



Shri Vile Parle Kelavani Mandal's

NARSEE MONJEE
COLLEGE OF COMMERCE & ECONOMICS



SELF STUDY REPORT

2016



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ABOUT US

The Trust: How it all began

Shri Vile Parle Kelavani Mandal (SVKM), a professionally managed trust with a large number of prestigious academic institutions under its umbrella. SVKM is the brain child of leading industrialists and socially conscious philanthropists who wanted to contribute to the local area by founding educational institutions.

Shri Vile Parle Kelavani Mandal was established in the year 1934 for the purpose of providing school level education to the residents of Vile Parle and the surrounding areas. Twenty five years later, as the Mandal celebrated its Silver Jubilee; suggestions were received from the members to make arrangements to provide college level education too. The absence of colleges run by Gujarati Managements in nearby suburbs compelled our students to go through daily commute to colleges in South Mumbai which was becoming more difficult day by day.

After giving careful consideration to the suggestions, the Managing Committee decided in principle to start, a Commerce College in the campus of the Mandal in the JVPD scheme area of Vile Parle. Narsee Monjee College of Commerce and Economics was thus established in 1964.

The College:

Although the college started by focusing on education to make students self-reliant and to prepare them for careers in the commerce field, it gradually extended the scope of its activities to include the molding of the overall personality of the students. With greater competition in every walk of life it has become a necessity to prepare students to shine in all areas.

A college which started with an initial intake of 250 students has now grown to have a total strength of approximately 5500 students.

It started with just one course in B.COM in 1964 and has added 3 more courses in Bachelor of Management Studies, Bachelor of Commerce (Accounting and Finance), Bachelor in Commerce (Financial Markets) and one inter-disciplinary Course Bachelor of Science (Information Technology). The college has also started post graduate course in Commerce with three streams Advanced Accountancy, Business Management and Banking and Finance.

In its journey of 51 years the college has given many prominent Industrialists, Chartered accountants, film artists, singers, musicians, theatre personalities, fashion designers and sport stars to the country.

**The Library:**

NM library is the most sought after place in the college by students , ex-students as well as faculties. It is completely air-conditioned with a seating capacity of 250 students. The conducive atmosphere for studying and the availability of rich resources for study including text books, reference books, e-journals, databases and excess to various information makes it a very apt place for study for students pursuing professional courses along with the traditional programmes.

Infrastructure:

All the classrooms in the college along with the administrative office is completely air-conditioned. The classrooms are fitted with LCD projectors and the entire campus is wifi enabled. We have two lifts with one of them specially catering to those students and who need to use the wheel chair in case of major injuries or are physically challenged. There are 2 computer laboratories with 40 machines in each laboratory and one electronic laboratory for the BSC(IT) students.

Training and Placement Cell:

The trust has provided us with a Training and Placement Cell which invites companies on the campus for recruitment. They also conduct training sessions in soft skills for all the students who have registered for the placement program before the placement interviews. They also help in the conduct of soft skills sessions for all the teaching faculties before their induction in the college.

Alumni Association:

The college has a very active and vibrant alumni association NAAM (Narsee Monjee Alumni Association Movement) which is now registered as a trust.

The activities of the association range from felicitating meritorious students to recognizing the efforts of teaching and non-teaching staff on their day of retirement to coming in as guest speakers to bridge the gap between academia and industry to helping in the conduct of the Business Plan Competition – Intent to providing with finance to innovative start up ideas to sponsoring students to help them participate in international competitions and much more. The alumni of the college is very illustrious. The college can talk about successful alumni like Mr. Nirmal Jain of India Info line, Mrs Ashu Suyash as the CEO of Crisil, Mr. Pinankin Desai as a well established Tax Consultant, Mr. Paresh Rawal, Mr. Amol Gupte, Mr. Makrand Deshpande, Ms. Anita Dongre, Mr. Anil Bhandari, Mr. Jagdeep Kapoor, and the list goes on.



FROM PRINCIPAL'S DESK

SAA VIDYA YAA VIMUKTAYE.

'TRUE EDUCATION IS THAT WHICH LIBERATES'!

As the Principal In-charge of this prestigious college in the city of Mumbai, I feel this Upanishad shloka aptly conveys what I firmly believe is the true meaning and objective of education,. Education is one which widens the narrow confines of young, eager minds and liberates it from all the bias!. An inquisitive mind is a gift to be cherished and nurtured and we at NM College aspire to make the ordinary come alive, continue to inspire, empower and challenge our students through our holistic approach to imparting education.

As an alumna of this great institution, my journey has been a constant upward curve of learning and evolution. I can say that NM, after so many years is yet the same and different too!! There is the same vibrant quest for excellence in all fields be it academics, sports or cultural activities. But as they say that change is the only constant factor in ,life, the infrastructure, library and state of the art technology that the management now offers is a difference which any student will be delighted to behold.

The excitement and fervor created by the inter-collegiate festivals Umang and Drishti is also one of the many reasons why this college is so sought after by students today. I take great pride in the exemplary success of our students in the year that has just gone by; be in their achievements in college exams, securing ranks at the professional exams or their achievements in the Youth festival, Inter-collegiate Festivals, Sports, NSS and the Rotract Club, the excellent organizing abilities of our Intent Cell- the entrepreneurship Cell, the Economics Association for their student research paper presentation Competition and their journal Envisage, the Planning Forum and all other associations who organize and give a platform to the students to showcase their talents.

An institution is known by its people and I wish to thank my excellent teaching and non-teaching colleagues for their integrity, their hard-work and sincerity. They have worked cohesively with me on any new idea that I floated. The non-teaching staff showed true team spirit in their enthusiastic participation in the 3 phased workshop that I held for them on communication, Soft Skills and Office Administration. It was a visual delight to see the teaching and non-teaching staff members participate whole heartedly in singing and dancing in the Annual Day celebration held in the evening glory of Jashoda Rangmandir and also in the NM Sports Day held at the Jamnabai Narsee Ground.



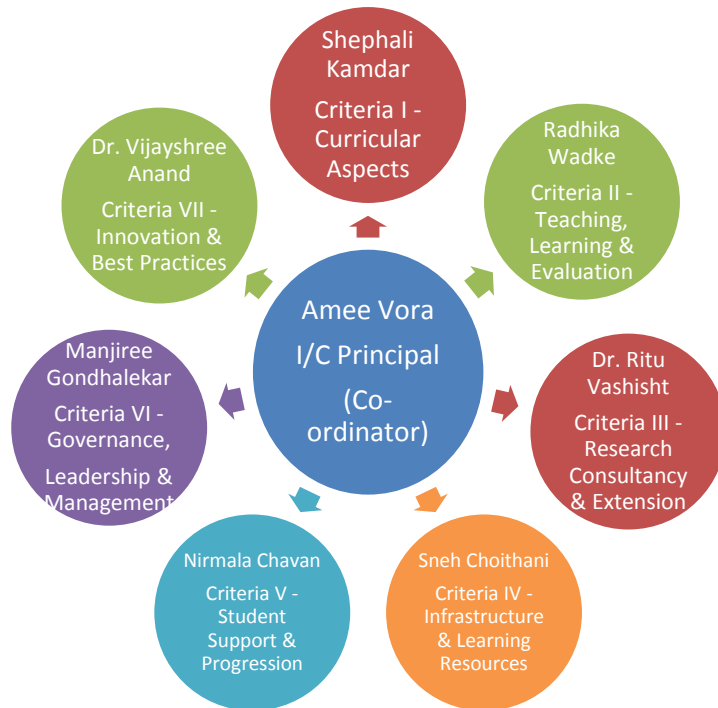
I also thank the Management for their support and guidance, parents for their trust, alumni for their involvement and above all my students for their love for this college.

People at the helm might change but this college, which I call the temple of Goddess Saraswati will always be there for us- a pillar of strength and succession

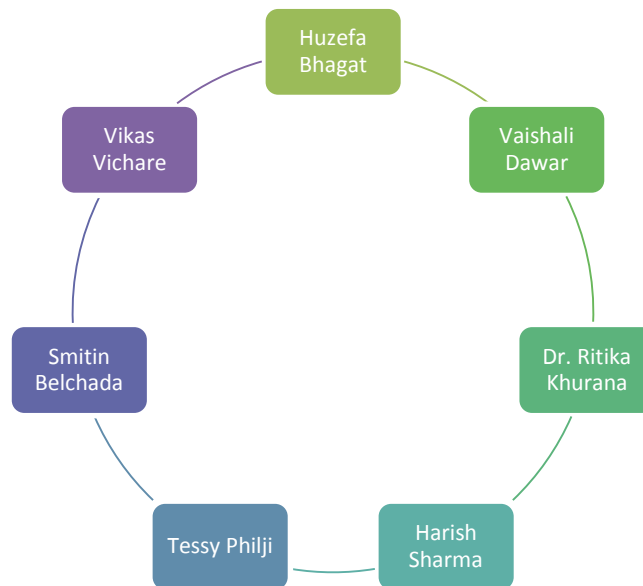
Ms. Ameer Vora
(In-Charge Principal)



NAAC STEERING COMMITTEE



SUPPORTED BY



Acknowledgement: We appreciate the contribution and support extended by the entire teaching and non-teaching staff of our college in preparation of this Self Study Report.



EXECUTIVE SUMMARY

CRITERION I: CURRICULAR ASPECTS

Narsee Monjee College of Commerce and Economics, a leading college affiliated to the University of Mumbai, was founded in 1964 by Shri Vile Parle Kelavani Mandal (SVKM). SVKM is a professionally managed trust with a large number of prestigious academic institutions under its umbrella.

The vision, mission and objectives of the institution insightfully direct the commitment of the College to the growth of its students and the society at large. The college has seen a spectacular growth in terms of student strength and performance in academics, co-curricular, extracurricular and sports activities.

Though called 'a CA Factory', it has also produced eminent personalities in different walks of life like Theatre, Music, Dance and Sports. Umang and Drishti, the two inter collegiate festivals hosted by the college are events which are a synergy of youth creativity and talent quotient.

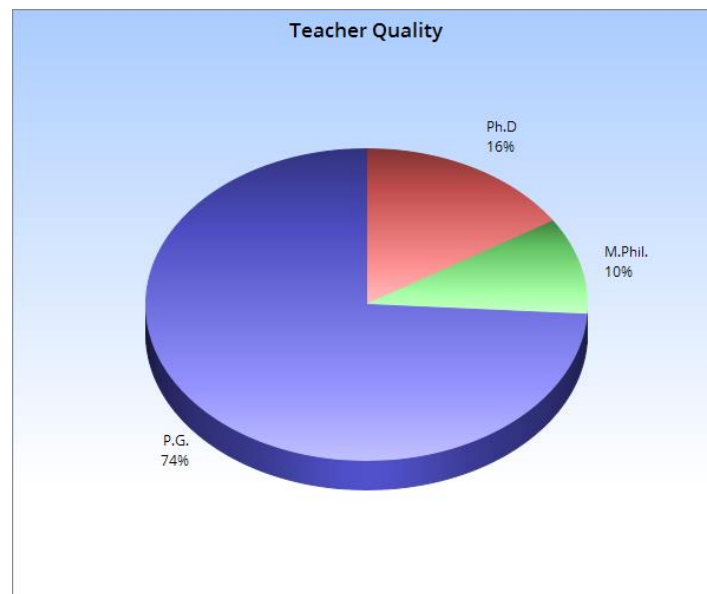
This criterion focuses on the aspects of curriculum planning and implementation, its enrichment and the feedback system in the College. While the academic curriculum and its calendar are governed by the University, in curriculum translation, the college believes that it is of critical importance that values be made the core and the essence. We build our tomorrows on the foundation of today and what will make for a sound foundation to the educated individual will be his set of values imbibed in his youth and perpetuated through life. Correspondingly, the curriculum expands beyond the myopic focus of the syllabus to the comprehensive holistic development of the students in tandem with the social and national goals of inclusive development. This endeavour is supported by a judicious blend of tangibles such as infrastructure and administrative support and intangibles such as peer support, opportunities for self-actualization and an all-round progressive atmosphere.

The implementation of the curriculum engages beyond the classroom to innovative teaching practices employing a wide range of instructive methods to address a culturally diverse and intellectually heterogeneous student base. The curriculum is suitably enriched to be representative of stakeholder's expectations in catering to needs of the society, the economy and the environment.

The college is affiliated to the University of Mumbai, the curricular, admissions and evaluation are followed as per the norms and rules as prescribed by the State Government and the University.



CRITERION II: TEACHING-LEARNING AND EVALUATION



Narsee Monjee College of Commerce and Economics is one of most reputed institutions for higher learning in the city and the country, it attracts students from all over the State, from outside the State as well as from Overseas.

In adherence to the goal and mission of our institution of catering quality and affordable education it aims at providing student centric education.

- The Admission procedure at UG level and PG level is as per the University norms and guidelines which is communicated vide Circular no Spl. Cell(68)/218/2005 dated 3rd June 2005. Admission to the UG and PG level is based on the criteria of ‘**merit**’ at their respective examinations. The admission process of the college is transparent and efficient. The college follows Online Admission process which is widely publicized on the college website (<http://www.nmcollege.in>). The online process brings better control over the process and the application forms reach out to a wider section of the society.
- The focus of all the activities is the ‘learner’. Various strategies and mechanisms for student centric learning are adopted by the teachers to cater to the diverse needs of students in the classroom.
 - a. Teachers dedicate initial sessions towards further assessing and bridging the knowledge/ skill gap of enrolled students.
 - b. Students with inadequate language skills are asked to join communication skill programmes.
 - c. Advanced learners are given an opportunity to join the **Add-on/skill enrichment programmes** like CPT, IPCC, Foundation CMA, Inter CMA and NCCMP (Taking into account the profile of our students)

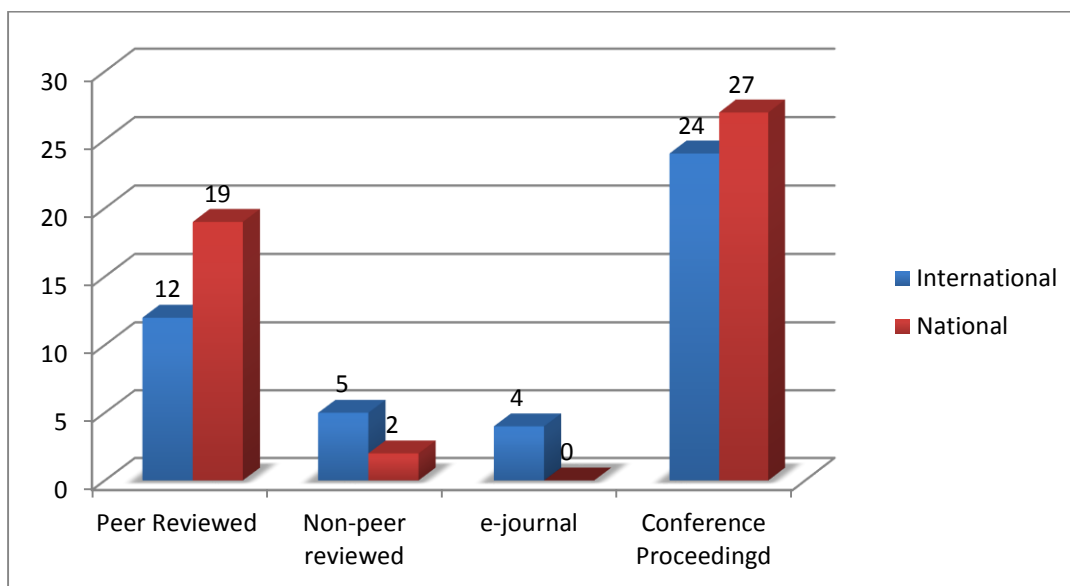


- d. Enriching the learning experience through Guest Lectures Series, Industrial Visit, posts a newsletter on the college website to abreast students to the latest developments, through subject association activities.
 - e. To **imbibe scientific temper**, students are encouraged to take up research project which are then published in the college research journal (with ISSN number): **Envisage, Epsilon**
 - f. **INTENT** our Flagship event, The Business Plan Competition aims to encourage the students of N.M. College to **take up entrepreneurship** by putting forth their ideas in this competition.
- The college has added necessary hardware and software to equip classrooms and laboratories with ICT facilities, Direct access to several databases related to online journals, company data, laws, eBooks, etc. useful for studies, projects and exercises from <http://ezproxy.svkm.ac.in:2048/login>
 - The institution organizes various Faculty Training Programmes, which empower faculty member to utilize various tools and technology for improved teaching-learning outcome such as teaching learning methods / approaches, handling new curricula, content and use of e- enrichment materials, assessment, audio-visual aids / multimedia, Online e-Resources and teaching-learning material development, selection and use.
 - The college has established a mechanism for taking feedback of teachers from students on teaching, which is than shared with teachers through an interactive meeting where shortcomings/problems are discussed. Solutions to these are also provided to seek improvement in the teaching-learning process.
 - The passion, commitment and care of the faculty towards teaching and all round development of the students and the overall environment of pursuit of excellence in all areas have often been termed as the “NM Culture”. This NM Culture has created a unique and everlasting bond amongst the College staff and the students.
 - On the campus counselling is provided to all the candidates approaching the Centre during pre-admission and admission time. Help and assistance is provided to all the students during the admission process.
 - Making the learning process more interactive through greater participation of students using role play, group discussions, open debate and such other techniques.
 - Obtaining students feedback on the performance of teachers is a regular practice.



CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

- Recognizing the importance of research and consultancy particularly the value addition it can provide to teachers and students, the college has made conscious efforts towards promotion of research. The Research Journal committee provides a platform to faculty and students to take up Research and present research work which can be published in the Research Journals of the college, Nav Manthan with ISSN 2349-7327 and ENVISAGE with ISSN 2395-7212. Nav Manthan, a peer reviewed research journal for the faculty is published annually. Envisage, an interdisciplinary Research Journal publishes research papers of students. Every department publishes a monthly e-bulletin wherein faculty and students contribute articles on contemporary issues. Department of Economics organizes an Annual Intercollegiate Research paper presentation competition 'EPSILON', wherein students undertake research work and present papers in the subjects of Economics, Politics, Commerce and Finance.
- Support in terms of technology and information needs is also provided to teachers for research activities. Access to several databases related to online journals such as ProQuest Central, EBSCO, JSTOR, ASME etc., company data, laws, e-books is provided. The library has institutional membership of British Council Library, Indian Commerce Association and Maharashtra Economic Development Council, which can be availed by students and faculty.
- 7 teachers are involved in active research for Ph.D. Over the past 4 years, 4 Minor Research projects have been successfully completed with an outlay of Rs. 193,763. A total of 85 Research projects have been published, out of which 21 papers are published in International journals, 14 in National Journals and 50 in Conference Proceedings. A total of 8 books have been authored by the faculty and 3 chapters / articles have been contributed to books by the faculty.



