Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**LAXMICHAND GOLWALA COLLEGE OF COMMERCE ECONOMICS**
Name of the head of the Institution	**Dr. Vijay Mahida**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02221024264**
Mobile no.	**9820278741**
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**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Ms. Remya George**
Phone no/Alternate Phone no.	**02221024264**
Mobile no.	**9967432802**
Registered Email	**laxmichandgolwalacollege@yahoo.com**
Alternate Email	**lgcollegeiqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://laxmichandgolwalacollege.com/wp-content/uploads/2020/11/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://laxmichandgolwalacollege.com/wp-content/uploads/2020/12/Aacademic-Calender-2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.81**	**2016**	**25-May-2016**	**24-May-2021**

6. Date of Establishment of IQAC

11-Jul-2016

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
No Data Entered/Not Applicable!!!		
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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
No Data Entered/Not Applicable!!!				
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)

No Data Entered/Not Applicable!!!

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	Achivements/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 AUTHORITY	12-Dec-2020

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	2020
Date of Submission	26-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. EXAMINATION SOFTWARE : College has Examination software purchased from outside vendor. It also operates without internet connection. It helps in efficient and smooth functioning of Examination system. It helps in printing of mark sheet , generating ATKT Reports , Creating gender wise list of students , creating category wise list of students , creating register for overall exam , option of gracing as per university circular , creating data base for previous examinations , generating hall ticket for students , creating mark list program wise course wise , giving duplicate mark sheet as per the demand of the students , developing rankers list , generating various notice board file related to examination , developing grade wise report of examinations. 2. Tally All Finance and Accounting details of College are operated using latest version of tally ERP 9. 3. For TDS College also uses TAX BASE Software for TDS E Return.

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 and Economics is currently having the following mechanisms for effective delivery of curriculum. 1. At the beginning

of each academic session, the college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension related and co-curricular activities. 2. Orientation programme is organised every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. 3. College administration provides a well-constructed weekly Routine/Schedule/ time table for each year /semester for both UG and PG classes. 4. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of the teaching assignment of each teacher at the beginning of a session by the department. 5. All the teachers based on work allotted, make the daily teaching plan for an effective teaching learning process. 6. Along with the traditional chalk and talk method, teachers often use power-point projections during the lectures to demonstrate topics. 7. Classes are held according to the schedule under the supervision of college administration. 8. Our college has registered for NPTEL (National Programme On Technology Enhanced Learning) where students can have the access of e-learning through online Web and Video courses for various streams. 9. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as Chalk and Blackboard method ICT-enabled teaching-learning method. Use of different software. Use of charts for effective lecture delivery. Distribution of class notes by teachers. Learning from Assignment System. Group discussion amongst the students during the class. Micro-teaching and seminars by students related to curriculum. Paper presentation by the students. Need based survey programmes, field works and educational excursions are carried by the departments. Project work, dissertations are conducted for fulfillment of their degrees. Seminars and special talks by experts are also arranged regularly for advance studies. 10. Tutorial classes are held in some departments within class routine hours. 11. Class tests/surprise tests and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. 12. Student satisfaction survey is conducted by IQAC to improve the teaching learning process of each department Regular class tests, Mid-term examinations, Mid-semester examinations, regular assessment in practical classes, viva-voice, 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, etc.

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
Short Term English Speaking Course	Nil	04/07/2019	30	Yes	Yes
Short term Banking Training Course	Nil	22/11/2019	30	Yes	Yes

Basic Computer Skill	Nil	18/11/2019	30	Yes	Yes
NISM	Nil	06/01/2020	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
No Data Entered/Not Applicable !!!		
View File		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Nill	06/06/2019
BCom	Accounting & Finance	06/06/2019
BCom	Banking & Insurance	06/06/2019
BCom	Management Studies	06/06/2019
BCom	Investment Management	06/06/2019
BCom	Transport & Management	06/06/2019
MCom	Accountancy	06/06/2019
MCom	Banking & Finance	06/06/2019

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

	Certificate	Diploma Course
Number of Students	216	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
NISM	06/01/2020	21
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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
BCom	Nill	39
BCom	Accounting & Finance	193
BCom	Management Studies	122
BCom	Banking & Insurance	112
BCom	Financial Markets	50
BCom	Investment Management	11
BCom	Transport Management	17
MCom	Accountancy	65

MCom	Banking & Finance	57

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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

