



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	LAXMICHAND GOLWALA COLLEGE OF COMMERCE ECONOMICS
Name of the head of the Institution	LAXMICHAND GOLWALA COLLEGE OF COMMERCE & ECONOMICS
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02221024264
Mobile no.	9029782385
Registered Email	laxmichandgolwalacollege@yahoo.com
Alternate Email	lgcollegeiqac@gmail.com
Address	Ramji Assar Vidyalaya Campus, M.G. Road, Ghatkopar East
City/Town	Mumbai
State/UT	Maharashtra

Pincode	400077																		
<b>2. Institutional Status</b>																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Dr. Vijay Mahida																		
Phone no/Alternate Phone no.	02221024264																		
Mobile no.	9820278741																		
Registered Email	laxmichandgolwalacollege@yahoo.com																		
Alternate Email	lgcollegeiqac@gmail.com																		
<b>3. Website Address</b>																			
Web-link of the AQAR: (Previous Academic Year)	<a href="http://laxmichandgolwalacollege.com/wp-content/uploads/2019/08/AQAR%202016-2017.pdf">http://laxmichandgolwalacollege.com/wp-content/uploads/2019/08/AQAR%202016-2017.pdf</a>																		
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://laxmichandgolwalacollege.com/wp-content/uploads/2021/01/Academic-Calendar-for-the-Academic-Year-2016.pdf">http://laxmichandgolwalacollege.com/wp-content/uploads/2021/01/Academic-Calendar-for-the-Academic-Year-2016.pdf</a>																		
<b>5. Accrediation Details</b>																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.81</td> <td>2016</td> <td>25-May-2016</td> <td>24-May-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.81	2016	25-May-2016	24-May-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.81	2016	25-May-2016	24-May-2021														
<b>6. Date of Establishment of IQAC</b>	16-Jul-2016																		
<b>7. Internal Quality Assurance System</b>																			

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
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**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
NIL	NIL	NIL	2017 0	0

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 :**

4

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)**

Please find Attachment

[View File](#)

**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
Please find Attachment	NIL
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>COLLEGE DEVELOPMENT COMMITTEE</td> <td>25-Jul-2017</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	COLLEGE DEVELOPMENT COMMITTEE	25-Jul-2017
Name of Statutory Body	Meeting Date				
COLLEGE DEVELOPMENT COMMITTEE	25-Jul-2017				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2017				
Date of Submission	12-Jan-2017				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1. Online Admission Software 2. Online Examination Software The institute has its own ERP system for administrative academic operations. The following modules are functional. (i) Admission: Students enroll on ERP and they have unique ID for the course. (ii) Faculty roll / attendance: The biometric attendance for Teaching and Non Teaching Staff				

## 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

Laxmichand Golwala College of Commerce & Economics is currently having the following mechanisms for effective delivery of curriculum- a) At the beginning of an academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them. b) Number of classes for each topic is decided according to the syllabus and assigned to each topic/Group/paper etc. to the respective teachers. c) College administration provides a well-constructed weekly Routine/Schedule/time table for each year/semester for both UG and PG classes. d) Teachers prepare their lectures according to the syllabus allotted and classes available. e) Classes are held according to the schedule under the supervision of college administration. f) Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as -- i) Chalk and Blackboard method. ii) ICT-enabled teaching-learning method. iii) Use of different methods for

effective delivery of curriculum like Problem solving method, Assignment, learning by doing etc. iv) Use of Scientific models and charts for effective lecture delivery. v) Distribution of class notes by teachers. vi) Group discussion amongst the students during the class. vii) Micro-teaching and seminars by students related to curriculum. viii) Paper presentation by the students. ix) Proper and adequate instrumentation facility is given to the students for their practical classes; There is also a central instrumentation facility for that purpose. x) Need based survey programs, field works and educational excursions are carried by the departments. xi) Project work, dissertations are conducted for fulfilment of their degrees. xii) Seminars and special talks by experts are also arranged regularly for advance studies. xiii) For speciality programs Industrial visits are organised to get practical knowledge. Regular class tests, Mid-term examinations, Mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track of the improvement of the students. Remedial and tutorial classes are also conducted based on requirement. Departments maintain the detailed record of the classes, assessments, project reports etc. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching-learning, development and improvements of different methods of effective curriculum delivery.