Research papers publications

- Teachers are encouraged to attend training and research based workshops. 17 teachers have attended Research and Data analysis based workshops. Teachers also participate in week long training sessions to update their professional skills. The college has organized 01 National Conference on the theme 'Effects of Globalisation on India's Services'.
- NMNSS given an opportunity to students to work with various civil society organizations. Linkages of NMNSS and RCNM with such organizations have helped to sensitise students towards their social responsibilities and students imbibe leadership, interpersonal, communication, organizing, presentation and research skills. The programs conducted inculcate among students social and ethical values like optimism, acceptance, loyalty, consistency, tolerance and truthfulness.

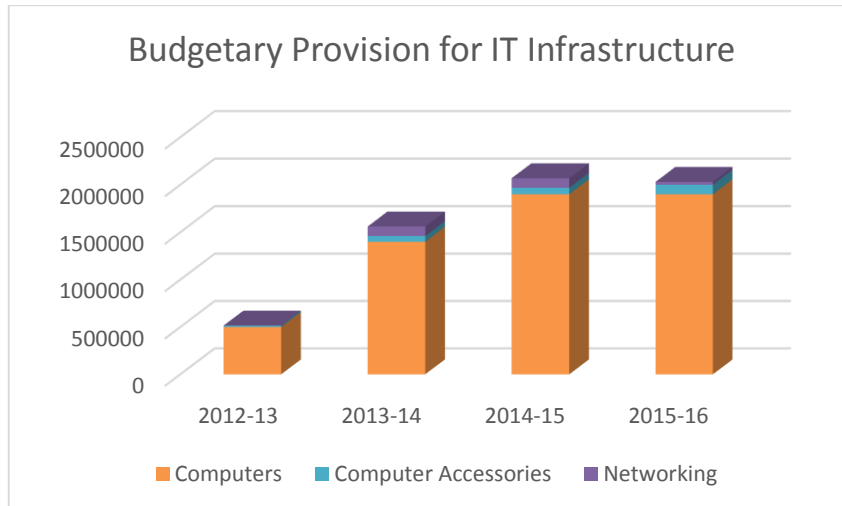
CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

Narsee Monjee College of Commerce and Economics provides excellent infrastructure to facilitate the education process and enhance the learning ability of the students. The College aims at developing intellectual capabilities and an understanding of the relationship between education and the real world.

With the mission is to provide the state-of-art infrastructure facilities to our students the College endeavours to provide the best of infrastructure facilities to the staff and the students. The policy of the college regarding infrastructure development is coherent with the educational needs of the students. The



suggestions from various stake holders, such as students, alumni, faculty, IQAC members, for expanding and upgrading the infrastructure are received and implemented from time to time. The college premises are utilized from 7 a.m. to 9 p.m. The amount spent on maintenance of IT infrastructure was Rs. 20,68,250 per year.



The classrooms, technology enabled learning spaces, laboratories, specialized facilities and equipment for teaching, learning and research, Curricular and co-curricular activities are always readily available. Some facilities like auditorium, play grounds, Placement Cell, Hostel facility, Health and Counselling are commonly provided by SVKM for all their institutions. The institution also takes care of the infrastructure requirements of physically challenged students. The amount spent on furniture, infrastructure fixture and maintenance was more than 4 Cr per year.

The college has library spread on two floors with suitable facilities for reading, good collection of print, non-print and e-resources and providing many necessary services to staff and students. The Library Advisory Committee helps the Librarian to handle the library functioning and students suggestions. The library also has UGC Network Resource Centre.

The college has two computer laboratories with 80 computers with licensed software. The college has allotted laptops to all the faculties. The wi-fi facility is free of charge to all staff and students. The regular functioning of computers, Laptops, LCD projectors, lighting units and elevators is ensured by the centralised maintenance department and the IT department of the Management.

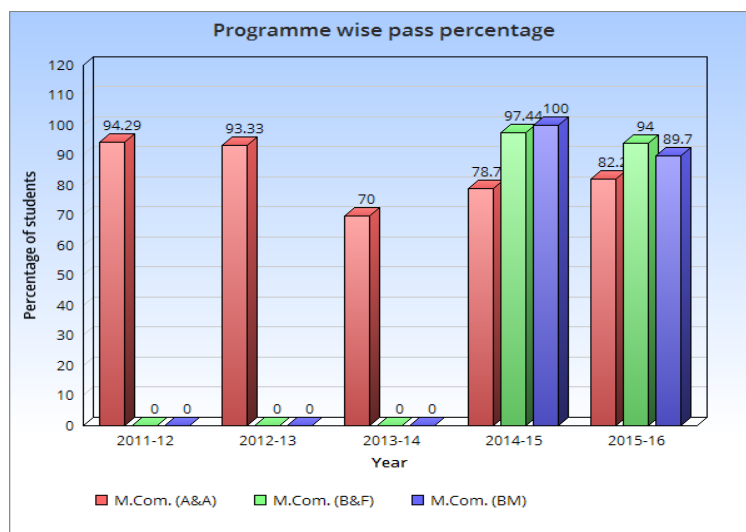
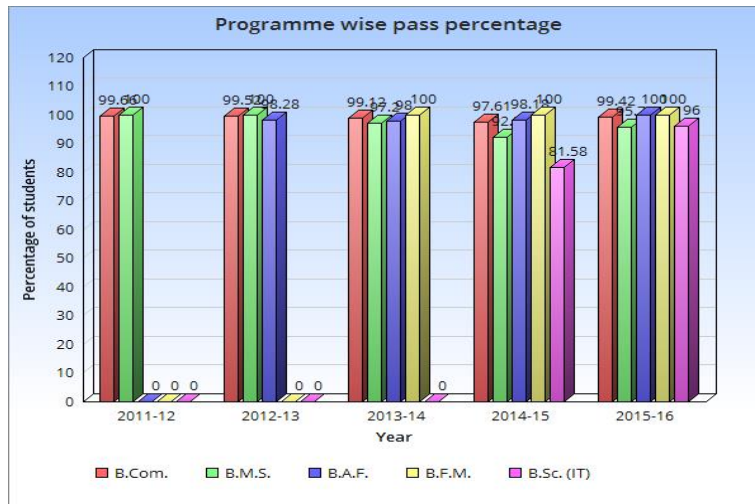
CRITERION V- STUDENT SUPPORT AND PROGRESSION.

1. College enrolls students from across the state of Maharashtra, States across India and International students- the student profile of college is



diversified, in spite of the college being a minority institution. College also follows all norms regarding reservation of seats for the SC, ST, NT, DT, and other categories of students.

- Majority of the students secure distinctions at the University exams. Following are representative charts of results of the year 2011-12 to 2014-15.



- Majority of our students pursue professional courses like chartered accountancy, company secretary, chartered financial analysis, actuarial sciences etc. Many of them have secured ranks at All-India professional exams in all these courses.
- The Placement Cell conducts: Training programs, Sessions on personality development, interview skills, group discussion, goal setting, self-awareness, stress management, conflict management, confidence building etc. Mock interviews, English Language Foundation Course, Pre-placement package for final year students and Soft skills development programme.



5. The placement cell has appointed a soft skill trainer to provide soft skill training to students. Event organisation skills are being encouraged with intercollegiate festivals like Umang , Drishti, Epsilon and other association activities.
6. **INTENT** - a business plan competition is held annually since 2012. The winners are awarded a cash prize of Rs 25,000/- and are felicitated on Annual day. In 2014, INTENT developed into a full-fledged cell – **Entrepreneurship Development Cell (EDC)** which conducts panel discussions, skill development workshops and management games etc.
7. Coaching classes for professional exams are instituted, recognized by the Institute of Chartered Accountants of India to offer Oral Coaching Programmes for CPT, IPCC and Finals. NM College is one of the nominated centers by the Institute of Cost Accountants of India and the Institute of Company Secretary of India for regular training sessions.
8. The college awards **43 Endowment Prizes for academic excellence** across the three courses of TYBCom, SYBCom and FYBCom amounting to **Rs.55,000 per year**. A number of prizes are instituted for academic achievers of all other courses.
9. The Alumni of Narsee Monjee College of Commerce and Economics have formed an association named '**Narsee Monjee Alumni Association Movement**' (**NaaM**) **in 1997**. It is a registered non-profit association of ex-students. More than 15000 alumni are registered with NaaM. The association is involved in regular functioning of college and also in many special events of college like annual day, garba night etc. They felicitate deserving students and staff annually.
10. The institution makes provision for needy students in the form of a **Student Aid Fund**. Following are the details.

Year	2011-12	2012-13	2013-14	2014-15
Amount disbursed.	Rs.64125	Rs.247283	Rs.272459	Rs.229579

11. College also provides **Group Insurance facility** to the students. As per the **Circular no. SW/12/of 2015of University of Mumbai** the students are insured under the Yuva Raksha – Group Insurance Scheme. At a minimum premium of Rs. 20 p.a., each student is insured for a sum of Rs. 1,00,000/-
12. College publishes its official college magazine '**Young Endeavor**' annually. Poems, articles, research papers etc; contributed by students are published in offline as well as online journals. The various associations encourage their members to publish articles, critiques and reports in regular newsletters like **Expresso** by Rotaract Club, **Horizons** by Planning Forum, **Blitz** by Computer Society, **Sans Frontiers** by Umang Festival Team to name a few. Students of the college also contribute to the



publication of the monthly departmental newsletter *E-Bulletin@NM* comprising latest developments in their discipline, informative articles, analytical articles and any other relevant data.

13. **Student Grievance Redressal Committee** is constituted in college vide circular no **VCD/SW/14/2007 of University of Mumbai** to address the grievances of students. **Women Development Cell** is constituted in college as a committee to receive, hear, and investigate any grievances related to sexual harassment on the college premises. An **Anti-Ragging committee** is constituted as per circular no. SW/42/ of 2015 of University of Mumbai. The Committee creates awareness about forms of ragging and consequences, to deter students.
14. Total of **84** students have benefitted from psychological counselling since 2013. Academic and career counselling is imparted through an on going series of guest lectures. The Placement cell arranges career counselling through pre placement seminars by reputed firms.
15. There are 20 associations in college which cater to the diverse interests of students. These include the NSS and Rotaract club for social service, Planning Forum and Advertising and Marketing Circle, Wildlife and Nature Club and Hobby Centre, Hindi, Gujarati and Marathi Sahitya Mandals, Computer Society and so on.

CRITERION VI: GOVERNANCE LEADERSHIP AND MANAGEMENT

Narsee Monjee College of Commerce and Economics was established in the academic year 1964-65 by Shri Vile Parle Kelvani Mandal.

- We aspire to carry forward the Vision of our founders of providing affordable quality education, while equipping students with knowledge and skills in their chosen stream, inculcate values, identify hidden talents, provide opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings.
- To strive for quality education in keeping with the **motto** of the college, “Excellence in Education” and prepare young minds for imbibing knowledge, skills and sensitivity.
- Our College is a Gujarati linguistic minority college. 50% of seats are reserved for this minority category .However the difference in the cut off marks in the open category and in this category is marginal. Students with academic excellence take pride in joining this college .Gujarat is considered as land of entrepreneurs. Hence to generate entrepreneur skills



self-financing courses like BMS, BFA, BFM, B.Sc.(IT) have been started by the Management.

- **Following are the measures undertaken for effective planning and implementation of policies –**
 - Local Management committee meetings for assessing the development needs, providing essential requirements for development, determining the policies, and evaluation.
 - Daily meetings of Principal with Vice-principals, and weekly meetings with the Librarian and Heads of departments for discussing the routine affairs.
 - Meetings of all committees to discuss the progress, evaluate the performance and plan for the next stage.
 - Meeting of all staff for monitoring the progress of all the committees.
 - IQAC meetings.
 - Dissemination of information to Students' Council, implementation of plans and collection of feedback.

- The college believes and practices decentralization of leadership. We have a hierarchy of the TOP management followed by Local Management Committee (LMC), Head of the departments, and Office Superintendent. The leaders of TOP management extend freedom to Local Management Committee to frame and implement administrative policies of the college. The Top management gives suggestions and advice only in exceptional cases. The leaders of TOP management believe in —Management by Exception policy. The authority flows from TOP management to the bottom while the responsibility flows from bottom to top.

- The college has accepted the policy of providing —Quality education with equity by way of improving the learners' achievements through continuously upgrading the quality of all aspects of human and other resources and support by way of constant self-evaluation and action planning.

- The College undertakes multi-dimensional perspective planning that is reflected in its teaching, learning, infrastructure development plans, students' and administrative development. A detailed Strategic Plan providing the roadmap to the College on its path to being a globally preferred institution has been articulated.

- Research is supposed to be essential for the development of any nation in general. It is helpful to develop the teachers' quality in college. The college has adopted a strategy to improve the quality of research.



- The college encourages the staff and the students to participate in social activities. Good number of teachers and students are involved in social activities through NSS, cultural programs etc.
- Our college is a Commerce college and runs the courses in commerce, management and I.T. for which the interaction with the industry is very essential for enhancing the quality of teaching and learning. Various industries are visited by our students for completion of projects. Industrial visits are organized to impart practical knowledge. Industrialists and businessmen are invited in the college to set an ideal in front of the students. The college helps the students to get access to various industries for completion of their projects and research.
- The Principal through the assistance of academic and administrative heads ensures that adequate and systematic information is available for the top management and the stakeholders to review the activities of the institution.
- The management through the Management Council (Office Bearers) that meets on a weekly basis chalks out policies and resolutions for the smooth functioning of the institutions under the SVKM umbrella.
- Education is an open system. Only constant thing is Change. The rate of change and the range of change affect this open system tremendously. The Teacher as one of the main components has to gear up to accept the challenges posed by this open system. As a result of which, learning has become a never ending process. Therefore Professional Development of the teachers is one of the thrust areas of SVKM Management. The Role of a Teacher applies to three major areas i.e. Academics, Research and Extension.
- There are two major purposes of conducting Performance Appraisal. One purpose is to provide information about work performance which is required for promotions of the staff and increment in salary, bonus and such other administrative actions. The other major purpose of conducting performance appraisal is to provide feedback about their work performance based on the standards established in the job description. Constructive feedback always helps individual to progress further on the path of her career.
- The Financial resources of the college are managed jointly by the Principal and the Managing Committee. The financial accounts of the college are maintained using the SAP software. The departments and the



various committees of the college have the autonomy to draft their annual budget. These budgets are considered jointly by the Finance/Purchase Committee, Principal of the college, and the Management Committee as per the availability of funds. It is only after approval by the latter, that the departments/committees place orders for fulfilling their varied requirements. Proper procedure for purchases is adopted, by calling quotations and making comparatives. A proper Finance and Purchase committee is in place to place orders of purchases.

- Quality Assurance at N.M. College is the process whereby measures are established which ensure that outcomes of academic programs and activities are of a prescribed standard. N.M. College Quality Assurance Policies define the direction the college will take in order to meet the needs of the youth of the society for quality Education. Also to provide the faculty and support staff the best possible environment to work forming a small society of honest citizens where peoples' beliefs and convictions grow by the day.

CRITERIA VII: INNOVATION AND BEST PRACTICES

Social and environmental consideration is very important for any institution, being an integral and responsible part of the society. Socially Responsible means that institution must behave ethically and with sensitivity towards social, cultural, economic and environmental issues. Striving for social responsibility helps students, staff and Institution have a positive impact on development of society as a whole and develops a positive mind set towards issues of grave concern.

The criteria explains the various initiatives taken by the college towards concerns about various issues ranging from environmental protection, carbon credit, eco-friendly practices and developing a proper and sustainable policy mechanism for the same. Environmental concerns cannot be ignored and a chain reaction of awareness becomes mandatory at the grass root. Being innovative is about looking beyond what we currently do well, identifying the great ideas of tomorrow and putting them into practice. The criteria list downs the various innovations undertaken by the college in administration, curricular and co-curricular, infrastructure and in research and publications. Education is a light that shows the mankind the right direction to surge. The purpose of education is not just making a student literate but adds rationale thinking, knowledge ability and self-sufficiency. Best practices enable to achieve all these objectives in the most just manner. This criterion explains in detail two best practices in the college and how it has contributed to positive change among the students and in the institution as a whole. The two best practices listed in detail are:



1. INTENT – Entrepreneurship Development Cell:
Entrepreneurship Development is a key aspect of employment generation. Intent enables youngsters to take up entrepreneurial challenge supported by appropriate institutional guidance and measures that will motivate and train young entrepreneurs.

2. From Campus to Corporates
Training & placement of students is one of the main objectives of this institute. The institute is very much concerned with necessity and importance of training & placement. As a result, a full-fledged training & placement cell has been established in this institute headed by Training & Placement officer has been set up for the sake of students bright future. The training & placement cell is fully equipped to impart the required training to the students. Soft skills are character traits and interpersonal skills that characterize a person's relationships with other people which are taken utmost care by Training and Placement Cell.

Thus the criterion ends with a list of other best practices adopted by the college.



SWOC ANALYSIS

Strengths

- **Brand reputation:** The excellent reputation built over the past 50 years has resulted in the college being rated amongst the top ten colleges in the country in the Commerce stream as per India Today rankings. This attracts the best talents amongst students and teachers.
- **Location:** The College is situated in the educational epicentre of the city of Mumbai. Within the radius of a few kilometres, one finds many reputed and nationally known educational institutions. This results in great synergy amongst the institutions facilitating mutually beneficial interaction.
- **Excellent Library and ICT facilities:** The College is equipped with latest state of the art technology and the library has a valuable collection of books, also in digital form. E-journal database facilities to enable research work and for access to latest online literature. Classrooms are equipped with projectors and sound system etc.
- **Faculty:** The College has a long standing tradition of attracting highly qualified faculty. The department of Accountancy has Chartered Accountants, some of them practicing, as members of the team. Many teachers have research qualifications; some have authored text books and reference books and published research and review articles in periodicals and journals.
- **Academics:** The College has maintained high academic standards and impeccable credentials at all levels, from the Junior College to Post-Graduation. The College figures prominently in the list of high achievers. The overall result and the number of rank holders has been consistently high for the last several decades. Several of our students have been the recipients of gold medals awarded by Mumbai University and have also secured the first rank in professional exams like CA, CS, Actuarial Science etc.
- **Co-curricular and Extra-curricular Activities:** The College provides ample opportunities and support to students to excel in Sports, Music, Dramatics, Elocution, Debating, Social Service etc. Umang and Drishti, the two inter collegiate festivals hosted by the college are events which are a synergy of youth creativity and talent quotient.
- **Alumni:** The College is supported by strong and vibrant alumni, NAAM. It supports the College in various academic and co-curricular activities and also mentors students from time to time.

