# Yearly Status Report - 2017-2018

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **GURU NANAK COLLEGE OF ARTS , SCIENCE AND COMMERCE** |
| Name of the head of the Institution | **DR.VIJAY VISHNU DABHOLKAR** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **02224041944** |
| Mobile no. | **9594611112** |
| Registered Email | **admin@gurunanakcollegeasc.in** |
| Alternate Email | **principal@gurunanakcollegeasc.in** |
| Address | **SION, KOLIWADA, G.T.B.NAGAR** |
| City/Town | **MUMBAI** |
| State/UT | **Maharashtra** |
| Pincode | **400037** |

## 2. Institutional Status

| | |
|---|---|
| Affiliated / Constituent | **Affiliated** |
| Type of Institution | **Co-education** |
| Location | **Urban** |
| Financial Status | **Self financed and grant-in-aid** |
| Name of the IQAC co-ordinator/Director | **DR.PUSHPINDER G. BHATIA** |
| Phone no/Alternate Phone no. | **02224041944** |
| Mobile no. | **9594611112** |
| Registered Email | **admin@gurunanakcollegeasc.in** |
| Alternate Email | **principal@gurunanakcollegeasc.in** |

## 3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | http://www.gurunanakcollegeasc.in/userfiles/AQAR%202016-17.pdf |

## 4. Whether Academic Calendar prepared during the year

| | |
|---|---|
| **4. Whether Academic Calendar prepared during the year** | **Yes** |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.gurunanakcollegeasc.in/userfiles/Academic%20Calendar%202017-18.pdf |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **2** | **B** | **2.53** | **2015** | **03-Mar-2015** | **02-Mar-2020** |

## 6. Date of Establishment of IQAC

**29-Sep-2005**

## 7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| **VALUE EDUCATION** | **03-Aug-2017** | **230** |

| | 7 | |
|---|---|---|
| DEVELOPMENT OF SKILLS | 26-Jul-2017 4 | 300 |
| STUDENTS SUPPORT | 18-Sep-2017 4 | 400 |
| TEACHNG METHODOLOGY | 28-Jun-2017 4 | 250 |
| TEACHER QUALITY | 15-Jun-2017 8 | 22 |
| [View File]() | | |

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| GURU NANAK COLLEGE | MAJOR RESEARCH PROJECT | UGC | 2017 0 | 217200 |
| GURU NANAK COLLEGE | COMMUNITY COLLEGE | UGC | 2017 0 | 2857095 |
| GURU NANAK COLLEGE | FIP | UGC | 2017 0 | 270000 |
| [View File]() | | | | |

| | |
|---|---|
| **9. Whether composition of IQAC as per latest NAAC guidelines:** | **Yes** |
| Upload latest notification of formation of IQAC | [View File]() |
| **10. Number of IQAC meetings held during the year :** | **3** |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | **Yes** |
| Upload the minutes of meeting and action taken report | [View File]() |
| **11. Whether IQAC received funding from any of the funding agency to support its activities during the year?** | **No** |

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1 Research Promotion through undergraduate research program and research guidance to Ph.D. students. 2 Academic Development through bridge courses and value added certificate programs. 3 Building employability skill of students through internship and skill development program on campus. 4 Language development of

students through language lab. 5 Focus on mental health of students through value education module.

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

| Plan of Action | Achivements/Outcomes |
|---|---|
| Research Promotion through undergraduate research program and research guidance to Ph.D. students. | More number of Research Papers were published in National and International Journals. Minor Research Projects successfully completed by the faculty members. |
| Academic Development through Bridge courses, Remedial and Value Added certificate programs. | The students successfully completed various Bridge Courses and Value Added Courses. |
| Building employability skill of students through internship and skill development program on campus. | Students got employed in Industries through Placement Cell. |
| Focus on mental health of students through value education module. | Number of initiatives taken by the college to enrich universal values of the students. |

| **14. Whether AQAR was placed before statutory body ?** | Yes |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| LOCAL MANAGING COMMITTEE | 12-Sep-2017 |

| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | No |
|---|---|

| **16. Whether institutional data submitted to AISHE:** | Yes |
|---|---|

| Year of Submission | 2017 |
|---|---|

| Date of Submission | 30-Sep-2017 |
|---|---|

| **17. Does the Institution have Management Information System ?** | No |
|---|---|