#### 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
Basics In Computer	NIL	02/12/2016	30	YES	YES
Spoken English	NIL	05/12/2016	30	YES	YES
Banking Training	NIL	24/01/2017	30	YES	YES

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Accounting & Finance	29/07/2016
BCom	NIL	06/09/2016
BCom	English & Marathi Medium ( YCMOU)	22/07/2016
BA	Eng. & Marathi Medium ( YCMOU)	22/07/2016
MCom	Banking & Finance	29/07/2016
BMS	Management Studies	29/07/2016
BCom	Investment Management	29/07/2016
<a href="#">View File</a>		

#### 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
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BCom	NIL	06/06/2016
BCom	Accounting and Finance	06/06/2016
BCom	Banking & Insurance	06/06/2016
BCom	Financial Management	06/06/2016
BCom	Investment Management	06/06/2016
BMS	NIL	06/06/2016
MCom	Accounting	06/06/2016

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

	Certificate	Diploma Course
Number of Students	204	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
Intellectual Property Rights	09/01/2017	50
<a href="#">View File</a>		

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	Accounting & Finance	88
BCom	Financial Markets	68
MCom	Accounting	31
BCom	NIL	28
BCom	Investment Management	4
BCom	Banking & Insurance	18
BMS	Bachelor of Management Studies	2
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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
IQAC of the college has to follow the mechanism for collecting the feedback form from various stakeholders. Feedback on the teaching- learning process is received from students based on a structured questionnaire framed approved by

the IQAC of the college. The questionnaire is distributed to the students in the classroom students can submit the form to the college administrative officer. It is forwarded to the Head of the institution IQAC cell. The feedback form is analysed necessary suggestions are noted by the IQAC cell Head of the institution. Teachers provide formal as well as informal feedback to the Head of the institution on different academic, administrative other affairs related to the college. College also collects feedback from the teachers related to the curricular and the changes in the curricular. Institution collects feedback from the Alumni for the future growth and development of the college and the feedback is forwarded to the Head of the institution and IQAC cell. Department received feedback from parents through parent- teacher meetings discussed different issues related to the overall development of their ward. Since more parents are not educated they were not able to provide response however they responded saying that the course content enabled their wards to be employable. The feedback has been analysed and necessary action taken whenever required.

## 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
BCom	BIM	60	Nil	39
BMS	BMS	60	Nil	59
BCom	BFM	72	2	68
BCom	BAF	132	111	132
BCom	BBI	72	40	69
BCom	BCOM	216	540	516
MCom	M (ACCOUNTENCY)	60	Nil	45
MCom	BCOM-(B&I)	60	Nil	13

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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
2016	2091	89	23	7	7

### 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
23	23	15	5	Nil	4

[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)

Yes, Teacher Guardian Scheme is implemented in the institution in each Class Teacher mentor is appointed by the HOD/principal of the college. In each are assigned to a faculty member who acts as their mentor for the entire programme duration. Mentor regularly interacts with the students and monitors their academic performance and attendance. Students are counseled by the mentors, class advisors, subject faculties and HOD for improving their academic performance and attendance. Mentors and Class Advisors counsel the students regarding their performance and schedule additional lectures/practical's. At first year level, students academic and personal issues of concern are well looked after by the class advisor/mentors. The critical cases are handled by first year in charges. This way the students realize their responsibilities at the early stage itself. Mentoring system is followed by all departments from the second year onwards. The students are given guidance for career, personal, besides academic issues. A special arrangement also, is made available to the students to deal with psychosocial issues arising in cases like single parenting, bread earner in the family etc. For higher semesters, the mentors allocated to the students will council same group of students for three years i.e. the same set of students will be monitored and counseled till they have passed the course. The meetings of mentorship are conducted every month, in which students meet their mentors for academic and personal issues. The students who have less attendance and who have missed their internal tests are paid special attention from mentors side. Even the students with many issues are asked to call parents for parents- mentor meetings. The mentor is also responsible to provide counseling to the student and provide guidance regarding personal and academic issues. The mentor keeps track on their improvements and counsels them accordingly. The role of the mentor is to nurture the students and guide them for any issues they are coming across. Students with personal/family problems if any, are given counseling and support by a professional counselor. A large number of students who perceive the professional course are quite focused still they may fall short of score to be promoted to above sections. Such students are given counseling by the mentors and the subject teachers and remedial lectures are conducted. Students are supported and guided both in co-curricular and extracurricular activities. The mentors of the class discuss with each and every student individually and supports them in all the possible ways to enrich their academic performance. The mentors contact the parents and educate them, if required about their wards performance, and the academic programme of the college as well as the support system and the monitor system the student and parents. The mentors always keeps a check on the attendance of the student, the marks/grades obtained in the internals externals examinations, and regarding his/her candidature in the campus placement and provides remedial coaching.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2180	23	1:95

### 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
23	10	Nil	10	3

#### 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
2017	NIL	Nil	NIL
No file uploaded.			

### 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
BCom	2C00342	SEM II	19/04/2017	15/05/2017
BCom	2C00456	SEM VI	20/04/2017	06/07/2017
BCom	2C00454	SEM IV	09/04/2017	08/05/2017
BCom	2C00452	SEM II	19/04/2017	15/05/2017
BMS	2M00156	SEM VI	Nill	Nill
BMS	2M00154	SEM IV	19/04/2017	Nill
BMS	2M00152	SEM II	19/04/2017	15/05/2017
BCom	2C00146	SEM VI	12/04/2017	27/08/2017
BCom	2C00144	SEM IV	19/04/2017	08/05/2017
BCom	2C00142	SEM II	19/04/2017	15/05/2017