Weaknesses

- **Lack of Academic Flexibility** - The present affiliation system gives limited flexibility to the College regarding curricular design and development, time frame and examination pattern. The Curriculum is not



in sync with contemporary needs or global standards due to these constraints.

- **No Credit transfer and accumulation facility-** Credit transfer and accumulation facility is not provided as the University does not offer the option.
- **No Lateral and vertical mobility within and across programmes and courses-** Lateral and vertical mobility within and across courses is not available since the University does not offer the option.
- **Space crunch:** In a city like Mumbai, there is an immense pressure on the infrastructure and the college is also constrained for space.

Opportunities:

- **Linkages with Industry and other Institutions-**With growing demand for new and different learning modules, there is great opportunity for the College to establish constructive linkages with industry and other institutions in India as well as abroad .
- **Scope for introduction of new courses:** There is a scope for new skill-development and vocational courses to be started to bridge the gap between theory and practice.
or newer learning modules from different segments of society

Challenges:

- **Student-Teacher Ratio-**A prominent College like NM attracts a lot of students thus putting a lot of pressure on the admission process. The high ratio of students in the class room also poses a challenge for the teacher to effectively reach out to all students.
- **Financial self-sufficiency:** The cost of maintenance of infrastructure is very high and this leads to constraints on financial resources.
- **Decrease in demand for traditional degrees:** With rapidly-changing socio-economic and technological environment, there is a declining trend of students opting for traditional courses.
- **Sudden changes in assessment pattern of University:** The changes in assessment pattern can lead to volatility and undue fluctuation in assessment of students.



Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	SVKM's Narsee Monjee College of Commerce and Economics	
Address :	Swami Bhakti Vedant Marg, Vileparle (W), Mumbai 400056	
City :	Pin :400056	State : Maharashtra
Website :	www.nmcollege.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	I/c Principal Ame H. Vora	O:022 42338000 R:	982000 7074	2618 0555	principal@nmcollege.in
Vice Principal	Gomathi V. Iyer	O:022 42338000 R:022 28798939	932378 8673		gomathi.iyer@nmcce.ac.in
Steering Committee Co-ordinator	I/c Principal Ame H. Vora	O:022 42338000 R:	982000 7074		amee.vora@nmcce.ac.in

3. Status of the Institution:

Affiliated College	✓
Constituent College	
Any Other (Specify)	

4. Type of Institution:

a. By Gender

i	For Men	
ii	For Women	
iii	Co-education	✓

b. By Shift

i	Regular	✓
ii	Day	✓
iii	Evening	



5. It is a recognized minority institution?

Yes	✓
No	

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

Gujarati Linguistic Minority

6. Source of funding

Government	
Grant-in-Aid	✓
Self Financing	✓
Any Other	

7. a. Date of establishment of the college: **June 1964** (dd/mm/yyyy)
 b. University to which the college is affiliated /or which governs the college (If it is a constituent college): **University of Mumbai**

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	10 th March 1975	As listed on the UGC Website
ii. 12 (B)	Recognised (Refer letter dated 05 th October 2012)	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the GC ACT)

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ Cluse	Recognition/Approval details Institution/ Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	Not Applicable			
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)



8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, has the College applied for availing the autonomous status?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, date of recognition: (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Urban
Campus area in sq. mts.	5727 sq. mtrs.
Built up area in sq.	5436 sq. mtrs

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities ✓
- Sports facilities
 - * Play ground ✓
 - * Swimming pool ✓
 - * Gymnasium ✓



- Hostel
 - Boy’s Hostel
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)
 - Girl’s Hostel
 - i. Number of hostels
 - ii. Number of inmates
 - iii. Facilities (mention available facilities)

- * Working women’s hostel
 - i. Number of inmates
 - ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff
(give numbers available — cadre wise)
- Cafeteria — ✓
- Health centre – ✓

First aid, Inpatient, Outpatient, Emergency care facility,
Ambulance..... Health centre staff –

Qualified doctor	Full time		Part-time	✓
Qualified Nurse	Full time		Part-time	

Facilities like banking, post office, book shops

All these facilities are available within one kilometre of the college.

- Transport facilities to cater to the needs of students and staff
Railway station is within walking distance from the college within one kilometre. Public transport including BEST buses is readily available outside the college gate.
- Animal house – **N.A.**
- Biological waste disposal - **No**
- Generator or other facility for management/regulation of electricity and voltage – **Yes (UPS)**

- Solid waste management facility - **No**
- Waste water management - **No**
- Water harvesting – **Yes**



12. Detail of programmes offered by the college (Give data for current academic year)(Give data for current academic year)

	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted (including NRI over and above sanctioned strength)
Under-Graduate	Bachelor in Commerce	3 years	12 th Standard or equivalent examination	English	960	882
	Bachelor in Management Studies	3 years			120	129
	Bachelor in Commerce (Accounting & Finance)	3 years			60	62
	Bachelor in Commerce (Financial Markets)	3 years			60	53
	Bachelor in Science (Information Technology)	3 years			60	54
Post-Graduate	M.Com. (Advanced Accountancy)	2 years	Graduate	English	60	58
	M.Com. (Banking and Finance)					60
	M.Com. (Financial Market)					50
Integrated Programme	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-
Ph.D	-	-	-	-	-	-



Certificate courses	National Stock Exchange Certificate Course – NCCMP	4 months (Thrice)		English		
UG	-	-	-	-	-	-
PG	-	-	-	-	-	-
Any Other (specify and provide details)	1. Finance GYM – A certificate course in Finance 2. Soft Skills Course by our Training & Placement cell.					

13. Does the college offer self-financed Programmes?

Yes	✓	No	
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If yes, how many? : 7

1. Bachelor of Management Studies
2. Bachelor in Commerce (Accounting & Finance)
3. Bachelor in Commerce (Financial Markets)
4. Bachelor in Science (Information Technology)
5. M.Com. (Advanced Accountancy)
6. M.Com. (Banking and Finance)
7. M.Com. (Business Management)

14. New programmes introduced in the college during the last five years if any?

Yes	✓	No		Number	4
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1. Bachelor in Commerce (Financial Markets) – 2011-2012
2. Bachelor in Science (Information Technology) – 2012-2013
3. M.Com. (Banking and Finance) – 2013-2014
4. M.Com. (Business Management) – 2013-2014

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all



the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	-	-	-	-
Arts	-	-	-	-
Commerce	Aided (B.Com)	6	-	-
	Unaided (BAF/BFM/BMS/ M.com)	3	3	-
	Unaided Interdisciplinary : BSc.IT	1	-	-
Any Other (Specify)	-	-	-	-

UG Aided

1. Department of Commerce
2. Department of Accountancy
3. Department of Economics
4. Department of Business Law
5. Department of Mathematics, Statistics & Computers
6. Department of Business Communication

UG Unaided

1. BMS Course
2. BAF Course
3. BFM Course
4. BSc.IT Course

PG Unaided

1. M.Com. Course Advanced Accountancy
2. M.Com. Course Banking & Finance
3. M.Com. Course Business Management

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)
- a. annual system : NIL
- b. semester system : 8
- c. trimester system : NIL



17. Number of Programmes with
- a. Choice Base Credit System : 1 Aided + 7 Unaided
 - b. Inter/Multidisciplinary Approach : 1
 - c. Any other (specify and provide details) : NIL

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes		No	✓
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If yes,

- a. Year of Introduction of the programme(s).....(dd/mm/yyyy) and number of

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes		No	✓
-----	--	----	---

If yes,

- a. Year of Introduction of the programme(s)(dd/mm/yyyy) and number of batches that completed the programme
- b. NCTE recognition details (if applicable)

Notification No.: _____ Date: _____ (dd/mm/yyyy)

Validity: _____

- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes		No	✓
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19. Does the college offer UG or PG programme in Physical Education?

Yes		No	✓
-----	--	----	---

If yes,

- a. Year of Introduction of the programme (s) _____ (dd/mm/yyyy) and number of batches that completed the programme
- b. NCTE recognition details (if applicable)



Notification No.: _____ Date: _____ (dd/mm/yyyy)

Validity: _____

- c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes		No	✓
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20. Number of teaching and non-teaching positions in the Institution – 2015-2016

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government <i>Recruited</i>	Nil	Nil	-	7 + 1 Librarian	12 + 1 Dir. Of Phy. Edu.	19	8 (Class III) 24 (Class IV)	12 (Class III) 5 (Class IV)	-	-
<i>Yet to</i>	-	-	01		09		10		-	-
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>					02 + 08 =10		8 (Class III)			
<i>Yet to recruit</i>					Nil					

*M-Male *F-Female



21. Qualifications of the teaching staff: 2015-2016

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.				01	01	05	07
M.Phil.						05	05
PG				08	07	14	29
Temporary teachers (Teachers on Probation)							
Ph.D.						01	01
M.Phil.						00	00
PG					02	02	04
Part-time teachers- Nil							
Ph.D.							
M.Phil.							
PG							
Faculty recruited for Self Finance Course (Permanent & Probation)							
Ph.D.						00	00
M.Phil.						01	01
PG					04	03	07
Faculty recruited for Self Finance Course (On Contractual Basis)							
Ph.D.						01	01
M.Phil.					00	00	00
PG					02	07	09

22. Number of Visiting Faculty / Guest Faculty engaged with the College.:25

23. Furnish the number of the students admitted to the college during the last four academic years. (Aided)



Categories	Year 1 2012-13		Year 2 2013-14		Year 3 2014-15		Year 4 2015-16	
	Male	Femal	Male	Female	Male	Female	Male	Female
SC	4	10	7	8	8	6	12	11
ST	2	0	1	0	0	3	2	2
OBC	7	7	3	4	7	9	9	17
General	1094	1524	1127	1472	1161	1495	1116	1451
Others	3	0	2	0	0	2	0	2

Furnish the number of the students admitted to the college during the last four academic years. (Un-Aided UG)

Categories	Year 1 2012-13		Year 2 2013-14		Year 3 2014-15		Year 4 2015-16	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	1	0	1	0	1	0	0	1
ST	0	0	0	0	0	0	0	0
OBC	0	0	1	0	0	0	0	0
General	248	395	274	434	372	443	402	451
Others	0	1	0	1	0	0	0	0

Furnish the number of the students admitted to the college during the last four academic years. (Un-Aided PG)

Categories	Year 1 2012-13		Year 2 2013-14		Year 3 2014-15		Year 4 2015-16	
	Male	Female	Male	Femal	Male	Female	Male	Female
SC	1	0	0	0	3	0	3	1
ST	0	0	0	0	0	0	0	0
OBC	0	0	0	0	1	2	2	3
General	50	50	81	119	104	182	118	195
Others	0	0	0	0	0	0	0	1



24. Details on students enrolment in the college during the current academic year :

Type of students (2015-16)	UG		PG Un-aided	M. Phil.	Ph.D.	Total
	Aided	Un-aided				
Students from the same state where the college is located	826	192	162	NA		
Students from other states of India	44	78	6			
NRI students (First Year)	12	28	-			
Foreign students	-	-	-			
Total	882	298	168			

25. Dropout rate in UG and PG (average of the last two batches) UG : 3.30% PG : 7.92 %

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component : Rs. 31,826.84

(b) excluding the salary component : Rs. 15,007.59

27. Does the college offer any programme/s in distance education mode (DEP)? :

Yes		No	✓
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If yes,

a) is it a registered centre for offering distance education programmes of another University :

Yes		No	
-----	--	----	--

b) Name of the University which has granted such registration.



- c) Number of programmes offered
- d) Programmes carry the recognition of the Distance Education Council:

Yes		No	
-----	--	----	--

28. Provide Teacher-student ratio for each of the programme/course offered

Sr. No.	Course	Teachers	Students	Teacher-Student Ratio
1	Commerce	33	2622	1:79
2	BMS	8	379	1:47
3	BAF	4	184	1:46
4	BFM	4	172	1:43
5	BScIT	5	119	1:24
6	M. Com.			
	Advanced Accountancy	2	104	1:52
	Banking & Finance	2	115	1:57
	Business Management	2	104	1:52

The sanctioned class strength is 120 in the commerce course and 60 students for all other self-finance courses.

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 ✓ Cycle 3
 Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)



Cycle 1: 04/02/2004 (dd/mm/yyyy) Accreditation Outcome/Result
B++

Cycle 2: _____ (dd/mm/yyyy) Accreditation Outcome /
Result _____ Cycle 3: _____ (dd/mm/yyyy)
Accreditation Outcome/Result.....

*** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year. : 240
32. Number of teaching days during the last academic year
(Teaching days means days on which lectures were engaged excluding the examination days): 189
33. Date of establishment of Internal Quality Assurance Cell (IQAC) IQAC
- 17 July 2006
34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR 2011-12	: 17/09/2012
AQAR 2012-13	: 03/09/2013
AQAR 2013-14	: 16/09/2014
AQAR 2014-15	: 08/09/2015
AQAR 2015-16	: 26/08/2016
35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory / descriptive information)
 - The college was ranked 1st among all commerce colleges in Mumbai and 7th at the All India Level as per the survey conducted by India Today Magazine, June 2016.
 - The college has an average demand across all courses which is more than 4 times the intake capacity. Moreover to accommodate the growing demand for new courses as well as provide better infrastructure to students and staff, the management has planned expansion in the year 2017. A new 9 storeyed building with state of the art infrastructure is proposed.



CRITERION I: CURRICULAR ASPECTS

Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institutions and describe how these are communicated to the students, teachers, staff and other stakeholders.

The founder principal of the college was Dr. Gangadhar Gadgil (1964), a renowned economist, consumer activist, play writer, well known personality in the field of Marathi literature and recipient of the Sahitya Academy Award. He believed that the human mind is the fundamental resource of a nation and that colleges assume a significant role in the society as a vibrant and innovative Centre for education and fertile moulding ground for the formation of students' personalities. He often said that, "Everything has to be built from the bottom upwards. Routines and traditions have to be established and team spirit and loyalty have to be developed." He believed the college should work like a well-oiled machine for which rigorous teaching schedules and co-curricular and extra-curricular activities should be conducted, not only with enthusiasm but with efficiency.

Though the college has grown from 170 students in 1964 to 6200 students in 2015, the aspirations of our founders hold true even today.

VISION:

- To be a vibrant and innovative institution providing affordable quality education, while equipping students with knowledge and skills in their chosen career.
- To inculcate values and provide opportunities to realize their potential and hidden talents, thus making them capable to be leaders in their field of work, sensitive entrepreneurs and above all good human beings.

MISSION:

To impart **Excellence in Education** through quality teaching, academic environment, state-of-art infrastructure and academic-industry relations and thus preparing young minds for imbibing knowledge, skills and sensitivity for well-being of the society.



Objectives

- Impart education of the highest standard through value based holistic teaching and learning by integrating traditional and innovative practices.
- Create a platform for students to explore their creative potential and nurturing the spirit of entrepreneurship and critical thinking
- Inculcate a strong belief in hard work and core values of gender equality, human rights and ecology in order to make them socially responsible citizens.
- Equip students with the skills needed to adapt better to the changing global scenario and gain access to multiple career opportunities.
- Provide inclusive education by making it accessible to all sections of society.
- To maintain and promote quality, transparency, compliance and sustainability in governance and service delivery.

The vision, mission and objectives of the institution are communicated to the students, teachers, staff and other stakeholders through the following media:

- An annual prospectus, which is the initial interaction with the college, detailing the vision and mission. This is further elaborated in the Orientation programme and Principal's address to students at the beginning of every academic year.
- An interactive website (www.nmcolleg.in) which facilitates the viewing and understanding of the essence of the College for the world at large. Etched in metal in form of boards, at prominent places like the Reception Area, Principal's Chambers, Vice-Principals' Chambers, IQAC Room, Library, Conference Room and on every floor for common viewing within the College.
- Through practice in the day-to-day functioning of the institution in teaching, student development and transformation, administration and infrastructural facilities.
- Through staff and departmental meetings where stress is put on aligning the academic curriculum and staff efforts to the achievement of the vision. Further, pursuant to its objectives, in all activities which contribute to the motivation of its members such as training, development and health measures.
- Alumni meets, community outreach programmes and society interaction ensures the implicit communication of the vision of the College.



- Through media interaction in form of interviews and public relations.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

- The University of Mumbai, to which the College is affiliated, prescribes the academic curriculum at the initiation of the academic year. The academic calendar issued by the University is followed by every Department as the guide in the implementation of the curriculum. All circulars from the university regarding academic term, the academic calendar, working and teaching days available for undergraduate and post graduate programmes are forwarded to the departments.
- Further to the University Academic Calendar, the college details every event and exam schedules are displayed on the college website for our students and parents.
- The objective of every course is specified and communicated in the syllabus. The students are made aware of the paper pattern for internal and external examination. Keeping this in mind, the College meticulously develops action plans taking into note the objectives of the curriculum, the number of teachers and students and infrastructure available. Before the start of the academic year, the Timetable / Workload Committee of the College conduct meetings with the department heads and faculty to plan and ensure effective and timely implementation of the curriculum.
- In the next phase, internal course meetings for each subject offered by the College are held to ensure that the specific subject objectives are imbibed within the broad academic framework. Detailed Teaching Plans are prepared for the forthcoming academic year. Uniformity in interpretation and implementation of the syllabus is stressed upon. Creative suggestions and inputs are shared by the senior teachers to orient new teachers joining the department.
- The academic plan is transitioned into action effectively through lectures, presentations, assignments, seminars, workshops and discussions.
- Faculties have the freedom to decide the pace and transmission of the curriculum within the time frame and other requirements of the University.



- Infrastructural planning in terms of number of classrooms, tutorial blocks, availability of books and academic resources etc are planned in tandem with the academic blueprint so prepared.
- Further, as a review mechanism, departmental meetings, staff council and feedback mechanism ensures changes to the action plan, if any, are done on a timely and need oriented basis.
- At the end of every academic term, teachers are required to submit the status of completion of syllabus in their departmental meetings.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/ or institution) for effectively translating the curriculum and improving teaching practices?