Part B

## CRITERION I – CURRICULAR ASPECTS

## 1.1 – Curriculum Planning and Implementation

### 1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As an affiliated college to the University of Mumbai, Gurunanak College follows the curriculum prescribed by the Board of Studies in various programs. Teachers attend the various seminars, conferences and workshops organized by the university along with other Teachers' Training Programs to update their knowledge and horn their skills. On the basis of given syllabi, teachers develop their own tailor-made teaching plans and teaching material including e-resources. Plus value-added programs are introduced to supplement and enhance curriculum. ICT support is provided for effective and enriched curriculum delivery. The execution of teaching plans is supervised through the daily record of lectures in the Teachers' Diary. Its overall impact is ascertained through the Academic Audit conducted by the outside experts.

### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|---|---|---|---|---|
| Horticulture for Beginners | NA | 02/12/2017 | 2 | Focus on E mployability and entrepre neurship | Basic Gardening skills |

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| MSc | ANALYTICAL CHEMISTRY | 01/09/2017 |
| View File | | |

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|---|---|
| No Data Entered/Not Applicable !!! | | |

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|  | Certificate | Diploma Course |
|---|---|---|
| Number of Students | 255 | Nil |

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---|---|---|
| GROW YOUR SKILL | 12/07/2017 | 165 |
| View File | | |

### 1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---|---|---|
| BCom | Banking & Insurance | 50 |

| BCom | Mathematics | 25 |
|------|-------------|-----|
| BCom | Banking & Insurance | 20 |
| BSc | Botany | 2 |
| [View File](#) | | |

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|----------|-----|
| Teachers | Yes |
| Employers | Yes |
| Alumni | Yes |
| Parents | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback from students, teachers, parents and industry is taken into account while implementing the curriculum. Feedback is obtained through both formal and informal means such as suggestion boxes, feedback forms, interaction with mentors, Students' Council Meetings, Parents-Teachers' Meetings, interaction with the industry etc. After receiving feedback from all the concerned stakeholders, the mechanism of curriculum delivery is customized to cater to the students' capacity and industry-requirement. The employers give the information about the skills' gap observed among the students. Accordingly, bridge courses, enrichment programs are arranged to supplement the curriculum. Similarly, skill development programs and hands-on training is imparted. The teaching methodology includes experiential modes and game-based modules to effectively deliver the content. In some cases, guest lectures by experts are arranged as well.

# CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
| [View File](#) | | | | |

## 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|------|------|------|------|------|
| No Data Entered/Not Applicable !!! | | | | | |

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-

learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 49 | 40 | 7 | 31 | 2 | 10 |

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is aimed at the holistic approach to a learner's development. A mentor supervises the overall performance of the mentees which includes their academic performance, participation in co-curricular and extra-curricular activities, observance of discipline and overall physical, emotional and social health. As per the individual needs of the students, they are referred for remedial lectures, bridge courses, help hour, medical support and counselling.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 2658 | 49 | 01:59 |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| --- | --- | --- | --- | --- |
| 28 | 23 | 5 | Nill | 11 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
| --- | --- | --- | --- |
| 2018 | DR.RAMRAJ THIRAVIAM NADAR | Assistant Professor | Ph.D.Guideship |

View File

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
| --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | |

View File

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Besides the mandatory internal evaluation as prescribed by the university, class tests, assignments and internal projects are conducted. Based on the performance of the students, 'Help-Hours' are arranged for the students. Programs like BSc (IT) conduct online internal evaluation.

**2.5.3** – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

> **Academic calendar is prepared at the beginning of every academic year and accordingly various activities of the college including examination are planned and executed. Teachers' diaries and periodical meetings of various departments and committees are used as the tools for effective implementation of activities according to the academic calendar. At the end of each semester, activity reports of all departments and committees are invited for review and revision of activities.**

## 2.6 – Student Performance and Learning Outcomes

**2.6.1** – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.gurunanakcollegeasc.in/userfiles/GNCASC-Programme%20Outcomes.pdf

**2.6.2** – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | | |
| View File | | | | | |

## 2.7 – Student Satisfaction Survey

**2.7.1** – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.gurunanakcollegeasc.in/?feedbacks/student-satisfaction-survey

# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 – Resource Mobilization for Research