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

Reforms in Continuous Internal Evaluation (CIE) System at the Institutional Level. Centralized Continuous Internal Evaluation System: Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Centralized Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year. ? Orientation on Evaluation Process: Students are made aware of the evaluation process through the following initiatives: ? The orientation programme at the beginning of the semester through public address system of the college. ? Teaching Plan contains evaluation procedures. ? Academic Calendar with CIA Exam dates ? Remedial Classes are conducted for the slow learners, absentees and the students who participate in Sports, NSS activities and Placement Interviews. This practice helps struggling learners to update their subject knowledge and helps them to catch up with their peers. ? External examinations of three hours duration will be conducted at the end of every semester for all the theory papers and practical papers. ? Reappearing/Recounting/Revaluation: The students are informed of the Reappearing/Recounting/Revaluation scheme available to them. Re-totalling is permitted for U.G.students who applies for it within the stipulated time on payment of prescribed fee. Revaluation is permitted only for the papers written in regular U.G. examinations and not for arrears examinations. ? Those students who are slow learners and advanced learners have given the assignments work of every subjects about two times in every semester. ? Practice assignments are also to give to the students.

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

Yes, The Academic Calendar is prepared by college at the beginning of each year and it is adhering to during the year after the Principal conducts meetings with IQAC, HODs and Coordinators, Examination Committee, Intra collegiate Festival Committee and Sports Committee members. The academic calendar prepared for 2019 -2020) displayed the dates for our annual Intra collegiate Festival youth zests, Annual Day, Sports Day, and presentations by all Departments and Committees for the Annual Academic Audit. The main purpose of fixing these dates in advance is to enable the departments and various committees to plan for their own programmers and events. It also helps the students to plan their

academic and extracurricular activities. Examination dates were decided by the University of Mumbai and intimated to the colleges, which was incorporated in the academic calendar as and when provided. Since the University of Mumbai has announced and declared that the semester end examinations for fy and sy level courses in 2019 -20, will be conducted by the College. And at ty level of all courses will be conducted as per the announced by the university of Mumbai. Dates for internal examinations for self financed courses, which are mandatory, are decided well in advance and displayed on the notice board. This method was followed for both the terms. After every examination, the last date for submission of mark sheets was declared. After the declaration of results, the dates are fixed for revaluation and communicated to the students. Declaring the last dates for submission of mark sheet has proved to be a very good method to ensure that the results are declared within the stipulated time given by the university. If significant deviation is found, extra lectures are conducted, and goals are achieved as per plan.

## 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://laxmichandgolwalacollege.com/wp-content/uploads/2021/01/FY-SY-TY-COURSE-OUTCOME.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
2C00532	MCom	Accountancy	25	19	76%
2C00533	MCom	B&F	13	9	69.23%
2C00532	MCom	Accountancy	45	34	75.55%
2C00255	BCom	BFM	51	21	41.17%
2C00345	BCom	B&I	64	45	70.31%
2C00455	BCom	A&F	73	50	68.49%
2C00145	BCom	BCom	487	219	44.96%

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## 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)

**No Data Entered/Not Applicable !!!**

## 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
Minor Projects	365	University of Mumbai	0.5	0.5

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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
Intellectual Property Rights	Commerce	15/11/2016

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
Innovative Teaching Learning Methodology	1) Mr Vijay Mahida, 2) Ms. Remya George 3) Mr Santosh Tiwari	Laxmichand Golwala College	10/01/2017	Best Teacher Award

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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
Laxmichand Golwala College of Commerce and Economics	Light up your Ideas	Laxmichand Golwala College of Commerce Economics	1) Beautician 2) Mehendi Making 3) Stitching Cloth Bags	Promoting students for employment	02/01/2017

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	Number of PhD's Awarded
Commerce	1

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)
International	Commerce	2	Nil
National	Commerce	25	Nil

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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
Economics	1
Account	4

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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
NIL	NIL	NIL	Nil	Nil	NIL	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	Nil	Nil	Nil	Nil
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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
International Yoga Day	Harmony Yoga Foundation	4	120
Guest lecture on awareness about blood donation	Rajawadi Hospital	4	140
Blood Donation Camp	Rajawadi hospital blood bank	4	150
Waste Management	NSS Camp college	4	60
Leadership training camp	Kalina Campus, Mumbai	2	2
Voters Awareness Rally	BMC, Mumbai, Election Department.	4	300
Guest lecture on awareness about Dengue and Malaria	BMC Doctors	4	120
Yoga Shibir, Anti-drug rally, Bhanjan	NSS Unit of College	4	20

Sandhya			
Best out of Waste competition and exhibition"	NSS Unit of College	4	110
Swachh Bharat Abhiyan"	NSS Cell,	4	100
<a href="#">View File</a>			