From the academic year 2019-2020 the college has shifted to online mode for receiving feedback. Feedback is being collected from the mentioned stakeholders online - (a) Students (b) Parents and Offline Feedback was collected from i) Alumni ii) Teachers Students feedback form is primarily divided into three sections – 1) About college – whether necessary educational resources, internet facility, reading material, IT support is available, teaching-mentoring process, quality of teaching. 2) About teaching curriculum – whether the study content is relevant, revised from time to time, does the curriculum increase the chances of employability? 3) About teacher – teacher's ability to teach beyond syllabus, inclusion of latest development in subject taught, command over subject, innovative method of teaching. Parents' feedback form focuses on – Admission procedure, sports cultural activities, use of Information Technology, academic discipline (i.e timely conduct of lectures, practical's related activities) examination system. Alumni feedback form focuses on – How does the course learnt in college help in their current occupation? , infrastructure, library, canteen lab facilities, educational resources. Feedback analysis – Feedback of the Students about College - Majority of the students are satisfied with the office Staff and Library Staff. Students face problems with the Internet in the Library due to ongoing Construction work in the college premises. Students were also satisfied with the other facilities provided by the college for the overall development among the students. College Canteen is also providing hygienic and good quality of food to the students. Feedback of the Students about syllabus - College follows the syllabus framed by the University of Mumbai however, the implementation part is in the hand of college. Students from different program were satisfied with the selection of their Program. Students get enough support from the teachers in overall development. Feedback of the Students about Teachers - Overall students were satisfied with the faculties of the college. All the teachers provide proper guidelines to the students and try to give maximum information to every student. All the teachers uses the latest teaching learning aids to well comprehended the subject. Feedback of the Parents - Parents are satisfied with the college facilities provided to their ward. College has proper infrastructure for the overall development of their ward. Employers feedback includes - suggestions to institutes on students grooming, Employers demand, Students potentiality etc.. Teachers feedback includes - suggestions on infrastructure, basic amenities, journals e journals, conduction of internal external examination, Library, administration etc

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	BCOM	530	786	530
BCom	BBI	144	154	127
BCom	BAF	204	234	204
BCom	BFM	60	63	56
BMS	BMS	144	167	142
BCom	BIM	60	3	Nill
BCom	BTM	60	Nill	Nill
[View File](#)				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2752	266	35	10	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
35	35	15	5	Nill	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, in the institution for each Class one Teacher mentor is appointed by the Principal Each is assigned as a mentor who acts as a mentor for the entire programmee duration. Mentor regularly interacts with the students and monitors their academic performance and attendance. Students are counseled by the mentors, class mentee subject faculties and HOD for improving their academic performance and attendance and also to participate in other activities. Mentors and mentee 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 mentors. The critical cases are handled by first year in charges. This way the students realize their responsibilities at the early stage itself. The students are given guidance for career, personal, besides academic issues. A special arrangement also, is made available to the students to deal with psychological 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 mentor ship 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 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. 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 give responsibilities to mentee to 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/extra lecture and also given assignments.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3018	35	1:86

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
35	35	Nill	10	Nill

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
2019	00	Assistant Professor	NIL

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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
BCom	2C00256	SEM VI	07/10/2020	07/11/2020
BCom	2C01026	SEM VI	07/10/2020	09/11/2020
BCom	2C00826	SEM VI	07/10/2020	09/11/2020
BCom	2C00346	SEM VI	07/10/2020	05/11/2020
BCom	2C00456	SEM VI	07/10/2020	04/11/2020
BMS	2M00156	SEM VI	09/10/2020	26/10/2020
BCom	2C00146	SEM VI	09/10/2020	29/10/2020

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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 programmes 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 arrear examinations. ? Those students who are slow learners and advanced learners have given the assignments work of every subject about two times in every semester.

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	65	63	96.92
2C00533	MCom	BANKING & FINANCE	72	60	83.33
2C00532	MCom	ACCOUNTANCY	72	59	81.94
Nill	BCom	BTM	17	13	76.47
Nill	BCom	BIM	11	9	81.81
2M00155	BMS	BMS	108	107	99.07
2C00255	BCom	FM	46	39	84.78
2C00345	BCom	B&I	93	89	95.69
2C00455	BCom	A&F	172	170	98.83
2C00145	BCom	REGULAR	355	335	94.36
[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://laxmichandgolwalacollege.com/wp-content/uploads/2021/01/STUDENT-SATISFACTION-SURVEY-REPORT-ANALYSIS-2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	NIL	0	0
[View File](#)				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
SEMINAR ON INTELLECTUAL PROPERTY RIGHTS	RESEARCH CELL	11/03/2020

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
Principal par excellence	Dr. Mahida Vijay	International Institute of Hotel Management	05/09/2019	Teacher
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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

NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	1	Nill
International	Commerce	1	6.37
International	Commerce	1	3.58
International	English	2	4.56
International	Maths	1	Nill
International	Commerce	1	6.25

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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
NIL	Nill

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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
0	0	0	Nill	0	0	Nill

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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 citation	Institutional affiliation as mentioned in the publication
0	0	0	Nill	Nill	Nill	0

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

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	11	54	Nill	Nill
Presented papers	1	6	Nill	Nill