- The University of Mumbai provides the backbone for the translation of curriculum into practice through guidelines, circulars and clarifications. To facilitate better teaching practices, the University organizes Faculty Development Programmes, refresher courses, orientation programmes and workshops to append and enhance the quality and methodology of teaching.
- The College takes a spirited and keen interest in the training and development of its teachers and encourages them to participate in the department and subject meetings, orientations, refresher courses, workshops, seminars organized by the University to enhance knowledge and to improve the teaching practices.
- Further, the College organises refresher courses on behalf of the University of Mumbai, from time to time. It assumes a proactive role in timely and relevant communication of curriculum and changes in it (if any) as well as resolution of queries of the faculty on a priority basis.
- Teachers are given considerable freedom and devise their own methodology based on the needs of the subject and the learners. Traditional modes of teaching/learning are blended with reasonable use of ICT to make the process learner-centric. Blackboard technology which is right now used in a phased manner will be used extensively in the near future to create e-learning by way of virtual classrooms.
- The college provides all possible technological aids to improve teaching practices. All teachers are provided with individual laptops, classrooms equipped with projectors and sound system, free Wi-Fi connectivity throughout the campus, scanning and printing facilities, E-journal database facilities, through a portal 'EZPROXY' to enable research work and NLIST database of UGC – INFLIBNET also offers access to the latest online literature.



- The college has started an initiative, 'Friends of the Library', wherein, through google groups, staff and students are kept updated about the latest books, reviews, development in the library as well as a detailed description of databases.
- The college also has a large collection of CDs, DVDs and other audio-visual study materials that aid in supplementing the curriculum by providing glimpses of different real-life situations and recent trends in the subject.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

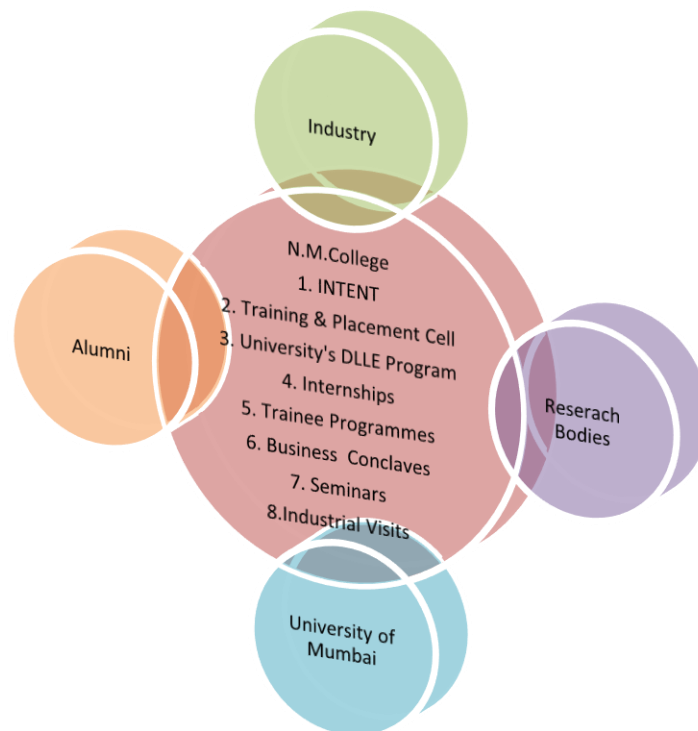
The college leverages its infrastructure and technology resources along with its excellent human resources to ensure effective curriculum delivery. A broad academic plan and review mechanism ensures the management of curriculum is done simultaneously on individual and institutional level. Certain initiatives taken in this regard are:

- The faculty is given discretion at a subject level to determine the flow, structure and pace of their teaching. Teachers also forward their course material like PPT's, notes, assignments, etc. to students through Google-groups. They are empowered to modify the method of teaching to accommodate different types of learners who learn at a different pace.
- Classroom teaching and tutorial guidance are utilized to the fullest extent to achieve the learning objectives. A democratic student-teacher interaction process ensures two-way continuous and unabated feedback that facilitates modification of the delivery process.
- At an infrastructural level, the importance of classrooms is highlighted in its role in curriculum delivery. In NM College, the classrooms are equipped with technology that aid and enhance the curriculum delivery process.
- Further, a redesigned library access, both physical and digital, ensures timely availability and ease of access to the students.
- Self-study mechanisms in the form of projects and presentations are encouraged.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?



Interaction with Beneficiaries



- The college and teachers constantly strive to integrate teaching with real life exposure for enriching and effective operationalization of the curriculum. Subject experts from the industry are invited to address students in an attempt to bridge the gap between theory and practice.
- The college taps the potential of numerous alumni who are heading various multinational companies and prestigious organisations and they in turn mentor students in topics related to the curriculum through extension lectures and other initiatives like INTENT. Senior partners of Ernst & Young conducted lectures on the Revised Schedule of Companies balance sheets and financial statements for TYBCom students.
- The college has a Training and Placement Cell and inputs from various industrial bodies and corporate houses are shared with the concerned departments which throw light on the effective operationalization of the curriculum.
- The college is participating in the University of Mumbai's Department of Lifelong Learning & Extension wherein they have opted to be a part of the Career Project (Vocational Oriented Projects) and Survey of Women's Status (Community Oriented Project). 60 students are handpicked for this and they interact with NGO's, Industry, Research Bodies etc. and in turn can disseminate



information regarding careers and community projects to students of our college and others too.

- The College organizes business conclaves, meets, seminars, programmes and industrial visits to augment the academic delivery of the curriculum. Internships, trainee programmes and interactions provide the students value addition and enrichment to the understanding of the convergences and divergences between the paper setting and the practice of the subject.
- Though the University does not lay down any specifications for the project work to be undertaken in B.M.S., B.F.M. and B.S.C.(I.T.), our college makes it mandatory for students to undertake research based on primary data for all their projects, under the guidance of their faculties and ensure its application in industry.
- The INTENT cell of our college encourages students to undertake surveys and research projects and learn about venture creation process as well as issues of social relevance. This has made our curricula experimental and learning more meaningful.

1.1.6 What are the contributions of the institution and/ or its staff members to the development of the curriculum by the University?(number of staff members / departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

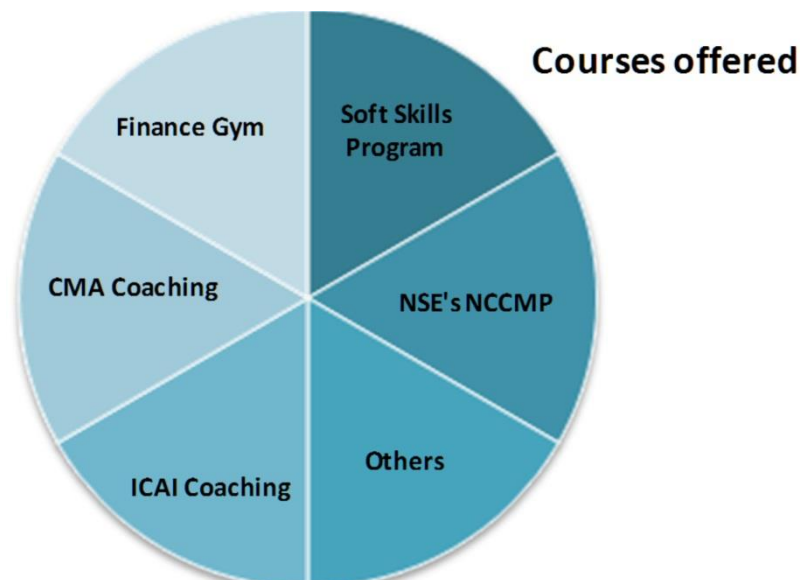
- A formal mechanism is in place for collecting feedback from students, parents, employers and alumni on the curriculum, at least once in the year. Teachers also work on suggestions for syllabus revision from academic peers obtained through informal interaction and other forums for communication such as email, subject association activities, interaction with visiting faculty and other experts during academic gatherings like workshops, seminars and refresher courses.
- Our faculty from the Department of Law suggested changes in the syllabus of 2014-15 and the need to incorporate the new Company Law 2013 in the syllabus. Subsequently the Board of Studies invited her to be a part of the Syllabus Reviewing and Reframing Committee and modules in the subject of Business Law were revised with effect from the next academic year and her suggestions were incorporated.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs



Assessment', design, development, and planning) and the courses for which the curriculum has been developed.

Yes, although we are affiliated to the University, the college does run a few programmes where the syllabus has been devised by the teachers or in conjunction with them. Some of them are as follows:



Sr. No.	Name of the Course	Need & Assessment
1	Soft Skills programme by Training & Placement Cell	It was started in November 2010 with an aim to enhance the soft skills of students and make them ready for future placements. The Training and Placement Cell organizes Campus Connect events with an objective of increasing awareness amongst students about placements and educating them about the importance of taking part in the placement process of the college. They organize pre-placement training sessions for third year students which focus on group discussions and personal interviews. The soft skills training sessions for first and second year students focus on Intra and Inter Personal Skills.
2	NSE (NCCMP)	It was started in March 2015 as a 100 hours program, spanning 3 – 4 months and covering theoretical and practical training in subjects related to capital markets. Successful candidates are awarded joint certification from NSE and the college. Of the 100 hrs, 80 hrs will be class room training and 20 hrs will be practical training (including 10 hrs self practice) with a share broker



		registered with NSE or on software provided by NSE in a simulated environment. The aim of the NCCMP Program is to develop skills and competency in securities markets.
3	Finance Gym – A certificate course in Finance	<p>This course was started in academic year 2015-16 and was designed as a 15 hour value added certification program in finance. It is specially designed for undergraduate students to help them learn the basics of financial planning, financial terminologies, setting financial goals, asset allocation strategy, pros and cons of different financial products and tax planning.</p> <p>The program consists of classroom sessions combined with online interactive simulation games whereby the students get to create and manage a dummy portfolio with real investment products to achieve the financial goals given to them. More than 100 students enrolled for the course and certificates were issued to all. As an incentive a cash prize of Rs. 5,000 was awarded to the top three performing students.</p>
4	ICAI Coaching	<p>It was started in June 2012 and the college is one of the centres nominated by ICAI to impart training to students intending to pursue their career in Chartered Accountancy through classroom coaching. Fully qualified and professionally and academically competent team of teachers including the faculty from the college conduct the lectures.</p> <p>In the May 2016 attempt, one of the students trained at our college secured an 49th Rank at the IPCC examination held at the All India Level.</p>
5	ICWAI Coaching Centre	<p>College is one of the centres nominated by ICWAI to impart training to the students intending to pursue their Career in Cost Accountancy, NM College In association with ICWAI provides classroom coaching to the students.</p> <p>Fully qualified, professionally and academically competent team of teachers including the faculty from the college conduct the lectures.</p>
6	Others	
	a. B.Com (Hons.)	<p>The course was started in 2009 and was designed as an enrichment course which encourages independent thinking, builds analytical and research skills and improves presentation and communication abilities of participants. Students interacted with experts from the industry in this 3</p>



		<p>year course. The first year course was termed the Certificate Course, at the end of the second year the Diploma Certificate was awarded and the Honors Certificate was awarded on successful completion of third year. The course was designed by the teachers in collaboration with Dr. Dharmakirti Joshi, Principal Economist, CRISIL, Sudhir Soni, partner Ernst & Young and Abhay Pethe, director, Department of Economics, University of Mumbai and had theory lectures followed by case studies, field assignments and project submissions.</p>
	b. Certificate course on General Insurance	<p>The course was started in 2011 as a 25 hour Certificate programme and was designed with the help of our alumni Mr. Yashesh Sampat, an internationally acclaimed industry professional and was coordinated by the teachers of the college. This course was designed to broaden the students' knowledge of divergent practices prevalent in different insurance markets the world over and also widened their perspective of international markets. The programme provided students a good opportunity to explore general insurance as a career.</p>
	c. Certificate course on IFRS	<p>The course was started in 2012 as a 12-hour Certificate course. CA Sheshadrinathan from Pi-Comm (India) Private Limited, a consultant in IFRS, helped in the design and conduct of the course, which was held over six Saturdays in the months of January and February, 2012. The course was co-ordinated by the teachers of the college and aimed to broaden the students' knowledge on convergence of Indian Accounting Standards with Global standards particularly helpful for our students who are pursuing professional courses like CA.</p>
	d. Certificate course on Entrepreneurship	<p>The course was started in 2012 as an 18 hour course and was designed and conducted with the help of ION education. It was aimed at equipping students with entrepreneurial skills.</p>
	e. ICSI Coaching Centre	<p>The college was one of the centres nominated by ICSI to impart training to the students intending to pursue their Career in Company Secretaries. NM College in association with ICSI provided classroom coaching to the students. Fully qualified, professionally and academically competent team of teachers including the faculty from the college conducted the lectures. The</p>



		<p>course aimed at creating professionals who can act as:</p> <ul style="list-style-type: none"> -An in-house legal expert; a compliance officer of the Company. -An expert in corporate laws, securities laws & capital market and corporate governance. -Chief advisor to the board of directors on best practices in corporate governance and be responsible for all regulatory compliances of the company.
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1.1.8 How does institution analyse/ ensure that the stated objectives of curriculum are achieved in the course of implementation?

The Heads of the departments ensure that the stated objectives of the syllabus as laid down by the university are met during the implementation process. This is done through regular interaction with the department colleagues and the students.

- Teachers employ diverse practices such as tests, individual presentations, quizzes and review of articles from journals and magazines pertaining to the course content as part of the internal assessment exercise.
- Periodic tests (both formal and informal) help teachers to gauge the learning output.
- Continuous feedback is encouraged to enhance the curriculum delivery and the need for realignment. The conducive and congenial informal peer to peer interaction also ensures that there is effective coordination and cooperation in the implementation process.
- Also, as an important step, training and development needs of the faculty in the due process of achieving the goals of the curriculum are met through workshops, seminars and development programmes.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/ diploma/ skill development courses etc., offered by the institution.

The college focuses on all round development of students. Taking into consideration the changing needs of stakeholders and global competency, the college and our parent organization, SVKM have taken concrete steps to ensure skill and inter disciplinary approach in the academic programmes. The program focuses on:



- Overall development of students personality.
- Skill development over and above regular academic programme.
- Employability of our students and keeping pace with the dynamic job- market.

The Courses conducted are :

- Soft Skills programme by our Training & Placement Cell
- NSE (NCCMP)
- Finance Gym
- ICAI Coaching
- CMA Coaching
- Others:
 - B.Com (Hons.)
 - Certificate course on General Insurance
 - Certificate course on IFRS
 - Certificate course on Entrepreneurship
 - ICSI Coaching

1.2.2 Does the institution offer programmes that facilitate twinning / dual degree? If ‘yes’, give details.

No. The college does not offer programmes that facilitate twinning / dual degree. However professional degrees like CA, CS etc. along with BCom and Post graduate courses is allowed.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in term of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

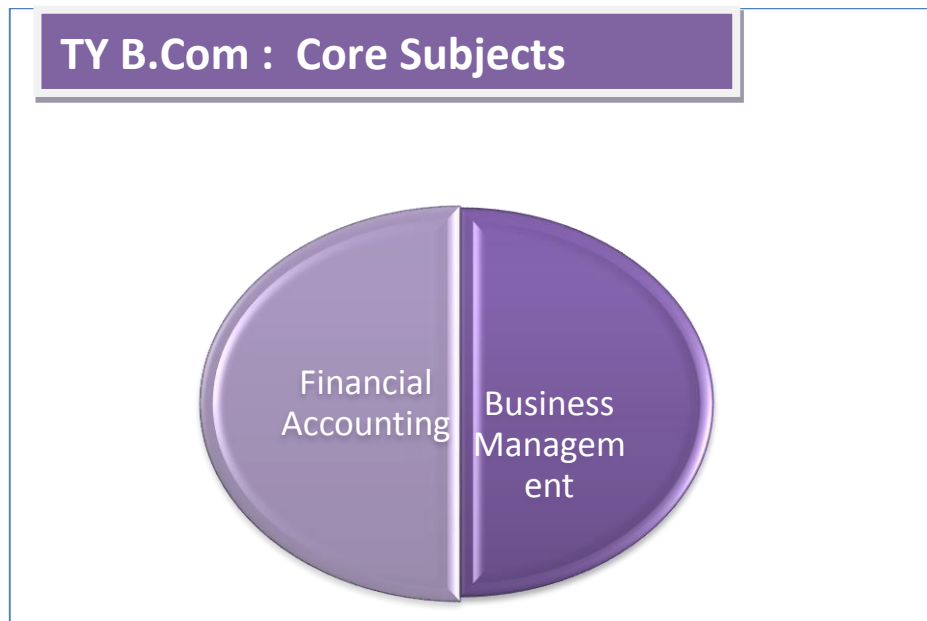
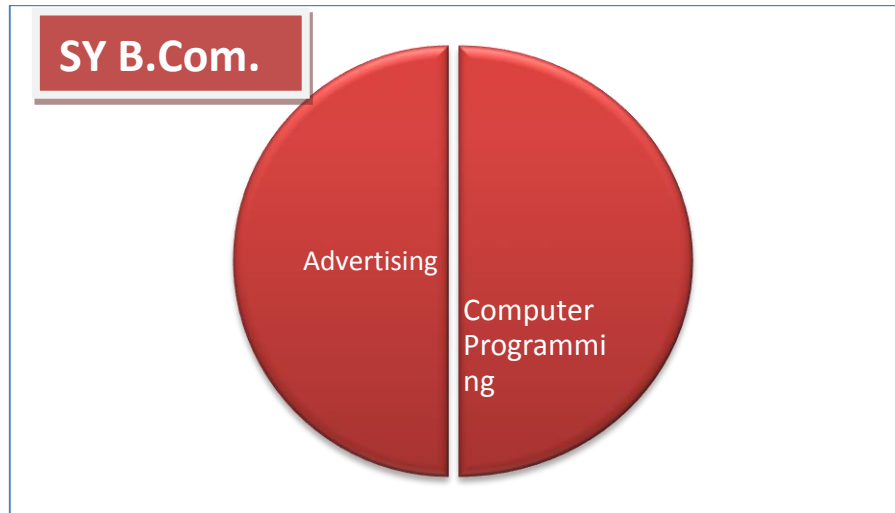
Range of core / Elective options offered by the University and those opted by the college; Choice Based Credit System and range of subject options; Courses offered in modular form; Credit Transfer and accumulation facility; Lateral and vertical mobility within and across programmes and courses and Enrichment courses.