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
NSS and Blood Donation Camp	Recognition and appreciation letter	Rajawadi Hospital Ghatkopar Mumbai	40
NSS Camp	Recognition and appreciation letter	Gram Panchayat	100
<a href="#">View File</a>			

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 activities	Number of students participated in such activities
HIV and AIDS Awareness	NSS Unit	Poster Making	10	43
Awareness about HIV and AIDS	MDACS	Guest Lecture	10	96
Voters Awareness Abhiyan	Mumbai Suburban District Collector Office	Seminar	4	78
Anti-Drug Addiction	Nashabandi Mandal, Maharashtra State Government	Rally	4	20
Blood Donation	Rajawadi Hospital	Guest Lecture on "Awareness about Blood Donation"	4	150
Blood Donation	Rajawadi Hospital Blood Bank	Blood Donation Camp	4	140
Importance of Waste Management in Swachh Bharat Abhiyan	NSS Unit	Guest Lecture	4	60
Swachhta Hi Seva	NSS Unit	Street Play	1	30

Voters Awareness	NSS Unit	Guest Lecture	2	150
Swachh Bharat Abhiyan	NSS Unit	Rally	40	120
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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
NIL	0	NIL	0
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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
Training programme	Internship	Mr. Dhanesh Gala Associates98 21122875	10/04/2017	09/06/2017	3
Training programme	Internship	Mr. B.C.Parekh Co. Chartered Accountant 9619648777	10/04/2017	09/06/2017	2
<a href="#">View File</a>					

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
NIL	Nil	NIL	Nil
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## 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
404	3.16

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
No file uploaded.	

## 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 partially)	Version	Year of automation
E-Granthalaya	Partially	3.0	2017

### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3411	193928	1527	191190	4938	385118
<a href="#">View File</a>						

### 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
NIL	NIL	NIL	Nil
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	70	57	70	2	0	6	0	0	5
Added	0	0	0	0	0	0	0	0	0
Total	70	57	70	2	0	6	0	0	5

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

20 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
NIL	<a href="#">NIL</a>

## 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
4.01	3.3	5.22	4.01

### 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)

MAINTENANCE POLICY College has established a system for maintenance and utilizing physical facilities like Computer Lab, library, sports equipment, classrooms, electronics and electrical equipment etc This document provides a framework of assigned responsibilities for maintenance and utilization of infrastructure in the best possible way. ? The Cleaning of the corridors, office, computer lab, staff rooms, toilet blocks and library is outsourced. ? General cleanliness of the college campus, classrooms, computer lab, library, toilets etc. is undertaken regularly and supervised by the Vigilance, Safety and General Discipline committee. Classrooms along with fixtures are maintained by the D-class employees and supervised by the teaching staff from time to time. Students are also mentored to make conscious effort in upkeep of the classroom furniture and facilities. ? The services of plumber, electrician, carpenter, and computer analyst are available round the clock on call. Maintenance of water plumbing, plants, sewage and drainage is undertaken by from time to time. ? ICT facilities of the college are maintained by the teaching, technical and supporting staff of the computer labs. College has an arrangement with all service providers to call them whenever required and AMC's are done for all expensive equipment. ? All major repairs are identified and outside expertise is sought for the repair with prior permission of the principal. ? 'Library committee' is in place for smooth functioning of the library. ? Proper cleaning, fumigation and exposure to sunlight are regularly taken up to reduce the risk of insects on documents in the library and administration office. Repellents are used to save the precious document from rats. ? Water coolers, photocopier, etc. are also available in the campus. The college is always keen on adding to the facilities that can be provided to the students to improve upon their learning experience. ? Fire extinguishers are in place at all prominent sites in the college. An annual inspection of the equipment is exercised to make sure that the system is intact and there are no vulnerabilities. Safety of students has been one of the primary concerns of the college and to ensure that there is no untoward incident, CCTV cameras have been installed at all significant locations. The monitoring is done from the office of the Principal. A daily check is exercised to ensure proper functioning of the CCTV cameras and immediate measure are taken in wake of any issue relating to the cameras

<http://laxmichandgolwalacollege.com/wp-content/uploads/2021/01/Maintenance-Policy-Criteria-4.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	Concession in tuition fees and ANGC Scholarship	65	248136
Financial Support from Other Sources			
a) National	Government Scholarship	478	5001295
b) International	NIL	Nil	0

[View File](#)

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 implementation	Number of students enrolled	Agencies involved



Banking Training (Skill development Program)	24/01/2017	66	College
Spoken English (Skill development Program)	05/12/2016	73	College
Basics in Computer (Skill development Program)	02/12/2016	65	College
Workshop on Self - Defence " Swayam Siddha" for girls Students	27/01/2017	67	WDC
Best from waste competition exhibition	30/09/2016	110	NSS Unit
Awareness lecture rally about Dengue Malaria	28/09/2016	180	BMC, N ward, Ghatkopar East.
A Project on Waste Management i. e. Compost pit was launched in college campus.	18/07/2016	60	Stree Mukti Sangatana, NGO , Mumbai President, Miss Jyoti Mhapsekar Godrej company CSR Manager, Mrs. Kavita Shukla
One Day Yoga training workshop	21/06/2016	120	Patanjali Yoga centre
Voters awareness rally	26/09/2016	3000	BMC, Mumbai
Celebration of NSS Foundation Day by organising guest lecture on Voters Awareness	24/09/2016	190	BMC, Mr. Satyavan Mistry, election inspector.