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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
Peace Rally	Gurukul College of Commerce, Ghatkopar (E). (University of Mumbai, NSS cell, Area Level Activity)	4	10
Anti Drug addiction rally	Nashabandi Mandal Maharashtra state Government	4	20
Guest lecture on health nutrition	Guest lecture on health nutrition	4	120
Guest lectures on Voters awarness Exhibition on posters best out of waste	Naib Tehsildar Ghatkopar	4	150
Awarness ptogramme on Donate unused unexpired medicines college campus cleaniness drive	Manavjyot public charitable trust , Mulund	4	200
Peer education training workshop	MDACS	4	200
Tree Plantation activity	Rotary club of mumbai , Ghatkopar	4	30
Blood donation camp	Rajawadi hospital blood bank	4	120
Guest lecture on awareness about blood donation	Rajawadi hospital	4	150
International Yoga day	harmony yoga foundation	4	464

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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
-	-	-		Nill

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Anti-Drug Addiction	Nashabandi Mandal, Maharashtra State Government	Rally	4	20
Health and Nutrition	NSS Unit	Guest Lecture and Poster Making	4	36
Flood Relief Donation Drive	NSS Cell, University of Mumbai	Flood Relief Donation Drive for Flood Affected People in Kolhapur and Sangli	4	150
Swachh Bharat Abhiyan	NSS Unit	Rally	40	120
Medicine Donation	NSS Unit and Manav Jyot Public Charitable Trust	Awareness Programme on "Donate Unused and Unexpired Medicines"	4	130
Importance of Waste Management in Swachh Bharat Abhiyan	NSS Unit	Guest Lecture by Ms. Rashmi Joshi (Environment Consultant)	4	170
Peer Educators Training	MDACS	A Workshop was conducted at Wadala	1	3
Tree Plantation	Rotary Club of Mumbai, Ghatkopar	Tree Plantation Activity	1	30
Blood Donation	Rajawadi Hospital Blood Bank	Blood Donation Camp	4	120
Blood Donation	Rajawadi Hospital	Guest Lecture on "Awareness about Blood Donation"	4	150

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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
0	0	0	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
0	0	0	Nill	Nill	0

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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
0	Nill	0	Nill

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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

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Granthaylay	Partially	3.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4938	385118	1739	282263	6677	667381
Reference Books	236	74854	10	5000	246	79854

e-Books	195	Nill	Nill	Nill	195	Nill
Journals	22	21692	1	2500	23	24192
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	13	Nill	Nill	Nill	13	Nill
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Others(specify)	32	Nill	Nill	Nill	32	Nill

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

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

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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	9	0	0	5
Added	0	0	0	0	0	0	0	0	0
Total	70	57	70	2	0	9	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	Nill

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 incurredon maintenance of physical facilites
89.41	85.43	517.59	33.87

 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)

- There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library computers, classrooms etc. The college has selected the area wise person for the Maintenance that oversees the maintenance of buildings. Requirements: - Policy for the maintenance of computer labs-AMC - Muster signing Xerox copy of (teacher s Students)- Daily record on muster - Maintenance agreements - Yes - Maintenance bills - yes 2) Procedures and policies for maintaining and utilizing Library, - Policy for the maintenance of Library - Muster signing Xerox copy of (teacher s Students) to visit library in 2019-2020 - Kept record in Library - Subscription of books bills - Yes - Maintenance of software - AMC - Magazines list bills - - References test books list

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 ANGC Scholarship	29	97000
Financial Support from Other Sources			
a) National	Government Scholarship	640	7381422
b)International	NIL	Nill	0
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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
Short term course on NISM	06/01/2020	21	College Staff and NISM (National Institute of Securities Market)
Cyber Safety Awareness Program	04/02/2020	101	NSS DLLE
SEBI and Indian Securities Market	18/01/2020	89	SEBI Faculty
" HIV and AIDS Awareness"	04/12/2019	106	MDACS, Wadala
Techniques of Group Discussion	02/12/2019	49	Research Committee
Awareness Seminar on "Medical Aid and CPR training" and "Role of Diet and Nutrition in Diabetes"	15/11/2019	70	Lion International Club of Ghatkopar.
Guest lecture on	24/09/2019	120	Tata Social

" Health and Nutrition"			Sciences, Health Department, Mumbai
" Voters awareness Campaign"	13/08/2019	150	Tahsildar Office, Ghatkopar
Awareness program on "Donate Unused and Unexpired Medicines"	02/08/2019	130	Manav Jyot Public Charitable Trust, Mulund

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	How to face an Interview?	Nill	155	Nill	Nill
2019	Techniques of Group Discussion	Nill	49	Nill	Nill

[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
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
LFC SECURITIES PVT.TLD, Ghatkopar (E)	25	7	Nill	Nill	Nill

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	23	B.COM	Commerce	RAV's, Laxmichand	M.COM -Accountancy

| | | | | Golwala College Commerce Economics | M. COM - Banking and Finance |

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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	2

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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
Mr. Mrs. Youth Zest Competition	Institutional	14
Treasure Hunt Competitions	Institutional	36
Dance Competition	Institutional	35
Film Making Competition	Institutional	4
Mehndi Competition	Institutional	12
Singing Competition	Institutional	7
400 Mtr. Relay Run	Institutional	52
100 Mtr. Run	Institutional	53
Chess	Institutional	24
Carrom	Institutional	86

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	NIL

No file uploaded.