**3.1.1** – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|---|---|---|---|
| **Any Other (Specify)** | **8** | **ICSSR** | **75000** | **75000** |
| **Students Research Projects (Other than compulsory by the University)** | **1** | **NA** | **0** | **0** |
| **Projects sponsored by the University** | **2** | **UOM** | **54000** | **36600** |
| **Major Projects** | **2** | **UGC** | **772300** | **217200** |
| View File | | | | |

## 3.2 – Innovation Ecosystem

**3.2.1** – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative

practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
| --- | --- | --- |
| No Data Entered/Not Applicable !!! | | |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
| --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
| --- | --- | --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

## 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
| --- | --- | --- |
| 0 | 0 | 0 |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
| --- | --- |
| NA | Nill |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
| --- | --- | --- | --- |
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
| --- | --- |
| No Data Entered/Not Applicable !!! | |
| View File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
| --- | --- | --- | --- | --- | --- | --- |
| Iron(III) Chloride Hexahydrate Catalysed Efficient Synthesis of 3-subst | Dabholkar V. V., Anpat S., Gulve S., Krishnan K. K., | J. Chem. Cheml. Sci | 2017 | 0 | NA | Nill |

| | | | | | | |
|---|---|---|---|---|---|---|
| ituted Indoles Via Micheal Addition Reaction" | | | | | | |
| Synthesis of 2-Amino -4-(2-Etho xybenzo[D] [1,3]Dioxo l-5-yl)-4H- Pyran-3- C arbonitril e Derivati ves and their Biological Evaluation . | Baitha A., Gopinathan A., Krishnan K., Dabholkar V. V | Journal of Heteroc yclic Chemistry, | 2017 | 0 | NA | Nill |
| One-Pot Multicompo nent Synthesis of 2-Azapy rrolizidin e Alkaloid Derivative s under Microwave Irradiatio n | Dabholkar V. V., Jaiswar R., Krishnan K.K., Gopinathan A | Internat ional Journal of Chemical and Physical Science | 2017 | 0 | NA | Nill |
| Design, Synthesis and Charac terization of Novel D erivatives of Apixaban as an Inhibitor of Blood C oagulation . | Baitha A., Gopinathan A., Krishnan K.K., Dabholkar V. V. | Heterocy clic Letters | 2017 | 0 | NA | Nill |
| One Pot Multicompo nent Synthesis of Tetrahy drobenzo[b ] pyrans and Dihydr opyrano[c] chromenes | Krishnan K. K., Dabholkar V. V., Gopinathan A., Jaiswar | J. Chem. Cheml. Sci. | 2017 | 0 | NA | Nill |

| | | | | | | |
|---|---|---|---|---|---|---|
| using Magn etically Separable NiFe2O4 Na noparticle s. | | | | | | |
| Explorat ion of Synthesis Techniques to Tailor Properties and Applic ations of Nano Iron Based Metal Oxides : A Review | Prof. Sandhya S. B. and Pus hpinder. G.B | Internat ional Journal of Chemical and Physics Sciences. | 2017 | 0 | NA | Nill |

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|---|---|---|---|---|
| Attended/Semi nars/Workshops | 3 | 10 | 2 | 12 |
| Presented papers | 6 | 7 | Nill | Nill |
| Resource persons | 16 | Nill | Nill | 7 |

[View File](#)

## 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|

| Chalo English Sikhaye | Best NSS Unit Award | Dharma Bharti Mission | 51 |
|---|---|---|---|

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
|---|---|---|---|---|
| **No Data Entered/Not Applicable !!!** | | | | |

View File

**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| **STUDENT EXCHANGE** | **ASP College, Devrukh (14 students)** | **GURU NANAK VIDYAK SOCIETY** | **8** |
| **No file uploaded.** | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|---|---|---|---|---|
| **Internship program** | **on-the-job training** | **BSEs Brokers Forum - 8082766643** | **14/01/2018** | **28/03/2018** | **50** |
| **No file uploaded.** | | | | | |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| **Sampurn(e)arth Environment Solutions Pvt Ltd** | **01/06/2017** | **Paper recycling** | **50** |
| **ECO-ROX** | **05/04/2017** | **Composting of campus solid waste** | **60** |

View File

# CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

**4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|

| 3250000 | 3619287 |
|---|---|

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| No Data Entered/Not Applicable !!! | |
| View File | |