[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
2016	"Guest lecture on MPSC exam by Mr. Umesh Wagh (Deputy Commissioner	75	Nil	Nil	Nil

	of Navi Mumbai"				
2016	"Awareness Programme regarding all competitive exams"	70	Nil	Nil	Nil
2016	"Guest lecture on preparation of Administrative services by B.G. Kulkarni (Former Director of State Institute of Career Guidance"	80	Nil	Nil	Nil
2016	"Career Guidance lecture on M.B.A by Kohinoor Business School"	Nil	250	Nil	Nil
2016	"Career Guidance on event management, fashion, interior & architecture by Three Dimension Academy"	Nil	100	Nil	Nil
2016	" Counselling session for banking & insurance student for career guidance"	Nil	50	Nil	Nil
<a href="#">View File</a>					

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	10

## 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
ICICI Bank Reliance Jio Tata business solutions Pvt Ltd	58	10	NIL	Nil	Nil

[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
2017	23	B.COM	COMMERCE	Laxmichand Golwala College of Commerce Economics	M.COM Advance Accountancy MCOM Banking Finance
2017	1	B.B.I	COMMERCE	Chembur Shikshan Shrastra Mahavidyalaya, Chembur	B.Ed
2017	4	B.COM & BAF	COMMERCE	IDOL, University of Mumbai	M.COM
2017	1	B.COM	COMMERCE	SIES COLLEGE	M.COM
2017	1	B.COM	COMMERCE	YMT COLLEGE OF MANAGEMENT	MBA

[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
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil

TOFEL	Nil
Civil Services	Nil
Any Other	Nil
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Personality contest	Institutional	20
Singing	Institutional	15
Dance	Institutional	45
Mehndi	Institutional	22
Poster Making Competition	Institutional	12
Carom, Chess, Cricket, Tug of War	Inter-collegiate	25
High Jump	Institutional	29
Carom	Institutional	112
Volleyball Intramural	Institutional	23
Kabaddi Intramural	Institutional	45
<a href="#">View File</a>		

### 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
2016	Won Silver Medal in National Open Amateur and Professional Kickboxing Championship	National	1	Nil	1532	Kiran Solanki
<a href="#">View File</a>						

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

Students' council is one of the most important association of the college which is formed for the students. It enables the students to get involved in the college activities enhance their skills shapes their personality development. It benefits the students both inside outside the college. In the year, 2016-17, students council was formed through as per the university norms and candidates were selected as a representatives. There are many activities which are overtaken by the students' council. They are: ? Annual Day Celebration: Annual Day is celebrated every year in the college where maximum of the students

participate. In the year 2016-17, Annual Day was celebrated where majority of the students had participated. ? RAV's Sports Day: Also, Sports Day is celebrated in the college every year which encourages the students to participate in various activities games. In 2016-17, Sports Day was celebrated on 18th December, 2016 it included many sports activities like 100 m Sprint Final, 400 m relay, Tug of war, high jump, long jump, shot put, chess, carom, table tennis, kabaddi, volleyball etc. ? Youth Zest College Fest: In 2016-17, "Youth Zest" was celebrated on 22nd 23rd November, 2016. It comprised of many activities like hand art, sketch art, mehndi, dance, singing, treasure hunt, quiz, personality contest, Mr. Ms. Youth Zest etc. ? Other activities: Blood donation camp was organized in the college on the occasion of "World Population Day" in association of Rajawadi Hospital, blood bank. "Best out of waste" competition was organized for NSS volunteers. The members of the students' council are also involved in the administrative level activities: Administrative level participation of students' council: ? Actively involved in the statutory committees like CDC, IQAC, ICC, Grievance Redressal Committee etc. Students' council members are actively involved in the College Development Committee Internal Quality Assurance Cell and they raise the students' related issues, problems welfare schemes for students in front of Management Committee. They are also helping the college for resolving student's grievances. ? Helping in administrative process, Exam form submission, scholarship form submission, Admission process etc. Students' council members also helps the Examination Committee in the examination process for its smooth conduction. They help in spreading awareness about filling exam forms, exam timetable, important instructions to students related to exams etc. They are also indulged in the process of filling scholarship forms. The students of students' council helps the reserved category students for filling the scholarship forms. Considering the admission process, they help in creating awareness about the courses available in the college. They help the students to fill admission forms lining the students for the smooth functioning of the admission process.