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

Students' council is constituted as per the University norms every year through a properly set procedure. It works for the benefit of the students throughout the year pursues several activities within outside the college campus. This year Students' Council has not formed in the college because of the circular issued by University of Mumbai dated 20th August, 2019 letter issued by Higher and Technical Educational Department, Government of Maharashtra dated 26th October, 2018 with reference to "Maharashtra Public Universities Act, 2016". Even though students' council was not formed, the college had selected few representatives from each class. Several activities were conducted in the college with the help support of these representatives. Following is the list of activities conducted in college for the year 2019-20: ? CULTURAL ACTIVITIES:

• Teachers' day was celebrated on 13th September, 2019. Number of students actively involved in this event were 42. • Farewell function for T.B.COM T.Y specialty programs was conducted on 28th February, 2020. Number of students participated in this function were 311. • The main cultural event "YOUTH ZEST" was celebrated for 2 days 27th December, 2019 28th December, 2019. This function included many events such as Mehndi Competition, Rangoli Competition, instrument playing competition, film making competition, and strength war competition, Traditional Day, Vakrutva Spardha Competition for Marathi and Gujarati language, poster making competition, Dance Competition, and Singing Competition Mr. Miss. Youth Zest. ? SPORTS ACTIVITIES: • Carom competition on Institutional level • Chess competition • 100 Mtr Run • 400 mtr Relay Run • Treasure Hunt Competition ? OTHER ACTIVITIES: ' • Being a part of organizing team of the "Blood Donation Camp" held each year in the college premises along with the NSS unit of the college and Blood Bank, Rajawadi Hospital, Ghatkopar East. • "International Yoga Day" was celebrated on 21st June, 2019 with the help of Harmony Yoga Foundation, Ghatkopar where 464 students of our college had participated and member of students' council helped to manage the event maintain discipline during the event. • They also helped in "Swachh Bharat Abhiyan", awareness campaign on plastic free campus, voter's awareness campaign, save the electricity campaign, awareness seminar on "Medical Aid CPR training" and "Role of diet nutrition in diabetes", AIDS HIV awareness campaign etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The "MILAN' Alumni association for R.A.V's, Laxmichand Golwala College of Commerce Economics, M.G. Road, Ghatkopar East, Mumbai – 400077, has been registered dated 4th February, 2020, registration no. 323/2020 under the "Societies Registration Act, 1860". The main purpose of formation of this association is the attachment of under-graduate post-graduate passed out students with the college development and growth. The aims objectives of the "MILAN ALUMNI ASSOCIATION" are as follows: ? To promote a spirit of fraternity by fostering stronger relations between the college and its Alumni and to keep the Alumni informed about the developments of the college through ordinary communication and interaction. ? To promote the role of Alumni as goodwill ambassadors and stakeholders by helping in identifying strategic directions for the college. ? To engage the Alumni in achieving excellence by way of academic and technical collaborations. ? To assist in securing opportunities for Internship and employment (campus placement and recruitment) of students of the college. ? To organize lectures, seminars, symposia, workshops, study camps, book banks etc. ? To publish bulletins, newsletter, manuals, journals, reports, books, and periodicals and to develop cases. ? To facilitate and award fellowships, prizes and medals to UG PG students of the college. ? To provide assistance for all round development of the college. ? To mobilise resources (financial and/or non-financial) and receive donations (cash and/or kind) for supporting and fulfilling the aims and objectives of the Association. ? To safeguard the interests and promote the welfare of the Alumni as well as of their family. ? To undertake or help social work of any nature. ? To undertake all such activities that are incidental or conducive to the attainment of the aims and objectives of the Association. The association has certain rules regulations to be followed for the purpose of its smooth functioning. There are few rights and duties of the members of association. They are as follows: ? To receive the notice, participate and vote in the Annual General Meeting. ? To inquire and receive information about any ongoing project and financial matter of the Association in the General Meetings. ? To hold elections as per the Regulations and to call an extraordinary general meeting. ? To discuss and

criticize the objects, actions, programmes and policies of the Association only in the meetings of the Association and not any other platform/forum. ? To participate in the functions organised by the Association. ? To participate in the meetings, cultural or/and educational functions and other lawful gatherings, called/arranged by the Association. The "MILAN ALUMNI ASSOCIATION" is the non-profit association willingly doing various activities for the present students of the college and sharing their experiences with the students and teachers. The important activities are conducting placement drive, guest lectures, workshops, seminars and cultural activities. This is a newly formed association. All the members of the management committee, teachers alumni students are taking efforts to make this association strong and powerful.