Range of core / Elective options offered by the University and those opted by the college: As a constituent college following a course structure prescribed by the University of Mumbai, the College is constricted in terms of academic flexibility. However, students are encouraged to exploit the diverse range of subjects featured as choices



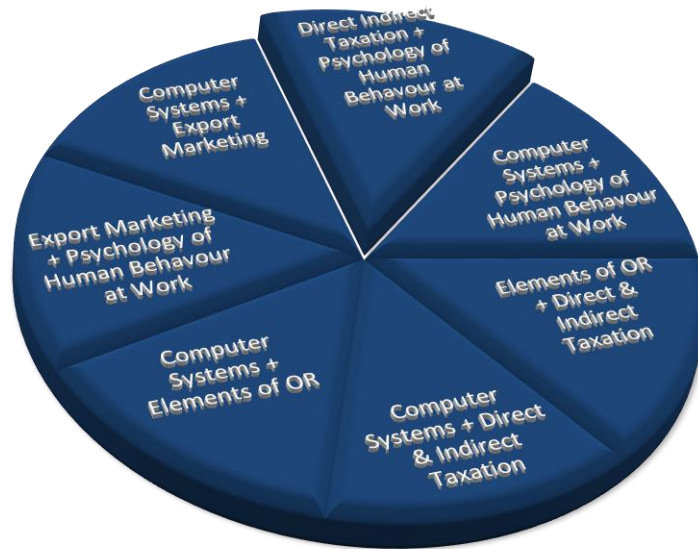
within the respective courses in terms of their individual perspective, orientation and career progression.

Options offered by the College





TY B.Com : Applied Components



TY BMS





TY BSc IT

Sem VI
Geographical
Information Systems

Course	Options offered by University	Options offered by College
B.Com	<p>Semester III & IV</p> <ol style="list-style-type: none"> 1. Advertising 2. Field Sales Management 3. Public Relations 4. Mass Communication 5. Travel & Tourism Management 6. Journalism 7. Company Secretarial Practice 8. Rural Development 9. Co-operation 10. Mercantile Shipping 11. Indian Economic Problem 12. Computer Programming (One Assignment per Batch) <p>Semester V & VI List of Core Courses / Special Group for Semester V and VI</p> <ol style="list-style-type: none"> 1. Financial Accounting & Auditing 2. Economics 3. Business Management 4. Commerce 	<p>Semester III & IV</p> <ol style="list-style-type: none"> 1. Advertising 2. Computer programming <p>Semester V & VI List of Core Courses / Special Group for Semester V and VI</p> <ol style="list-style-type: none"> 1. Financial Accounting & Auditing 2. Business Management



	<p>5. Quantitative Techniques 6. Banking and Finance</p> <p>List of Applied Component Courses for Semester V and VI</p> <p>1. Trade Unionism and Industrial Relations 2. Computer System & Applications (One Assignment per Batch) 3. Export Marketing 4. Marketing Research 5. Investment Analysis 6. Transport Management 7. Entrepreneurship & M.S.S.I. 8. International Marketing 9. Merchant Banking 10. Direct & Indirect Taxation 11. Labour Welfare & Practice 12. Purchasing & Store Keeping 13. Inventory Management & Cost Reduction Techniques 14. Insurance 15. Banking Law & Practice 16. Regional Planning 17. Rural Marketing 18. Elements of Operations Research 19. Psychology of Human Behaviour at Work</p>	<p>List of Applied Component – Permutations possible for Courses for Semester V and VI</p> <p>1. Direct & Indirect Taxation and Psychology of Human Behaviour at Work 2. Computer Systems and Psychology of Human Behaviour at work 3. Elements of Operations Research and Direct & Indirect Taxation 4. Computer Systems and Direct & Indirect Taxation 5. Computer Systems and Elements of Operations Research 6. Export Marketing and Psychology of Human Behaviour at work 7. Computer Systems and Export Marketing</p>
BAF	All subjects offered by the university are compulsory and no optional subjects can be offered.	
BFM	All subjects offered by the university are compulsory and no optional subjects can be offered.	
BMS	<p>Semester V</p> <p>1. Special Studies in Marketing 2. Special Studies in Finance 3. E Commerce</p> <p>Semester VI</p>	<p>Semester V</p> <p>1. Special Studies in Marketing 2. Special Studies in Finance</p>



	1. Investment Analysis & Portfolio Management 2. Econometrics 3. Financial Market Operations	Semester VI 1. Investment Analysis & Portfolio Management 2. Financial Market Operations
Bsc.IT	Semester VI 1. IPR and Cyber Laws 2. Digital Signal and system 3. Geographic Information system	Semester VI Geographical Information Systems
M.Com (Advanced Accounting)	All subjects offered by the university are compulsory and no optional subjects can be offered.	
M.Com (Banking and Finance)	All subjects offered by the university are compulsory and no optional subjects can be offered.	
M.Com (Business Management)	All subjects offered by the university are compulsory and no optional subjects can be offered.	

Choice Based Credit System and range of subject options-The courses offered for each subject are as per syllabi prescribed by the university.

Courses offered in modular form- nil

Credit transfer and accumulation facility - No credit transfer and accumulation facility is not provided, as the University does not offer the option.

Lateral and vertical mobility within and across programmes and courses- No lateral and vertical mobility within and across courses is available since the University does not offer the option.

Enrichment courses-

To help students develop skill sets and add value to their personality as well as enhance their potential for employability, the college conducts the following courses:

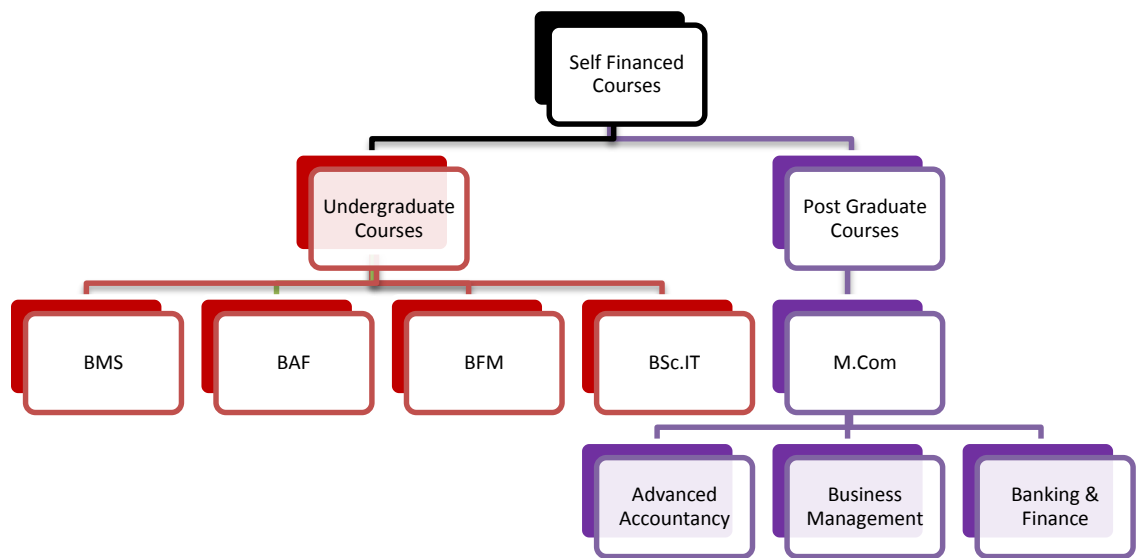
- Soft Skills programme by our Training & Placement Cell
- NSE (NCCMP)



- Finance Gym
- ICAI Coaching
- CMA Coaching
- Others:
 - B.Com (Hons.)
 - Certificate course on General Insurance
 - Certificate course on IFRS
 - Certificate course on Entrepreneurship
 - ICSI Coaching

1.2.4 Does the Institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The college offers a number of self –financed programmes affiliated to the University of Mumbai at under graduate and post graduate levels. List of self –financed courses is given below-



Degree Courses –

- Bachelor of Management Studies (BMS)
- Bachelor of Commerce (Accounting & Finance) (BAF)
- Bachelor of Commerce (Financial Markets) (BFM)
- Bachelor of Science (Information Technology) (BScIT)

Postgraduate Courses

- Master of Commerce (Advance Accountancy)
- Master of Commerce (Business Management)
- Master of Commerce (Banking & Finance)



Aided and Self - Financed Courses – A Comparison

Aspect	Aided Courses-Degree	Self-Financed Courses
Basis of Admission Undergraduate	BCom Based on percentage in Class XII. (detailed in 2.1.2)	BAF / BFM / BMS Based on percentage in Class XII and with a minimum of 45% marks overall.
Post-Graduate	--	BSc.IT Based on marks of mathematics in Class XII and with a minimum of 45% marks overall. (detailed in 2.1.2) M.Com Based on marks of BCom or an examination of any other University recognized as equivalent thereto.
Curriculum	Refer to Criteria 1.2.3	Refer to Criteria 1.2.3
Examination Pattern Undergraduate	An Internal component carrying 25% marks and the Semester End Examination component carrying 75% marks.	An Internal component carrying 25% marks and the Semester End Examination component carrying 75% marks.
Post graduate	--	An Internal Assessment component carrying 40% marks and the Semester wise End Term Examination component carrying 60% marks.
Fee Structure	As per University rules	
Teacher Qualification	The teacher should have done Post Graduation with the valid NET/SET score / Ph.D.	The teacher should have done post-graduation with a valid NET/SET score / Ph.D. Also in case of contractual appointment or in case of visiting faculty, the requirement of NET / SET / Ph.D is not necessary though emphasis is laid on industry experience.
Salary	As per UGC scale	As per UGC Scale & as per SVKM's Policy



1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’, provide details of such programme and the beneficiaries.

All the courses mentioned in **1.2.1 above** have been designed keeping in mind the regional and global employment markets. This is the list of courses conducted by the college:

- Soft Skills programme by our Training & Placement Cell
- NSE (NCCMP)
- Finance Gym
- ICAI Coaching
- CMA Coaching
- Others:
 - B.Com (Hons.)
 - Certificate course on General Insurance
 - Certificate course on IFRS
 - Certificate course on Entrepreneurship
 - ICSI Coaching

1.2.6 Does the University provide for flexibility of combining the conventional face to face and Distance Mode of Education for students to choose courses/ combination of their choice? “If ‘yes’, how does the institution take advantage of such provision for the benefit of students?”

No. the University does not provide for flexibility of combining the conventional face to face and distance mode of education for students.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated.

The commitment of the Institution towards education and learning is reflected in its actions. Various efforts have been and are being undertaken in this direction towards integrating the academic programmes with institution’s goals and objectives on a consistent basis.

To impart education of the highest standards using traditional and innovative practices:



- To improve teaching practices all teachers are provided with individual laptops, classrooms are equipped with projectors and sound system and free Wi-Fi connectivity available throughout the campus. E-journal database facilities, through a portal 'EZYPROXY' to enable research work and NLIST database of UGC – INFLIBNET also offers access to the latest online literature. The library has institutional membership of British Council Library, Indian Commerce Association and Maharashtra Economic Development Council, which can be availed by students and faculty.
- Workshops, seminars, debates, guest lectures, face to face interaction between industry experts and students and industrial visits provide a forum for learning outside the classroom. Poster exhibitions, role playing and street plays are an integral part of the learning process.
- The college publishes monthly and departmental e-bulletins, Navmanthan – a national level interdisciplinary double bind peer reviewed journal, Envisage – a research journal for students with ISSN number and Epsilon – a research paper presentation competition. This inculcates and encourages students to undertake research work.

To create a platform for students to explore their creative potential and nurture the spirit of entrepreneurship.

- INTENT – The Entrepreneurship Development Cell of the college holds workshops and business plan competitions through which students explore new business ideas and conduct feasibility studies. They are encouraged with cash awards by the college, judges and alumni.
- The college hosts two inter collegiate festivals Umang and Drishti which provide a platform for students to nurture and showcase their talents in varied events as street plays, comedy fests, fusion bands, contemporary dance, theatre, management events, sport carnivals, fine arts etc.
- The college has more than 15 associations and clubs which hold diverse events like mock stock exchange, Mock parliamentary session, movie screenings, Ad quizzes, graphic design workshops, theatre workshops, monsoon and winter treks, photography workshops, talent hunt, salsa dance workshops, kavi sammelans etc. These activities identify hidden talent among students and add a different dimension to their overall development and personality.



- The college encourages and creates a conducive atmosphere for students to participate in sports like badminton, chess, cricket, football, handball, rugby, judo, athletics, table tennis and shooting. This adds to their overall fitness and development.

To inculcate strong core values of gender equality, human rights and ecology in students in order to make them socially responsible citizen and good human beings.

- Drishti, our management festival, organises a Business Conclave every year as part of a social outreach initiative wherein relevant social issues are discussed by eminent panellists, moderated by renowned journalists and well-known personalities. It also observes a Social Week in conjunction with NGOs wherein the college aims to spread socially relevant messages to students.
- The NSS and Rotaract club of the college undertake various initiatives like senior citizen survey, energy audit, adoption of villages, education projects etc to sensitise students and make them aware of their social responsibilities.
- Various programs and activities are undertaken by the college to address relevant issues like gender sensitization, responsibility towards the environment and human rights.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experience of the students so as to cope with the need of the dynamic employment market?

The college is dedicated towards the continual enrichment of the curriculum, integrating it to the needs of the ever-evolving employment market. The efforts in the direction include:

- Organization of various industrial visits, seminars, workshops, talks and conferences on a regular basis by inviting eminent speakers from academia as well as industry to provide students and faculty members with a platform for intellectual interaction and development.
- The college has a Training & Placement Cell which helps students to cope with needs of the Corporate World. Students are provided with Soft Skills training which helps them in maximising their potential. The Cell also facilitates placement activities of students.
- The INTENT cell of the college works towards academic – industry interaction where industry experts share their knowledge and entrepreneurial skills with them. The students also participate in Panel discussions and learn about contemporary topics.



- Drishti, the management fest of the college, holds a Business Conclave which helps the student community in gaining knowledge of current needs and expectations in national and global markets. This has increased their potential for employability in various industries.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum.

As per the stated vision of the college our ultimate aim is to create socially aware and responsible citizens. For this purpose several initiatives have been undertaken on social, environmental and human issues within the curriculum of foundation course as well as beyond the framework of the academic curriculum through various associations and other activities. They are listed as below:

Issues	Programme & Activities done by college
Gender Sensitivity	The college has a dedicated women development cell that looks into the various issues and challenges faced by women. Audio visual media is used for sensitizing students on gender issues followed by discussions with them. The college had organized a workshop on “Women & Children: The Silent Scream Zone, addressing Socio-Economic & Legal Issues.”
Climate change and Environment Education	All students have to study and pass a compulsory paper in Environmental Studies and Environmental Management as part of the University curriculum. Students are encouraged to submit projects, prepare skits and short films on the topics covered in their syllabus. The college has also organized various beach cleaning drives, eco friendly ganesh drives etc through the NSS wing & Rotaract club of the college. Regular visits to Bombay National History Society (BNHS), Maharashtra Nature Park etc. are also organised.
Human Rights	All students have to study and pass a compulsory paper Foundation Course -Value Educations part of the University curriculum. Students are encouraged to submit projects, prepare skits and short films on the topics covered in their syllabus. The college also earmarks a day as a social cause day for making the students aware of the various issues faced by the society and its impact. Solutions are sought through dialogue, debate and skits during the lectures.



ICT	Faculty members use new technology to make teaching-learning more enjoyable. All teachers are provided with individual laptops, classrooms are equipped with projectors and sound system and free Wi-Fi connectivity. E-journal database facilities through a portal 'EZYPROXY' to enable research work and NLIST database of UGC – INFLIBNET also offers access to the latest online literature.
Others	The college also hosts in collaboration with prominent NGOs a social week during the Drishti intercollegiate management festival where eminent personalities from various fields come to college to spread messages on socially relevant issues. Various associations conduct activities like film screenings followed by discussions to sensitize students on important issues.

1.3.4 What are the various value-added courses/ enrichment programmes offered to ensure holistic development of students? Moral and ethical values; Employable and life skills; better career options and Community orientation

For the holistic development of students, various value added courses / enrichment programmes are offered in the institution. They have been summarized as follows:

Moral, Ethical Values and Community Orientation:

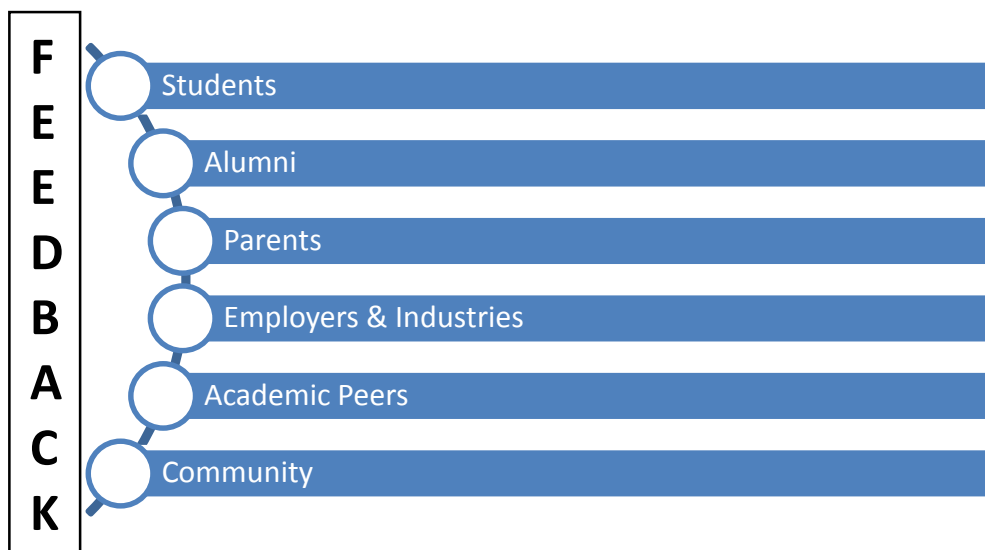
- The University of Mumbai's Department of Lifelong Learning and Extension
- NSS and RCNM activities

Employable, Life Skills & Career Options:

- Finance Gym
- Soft Skill Program
- NSE's NCCMP
- ICAI Coaching
- CMA Coaching

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.