#### 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 :

1. First meeting conducted by Alumni students of the college on 22nd Nov. 2016 to discuss how to actively participate in college activities and help current students for smooth conduction of different college level activities. 2. On 10th Feb. 2018 a meeting was conducted by Alumni students to discuss involvement in annual day cultural programmes. 3. Alumni students actively participated in Youth zest and annual day programmes. 4. They also help in conduction in placement drive.

#### 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:** The college functioning is decentralized for smooth and timely conduct of day to day affairs. The Principle of Delegation and follow up is followed. The faculties are given appropriate authority. The faculties are given autonomy for deciding teaching methods, selection of assignment topics, conducting tests, etc. The Faculties representing Committees like, Student Council, NSS, DLLE, WDC, etc are given liberty to conduct any co curricular, extra-curricular, Inter collegiate activities with prior intimation to Principal. The students are also encouraged to participate in all the intra college and inter collegiate activities. The inter-collegiate festival YOUTH ZEST is fully organised by the Cultural Committee of the college. Participative Management: The college functioning is based on participative leadership of Incharge Principal. There is students' representation in each college activities. The College Development Committee (CDC) which is statutory body incorporates the participation of Incharge Principal, Governing Council representative, teaching-non teaching staff, students representative and experts from education, industries and social service field which leads to the democratic decision making on college affairs in CDC meeting. The Student Council, N.S.S., D.L.L.E, W.D.C. members have occasional meeting with the Incharge Principal Faculties results in the timely troubleshooting of issues and smooth conduct of college. The open door policy also resulted in the frequent visit of parents, alumni and other visitor provides suggestions.

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

Yes

## 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
Admission of Students	Follows all the norms prescribed by the University of Mumbai while admitting the students.
Industry Interaction / Collaboration	Industrial visits. ? Inviting experts from the industry as guest teachers. ? Students projects and internships. ? Industry Orientation Projects. ? Inviting Alumnus from industry. ? Organised Placement Drive for Final year students during this academic year wherein industries from different areas held placement drive with the assistance of Placement Cell. ? Organised Career Guidance Talk to update students about market demands and challenges by conducting sessions from various companies in various areas with assistance of Career Guidance Cell.
Human Resource Management	Self-appraisal method is in place to evaluate the performance of the faculty in teaching, research and extension programmes. At the end of the academic year every teacher submits a self-appraisal report. The report gives an account of teacher's self evaluation of the academic, co- curricular and

	<p>extracurricular work done during that year. It also includes the papers presented at conferences, seminars, refresher courses and orientation programmes attended by each teacher. The individual annual appraisal report filled by each teacher is evaluated by the Head of the respective Department and then forwarded to the Principal. ? Uses the evaluation method to enhance teaching and research skills among the faculty. ? Due recognition to the performance of the faculty is given by the Management and Principal. ? Evaluation of teachers by the students is done on a regular basis.</p>
Curriculum Development	<p>College faculty members suggested to the member of syllabus revision committee and our suggestions were incorporated while designing syllabus.</p>
Teaching and Learning	<p>Department and other meeting for academic planning. ? Meetings by various committees such as Examination Committee ? Staff meetings by the Principal. ? Parents meeting for issue such as attendance and performance of their wards in the examination. ? Regular meeting of the Internal Quality Assurance cell. ? Involvement of administrative staff in implementation of decisions of various committees. ? Research committee encourages staff to undertake minor and major research projects.</p>
Examination and Evaluation	<p>? CAP certificate and letters were issued to teachers involved in Central Assessment Project for F.Y.B.Com. S.Y.B.Com. Examination work. ? Arrange meeting with parents and counselled students who did not Collect their mark sheet/results. ? Result declaration in time as per the Mumbai University norms.</p>
Research and Development	<p>? Research committee encourages the staff to undertake minor and major research Projects. ? Principal of the College completed her Doctorate of Philosophy ? Research papers presented at various National and International seminars and conferences. ? Participations of teachers at seminars and conferences at the National level.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Open access library for students and staff members. ? Participation of students is invited in working of „Library Committee? ? Library has</p>

Internet Browsing Unit? for students and teachers, ? Computer lab maintained periodically ? Demonstration to staff and students of online registration process. Well-equipped Sports room for students ? State- of-the- Art Auditorium and Conference Room.

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

E-governance area	Details
Planning and Development	1. Online admission process is implemented and monitored through software Digital Edu. 2. The College has a Biometric system where teaching and nonteaching staff have to punch in and out while entering and leaving the Campus. This ensures discipline, scheduling and time management for various activities.
Administration	1. The College have a Comprehensive System by Education for Admission and Attendance of students. 2. Staff attendance is marked through Biometric and Manual attendance is also maintained. 3. RAV's Trust maintains the salary details along with salary slip and information provide through email to respective account.
Finance and Accounts	The Finance and Accounts are maintained by Central Accounts department Every year the account is audited by the Auditor appointed by the Management
Student Admission and Support	Admission of UG PG students are made as per norms of University of Mumbai.
Examination	As per the requirement of Examination committee, all the necessary equipment's are provided by the college for the smooth conduct of examination and evaluation. Two Units of Photo copiers were purchased for faster printing of question paper.

