best Practices

### Gender Issues Cell Activities

#### **Certificate Course in Gender Studies**

The Gender Issues Cell of K C College introduced a two month certificate course in Gender Studies. This course aims to promote a nuanced understanding of basic concepts in gender studies and build a critical feminist perspective on gender issues with an emphasis on participatory approaches and experiential learning.

#### **Gender Audit**

The Gender Issues Cell of K C College carried out a Gender Audit to assess whether we have been able to mainstream gender in all our activities be they teaching and learning, research, co-curricular or extra curricular. The final sample comprised 605 students, 22 teaching staff and 30 non-teaching staff member.

#### **Know Your Rights Workshop**

Organised in collaboration with Majlis, a feminist legal organisation in Mumbai, this day long programme aimed at educating and disseminating information about laws and legal avenues available to women in the areas of matrimonial rights, violence and sexual harassment at workplace.

#### Orientation workshop and release of Gender Issues Cell Newsletter

The Gender Issues Cell of K C College held its orientation programme to induct its newly enrolled volunteers. Around 60 new volunteers were inducted into the cell. The Principal addressed the students and underlined the importance of gender equality and gender sensitivity and urged them to work hard to make the campus a gender friendly space. The occasion also marked the release of the maiden issue of the GIC newsletter titled 'Celebrating Differences'. The cell also announced the commencement of its LGBT wing 'Because I am' that seeks to help students grappling with an identity crisis.

#### **Resurrecting Draupadi and Sita**

GIC organised a play titled 'Resurrecting Draupadi and Sita'. It was a subversive reading of popular Hindu mythologies of Ramayana and Mahabharata. The play was presented by an experimental theatre group.

#### **Self –defence Workshop**

Indian commando trainers **Major Deepak Rao** and **Dr. Seema Rao** were on campus to teach the female students self- defence techniques to keep themselves safe in potentially threatening situations.

### **Creative Expressions and Fund Raiser**

‘Creative Expression:.... Towards a ‘Gender Just World’ was an art competition that was organised to bring out students’ perceptions of a gender just world through visual art.

### **Workshop titled ‘Unmasking Masculinity’**

The interactive lecture ‘Unmasking Masculinity’ was conducted by Civil Rights Activist, Prof. Vrijendra . The workshop dwelt on how masculinity is constructed in Indian society.

## **The Rotaract Activities**

The Rotaract Club’s first event for the year was ‘**Chakachak – A clean up drive**’. A clean up drive was conducted in collaboration with other Rotaract Clubs across 30 railway stations of Mumbai in which the Rotaractors of K.C.College conducted the drive at Churchgate Railway Station. The next initiative by the club was a mega game event named ‘**The Lord of Street Games**’, and a ‘Trek’ were organised to welcome the freshers. Along with the Trek, the team also celebrated ‘**International Friendship Day**’.

On the occasion of Friendship Day, the community service team organised ‘**Friends of Mumbai**’ in which students went ahead and tied friendship bands to the Policemen in the city. ‘**Rural Olympics**’ was a sports event in which arrangements to play games of Rural India were made for the members.

The club organized a seminar on **International Youth Day** informing them about their role as youth. ‘**Etiquettes**’ was professional development program for the members.

During the **Independence Day celebrations**, the Rotaractors organised a community service event whose concept was to pick up thrown flags on the streets as a mark of respect towards our tricolour. The annual events like **Shutterbugs** and **Pranksters Pvt. Ltd.** were held the same month

In September, the club service team held ‘**Minute to Win IT**’ which was a game event based on the popular game show. The Rotaract Club also participated in the Teachers’ Day celebration. The month also witnessed the 9<sup>th</sup> Installation Ceremony of the Club in which **President Rtr. Kanish Jariwala** and his board of directors were inducted. The Club’s first newsletter titled ‘**RCKC Times**’ was launched during the Installation Ceremony.

On Ozone layer Protection Day, an event called ‘**OZZ Fest**’ was held wherein the aim of the event was to let the members know important facts about the ozone layer and its depletion. Further in the month, ‘**Strato Futbalo**’ was held which was a rink football tournament organised by the sports team.