N.M. College has always endorsed an environment of open communication. A formal feedback mechanism is in place and inputs obtained from the various stakeholders have been incorporated appropriately.



<p>Feedback from Students</p>	<p>Feedback is taken from students annually and their expectations regarding the curriculum are analysed and deliberated upon. Periodic meetings with class representatives also help in this direction. In addition to this, feedback process is kept on going through meetings of student bodies like Student Council. The Council notes areas of concern, if any, from the students’ point of view and places them before the appropriate committee for necessary action. Suggestion boxes are placed at different places on the campus and are monitored. Blackboard technology is used to obtain students feedback.</p>
<p>Feedback from Alumni</p>	<p>Feedback is taken from Alumni annually and their suggestions implemented to the extent possible. Regular meetings of alumni are also organized in College in association with NAAM, the alumni association of the college. They provide necessary inputs and ensure that the institution remains the forerunner in its field.</p>
<p>Feedback from Parents</p>	<p>Feedback from parents is taken formally through the feedback form and also in an informal manner in the Orientation meeting as well as on the occasion of the Annual Day gathering. Parents are also invited on different occasions by the College whereby their suggestions are encouraged.</p>
<p>Feedback from Employers / Industries</p>	<p>A formal feedback system is in place for employers. Moreover the college has a very vibrant relationship with industry through its Training & Placement cell. Prospective employers like KPMG, Barclays, E&Y etc. who visit the campus for</p>

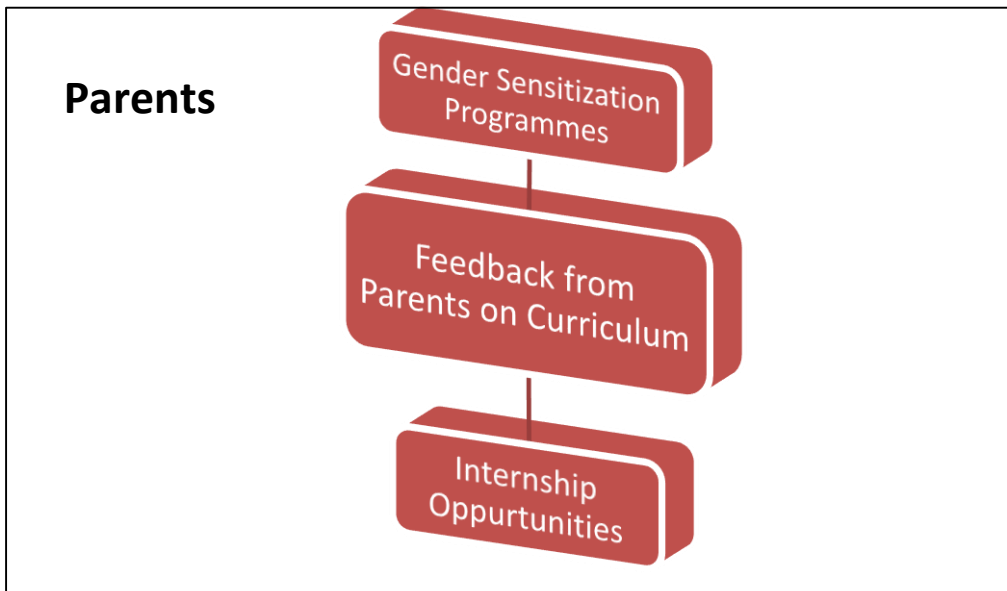
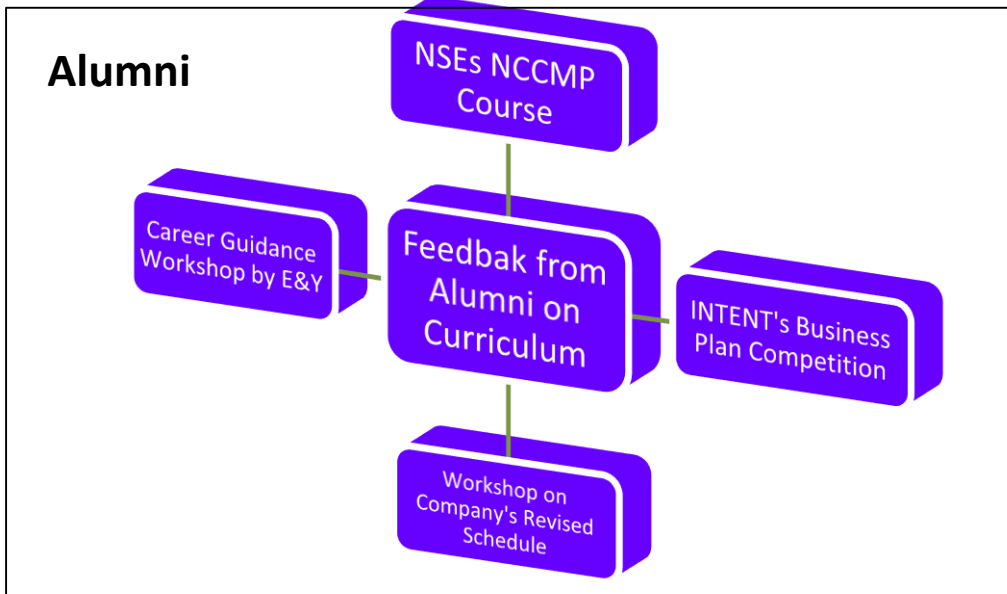


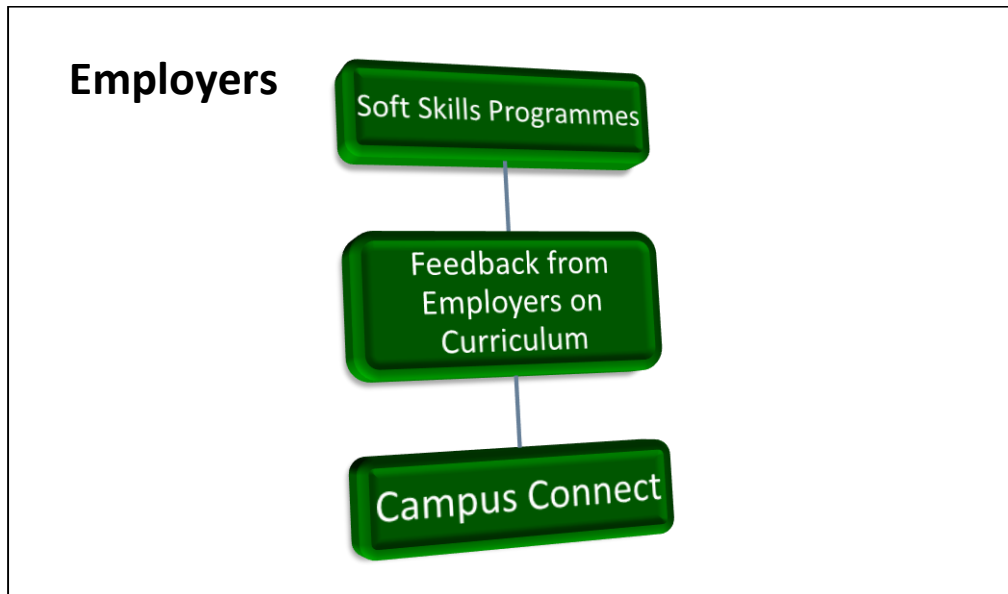
	<p>recruitment of students, give their feedback to the placement cell. Taking the report of the placement cell into account, the college takes necessary steps to incorporate the valuable suggestions given by various industrial bodies and corporates. Introduction of a Soft Skills course was one such step taken to fulfil the expectations of the industry.</p> <p>Many of our past students are working at higher positions in different industries. College invites them as guest lecturers for seminars where they express their views on curricula and its relevance to needs of industry.</p>
Feedback from Academic Peers	<p>College invites academicians from different Colleges and Universities for seminars and programmes organized for teachers and students. These academic peers express their feedback about the programs, College and higher education in particular; the College takes this feedback into consideration for enriching the curriculum.</p>
Feedback from Community:	<p>The views of various speakers, experts and counsellors from various fields of life who visit the College on various occasions are taken. Their observations are noted through their speeches, which also form a part of the feedback. Responses are analysed by the heads of various departments and suitable steps are taken for their implementation.</p>

Impact of Feedback

Students







On the whole, the College ensures a healthy and progressive environment for receiving and implementing feedback from its varied stakeholder base to enhance and enrich the curriculum to the extent possible within the framework of the University of Mumbai.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- The college has its own framework for quality assurance which comprises the Management, Principal, Local Management Committee, IQAC and entire faculty including administrative staff. It is a decentralized structure and all decisions on academic or administrative matters are taken through rigorous discussions.
- Committees, associations, faculty members and the students at large provide necessary inputs at regular intervals for the quality enhancement.
- Discussions and deliberations at staff council and departmental meetings ensure periodic stock taking of the work done and offer necessary suggestions as and when required.
- The institution also houses an Internal Quality Assurance Cell (IQAC) to monitor and evaluate the quality of its various programmes.

1.4 Feedback System

1.4.1 What are the contributions of the institutions in the design and development of the curriculum prepared by the University?



Faculty members have contributed as Members of the Board of studies at the University of Mumbai where they give their valuable inputs to restructuring of the curricula.

- The teachers also participate in ‘Syllabus-revision’ workshops organized by various colleges/ institutes.
- They have also worked as Resource persons in workshops organized for syllabus restructuring.
- The teachers have been proactive in organizing “Syllabus revision” workshops. For instance, our department of Law conducted a workshop on revision of syllabus wherein the need to incorporate the new Company Law 2013 in the syllabus was stressed upon. Subsequently the Board of studies invited our faculty to be a part of the Syllabus Reviewing and Reframing Committee and the syllabus was revised thereafter.
- Additionally, where the contents of the courses prescribed by the University are found to be inadequate to match the merit and intellectual demands of the students, departments are encouraged to supplement the courses to the desired extent.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use of internally for curriculum enrichment and introducing changes/new programmes?

Yes. Although the curriculum design and restructuring is the responsibility of the University, the college has designed a formal feedback form to be filled in by the students, their parents, alumni and the employers. The feedback is taken manually. The data collected is entered in MS Excel by the administrative staff and an analysis is done. The findings of the feedback on curriculum are discussed in IQAC meetings.

The outcomes and suggestion for improvement, up gradation and development of curriculum is conveyed to the Boards of studies in various courses by senior teachers when they participate in the syllabus revision workshops organised by the University.

Blank copies of feedback forms are annexed herewith.

1.4.3 How many new programmes / courses were introduced by the institution during the last four years? What was the rationale for introducing new course/ programmes?)

The list of new programmes added during the last four years is as follows:

**Year 2011-12:**

- **BFM course**

AIM: The aim was to train students to gain knowledge in the ever changing field of Financial market by way of interaction, projects, presentations, industrial visits, practical training, job orientation and placement

- **M.Com. Part II (Advanced Accountancy)**

AIM: The University of Mumbai offers Masters of Commerce as a natural extension of the undergraduate course in Commerce i.e. B.Com. The aim is to create an avenue for employment in the academics and also to benefit Industry by providing them with suitably trained persons in the field of Accounting & Finance.

Year 2012-13:

- **B.S.C.(IT)**

AIM: With the growing use of Computers and Information Technology in our day to day life, it is necessary that we have the trained man power to manufacture, maintain and use Computers as well as write the software required for the effective and efficient use of the computers and IT. The course is designed and introduced by University of Mumbai to bridge the gap and produce employable graduate in Information technology which will enable the students and industry to grow.

Year 2013-14:

- **M.Com.(Banking and Finance)**

AIM: The course aims at providing specialization to the students in the field of management and banking. The course contents are designed keeping in view that the course is a natural progression of the undergraduate course. The syllabus takes care of the requirement of the industry as well as the academia.

- **M.Com. (Business Management)**

AIM: The course aims at providing specialization to the students in the field of management. The course contents are designed keeping in view that the course is a natural of the undergraduate course. The syllabus takes care of the requirement of the industry as well as the academia.

**Any other relevant information regarding curricular aspects:**

In its fruitful existence of fifty years the College has produced outstanding students who have rendered extra-ordinary service in different walks of life. The College has successfully established continuous dialogue with peers and industries. Their feedback has been helpful in redesigning and adopting curricula in given framework.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

- i. How does the college ensure publicity and transparency in the admission process?



Narsee Monjee College of Commerce and Economics is ranked as one of the topmost Commerce College in Maharashtra and in India by India Today and TRA (Trust Research Agency). As our college is one of the oldest and reputed institution for higher learning in the city and the country, it attracts students from all over the State, from outside the State as well as from Overseas.

- However, every year to fulfil its larger commitment to society, SVKM conducts **Master Mind Career Guidance Education Fair** in the month of April. During this fair our college has two stalls in which we showcase our achievements in academics, curricular, and extra circular activities. Participants are made aware of the various courses conducted in the college and the admission procedures through pamphlets, flyers and standees.
- In addition, the complete admission process along with the schedule of form submission, display of merit lists, fee structure and admission policies is displayed on the college website as well as on the notice-boards in the main building and at prominent locations on the campus and updated from time to time.
- For complete transparency information regarding admission criteria, programmes offered, endowments, scholarships/free-ships,



and other student support facilities are provided in the college **Prospectus**.

- The college follows Online Admission process which is widely publicized on the **college website** (www.nmcollege.in). The online process brings better control over the process. Application forms reach out to a wider section of the society. Applicant can apply anytime and from anywhere. The direct benefits of the online system are transparency in the whole process, 24 X 7 availability, no geographical boundaries, no long queues, reduction in paper work, reduction of human involvement; accurate, reliable and user friendly process.
- Further still to ensure transparency in the admission process an **Admission Committee** is formed. All the admissions are processed through this committee for proper scrutiny of documents. The admission process is done using the SAP software. The complete Master List of applicant as per Merit is displayed on the college notice board. Similarly Merit List (Categories wise) of selected candidates list is also displayed on the college notice board as well as on the college website as per the admission schedule of University of Mumbai.

Thus transparency in the entire admission procedure of regular and self-financed courses ensures easy access, fairness and social justice showcasing the values and culture of our college.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

The Admission procedure at UG level and PG level is as per the University norms and guidelines which is communicated vide Circular no Spl. Cell(68)/218/2005 dated 3rd June 2005. However there is no reservation of seats categories wise for Self Finance Courses. Admission process for UG class's starts immediately after the declaration of XII results of Maharashtra Board and for PG after declaration of T.Y. results of University of Mumbai.

Merit based admission process:

- Criteria for UG: merit at 10+2 qualifying examination and reservation as per rules and regulations of State government and University received from time to time.



- Criteria for PG : Average of all Semesters at the UG level.

Admission procedure:

- An Admission Committee constituted for each UG (B.Com, BMS, BAF, and BFM. BSc IT /PG (M.Com in: - Advance Accountancy, Business Management, Banking and Finance) class who are entrusted with the responsibility of monitoring the complete admission process.
- Online admission system- allowing the student to fill the application through the web and submit it.
- The eligibility criteria, number of seats, and selection criteria are mentioned on the website.
- Physical copy of admission forms with relevant documents is than submitted to the college.
- College receives the application fees online through the integrated payment gateway. In case an aspiring student is unable to pay online Cash at the time of submission of the form is accepted. We also accept forms through post. The College adheres strictly to the rules laid down by the University of Mumbai.
- The admission forms are scrutinized by the admission committee.
- Master list of eligible students are generated and displayed on the college notice board.
- Through the admission module of the SAP SRP software the Merit list is published on the website as well as on the notice boards of the college.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.



Sr. No.	Programme 2015-2016	Maximum % (Open)	Minimum % (Open)	Maximum % (Gujarati)	Minimum % (Gujarati)
1	F.Y.B.Com.	98.00	91.60	95.80	84.33
2	F.Y.B.M.S. (Commerce)	99.00	95.60	98.00	88.40
3	F.Y.B.M.S. (Science)	95.20	83.20	N.A.	N.A.
4	F.Y.B.M.S. (Arts)	95.00	82.32	N.A.	N.A.
5	F.Y.B.M.S. (Diploma)	98.00	92.83	N.A.	N.A.
6	F.Y.B.A.F.	97.80	94.00	95.80	88.62
7	F.Y.B.F.M.	97.58	90.80	94.80	85.39
8	F.Y.B.Sc.IT (Marks in Maths)	100	54	94	46
9	M.Com. (Advanced Accountancy)	92.28	67.90	80.33	57.85
10	M.Com. (Banking & Finance)	92.28	64.90	80.43	60.45
11	M.Com. (Business Management)	86.85	60.93	80.00	46.98

(Note: Cut off percentages given for students admitted through General and Gujarati Minority category)

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’, what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes, there is a mechanism to review the admission process and student profile annually. The college has an “Admission Committee” consisting of the Principal, Vice-Principal, and a team of faculty members for each programme to assist in the admission process. This committee monitors the whole admission process in the college to see



if they are in compliance with the state government and university regulations.

A second level scrutiny is done by the Scrutiny Committee for each category (Open, Gujarati, Sports, Cultural, NRI, ST\SC\OBC\N.T.\ etc.) to ensure accuracy in the documents and the category applied by the student.

The college also takes feedback regarding fairness, accuracy and transparency in admission process from the parents of students enrolled in the college. The findings of this are provided to the admission committee for further deliberation.

Outcome:

The outcome of the process results in a fair, transparent and error free admission process and results in a mechanism, which allows admission process to be streamlined.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the national commitment to diversity and inclusion of SC/ST, OBC, Women, Differently abled, Economically weaker sections, Minority community and any Other.