## 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---|---|---|---|
| ILMS | Fully | VERSION 3.6 | 2014 |

4.2.2 – Library Services

| Library Service Type | Existing | Newly Added | Total |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

## 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 137 | 95 | 1 | 0 | 0 | 22 | 20 | 20 | 24 |
| Added | 8 | 4 | 1 | 0 | 0 | 3 | 1 | 30 | 1 |
| Total | 145 | 99 | 2 | 0 | 0 | 25 | 21 | 50 | 25 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| 15 MBPS/ GBPS |
|---|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| No Data Entered/Not Applicable !!! | |

## 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on | Expenditure incurred on | Assigned budget on | Expenditure incurredon |
|---|---|---|---|

| academic facilities | maintenance of academic facilities | physical facilities | maintenance of physical facilites |
|---|---|---|---|
| 860000 | 933706 | 3000000 | 3201384 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The utilization and maintenance of academic and support facilities is ensured through established system.Maintenance:-Physical facilities like classrooms computer laboratories, washrooms, open areas, playground are kept clean by the support staff allocated for housekeeping.ROwater facilities, plumbing, electrical fixtures are maintained by a electrician plumber who are on the campus estateAnnual maintenance contracts are signed with external agencies for the upkeep of the water filters, Air conditioners and ICT equipment like computers projector and elevators. The internet lease line and peripherals are also serviced by technical staff.A senior faculty is appointed as In charge of infrastructure. All complaints, requirements are addressed to the In charge who then regulates the maintenance and augmentation wherever and whenever needed.Student representatives are also involved in the maintenance and report requirements regularly to the Teacher In charge or Principal.Feedback for facilities is taken which helps in upgrading and improving quality of services and facilities.Registers of Record are placed in the seminar Rooms, AV Room to ensure smooth usage.Software licences are regularly renewed and antivirus etc protection is present in all computersfacilities.

http://www.gurunanakcollegeasc.in/userfiles/Utilization%20and%20maintenance.pdf

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial Support from institution | GNVS GIRLS SCHOLARSHIP | 12 | 68540 |
| Financial Support from Other Sources | | | |
| a) National | 00 | Nill | 0 |
| b)International | 0 | Nill | 0 |
| No file uploaded. | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
|---|---|---|---|---|---|

| No Data Entered/Not Applicable !!! |
| :---: |

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
| :---: | :---: | :---: |
| 4 | 4 | 15 |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| No Data Entered/Not Applicable !!! | | | | | |

View File

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
| :---: | :---: | :---: | :---: | :---: | :---: |
| No Data Entered/Not Applicable !!! | | | | | |

View File

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
| :---: | :---: |
| Any Other | Nill |
| No file uploaded. | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
| :---: | :---: | :---: |
| No Data Entered/Not Applicable !!! | | |

View File

## 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

All committees and cells except those related to Examination and Attendance, have student-representation. The IQAC is a platform where students' voice and

suggestions are put across directly to the management. Besides, Principal regularly interacts with students' representatives. During admissions, student-volunteers actively participate in parent coordination on the campus. Students' Grievance Cell looks into complaints and suggestions received from students.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Independence Day Celebration Republic Day Celebration NSS Camp Ek Shyam Yaro ke Naam

# CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Infrastructure: All infrastructure development happens with the participation of students, staff and administrative authority. Through the Students' Council, requirement is assessed and accordingly maintenance and augmentation are planned. 2. All departments plan their activities and department heads after discussion with the Principal draw a calendar of activities. A common college calendar is then drawn by the Vice Principal for the academic year.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
| --- | --- |
| Library, ICT and Physical Infrastructure / Instrumentation | E – books, e-journals are subscribed to ease student usage, OPAC is institutionalized in the library. N-list is subscribed to Best library usage award is constitute to encourage students to visit the library. Instruments inventories are maintained and through the infrastructure in charge upkeep, maintenance and up gradation is ensured. |
| Research and Development | Undergraduate research is encouraged students. The college has developed an ecosystem for research by both staff and students. The management encourages research through Research fund and |