5.4.2 – No. of enrolled Alumni:

127

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The details about the meetings and activities conducted by Alumni Association are as follows, ? On 1st Feb. 2020 a meeting was conducted by Alumni Association for final selection of Alumni Association members and to decide the procedure for registration of the association. ? After registration, the first meeting was conducted by the Alumni Association on 10th Feb, 2020 to plan the activities and involvement of present students to share their past experiences. ? In Youth Zest Festival and Annual Day program alumni members were actively participated.

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)?

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
Curriculum Development	College faculty members provide innovative suggestion in framing and designing new syllabus to the members of syllabus revision committee in the workshop organized by different colleges and our suggestions were incorporated while designing and framing new syllabus.
Teaching and Learning	• The Principal of the college conducts regular meetings of the staff for the academic planning such as Examination Committee Meeting, Academic Calendar Planning, Internal Quality Assurance cell Meeting for the effective functioning of teaching and learning process. • Parents meeting are regularly conducted for the purpose of improving performance and attendance of their wards in the examination. • Regular meeting of the Internal Quality Assurance cell is conducted for the purpose of maintaining and improving quality in teaching learning process. • The college involves administrative staff in the implementation of decision making process in various committees. • Research committee encourages staff to undertake minor and major research projects.
Examination and Evaluation	• CAP certificate and letters were issued to the teachers who were involved in Central Assessment Process of F.Y.B.Com. S.Y.B.Com. examination work. • Organized meeting with the parents and counseled students who did not collect their mark sheet/results. • Exam results were declared on time as per the norms of Mumbai University. • College is affiliated to the University of Mumbai and as per the guidelines of university college has separate examination committee. • Examination committee is headed by Senior and experienced Professor in the college and other members are also well experienced to perform examination work. • Exam duties are allotted to all the teachers as per exam guidelines of the Mumbai University. • University has given authority to the college to conduct FY / SY examination, whereas, TY examinations are conducted by the University. • All Questions Papers of

	TY are sent by university to the college and answer books of the same are forwarded it on the same day to the university. Complete confidentiality is maintained in the system under the CCTV surveillance.
Research and Development	• Research committee encourages the staff to undertake minor and major research Projects. • Principal of the college has completed Doctorate of Philosophy. • All the staff members present research papers at various National and International seminars and conferences every year. • All the staff members actively participate in seminars, conferences and workshops at the International and National level.
Library, ICT and Physical Infrastructure / Instrumentation	• College provides open access library facilities to the students and staff members. • Participation of students is invited in the Library Committee. • Library has Internet Browsing Unit for students and teachers. • Computer lab is maintained periodically. • Demonstration is provided to staff and students for online registration process of ICT. • Well-equipped sports room is for students.
Human Resource Management	• Self-appraisal method is a method to evaluate the performance of the faculty in teaching learning process, research and extension programme. 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 extracurricular work done during that year. It also includes the papers presented at conferences, seminars, refresher courses and orientation programme 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. • Self-appraisal method is useful to enhance teaching and research skills among the faculty. • The Management and Principal asses and recognizes the academic performance of the faculty time to time and gives suggestion for the improvement. • Teacher's evaluation is done on a regular basis of by the students through the feedback system.

Industry Interaction / Collaboration	• **Industrial visits.** • **We invite eminent experts from the industry to interact with the students and guide them.** • **Students are given projects and internships.** • **Industry Orientation Projects allotted to the students.** • **Invite Alumnus from the industry.** • **Organized career guidance talk to update students about the market demands and challenges by conducting sessions from various companies in various areas with the assistance of Career Guidance Cell.**
Admission of Students	• **Follows all the norms prescribed by the University of Mumbai while admitting the students.**

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

E-governace area	Details
Planning and Development	• **The College has a Biometric System where teaching and non-teaching staff have to punch in and out while entering and leaving the campus. This ensures discipline, scheduling and time management for various activities.** • **Maximum teachers were given opportunity to teach in M. Com. Programs as well as to guide the students in projects.** • **All the data related to AISHE, MIS and statistical were submitted on time to the related portals.** • **Teachers are made compulsory to maintain daily report and diary.** • **Personal academic file of each staff members were prepared and updated from time to time.** • **Proper leave card system is developed.** • **First batch of 21 students joined Short Term Course in collaboration with NISM and was successfully completed.** • **Registration of Alumni Association is successfully completed and got certificate of registration.** • **Lecture monitoring system was developed by appointing Academic Co-coordinator.** • **Salary account of each staff has opened. It helped them to avail more banking facilities and amenities.** • **College has organized "International Women's Day" under the Women Development Cell where women's from lower strata of the society were felicitated. Women like BMC 4th Grade employees who clean the roads, lady from Post Office, female constable from Police Department were felicitated and appreciated for their noble work. Even lady API and PSI were**