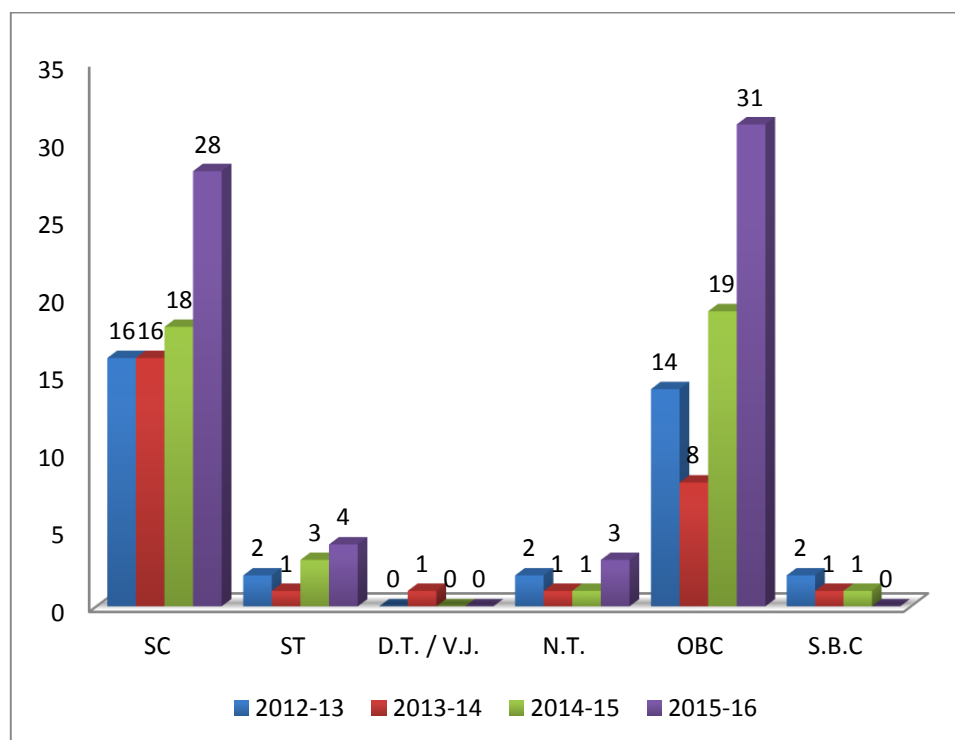
Narsee Monjee College being a Minority Educational Institutional is exempted from state policies on reservation. The College is committed to the National policy of diversity and inclusion of students from all strata of society with respect to SC\ST, OBC, and Differently abled, Kashmir Migrant, Non Resident Indians and Minority Community. The reservation policy prescribed by the Government of Maharashtra with respect to marginalized students and women is followed.

As permitted by the law of land, up to 50% of the seats is earmarked for applicants from the minority community (Gujarati). This is reflected in the student profile presented as follows:



a. Students from disadvantaged community- SC/ST/OBC:

Category	2012-13	2013-14	2014-15	2015-16
SC	16	16	18	28
ST	2	1	3	4
D.T. / V.J.	0	1	0	0
N.T.	2	1	1	3
OBC	14	8	19	31
S.B.C	2	1	1	0
Woman	1987	2038	2142	2135
Differently abled	4	19	51	40
Minority Community	1076	149	979	791
Any other	0	0	0	0

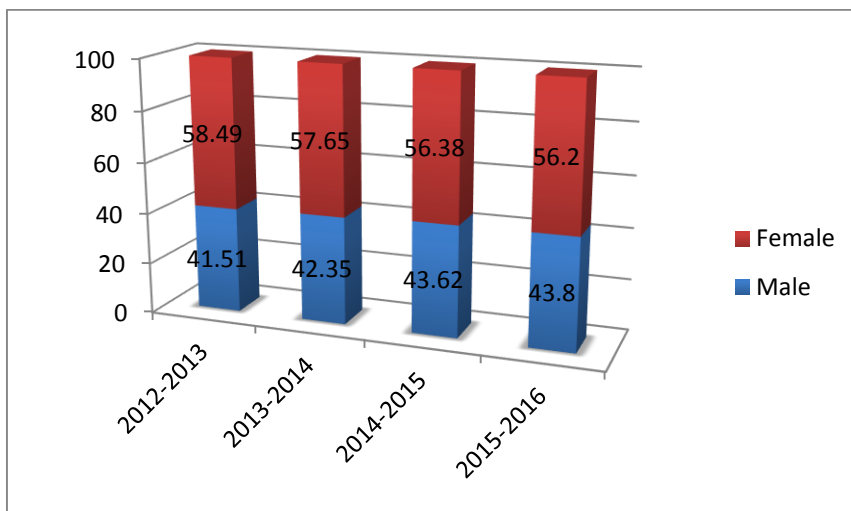
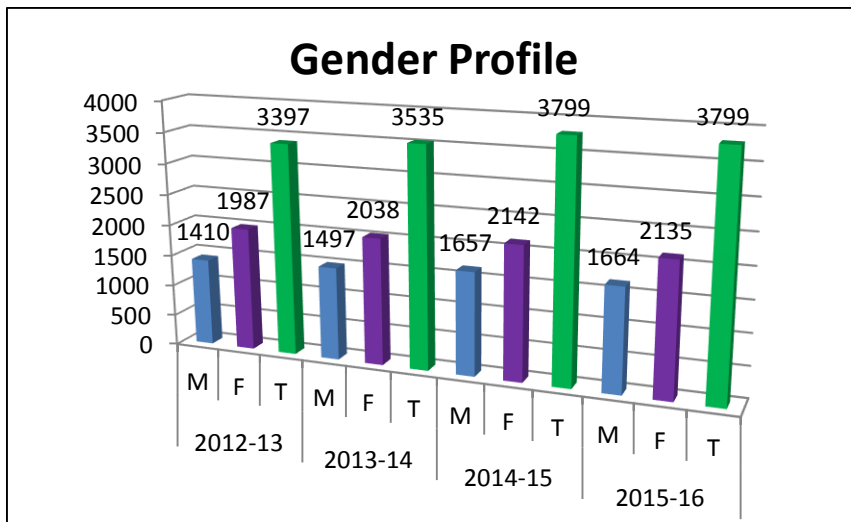


Diversity and inclusion of students from all strata of society



b. Gender Profile

	2012-13			2013-14			2014-15			2015-16		
	M	F	T	M	F	T	M	F	T	M	F	T
B.Com.	1110	1541	2651	1140	1484	2624	1176	1515	2691	1139	1483	2622
B.A.F.	57	111	168	56	109	165	64	110	174	77	107	184
B.F.M.	51	59	110	71	89	160	81	85	166	91	81	172
B.Sc. I.T.	32	11	43	41	27	68	72	45	117	68	50	118
B.M.S.	109	215	324	108	210	318	156	203	359	166	213	379
M. Com.	51	50	101	81	119	200	108	184	292	118	195	313
% Ratio	42	58	100	43	57	100	44	56	100	44	56	100
Total	1410	1987	3397	1497	2038	3535	1657	2142	3799	1664	2135	3799



Gender Ratio

The above table and chart shows the gender ratio is almost steady for all the above mentioned years.



2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends i.e. reasons for increase / decrease and action initiated for improvement.

Programmes	No. of Applications				
	2011-12	2012-13	2013-14	2014-15	2015-16
B.Com.	2156	1152	2006	2168	2173
B.M.S.	1454	1478	1251	1694	1540
B.A.F.	943	617	642	849	641
B.F.M.	187	391	342	471	342
B.Sc.IT.	N.A.	277	228	215	228
M.Com. (Advanced Accountancy)	124	160	180	156	167
M.Com. (Banking & Finance)	N.A.	N.A.	153	156	162
M.Com. (Business Management)	N.A.	N.A.	158	127	159

The table clearly indicates an increase in demand for Self Financed Courses except B.Sc.IT and the demand is constant for B.Com and M.Com courses.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

The College strictly follows the policy of reservation in admissions. Infrastructure changes are made to make easy access to various areas in the building like hand railings for all staircases, on demands access to wheel chairs, elevator facilities is also provided to the students. Instead of staircase some areas of the college building have slope instead of staircase for easy moment of wheelchairs. Fellow students are encouraged to assist the differently – abled.



2.2.2 Does the institution assess the students’ needs in terms of knowledge and skills before the commencement of the programme? If ‘yes’, give details on the process.

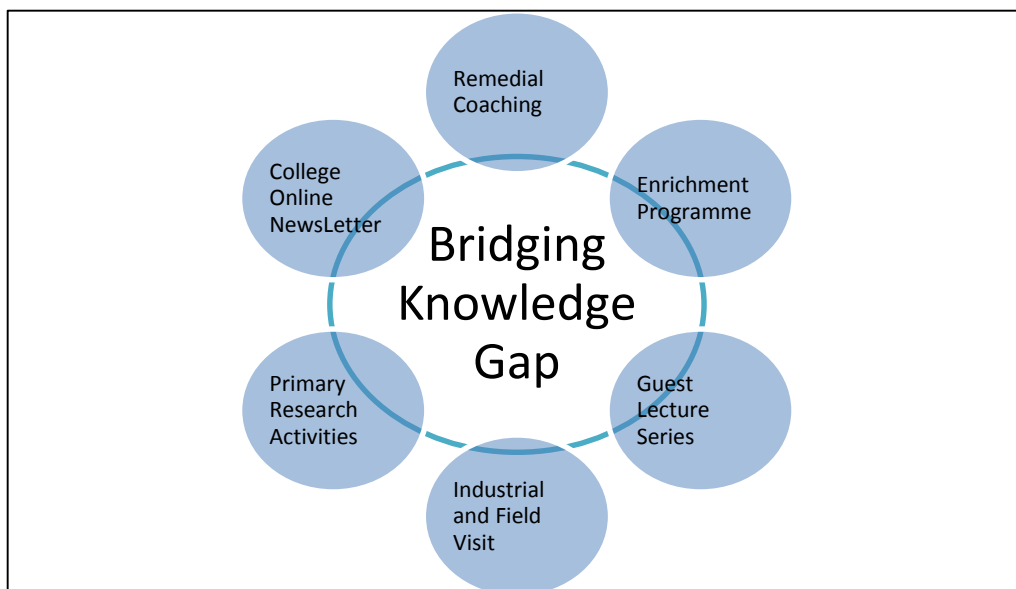
Yes, in order to assess the students’ needs in terms of knowledge and skills, the college has adopted the following process:

An orientation program is held for parents & students of F.Y.BCom., BMS, BAF, BFM and BSc.IT. The program is convened to acquaint the parents and the students to understand the needs of the students in terms of knowledge and skill. They are also informed about the norms and examination pattern under the Credit and Grade Based Systems and the attendance norms to be followed. They were also informed about the co-curricular and extra- curricular activities as well as sporting events pursued at the college and the General Discipline expected from all students.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge /Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Teachers dedicate initial sessions towards further assessing and bridging the knowledge/ skill gap of enrolled students. Interaction between teachers and students during lectures/practical/tutorials help in revealing the knowledge level of the students. The academic performance in previous academic year helps in identifying the slow/weak and advanced learners.

STRATEGIES ADOPTED BY THE INSTITUTION TO BRIDGE THE KNOWLEDGE GAP

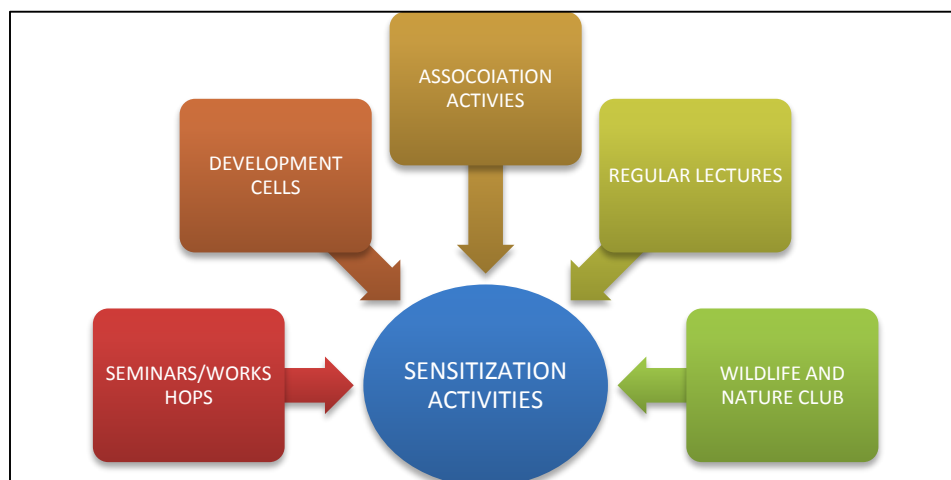




The strategies adopted by the college are as follows:

- a. Special attention is given to needy and deserving students by the individual teachers. Remedial coaching is given to slow learners, academically weak students.
- b. Students with inadequate language skills are asked to join communication skill programmes.
- c. Advanced learners are given an opportunity to join the Add-on/ skill enrichment programmes like CPT, IPCC, Foundation CMA, Inter CMA and NCCMP (Taking into account the profile of our students).
- d. Subject based talks through Guest Lectures Series: The College encourages departments to invite various subject related resource person to interact with students by providing them with requisite budgets. Like: ‘Capital Markets – An Overview, Business of business environment’, ‘Contemporary, issues and practical difficulties in modern day accounting’.
- e. To give a hands on experience students are taken on fields visit and Industrial Visit like , visit to the NSE, GO-Cheese Factory, cotton Industries, Motor Car industries etc.
- f. Students are encouraged to do primary research through the project activities.
- g. Every month each department posts a newsletter on the college website to abreast students to the latest developments, news and research article in their respective subjects.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?



Sensitization Activities by College for Staff and Students



Seminar Workshop	<ul style="list-style-type: none"> •Status of Women: Inside and Outside Families
Development Cells	<ul style="list-style-type: none"> •Women Development Cell •Anti Raging Committee •Griveance redresall Cell
Association Activities	<ul style="list-style-type: none"> •Gender Issues •Gender Inclusion
Regular lectures	<ul style="list-style-type: none"> •Discussion •Debate •Videos
Wild Life and Nature Club	<ul style="list-style-type: none"> •Gift a Sapling activity •Planet Earth Day
NSS Unit	<ul style="list-style-type: none"> •Gender Equality •Anti Raging Measures •Save The Girl Child

The college sensitizes its staff and students on issues such as gender, inclusion, environment etc., through the following activities.

- The College organizes seminar and workshops on such issues, for example a one day seminar titled ‘Status of Women: Inside Families and Outside’, A Clean-up Drive: in which students cleaned Juhu Beach after the Ganesh Chaturthi Festival.
- The College has a Women Development Cell, Anti ragging Committee, Grievance Redressal Committee to redress grievances of students.
- The NSS unit of the college also organizes programmes on gender equality, anti-ragging measures, save the girl child campaign, environment awareness, tree plantation etc.
- Various Associations also conduct activities that sensitize students on issues of gender, inclusion, and environmental issues.
- Teachers during their regular lectures sensitize students on issues of gender, inclusion, and environmental issues etc. by holding talks /discussions /debate and shows video on current affairs
- The Wild Life Nature Club through its various activities sensitize the students to various environmental issues for example they conducted a ‘gift sapling activity’ on Planet Earth Day in which saplings were distributed to members in the society



2.2.5 How does the institution identify and respond to special educational / learning needs of advanced learners?

The advanced learners are identified from the merit list of the students admitted to each programme and through the interaction of faculty members with students during lectures and practical..

Advanced learners have higher expectations from the college. Approximately 80% of the students pursue professional courses like C.A.\C.S.\C.M.A etc. The college aptly identifies and responds to the special learning needs of advanced learners through the following means:

- Recommending reference books and journals as per their needs from College libraries.
- Access to various web resources provided by INFLIBNET and similar source.
- Helping them to build problem-solving abilities by providing hypothetical situations and real life cases.
- Arranging expert/guidance lectures to harness their potential.
- Guiding deserving students to carry out research through short term projects under BMS, EPSILON etc.
- Providing opportunities to represent the college in various events and activities at the university/ state/ national levels.

2.2.6 How does the institute collect, analyse and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The percentage of students who are physically challenged and / or slow learners is less than 2% in the college. Due to identification feedback systems in place the slow learner are given special attention from subjects' faculty and as per university regulations, the student is provided with extra time to appear for the examination, special arrangements are made to make it convenient for them to appear for



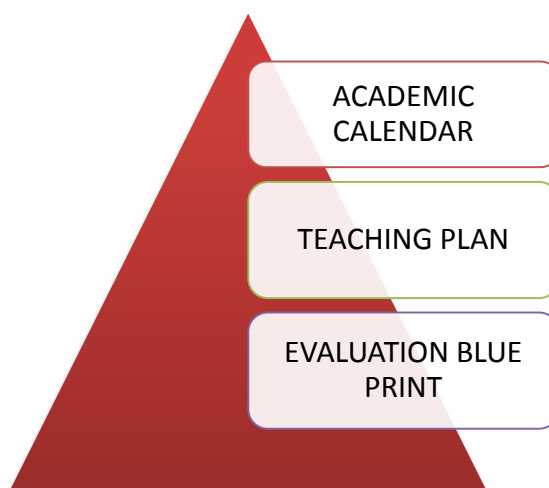
the same. However, the students are provided with special arrangements like ramps, lifts, railing at appropriate places etc. to enable them to attend lectures.

As regards the students from the disadvantaged sections of the society, scholarships and financial support from the college as well as other sources is provided to ensure that they do not dropout of college due to financial constraints. In the year 2015-16 a total of 127 students were given more than Rs. 5 lakhs as financial support.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

In these respects, the college follows the academic schedule of University of Mumbai, which we are required to do. Teaching plans are prepared by individual department which outline the Topics to be covered over the entire Academic year/Semester wise. This is done with the intention to pursue excellence, which is quintessential, the culture of N. M. College and the need to be organized, systematic and proactive in teaching.



Teaching, learning and evaluation schedules

The focus of all the activities is the 'learner'. Various strategies and mechanisms for student centric learning are adopted by the teachers to cater to the diverse needs of students in the classroom.

Academic Calendar



Preparation of the academic calendar for the next academic year begins in April i.e. before the end of every academic year.

Teaching Plan

A central class-wise timetable is prepared for the next academic year by the Time Table Committee towards the end of every academic year (i.e. in April) and distributed in advance to all the teachers.

The Teaching plan is prepared department wise in consultation with the Head of the department and then implemented.

Evaluation Blue Print

Evaluation of students' knowledge through classroom / computer laboratory learning is a major component of evaluation. The schedule for all college internal examinations according to University of Mumbai guidelines is prepared well in advance and displayed on notice boards as well as on the college website.

