



Yearly Status Report - 2018-2019

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. PUSHPINDERG. 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://gurunanakcollegeasc.in/userfiles/files/AQAR2015-16.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://gurunanakcollegeasc.in/userfiles/files/AQAR2015-16.pdf			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	B	2.53	2015	03-Mar-2015	02-Mar-2020
6. Date of Establishment of IQAC			29-Sep-2006		
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	

No Data Entered/Not Applicable!!!

[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	SEMINAR	ICPR	2019 2	200000
No Files Uploaded !!!				

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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)

No Data Entered/Not Applicable!!!

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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	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
COLLEGE DEVELOPMENT COMMITTEE	18-Apr-2019
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	2019
Date of Submission	28-Feb-2019
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

The College has a coherent plan for curriculum delivery that ensures consistent Teaching and regular monitoring. Curriculum approved by the University of Mumbai is adhered to the college is affiliated to the UOM. The curriculum plan drawn by Teachers is shared with students. Teachers maintain a regular diary to document this plan and its delivery. Students existing knowledge ad skills recognized and built upon. Learning experiences are constructed so as to develop cross-curricular skills like language, numeracy and ICT capacity. Bridge courses are conducted to build upon the skill gaps. Heads of departments, Vice-Principal and Principal ensures that the enacted curriculum is delivered effectively resources like online lectures and MOOCs are used. Blended learning is encourage in certain courses. Feedback is taken from the students device. Once after the invitation of the course and next after completion of the course. This helps to understand learners' needs and to assess the quality of delivery. The Academic Audit gives an insight into the weakness and gaps of any. All faculty members regularly attend workshops and seminars related to curricula development and teaching to stay updated. Further, many departments have add-on courses to supplementary curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

No Data Entered/Not Applicable !!!

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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
MSc	Organic Chemistry	16/07/2018

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

	Certificate	Diploma Course
Number of Students	33	0

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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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
The students feedback is shared with the teachers concerned and a plan is drawn to look into the gaps if any. Students needs are assessed through formal feedback besides interaction in class, analyses of results and the mentor-mentee engagement. Infrastructure maintenance and up gradation undertaken after suggestions, complaints are received by staff and students. A faculty member incharge of infrastructure looks into it. Suggestion Boxes are kept at strategic places in the college. General and confidential feedback is obtained. The Principal takes note of all the suggestions and observations and the stakeholders are informed accordingly. Administrative office performance is monitored and constantly reviewed through meetings with staff. Students also give their opinion through student council and committed. All committees / clubs have students' representatives who serve as bridges of feedback.

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 !!!				
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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
2018	2795	234	46	1	47

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	Number of smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
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)

The College has a strong mentor scheme which bridges the gap between scheme which bridges the gap between teachers and students. The objectives of this practice are :- 1. To ensure that every student is guided by a teacher in her academic journey. 2. Monitor student regularity and discipline 3. Identify the strengths and weakness of each student 4. Ensure that students have access to and are channelized towards the activities and facilities most suited to them in the college. The teacher is a mentor to a group of students (25 on an average) The mentor is involved with monitoring of attendance, academic performance and discipline of her mentees. She contributes to the student's career advancement and progress by helping them to brainstorm career options and through networking opportunities. The healthy mentoring practices that mentors undertake: 1. Regular Communication with mentees through sharing of information and knowledge. 2. Interaction with parents of mentees. 3. Arranging Counselling session for the mentees with emotional, self-esteem and confidence issues. 4. Addressing health issues through interaction with the doctor on premise. 5. Facilitating Academic tutoring in weak subjects. 6. Identifying strengths and encouraging mentees to participate in various activities. Observed outcomes: 1. Improved attendance 2. Student feedback reflects student satisfaction. (i) Organized a session on 'Know your Life Goals' by Ms. Nidhi Borana, Counselling Psychologist for T.Y.B.Sc. students on 16/07/2018 (ii) Organized a session on 'Time Management' by Ms. Nidhi Borana, Counselling Psychologist for T.Y.B.Sc. students on 21/01/2019. (iii) Organized a session on 'Creative Movements' by Ms. Nidhi Borana, Counselling Psychologist for T.Y.B.Sc. students on 28/01/2019. (iv) Session on Preparation for Examinations (v) Medical counselling arranged for students of T.Y. and S.Y.B.Sc. by Dr. Vaidya on 19 September 2018