#### 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
2016	Vijay Mahida	Seminar Registration Fees	DAV College , Bhandup	250
2016	Santosh	Seminar	DAV College,	250



	Tiwari	Registration Fees	Bhandup	
<a href="#">View File</a>				

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	nil	nil	Nill	Nill	Nill	Nill
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
nil	Nill	Nill	Nill	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	30	10	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
a. Appreciation for teachers, who completed Doctoral of Philosophy degree. b. Appreciation of teacher as a best teacher of the Year in Annual Day. c. Staff welfare scheme for teaching staff.	a. Provident Fund to Non-teaching staff b. Staff welfare Scheme for non teaching Staff	a. Appreciation of the student as a best student of the Year in Annual Day.

## 6.4 – Financial Management and Resource Mobilization

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

<p>Audit Type External Internal Yes/No Agency Yes/No Authority Academic YES _____ YES IQAC Administrative YES _____ YES IQAC • Every year college is inviting academicians including principal and professor of reputed college for conduction of AAA. • College follows standard format provided by university of Mumbai which is uploaded on university website. • Detail reports of the committee for academic Audit and Administrative Audit is available with the IQAC. • All the staff members gets involved in the process and follow the suggestions and recommendations given by the expert committee.</p>
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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
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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### 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	Yes	IQAC
Administrative	Yes	University	Yes	IQAC

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

Meetings with the parents are conducted regularly to inform them about the academic progress of their wards and offer information related to their wards.
---

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

? Recreation activities are undertaken. ? The Faculty Development Cell along with the IQAC conducted a one day workshop on English Speaking for the administrative staff. ? The administrative staff went for a picnic to Raigarh, Maharashtra State
--

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

various workshops and seminars were conducted for the teaching staff members. Staff members were encouraged to attend program mes organized various sessions and competitions were organized for students. Paper presentation competition, poster presentations, debates, seminars, workshops, Career Guidance seminars were organized.
---

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
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
2016	1. Organised Workshop on revision of syllabus for B.COM (Investment Management)	28/06/2016	28/06/2016	28/06/2016	22



		community					
2016	1	1	11/07/2016	2	Blood Donation Camp	Promoting good social values	57
2016	1	1	02/10/2016	2	Swachh Bharat Abhiyan	Cleanliness Drive	45
2016	1	1	30/11/2016	1	Aids Awareness Rally	Health and Hygiene	150
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT FOR TEACHER	21/06/2016	A) Job Responsibilities of Teaching Staff • Developing resource material for teaching and learning. • Teaching and ensuring attendance of students as per University norms. • Publication of research papers, articles Books • Upgrading of qualifications. • Any other duties assigned by the Management and Principal from time to time.
CODE OF CONDUCT FOR NON TEACHING STAFF	21/06/2016	B) Job Responsibilities of Non-Teaching Staff 1) Non-Teaching staff working in the College office or departments should remain on Duty during College hours. 2) Non-Teaching staff should wear their identity badge during working hours. 3) Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached. Any other duties assigned by the Management and Principal from time to time.
CODE OF CONDUCT FOR STUDENTS	24/06/2016	DO'S 1. Reach college on time in proper formal dress 2. Be regular in attendance 3. Wear your I-Card daily 4. Bring

college hand book daily  
 5. Close water taps after use  
 6. Keep the class rooms and college premises clean  
 7. Switch off the fans and lights when not required  
 8. Complete your work on time and be fair and honest at work.  
 9. Respect your parents, teachers, elders, friends and class-mates  
 10. Submit your assignment on time to the respective teacher  
 DONS  
 1. Do not be irregular to college  
 2. Do not use abusive languages  
 3. Do not get involved in physical fights and bullying  
 4. Do not damage college property  
 5. Do not bring and gadgets like mobiles, iPods and tablets to college  
 6. Do not wear expensive jewellery  
 7. Do not shout, disturb bunk the classes  
 8. Do not bring any sharp or injury causing articles like knife, scissors, paper cutter  
 9. Do not indulge in violence in any form  
 10. Do not cross and break any rules and regulation stated by the college

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Session	21/06/2016	21/06/2016	120
Independence Day	15/08/2016	15/08/2016	65
NSS Foundation Day	24/09/2016	24/09/2016	120
Best Out of Waste	24/09/2016	24/09/2016	33
Gandhi Jayanti ( Bhajan Sandhya	02/10/2016	02/10/2016	40
Republic Day	26/01/2017	26/01/2017	62
International Women's Day	08/03/2017	08/03/2017	47