	invited and felicitated to boost the girl students of the college.
Administration	• The college has a comprehensive system of education for admission and attendance of students. • Staff attendance is marked through Biometric process and manual attendance is also maintained. • RAV's Trust maintains the salary details along with the salary slip and information is provided through email to respective account. • All the necessary administrative information related to staffs is displayed on separate teaching and non-teaching staff notice boards. • System Centric approach is encouraged rather than person centric approach. • Appointment letter with employment guidelines were given to all the staff. • Purchase order system is set up for streamline the purchases like quotation, issue of PO, payment by NEFT. • Recruitment process of staff starts with the preliminary interview, demo sessions and final interview.
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 and PG students are done as per the 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 conduction of examination and evaluation process. Two units of Photo copiers were purchased for faster printing of question paper. • New reforms in examination system are implemented such as proper planning and implementation, display of exam notices in advance, orientation programs for staff, documentation, and records are maintained in soft as well as hard copy. Centralized Moderation Process is orally appreciated by cluster in meeting. Students are provided grade cards with photo. Examination remuneration was released immediately after the completion of examination by accountant after proper verification.

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
2019	Nill	Nill	Nill	Nill

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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)
2019	Nill	Nill	Nill	Nill	Nill	Nill

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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
Faculty Development Programm (Lecture Conducted by Dr. Sunil Karve)	29	23/11/2019	23/11/2019	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	35	6	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Appreciation of teachers as a best teacher in annual day programme awarded by cash prize.	Provident fund	• Student's scholarship from ONGC (Organization for non-government colleges). • Student's welfare department of Mumbai University provided insurance to the students.

6.4 – Financial Management and Resource Mobilization

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

Yes, Institution conducts Internal and external financial audits regularly. Internal Audit: Thakkar Thakkar Company CA Tushar V. Thakkar C A Anjana T. Thakkar External Auditor: K.F. DOSHI Co. CA K.F. Doshi Regular Audit is conducted Internally as well as Externally

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

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

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6.4.3 – Total corpus fund generated

0

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	No	NIL	Yes	IQAC
Administrative	No	NIL	Yes	IQAC

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

• PTA meetings are conducted separately for B. Com and specialty programs. • The feedback is obtained from parents regarding the college and same is implemented. • Teachers show attendance record, test records and discuss the concerns with the parents and suggested improvements are carried out. • The feedback of parents is taken to fulfill the requirements of their wards. Parent-teacher meetings were conducted to inform them about the academic progress of their wards and provide information related to their wards progress.

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

• Teachers are provided opportunities to deliver presentation on any topic. It helps the teachers to develop their presentation skills. • Weekly Information System (WIS) is developed to bring transparency in functioning of the college. Weekly staff meeting is conducted and proper notice, agenda, and minutes record is prepared. Every staff member is given an opportunity to express their views, opinions suggestions and grievance etc. at the end of every meeting and appropriate decision is taken unanimously. • Teachers are personally inquired their area of interest and given them chance to work in various college committees as conveners members. Standard guidelines have been given about objectives, working activities and report preparation with standard format etc.

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

• Various workshops and seminars were conducted for the teaching and non-teaching staff members to develop their academic portfolio. To motivate the students, various sessions and competitions such as paper presentation competition, poster presentations, debates, seminars, workshops, career guidance session were organized by the college. • Industrial visit of more than 300 students in consecutive 2 days were successfully organized. Learning and financial burden on students were taken in to consideration while deciding the venues. • Delegates of higher authority from government/public service were

invited in Degree Distribution Ceremony which was perfectly organized and it was highly appreciated by invited guests. • Open – Door Policy: All the teaching and non-teaching staff has given complete liberty to come and approach towards management and express their views, suggestions and grievances etc. • Prompt decisions are taken to solve all the problems expressed by staff. And in case of urgent issues immediate solutions are issued over the cell phone or by e- mails. College has purchased separate cell phone for immediate communication.

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
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
Women's Day Celebration	07/03/2020	07/03/2020	135	1

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
? The Energy source comprises of electricity only for all the departments and common facility centers ? CFL tube lights are replaced by LED tube lights. ? All Computers are used with power-saving mode. Staff, students, and the Housekeeping team are encouraged to switch off the lights, monitors, and other equipment when not in use.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Ramp/Rails	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