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3029	39	01:78

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	19	9	10	8

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.SUMIT S.KHARAT	Lecturer	Dr. APJ Abdul Kalam Life Time Achievement National Award received from National Institute for Social and Economic Reforms, Bangalore.
2018	MS.IRVIN KAUR	Lecturer	Junior Research Fellowship by UGC
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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 !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

GNC has adopted the continuous internal evaluation system as a part of the teaching- learning process. Students are informed about the CIE at the beginning of the program. The schedule of the CIE is displayed and information is circulated. Components of projects, viva voce and assignments make the mode of evaluation diverse and activity oriented. This also builds conceptual understanding. Teachers cross examine students to ensure transparency and fairness in evaluation. The results are shared with the students and remedial measures are taken if needed. This formative evaluation assists all learners in updating their subject knowledge. In some cases parents are called and a solution is worked out to help the students.

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

The Academic calendar is displayed at the commencement of the Academic year. Earlier to that, at the end of the Academic year., Depts. and Committees meet and submit a report of their activities along with a tentative plan for the succeeding year: A team of Vice Principal and Senior teachers representing all streams draws the Academic Calendar from the suggestions and tentative plan received. This plan covers exam schedules, plan of activities (both curricular

and extracurricular and list of holidays. Event meeting schedules are also displayed. The calendar is emailed to all students by the mentors and also displayed on the college website

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://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
No Data Entered/Not Applicable !!!				
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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
Mutual Fund	BBI	20/08/2018
Banking Practical Challenges and Knowledge	BBI	25/08/2018
B2B - B2C Awareness and Business Opportunity in Equity Market	BFM	24/08/2019
Financial Planner	BFM	21/08/2018
Financial Wellness	BFM	16/08/2018
Workshop on Research project guidelines	CHEMISTRY	13/02/2019
Workshop on Home Composting	ENVIRONMENT MENTORING COMMITTEE	07/12/2018
Creation Ownership of Intellectual Wealth	IQAC	25/08/2018

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
A Study of passenger accidents and overcrowding in local trains of Mumbai	Kaustubh Potdar	University of Mumbai	29/12/2019	STUDENT

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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
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No Data Entered/Not Applicable !!!

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	03	08

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

Name of the Department	Number of PhD's Awarded
CHEMISTRY	2

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)
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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
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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
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No Data Entered/Not Applicable !!!

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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	Institutional affiliation as mentioned in
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						citation	the publication
No Data Entered/Not Applicable !!!							
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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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 !!!			
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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
No Data Entered/Not Applicable !!!			
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/Agen cy/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 !!!				
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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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!					
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Total	177	131	2	0	0	25	21	20	29
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 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 academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
660000	639389	585000	577497

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)

Physical facilities like classrooms computer laboratories, washrooms, open areas, playground are kept clean by the support staff allocated for housekeeping. RO water facilities, plumbing, electrical fixtures are maintained by a electrician plumber who are on the campus estate Annual 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 computers.

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
No Data Entered/Not Applicable !!!		
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 passed in the comp. exam	Number of students 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
3	3	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students 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	Department 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
No Data Entered/Not Applicable !!!	
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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 !!!		
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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/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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Sports

Cultural

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)

A student's council is created through nomination by teachers as per University prescribed guidelines. This council is a forum through which students actively participate in and contribute to the promotion of the objectives of the college. 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. Committees like the IQAC and CDC have student representatives. Feedback by students on infrastructure and college services is received through this council. The members of students council act as bridges between students and the administration. Composite of students Council: - President VP Jt. Secretary - 1 Secretary - 1 A meeting of students council is conducted after constitution. Student officers are appointed to make them responsible for their designated jobs and sharing of ideas, information and suggestions is achieved through this interaction. Minutes are maintained by students their to instill a sense of organization in them.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

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)

Decentralization and participation management. The institution has a mechanism of providing operational autonomy to various functionaries to ensure a decentralized governance structure. The Organisation structure has the principal at the top and the Vice-Principal guided by the governing body through CDC committees are constituted at faculty level. These committees report to the Principal. Principal is the ex-office chairman of all committees. The internal Quality Assurance Cell suggests program, events and activities to fulfil the objectives of the Institution. These are then forwarded to the respective committees for their suggestion and implementation. Faculty members students make implementation plans and help organise these activities. Departments meet and present their Annual plan at the beginning of the academic

year. Principal holds a meeting with the head to further decide on action plan. The governing body meets the staff once a year to hold informal discussions for the progress of the college. The Statutory College Development Committee has staff representatives and management nominees. Budget and college plan is discussed extensively in this meeting.