The Club service team organised '**Gaming Week**', '**Stand Up Comedy**' and a '**Dandiya Night**'. Also, the community service team along with a group of members celebrated the alluring event of Navratri with the kids at the SVRR School. The team conducted 'Splash' an event which was for kids with physical disabilities.

In the month of October, the team came up with '**Scavenger Hunt**' & '**Lighting Lives**' aimed at celebrating Diwali with underprivileged kids. The editorial team conducted '**Love Parade**', an event for aspiring writers. At the end of the month the members were taken for a trip to **Imagica**.

The first project in the month was '**Newsletter Launch**' in which the second newsletter of the club was launched. The next was '**Swachh Bharat Abhiyaan**' in which the members of the club decided to follow the cleanliness campaign adopted by the nation.

The professional development team of the club held '**Graphologist Interview**' which was an interview with a reputed graphologist.

'**Freestyle Football**' was a football event planned by the sports team. The club supported the K.C. Model United Nations 3-day event in the way of providing logistics and organizational support.

On the occasion of **World Orphan's Day**, the club organised '**Happiness Hour**' a Joint Project. The concept was to spend quality time with the orphan kids on this day and make their time memorable. On the day of **26/11**, a '**Flashmob**' was a dance performance held at Churchgate Station, in the memory of our martyrs. '**Above the City Lights**' the annual Prom Night was held in D'bell Lounge.

'**Ab Ki Baar Pollution Nahi Yaar**', the event was organised by the P. R team, in which they shot a video based on creating awareness about pollution. The club's annual project, known as '**Mera Avenue Mahan**' the Battle of the Avenues was held.

The month of December witnessed two mega projects of the club along with many other projects. One was '**Mega Medical Camp**' in which the members of the club volunteered for its parent Rotary's Medical camp event. Another event was '**Abhay – The Fearless**' in which retired army officials were felicitated and **Ltn. K.S Brar** was the chief guest for the Event.

## **Certificate Programme for Commerce & Arts (CPCA)**

KC College celebrated its Diamond Jubilee in the year 2014 and to commemorate this grand occasion, a new and innovative, one year certificate programme called, Certificate Programme for Commerce & Arts (CPCA) was initiated, for a select group of students from the second year of Commerce and Arts streams.

The objective of this programme is to build communication skills, develop other aptitude skills and inculcate research capabilities amongst students by training them in the above areas for a period of one year, at the end of which certificates will be awarded to them.

The first batch of CPCA 2014-15 graduated successfully and was awarded their certificates and honours at an elegant and dignified ceremony conducted in August 2015. The one year programme consisted of two modules, one conducted in October 2014 and the other in April 2015. These modules had several workshops and field trips for students.

Workshops conducted by eminent, experienced and erudite resource persons were held on topics such as : the techniques of good Power point presentation, advanced use of excel and word computer programmes, building communication skills, developing a critical appreciation of films, sensitization towards gender issues, imparting legal knowledge and inculcating research methodology. Students also learnt to control stress by making use of laughter yoga. They were given knowledge of cyber hacking in another session. Sessions on Business Etiquette guidance and career avenues after graduation helped them prepare for the future. Discussions on the changing socio-politico landscape in India with respect to historical changes expanded the participants' outlook.

Each of the students of CPCA Batch I worked on a research topic under a faculty member who guided and trained the student researcher in the broader perspective and finer nuances of research methodology and research paper writing. Students took up various topics such as “Infrastructure and economic growth and development in India”, “A study of the flourishing market of counterfeit FMCG products”, “Looking Back Moving Forward : Contemporization of Indian Mythology”, “To Explore the relationship between attachment styles, self-esteem and loneliness amongst adolescents”, “Significance of birth-order on emotional intelligence” and carried out intensive research on these, which resulted in a research paper.

Students were also taken on visits to the Bombay Stock Exchange to view stock and share trading as well as to learn about career avenues in that field. A visit to the newly renovated Aquarium enlightened them about varied marine life and a nature walk through the Bombay Port Trust Gardens broadened their knowledge about different plants and trees. A heritage walk in south Mumbai stimulated their interest in the architectural beauty of historical buildings.