2019	1	Nill	19/12/2019	1	Placement Drive	In College	25

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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)
Code of Conduct for Teacher	10/06/2019	Code of Conduct for Teacher • The code of conduct discusses responsibilities of teacher. • Academic duties consisting of teaching, exam/assessment and coordination in carrying out various extracurricular and co-curricular activities. • Teacher shall not discriminate students/colleagues adversely on political, race, caste, religion, language or for other reason of an arbitrary or personal nature
Code of Conduct for Students	10/07/2019	CODE OF CONDUCT FOR STUDENTS 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
Independence Day	15/08/2019	15/08/2019	66
Yoga Session	21/06/2019	21/06/2019	464
Awareness Campaign on " Plastic Free Campus"	03/08/2019	03/08/2019	30
Best Out of Waste	13/08/2019	13/08/2019	150
Gandhi Jayanti	02/10/2019	02/10/2019	30
Republic Day	26/01/2020	26/01/2020	61
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• NSS organized workshop on paper bag • College is promoting staff and students to use public transport. • Classroom and office space in the college. The structure of the college building is designed in such a way that natural lights are sufficient in a day time it helps in saving electricity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice – 1 PRESENTATIONS BY TEACHER (i) Title: Presentations by teacher (ii) Objective: As an institution of commerce and economics RAV's Laxmichand Golwala College of Commerce and Economics aims to gain knowledge and developed new skills and use of new technologies to improve the quality of education and teaching for students. Teaching staff present their skills and knowledge by making power point presentation for teachers and students. Through this presentation all teachers got more and new concept and they make themselves aware about today's business world. All teachers are also learn about how to teach students using new technological method like power point presentation, graphs, images or other word, excel files. (iii) Context: Power point presentation is a part of new technology. In today's business we are now in computerized world. Everywhere you will find all official work done through using new technologies. It means the world preferred paperless work. RAV's Laxmichand Golwala College also start to implement use of new technologies for teaching purpose but for this they have to prepare themselves and they make it through teachers power point presentation. Due to this all teachers make they

able to teach using new technologies without any mistake and queries and to deliver lectures using power point presentations using less content for more knowledge and skills. (iv)The Practice: RAV's Laxmichand Golwala College of Commerce and Economics teaching staff make their presentations on different subjects and present/ show their power point presentation in every meeting of the week for two months with collaboration and individually listed topics from 6/7/2019 to 16/08/2019. Venue for the presentation was RAV's College Audio Video Room and Ruia Hall. All teachers, chairperson and convener were present for meeting. All teachers tried to do best without any mistakes queries. Other also learns and got new idea skills/knowledge from these presentations. All teachers implement the same while teaching to students also. Near about six presentations showed up in the meeting. Following is a detail of all presentations. Sr. No. Date Name of Teacher Topic Name No. of participant 1 06/07/2019 Mr. Vikas Singh Presentation on E- Learning 31 2 13/07/2019 Mr. Sanjay Dhage Importance of communication in teaching 30 3 26/07/2019 Miss. Nishmita Ahuja PPT on GST 34 4 26/07/2019 Mr. Ashish Chavan PPT on New Education Policy 34 5 09/08/2019 Mr. Vijay Mahida PPT on Gross Enrollment Ratio 35 6 16/08/2019 Miss. Asha Varma PPT on Mutual Fund 31 v) Evidence of Success: The initiatives proved out to be successful presentations as the teacher of special subject. All present or have expressed their strong skills and knowledge to co operate in the qualitative development of the college. Active participation of teachers in the presentation resulted in the topics and imported skills, which itself are an indication of success story of their involvement. The listeners/ audiences feedback is a one more evidence of successful presentations by teachers. All the presenters show their interest in the selection of topics related to today's business world. All teachers now decided to use these presentations for the academic syllabus of their speciality programme and subject. This will help to all teacher to improve the quality of the teaching in this new business world. vi) Problems Encountered and Resources Required: The primary problems encountered in implementation this practice the motivational aspect according to teacher's observation at the time of teaching. Some students may not be involved because lack of interest and they were busy in mobile phones or any their study work. Another problem encountered is organizational issue is lack of suitable infrastructure. vii) Other relevant information: power point presentation are always helpful for effective teaching for teachers and successful learning by students while making the power point presentations teacher must be focused on relevant information and concepts related to the topics and subject. They have to also focus on accuracy, less difficulty use of more graphs and images for better understanding of the students. Best Practice -2 i) Title : Colour Identity Cards for students. ii) Objectives: RAV's Laxmichand Golwala college commerce and economics as commerce accountancy institute offer so many courses. According to different course/stream thee are above 3,000 students admitted in the college. College starts using colour identity card according to different course. Every special course has different color. Course are divided in to three shifts. Because of colour identity cards students are easily identified by security guards and by teachers in the college camps. At the time of exams colour identity cards are also helpful to identify genuine student for exam going on smoothly without fake students. It is compulsory to wear identity card while entering in the college campus and security guards check all the students with their course identity card and allow to enter. iii) Context: Colour identity cards are not only helpful to identify students only but it helps security to allow the students of different courses on different shifts. It is helpful to avoid the over crowding and also avoid barriers for other courses because of lack of disturbances. Due to colour identity cards lecture bunkers are less and mostly all students attend their lectures regularly. iv) The Practice: RAV's Laxmichand Golwala college offer many courses of commerce/ accountancy and economics. According to courses college uses different colour