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- To promote Eco-friendliness Pollution free campus
- Anti- Plastic Drive or plastic - waste awareness drive are regularly organized.
- Competitions such as Best out of waste, a workshop for the making of paper bags and cloth bags are organized to motivate students towards reuse and recycling of plastic waste materials.
- Appropriate instructional stickers and posters have been displayed in the college campus to promote the use of eco-friendly materials.
- College has been conducting green audits.
- Installation of LED lights
- E-waste Collection

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE I TITLE: VITTIYA SAKSHARTA ABHIYAN GOAL :** It is a promotion for cashless transactions for the purpose of making Rural people aware of regarding cashless Economy. It actively engages the youth / Villagers to encourage and motivate all payers and payees to use digital cashless methods for the transfer of funds. **CONTEXT :** Government initiatives towards cashless Economy. To make the community vies digital financial literacy as an opportunity to bring about social change with their efforts so that they emerge as the architects of an India that is free from black money and corruption. It is a government initiative launched by the Government of India in the demonetization drive across India to stop the malpractice of corruption and to finish black money in India. **PRACTICE :** NSS Residential campus in Phalegoan, Titwala **EVIDENCE OF SUCCESS:** 50 rural people took the benefit of this "Vittiya Saksharta, Abhiyan"

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:** Rural people are not much familiar to banking transactions. Due to the recent demonetization by the Government of India, the Ministry of Human Resource Development has initiated the "Vittiya Saksharta Abhiyan" for promoting a digital economy, NSS students are requested to join as volunteers their family members and people in their immediate surroundings and motivate them for digital transactions. **Contact Detail:** Sarpanch of the Village Phalegaon, Titwala **Note:** Rural people became very much eager to know about the cashless economy and show costiveness toward a cashless economy

**BEST PRACTICE II TITLE: LANGUAGE EXCHANGE GOAL :** To create Lingual Harmony among the students. Language exchange provides with an opportunity to get pronunciation correct, learn colloquial expressions which would not learn in the classroom and it does not involve textbooks. **CONTEXT :** Marathi Wangyamay Mandal **PRACTICE:** To make the students aware of the Indian State Language and to exchange their views about their state languages and to create lingual harmony. Language exchange meetings are fast and effective practice listening and speaking simultaneously is practice writing and reading different cultures of the various state languages. **EVIDENCE OF SUCCESS:** 12 students having different languages participated in the program and shared their information and views about their own languages and other languages. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED** We all know learning a new language can be a challenge and we all encounter problems at the beginning.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://laxmichandgolwalacollege.com/wp-content/uploads/2021/04/BEST-PRACTICES-AY-2016-17.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

**INSTITUTIONAL DISTICTIVENESS RESEARCH CONSULTANCY AND EXTENSION** An initiative of the IQAC in sensitizing Promoting Research Climate in the institution initiative of the IQAC in sensitizing/ promoting research climate in the

institution. The IQAC of the college constantly strives to inculcate research among the staff and students. During the year 2016-17 research cell of the college with the support of IQAC organized different activities. • Guidance lecture by the research cell on the how-to enrolled for the Ph. D or steps involved in the competition of Ph.D. • Students participated in the intercollegiate Avishkar Research Convention organized by the University of Mumbai. • National conference organized on transforming India Vision for excellence on 20th January 2017. • 22 students published the research paper in the journal under the guidance given by the research committee. • Expert lecture on how to write research papers and minor, major research proposals for the faculty member. • A senior faculty member has been successfully completed the UGC-sponsored orientation program. • Principal of the college has been awarded Ph. D degree this year. • Two faculty members had registered for the minor research under the university of Mumbai and grants Rs. 25000/- and Rs. 26000/- had been sanctioned respectively. • The college also provides support and co-operation to teachers who undertake major/minor research projects sanctioned by the University. • A senior faculty member has been successfully completed the UGC-sponsored orientation program. • There is also a room dedicated to researchers work. • 27 research papers have been published by the faculty members at different national, International and state level seminar and conferences. • 2 faculty members are pursuing their Ph D.

Provide the weblink of the institution

<http://laxmichandgolwalacollege.com/wp-content/uploads/2021/04/INSTITUTIONAL-DISTICTIVENESS-AY-2016-17.pdf>

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

Feedback from all stakeholders to be collected, analysed and used for improvements in various aspects of the College. 2. To Conduct Academic Audit. 3. To Conduct Administrative Audit. 4. To Conduct Library Audit. 5. To organize Students Research Conference. 6. To organize Workshop on Avishkar Research in Collaboration with University of Mumbai. 7. To enhance ICT in Teaching and Learning Process. 8. To organize Campus recruitment Drive. 9. To apply for various programmes under IGNOU. 10. To start Add on course in Tally 11. To start Add on course in Banking 12. To start Add on course in Computers 13. To promote teachers for present research papers in National International seminars and conferences. 14. To improvise Examination system. 15. To organize session on soft skill development for the students. 16. To organize Industrial Visit. 17. To organize various programmes under Women Development Cell 18. To approach Garware Institute, University of Mumbai to start various add on certificate and diploma programmes.