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
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. Library , ICT, Physical infrastructure 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
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.
Library, ICT and Physical Infrastructure / Instrumentation	a
Human Resource Management	a
Industry Interaction / Collaboration	a
Admission of Students	a

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

E-governance 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)
No Data Entered/Not Applicable !!!						
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
Short Term Course	1	08/04/2019	13/04/2019	8
Orientation Course	1	08/10/2018	02/11/2018	8
Orientation Course	1	28/05/2018	23/06/2018	8
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
STRESS MANAGEMENT COURSE CONDUCTED	SPECIAL LEAVE SANCTIONED	GNVS GIRLS SCHOLARSHIP

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
GURU NANAK VIDYAK SOCIETY	100000	RESEARCH
View File		

6.4.3 – Total corpus fund generated

85000

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	University of Mumbai	Yes	Experts
Administrative	Yes	ISO	Yes	

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.

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: 1) Initiation of Skill based training through Domain - Specific Certificate and Diploma courses. 2) Value education of students and focus on mental health.

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 !!!					
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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	14/08/2018	06/02/2019	40	28

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

01. Paper recycling project with Sampurn(e)arth Environment Solutions Pvt. Ltd., MOU renewed on 1-6-18 02. Composting of campus garden waste and canteen waste with NGO ECO-ROX, MOU renewed on 7-7-18 03. Awareness campaign 20-6-18 to 29-6-18 and plastic collection drive 85 kg plastic waste given to NGO for recycling on 19-7-18 04. E-waste collection drive 10kg e-waste given to NGO for recycling on 19-7-18 05. 500kg waste paper given to NGO for recycling on 21-7-18 06. Awareness lecture on waste management and recycling of tetra packs by Ms. Priyanka Sarkar, Operations Manager of NGO Sampurn(e)arth Environment Solutions (110 students) on 11-8-18 07. Event -Incharge for Inter-collegiate event 'Defeat Plastic Pollution' Street play, Short film making, photography, essay-writing, poster making, rangoli, power-point presentation competitions were organized Guest lecture and power-point presentation by Mr. Afroz Shah- UN Champions of Earth, Mr. Tor A. Dahlstrom- Norwegian Consulate General Mumbai and team from Norway and Sweden - 425 students from 30 colleges participated 21-8-18 08. Awareness lecture on Composting of solid waste by Ms. Rashmi Joshi, Joint Secretary NGO ECO-ROX - 16 students participated on 13-10-18 09. Composting of nirmalaya collected during Navaratri festival (210 kg) 50 students participated on 25-10-18 10. 800 kg waste paper given to NGO for recycling on 5-12-18 11. Workshop on 'Home Composting' conducted by Ms. Rashmi Joshi, Power-point presentation and hands-on training for preparing a bucket for doing composting of kitchen waste at home - 20 participants were given certificate on 7-12-18 12. E-waste collected was handed over to recycling company (105 kg) on 7-12-18 13. Green campus Award function Guru Nanak College

received First prize - Trophy Certificate from Energy Audit Company SENERGY - Dr. Meetal Das Gupta received memento from Energy Audit company SENERGY on 4-2-19 14. 120 kg waste paper given to NGO for recycling on 5-3-19 15. 364 kg waste paper given to NGO for recycling on 11-4-19 16. Preparation of Environment magazine ECO NEWS on January 2019

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
Rest Rooms	Yes	1
Braille Software/facilities	Yes	1
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
2018	1	12	24/06/2018	4	CHAKACHAK GTB	CLEANLINE SS	60
2018	1	4	03/10/2018	2	DRUG MENACE	ANTI DRUG AWARENESS	120

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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	21/06/2018	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

21/06/2018

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, counselling

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	210
Gandhi Jayanti	02/10/2018	02/10/2018	140
Republic Day	26/01/2019	26/01/2019	220
Heartfulness Roohd Life Workshops	08/08/2018	06/02/2019	80

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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.

7.2 – 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/?iqac/best-practices>

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 counselling 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. Upgrading software to establish MIS and digitalization of Admission, Attendance. 2. Examination for carry online and online evaluation. 3. Skill development of students in domain specific areas. 4. Cashless transaction. 5. Emotional development of learners. 6. Faculty development in e-content creation. 7. Examination reforms to ensure transparency. 8. Research promotion in students.