| | |
|---|---|
| | other encourages other administrative and infrastructural support. The Research temper of staff percolates to the students. Department of Science, Hindi and Commerce have programs upto Ph.D. The undergraduate research program 'Anveshan' is a forum through which students engage in minor projects. Literature survey, research methodology and exposure to software tools builds a spirit of inquiry in them. |
| Examination and Evaluation | The formative evaluation has been modified as per student needs. Projects assignments are given on topics related to the curricular and society . The continuous evaluation is then monitored extra help and coaching are mentored. |
| Teaching and Learning | Experiential Learning is emphasized upon . Moot courts, live projects in IT, finance and banking, game based teaching are widely used. The flipped classroom technique builds an understanding of the subject. In some causes blended learning is practised as students are exposed to various online material along with group activity. The traditional teaching mode has integrated these teaching methodologies. |
| Curriculum Development | Certificate and Diploma courses which add value to the prescribed curriculum, are designed. Students get exposed to industry requirements and standards. e.g. - Tally course for regular to B.Com.Students - Microprocessor for students in Science - Certificate Course on Digital Marketing for Media Students. Further, Interdisciplinary areas of study are explored through Workshops and Seminars. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | College Development Committees and Internal Quality Assurance Cell, are the two bodies pivotal to planning. Experts from industry and Education are taken on board to give suggestions are sought. The vision and mission of the institution are displayed on the website. Delivery of Government services, grants , exchange of information are all implemented through online portals. Student scholarships, Research grants, development grants are |

| | all managed through ICT portals. Further, College payroll and admission data are supported by Software. College server manages the flow of data and internal communication in the college. Fund utilization is submitted online High Speed Internet ensures that this e-management is effective. |
|---|---|
| Administration | In administration, an internal common email domain is used for communications. Teaching plans mainly schedules and agendas and minutes are communicated. Photographs, newsletters and reports are available on college website and e-documents. |
| Finance and Accounts | Accounts and Finance department offer automation through use of software. Online transfer of payments is encouraged. External and Internal Audits are conducted to validate the online processes. |
| Student Admission and Support | Some steps are - Online Admission notification Online registration of students Online documentation Scholarships and free ships Course material available online Alumni registration is done online Online feedback RFID cards for attendance |
| Examination | Hall ticket generation Online examination forms OSM by University Result declaration and mark sheet generation - Online Online paper delivery by University. |

## 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|---|---|---|---|---|---|
| 2017 | SPSS for Research | WORKSHOP ON e- | 02/08/2017 | 02/08/2017 | 38 | 35 |

| learning | | | | |
|---|---|---|---|---|
| No file uploaded. | | | | |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| Nill | Nill | Nill | Nill |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| Free Health Checkup | Medical Insurance | Subsidised Canteen, Gymnasium |

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial Audits has been done by Chokshi Chokshi Associates. College conducts internal and external audits regularly. Joint Director conducts statutory audit.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|---|---|---|
| NA | 0 | NA |
| View File | | |

6.4.3 – Total corpus fund generated

| 75000 |
|---|

## 6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | DR.PADMAJA DESHMUKH | Yes | UNIVERSITY OF MUMBAI |
| Administrative | No | Nill | No | Nill |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents are invited to the Orientation at the Commencement of a program.. A formal association of parents and teachers is being formed. The Results of students are shared with their parents, besides discipline cases, if any,

Parent-Teacher Association meets at the commencement of the academic year. Principal briefs them about the roadmap for the year.. To keep track of their wards' progress in academics and engagement in the college, parents are called for regular meetings with faculty members and mentors. Most students hail from socially backward sections. Parents of these students are supported through programs on yoga and health awareness. Besides this parents can meet the Principal and Staff as and when required. Parents awarded teachers for their active participation.

## 6.5.3 – Development programmes for support staff (at least three)

1) Support staff are given an ICT Orientation. 2) Guidance on diet and health is also imparted to them. Development program for Support staff The support staff of the college is compulsorily trained in ICT. Besides, a regular health check camp is arranged to ensure their physical welfare. The support staff is encouraged to join the Gymnasium at subsidized rates. Yoga and meditation sessions are a regular feature too to help them cope with stress and to manage emotions. The Management supports all activities to promote well-being of the support staff.

## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Research Promotion 2) Competitive exam Orientation. 3) Enhanced use of ICT in teaching. Post accreditation initiation:

## 6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
|---|---|
| b)Participation in NIRF | No |
| c)ISO certification | Yes |
| d)NBA or any other quality audit | No |

## 6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|---|---|---|---|---|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

# CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|---|---|---|---|
| | | | Female | Male |
| Men Against Women Violence | 10/08/2017 | 16/02/2018 | 42 | 18 |
| Screening of movie - Toilet | 11/08/2017 | 11/08/2017 | 32 | 18 |
| Gender Democracy Mela | 04/10/2017 | 05/10/2017 | 90 | 110 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

| All light sources have been replaced with LED bulbs. Besides Solar Panel are used to light up the study area in the campus. |
| :---: |

## 7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
| :---: | :---: | :---: |
| Physical facilities | Yes | 2 |
| Provision for lift | Yes | 2 |
| Ramp/Rails | Yes | 1 |
| Braille Software/facilities | Yes | 1 |
| Rest Rooms | Yes | 2 |
| Scribes for examination | Yes | 3 |

## 7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 2017 | 2 | 6 | 04/06/2017 | 6 | Chakachak GTB Nagar | Cleanliness | 110 |
| 2017 | 2 | 6 | 31/10/2017 | 2 | Drug Addiction Rally | Drug Addiction | 150 |
| No file uploaded. | | | | | | | |

## 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
| :---: | :---: | :---: |
| Staff Handbook | 26/06/2017 | The purpose of the Staff Handbook is to acquaint the staff about the personnel policies and procedures, rules and regulations to be followed by staff, professional ethics, employee benefit plans, and facilities. Due publicity is given to this document at the time of recruitment and regular follow up is carried out to ensure its provisions are followed and in case of deviation counselling is done. It helps the staff to understand responsibilities and the |

| | | opportunities available to them as a staff employee. The College retains the right to modify the Handbook at any time. |
|---|---|---|
| Students Handbook | 26/06/2017 | The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at the institution. Publicity is given to the document through the prospectus, through fresher's orientation programme and through the college website for ensuring its adherence. Regular follow up is carried out and in case any student is deviating from its provisions are counselled by the head of the institution and the professional counselor at the institution. Students and parents/guardians are made aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure prevails. The handbook is amended at any time and those changes are communicated by the administration to the staff, students and parents/guardians. Publicity, Adherence and follow up, counseling. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| INDEPENDENCE DAY | 15/08/2017 | 15/08/2017 | 250 |
| REPUBLIC DAY | 26/01/2018 | 26/01/2018 | 45 |
| HEARTFULNESS/Roohd Life | 10/08/2017 | 11/08/2017 | 150 |
| No file uploaded. | | | |

| 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five) |
|---|
| **1.Waste Management Program. 2.Plastic Free Campus. 3.Rainwater Harvesting Project. 4.E-Waste Management of the college. 5.Solar Light for Student study circle. 6. Cleanliness drive. 7.College Green Audit. 8.Tree Plantation. 9.Construction of Green House** |

## 7.2 – Best Practices

| 7.2.1 – Describe at least two institutional best practices |
|---|
| **1.Skill Development 2.Value Education** |

| Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link |
|---|
| http://www.gurunanakcollegeasc.in/userfiles/Institutional%20Distinctiveness.pdf |

## 7.3 – Institutional Distinctiveness

| 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words |
|---|
| **Guru Nanak College, located in Urban Mumbai caters to the educational needs of the students for underprivileged sections. The uniqueness of the institute lies in the mission of the Guru Nanak Vidyak Society to impart quality education to all. As Higher Education Institutes are now designed to self-sustain and are profit making organizations, Guru Nanak College boasts of the opportunity that it gives to the students for whom, higher education is seemingly inaccessible. The college not just educates, it trains the students to make a living by respectable means understanding that the pressures faced by learners are not just academic in nature, college makes special efforts to instill confidence through sports, cultural and co-curricular activities which are student centric in nature. Services of counseling and health care are available gratis to the students.Infrastructural support is ensured by way of computers and internet facilities. Every student who leaves the Guru Nanak College gates is job ready and equipped with skills to face the ever-changing world scenario. Guru Nanak College creates lifelong learners.** |

| Provide the weblink of the institution |
|---|
| http://www.gurunanakcollegeasc.in/userfiles/Institutional%20Distinctiveness.pdf |

## 8.Future Plans of Actions for Next Academic Year

**1. Strengthening student research by involving more student in research projects. 2. Digitization of administrative and academic functions of the college. 3. Skill development to enhance placements. 4. Developing language skills through language lab. 5. Establishing Competitive Exam Coaching Centre.**