CPCA participants worked hard under their Teacher Mentors in gathering and analyzing data for their research projects and for the first time learnt to apply research methodology and frame research papers. The culmination of their efforts was the final session held in July 2015 when external judges were invited to evaluate the participants' presentations of their research. Judges subjected students to a viva-voce and finally chose a best research paper and a best research presentation. A Valedictory function was held where all the participants were awarded certificates on the successful completion of the course and prize winners were felicitated.

A statistical analysis of the learning outcome amongst CPCA Batch I students showed a lot of skill up gradation, especially in computer applications. Participants also learnt to overcome inhibitions and interact effectively in business situations. However, major progress was achieved in research orientation that was imparted intensively throughout the course. Knowledge of new

topics like film appreciation and legal knowhow was engendered besides fostering greater sensitivity in participants towards gender related issues.

CPCA thus fulfilled its aim of capacity building and research inculcation in its first batch. Another group of 37 students are now enrolled in CPCA Batch II and one module of workshops has already been completed with them. A new social work component has also been added to the programme, wherein participants are required to work for a minimum of 30 hours, in the duration of the course, in a Non- government organization, so as to sensitize them towards underprivileged sections of society.

CPCA is an ongoing programme that aims to bridge the gulf existing in the market due to a lack of well trained and skilled graduates. It aims to instill necessary analytical, research and communication skills in its participants and also build social sensitivity towards the underprivileged sections of society.

### SWOC ANALYSIS

The SWOC analysis has been used strategically in every aspect of the translation of the vision and mission of the institution into actuality. This is evident in the assessment of the curriculum, pedagogical practices, infrastructure and feedback from multiple stakeholders to enable the administration take informed decisions. This has helped the institution identify key areas for improvement.

#### STRENGTHS

- A visionary with strong, stable and responsive leadership in the form of the Principal to ensure sustained academic growth for the institution as well as project the institution at the international arena.
- An encouraging management who support academic and infrastructural expansion through timely financial aid.
- Financial aid is made available to deserving and needy students through several scholarships.
- A committed and motivated faculty who are involved at every stage of the student's growth.
- The institution provides the faculty, avenues for professional development.
- Learning beyond the classroom through practical tasks ,internships, assignments and live projects.
- A vital contributor to community development and outreach programmes.
- Sustaining networks with institutions of repute.
- A vibrant campus atmosphere supporting cultural and economic diversity.
- The provision for techno savvy classrooms and training and orientation provided for its optimum use.
- Excellent research initiatives and output by the faculty as the institution is an Arts Science and Commerce College.
- Extremely active placement cell and a cooperative Alumni association.
- A proactive approach by the Principal and the faculty to promote gender equity among students.
- Students from the lower and economically weaker sections of the society benefit from freeships and waver in tuition fees.
- Students get the unique opportunity to interact with renowned scientists, entrepreneurs and celebrities.

## WEAKNESS

- Limitations in infrastructural expansion due to space constraint.
- With the current CBGS (Credit Based Grading System) of evaluation , creating and organizing additional pedagogical inputs becomes limited.
- Decline in enrolment in pure sciences programmes due to the increase in options for self financed semi professional courses
- Limited consultancy as teaching workload at the UG level leaves faculty with very little time.

## OPPORTUNITIES

- The vision of the College makes it imperative to engage in socially relevant programmes such as village development scheme, voluntary blood donation camps, AIDS awareness programmes, disaster management skills, and gender sensitization sessions.
- The institution has an ISSN in house journal to encourage the faculty to publish their research work besides getting published in national and international journals.
- A centrally located prestigious institution of the city and it is viewed by a lot of international universities for possible linkages.
- Co-operative and supportive management which enables smooth academic and administrative activities in the institution.
- The institution has been the seat of learning for 60 glorious years encouraging most of the departments to apply for UGC sponsored conferences.

## CHALLENGES

- Creation of space due to increasing number of students.
- To further encourage faculty to pursue doctoral and post-doctoral studies.
- To make teaching and non-teaching staff more techno savvy.
- To encourage and sustain green practices with increase in the use of internet and to promote paper-free communication.
- Need for introduction of more add- on courses for the benefit of the students