identity cards to all different courses students. Following is a list of courses colour Identity cards. Sr. No. Course/ Stream Identity Card Colour 1. B.COM Orange 2. Accounting Finance Blue 3 Banking and Insurance Red At the time of examination all students must wear / carry their identity cards. Otherwise no one allowed to enter in the examination. If any student loss or forget his/her identity cards so he must immediately contact to office staff for receipt or duplicate identity providing his/her details by showing other identity proofs. v) Evidence of success: The initiative to undertake identification of students by providing colour identity cards according their courses has turned out to be success in various ways. All official staff work hard to make it successful by providing different ideas and skills to make the colour identity card effective and also make same rules strict warnings for identity card uses in the college campus and book/computer lab. vi) Problem encountered and resource required: At the beginning, students are unable to understand the importance of colour identity card. But when they return from the main gate of the college because nothing carried their identity cards and if they entered for examination purpose and they have to run at office. Staff to get the receipt of identity card. After this type of problem facing by students now all students carry and wear their identity cards every time while entering in the college campus. All non teaching and teaching staff also find a solution o distributing identity cards. They distribute all identity cards by visiting separately the class rooms and the work divided among all teaching and non teaching staff.

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/2021/01/BEST-PRACTICES.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

Innovations: 7.3 Our College functions with the motto No fear with thee. The Institution believes in creating an environment for holistic development of the students by encouraging them on the various aspects: 7.3.1 Developing Intellectual Skills of students: The college promotes an interactive and participative learning style that helps develop the intellectual skills of the students. Students are encouraged to prepare projects and assignment on various topics pertaining to their relevant subjects. Open book tests are also conducted which make the students better equipped to appear for the semester end examination. The annual college fest "Youth Zest" held for the students is collectively organized by the students and staff. The fest provides a plethora of events for students to take part in and showcase their talents. Some of these events include mehendi designing, rangoli designing, singing, dancing, painting and quiz competitions. Students are equally encouraged to participate and represent the college in various inter-collegiate competitions. 7.3.2 Developing the employable skills of the students apart from the normal syllabus in the various courses: Students are provided with short term add on courses like courses on GST and NISM to enhance their employable skills. Apart from these, skill enhancement programmes on preparation of Curriculum vitae, tips to crack interviews, personality development and soft skill development were also conducted. Many reputed companies offering internships and placements are invited to the college to provide students with employment prospects. 7.3.3 The DLLE unit of the college is quite active throughout the year organizing programs like "Career guidance" and "Roles Responsibilities of DLLE volunteers". The unit also takes active part in various activities of other institutions. This helps the students to increase their knowledge and help them

fearlessly face challenges and accept opportunities that may come their way. 7.3.4 The various committees conduct many programs for grooming the students. The research cell of the college organised a session on "How to write a research paper?" for which experts were called to guide the students. Student were sent to a research conference called Anvenshan to present their research papers. The students are encouraged to write research papers in journals and participate in student's research conferences. 7.3.5 In order to promote a sense of belongingness and pride about our national culture, committees like Marathi Vangmay Mandal and Hindi Parishad are formed where activities are conducted to bring out the rich heritage of our country. Also the college conducts a number of activities to develop the academic and overall developments of the students, making them socially responsible citizen.

Provide the weblink of the institution
http://laxmichandgolwalacollege.com/wp-content/uploads/2021/01/7.3_Innovation.pdf

8.Future Plans of Actions for Next Academic Year

1. To strengthen value added courses 2. To introduce skill oriented courses 3. To conduct gender sensitisation programmes 4. Development of more no. of classrooms with ICT facilities 5. Use of more LCD projectors and laptops in Teaching Learning 6. Extensive use of Online teaching and Learning resources 7. Include extra practicals, projects and activities 8. Identify slow and advanced learner and to carry out respective activities like remedial coaching and bridge courses. 9. To invite guest faculties and eminent personalities to our College for benefit of students and staff 10. Promote faculty members to apply fo minor and major research project 11. To encourage teachers to publish research paper in UGC reviewed journals, Chapters in books etc 12. Modernise Computer lab to enhance of teaching learning process 13. Upgrade the library resources 14. To motivate students to increase their participation in event held by industries and corporate houses and boost their confidence 15. To upgrade internal academic audit and conduct external academic audit 16. Upgradation of website 17. To encourage staff for participating in various Faculty Development programme. 18. To continue with best practices 19. To increase students participation in various awards such as Best Students Award, Best Readers Award etc. 20. To assist Government and local bodies in conducting community projects 21. To come out with Academic Calendar 22. To enhance facilities contributing to physical, mental, spiritual and emotional health, Consciousness of staff and students. 23. To provide fees concession to needy students. 24. To make students aware about Cyber Security. 25. To introduce activities for the Holistic development of students. 26. To project students and their participation and presentation in various national / International conferences and events 27. To organise cultural programmes. 28. To focus on confidence building of the students to minimise stress amongst the students.