The Pattern of Internal Examinations for Commerce stream is as follows:

Faculty of Commerce (Undergraduate Programmes)

SCHEME OF EXAMINATION

The performance of the learners is evaluated in two Components. One component is the Internal Assessment component carrying 25% marks and the second component is the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:

- **Internal Assessment - 25% (25 Marks)**

For Courses without Practical

Sr.	Particulars	Marks
1	One class test / case study / online examination to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

For Courses with Practical



Sr.	Particulars	Marks
1	Semester End Practical Examination	20 Marks
	Journal	05 Marks
	Viva	05 Marks
	Laboratory	10 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

b) Semester End Examinations - 75% (75 Marks)

- Duration - These examinations shall be of 2.5 Hours duration.
- Theory question paper pattern.
- There shall be five questions each of 15 marks.
- All questions shall be compulsory with internal choice within the questions.
- Question may be subdivided into sub-questions a, b, c...and the allocation of marks depends on the weightage of the topic.

Responsibility of Assessment

- The Internal Assessment & Semester End Examination as mentioned above for the Semester I to IV is processed by the Colleges / Institutions of their learners and issue grade cards to them after the conversion of marks into grades as per the procedure mentioned in the university manual to maintain the uniformity across all colleges for the examinations conducted by the colleges on behalf of the University.
- The Internal Assessment as mentioned above for the Semester V & VI is processed by the Colleges / Institutions of the learners admitted for the programme while the University conducts the assessment of Semester End Examination for Semesters V & VI. The Internal Assessment marks of learners appearing for semester V & VI is submitted to the University by colleges/ Institutions before the commencement of respective Semester End Examinations. The University declares the results after processing the marks obtained by the learner in the Internal Assessment and the marks awarded to the learners in Semester End Examination. The University issues grade card after converting the marks into grades.



However for some subject in self-finance courses where students have to submit a project of 100marks, the breakup of the marks for the said subject is as follows:

Sr.	Particulars	Marks
1	Assessment by an Internal Guide	25 Marks
2	Viva-Voce by an external Examiner	75 Marks

PG programmes:

The performance of the learners is evaluated in two Components. One component is the Internal Assessment component carrying 40% marks and the second component is the Semester wise End Term Examination component carrying 60% marks. The allocation of marks for the Internal Assessment and Semester End Examinations is as follows:-

A) Internal Assessment - 40% (40 Marks)

Particulars	Marks
Project	40 Marks
Allocation of 40 marks is as under	
a. Documentation	20 marks
b. Presentation	10 marks
c. Viva and Interaction	10 marks

B) Semester End Examinations - 60% (60 Marks)

Duration - These examinations shall be of **2 Hours** duration.

- Question Course Pattern:-
- There shall be four questions each of 15 marks.
- All questions shall be **compulsory** with internal choice within the questions.
- Question may be subdivided into sub-questions a, b, c...and the allocation of marks depend on the weightage of the topic.

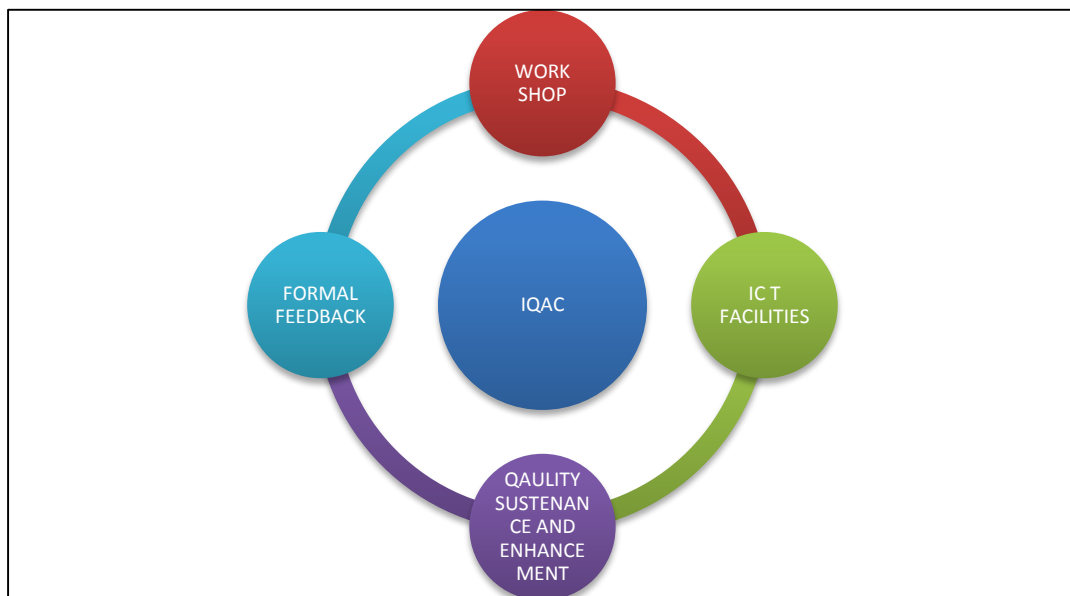
Special care is taken by the institute to mentor students who have not performed well in their Internal Exams or those students who have difficulties in a subject. Further still the college displays the syllabus and question paper pattern notices for each subject on the college website and notice board for the convenience of the students.

2.3.2 How does IQAC contribute to improving the teaching-learning process?



IQAC is an integral part of academics and administration of the college. It is a connecting link between the teachers and the administration while working as a “facilitator” to enhance the quality of all college activities. The contribution of IQAC are listed as follows:

- IQAC suggested workshop to be conducted to enhance the use of ICT facilities to improve teaching-learning. Example a workshop on Data Orientation Session.
- Encouraging teachers to use different pedagogies for teaching i.e. use of ICT, ways of bringing real life situation in the class room.
- Ensuring availability of modern tools and techniques for teaching learning facilitation e.g. computers, laptops, white boards, projectors etc. IQAC suggests changes to the infrastructure of the class room to make it convenient in the use of ICT for e.g. putting a podium, a VGA socket close to podium,
- Monitoring academic activities throughout the semester through frequent meetings with Heads of various departments and suggesting means for quality sustenance and enhancement.
- The IQAC seeks formal feedback on teaching learning process from current students as well as the alumni. It takes cognizance the findings of this feedback and makes suggestions for improvement and remedial measures wherever required

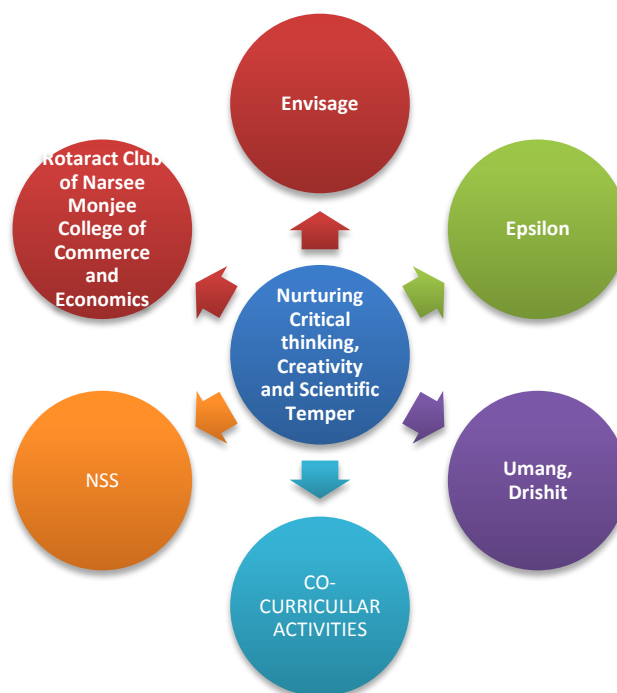


2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

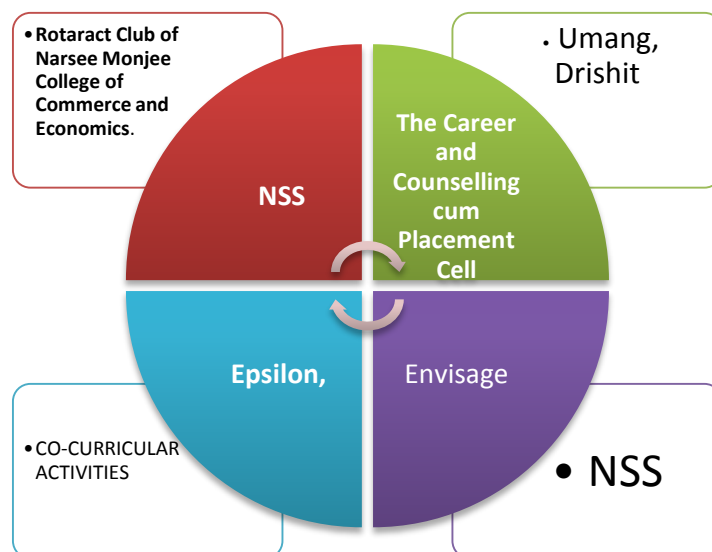
Student centric learning is focused on the needs of students, their abilities, interests and learning styles where the teacher acts as a facilitator. Classroom teaching is one-to-many, but to make it more students centric, the teacher adopts various strategies. The following participatory teaching-learning activities are undertaken:

1. All the classrooms of the college are air-conditioned with necessary equipment; the classrooms are also equipped with modern teaching aid like the LCD projector and audio-visual system.
2. Therefore teachers are provided with separate laptops and VGA cables to facilitate audio-visual teaching.
3. Teachers can access Computerized catalogue (OPAC) where one can locate for books according to author, title, publisher, accession number and classification number.
4. 24 X 7 Internet facility enables teachers to access on line e-resources such as e-journals, e-books, company data, statistical data, legal resources, etc. in addition to availing the excellent print resources in library.
5. Teaching methods are adopted as per the requirement of the prescribed curriculum. Interactive methods are used to discuss fundamental concepts and students are encouraged to ask questions.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?



Imbibing Life Skills/Creativity/scientific temper



The college provides several opportunities to students, which promote critical thinking, creativity and scientific temper amongst the student imbining Life Skills/Creativity/scientific temper.

- To imbibe scientific temper, students are encouraged to take up research project which are then published in the college research journal **Envisage** (with ISSN number 2395-7212). Students are also encouraged to make research paper presentation.
- **Epsilon**, an initiative of The Economic Association of the college holds an intercollegiate research paper presentation competition with the aim of encourage undergraduate students to undertake in-depth study through research.
- **Umang, Drishit** -the annual cultural events, **Yuva**-the annual sports event (Organized by our parent organization SVKM), provide a platform for students to bring out their leadership and managerial skills, creativity and other hidden talents. Students take initiative by actively involving in advertising, obtaining sponsorship and organizing the events on large scale. This enhances their interpersonal and communication skills. They also learn to deal with group hostilities, denials, failures and criticism with a positive attitude
- Through **various activities**, students organize various co-curricular activities such as lectures, seminars, workshops, exhibitions, quiz competition, elocution competition and various competitions for making posters, undertaking projects, field visits and writing essays. This gives them an opportunity to share their experience and knowledge with peers/ faculty, develops leadership qualities, and enhances their potential in the respective subject areas.



- Further students participate in **NSS**, which enables them to understand the community in which they work; understand themselves in relation to their community; identify the needs and problems of the community and involve them in problem solving process; develop among themselves a sense of social and civic responsibility.
- To enable students to develop professional and leadership skills, to emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations, to provide opportunities for young people to address the needs and concerns of the community and our world, students participate in **Rotaract Club of Narsee Monjee College of Commerce and Economics**.
- **The Career and Counselling cum Placement Cell**
Composition :
 - Senior Faculties : at least 5
 - Placement Officer: 01
 - Training Officer :01
 - Student Coordinators**Responsibilities:**
 - works tirelessly to help students to exploit their potential to the fullest during their College years.
 - creates awareness among students regarding available career option
 - help them in identifying their career objectives
 - guide students in developing skills and job-search strategies required to achieve their career objectives
 - identify suitable potential employers and help them achieve their hiring goals, organize activities concerning career planning
 - acts as a bridge between students, alumni and employers.
- **INTENT** - The Business Plan Competition aims to encourage the students of N.M. College to take up entrepreneurship by putting forth their business ideas in this competition. Through this competition, they get a reality check about their business idea as they compete with other participants and the experienced entrepreneurs who eventually give them a feedback about their business plans, judge their plan. This competition aims at igniting a fire within the students to stand out in a crowd. Students seek guidance and mentoring from faculties and Alumni. Also developing students' knowledge about the requirements to be an



entrepreneur and enhancing their presentation and communication skills are included in the purposes of this competition.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg.: Virtual laboratories, e-learning-resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The college has added necessary hardware and software to equip classrooms and laboratories with ICT facilities.

- Each full-time faculty of the college is provided with a laptop and a VGA cable.
 - Projector-enabled class rooms
 - Free Wi-Fi access all over the premises
 - One of the best libraries in comparison to other colleges affiliated to the University of Mumbai.
 - Satisfactory Computer student ratio.
 - The UGC network resource center with five PC terminals is available free of charge for accessing databases, OPAC, and Internet.
 - Library has an institutional membership of British Council Library, Indian Commerce Association, and Maharashtra Economic Council.
 - Direct access to several databases related to online journals, company data, laws, e-Books, etc. useful for studies, projects and exercises from <http://ezproxy.svkm.ac.in:2048/login>
 - Scanning and Printing facilities for students and teachers
- Two well-equipped computer laboratories with 80 computers enhance the learning process and enable the proper conduct of the University prescribed courses. Dedicated lease line for Internet connectivity. Our labs include PCs for students and one projector PC. All our PCs run Microsoft Windows 8, including the Microsoft Office Suite, Internet Explorer, Mozilla Firefox, Adobe Acrobat Reader, and various media players. Our machines also feature Dual Boot Systems with Linux and we have various softwares, which are required for Teaching Learning Process. Lab is equipped with wireless Internet access and a printer is included in each room.
 - Some highlights and features of our computer labs include:
 - 40 64 bits high quality LED monitors PCs in each Lab



- All latest licensed version software's like Visual Studio, Oracle, Java, Netbeans etc.
- Fluorescent and incandescent lighting with clearly marked controls
- Hard writing surfaces for easier note taking
- Whiteboard, flip chart and markers
- Comfortable, ergonomic seating
- High quality ACs
- College has the separate IT helpdesk for all installation and maintenance work.

2.3.6 How are the students and faculty exposed to advanced levels of knowledge and skills? (blended learning, expert lectures, seminars, workshops etc.)?

- Various associations organize activities like workshops, extension lectures by distinguished scholars every year.
- Subject based talks through Guest Lectures Series for all students: The College encourages departments to invite various subject related resource person to interact with students by providing them with requisite budgets.
- Every month each department posts a newsletter on the college website to abreast students to the latest developments, news and research article in their respective subjects.
- Teachers are sent for Refresher Course, Orientation Course, Short term Course, workshops, etc.
- Receive academic support from other SVKM institutions like NMIMS.

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling / mentoring / academic advice) provided to students?

- **ACADEMIC SUPPORT:**
 - Guidance is provided for selection of proper subject as per the student abilities and choices for the S.Y., T.Y and SFC students.
 - Field visits to national Stock Exchange are organized for the students (2013-14).
 - Career Guidance sessions are organized in which experts from the field of Chartered Accountancy are invited (Mr. Amit Majumdar of Ernst & Young)



- **PERSONAL AND PSYCHO-SOCIAL SUPPORT:**
 - The Placement and the Training cell of N.M. College under SVKM conducts soft skill training programmes to benefit students deal with their interaction with industries.
 - The college has a full-time counsellor\mentoring available on all weekdays appointed by the management.
 - Through the Student's Aid Fund and Teachers' personally give financial help to needy students for paying of admission fees and examination fees
 - Needy students are issued free books under the Book Bank Scheme initiated under the Student Aid Fund

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

N.M.College as an institution is committed to the pursuit of excellence and continues to follow the conventional teaching methodology and lecture mode. However individual teachers implement new modes and methods like debates, role playing, skits, workshops, use of films, documentaries, posters, songs, proverbs, short stories and simulation exercises to make learning more interesting and effective without affecting the Curricular structure designed by the University. The college has provided laptops to all faculties for conducting innovative teaching practices. The students were also given laptops for their presentations in classrooms and for carrying out various activities. This is made more easy for teachers and students by installing projectors in each classroom.

2.3.9 How are library resources used to augment the teaching-learning process?

- One of the best libraries compared to other colleges affiliated to the University of Mumbai.
- The UGC network resource centre with five PC terminals is available free of charge for accessing databases, OPAC, and Internet.
- Library has an institutional membership of British Council, American Centre Library, Indian Commerce Association, and Maharashtra Economic Council.



- The College subscribes to reference books, encyclopaedias on different subjects, national and state level journals and magazines.
 - The Library Committee allocates the budget for each department to purchase books during the academic year.
 - Students recommend books to be purchased through a suggestion box, which is then considered by the Library Committee and if approved the Librarian procures those books for students.
 - Local as well as state and national level newspapers subscribed by the college, and Internet facilities provided are used on a daily basis to keep track of the latest advancements in various field.
 - The question paper sets of all the subjects of the pervious College/University examination are made available to the students.
 - Copies of syllabi prescribed by the University with question wise division of marks are also made available to the students of library for ready reference.
 - Through Google group created for students and teachers of N.M.College they are updated regarding the latest acquisition of books, journals, etc.
 - Direct access to several databases related to online journals, company data, laws, e-Books, etc useful for studies, projects and exercises from <http://ezproxy.svkm.ac.in:2048/login>
- Databases- The following databases are accessible from the UGC Network Resource Centre as well as from your own computer.

N-List	Pro Quest Central	EBSCOhost
ISI Emerging Markets	CEIC	Manupatra
NPTEL	CMIE: Economic Outlook	McGraw-Hill
Frost & Sullivan	Cabell's Directory	Indiastat
JSTOR	Science Direct	IEE
WestLaw	TVADINDEX	E-brary
Capitaline	WARC	Pearson E-books
ASCE	Springer	ASME

2.3.10 Does the institution face any challenges in completing the curriculum within the planned timeframe and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.



It is a matter of great pride, that our college does not face any challenges in completing the curriculum within the planned time frame and calendar.

The curriculum is designed by Boards of Studies of University of Mumbai. The curricula are in the form of units and assigned a specific number of lectures. At the beginning of the academic year, the teacher prepares the teaching plan, specifying topics to be taught. This facilitates timely completion of the syllabus. However, completion of the syllabus does become difficult during the Semester-I of the F.Y.B.Com classes, which can be attributed to the admission process and the ensuing delay in the commencement of the course. To overcome this challenge, faculty is encouraged to engage in extra lectures for timely completion of the syllabus. Similarly those faculties who could not engage their lectures due to various reasons cover up their syllabus by engaging extra lectures.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

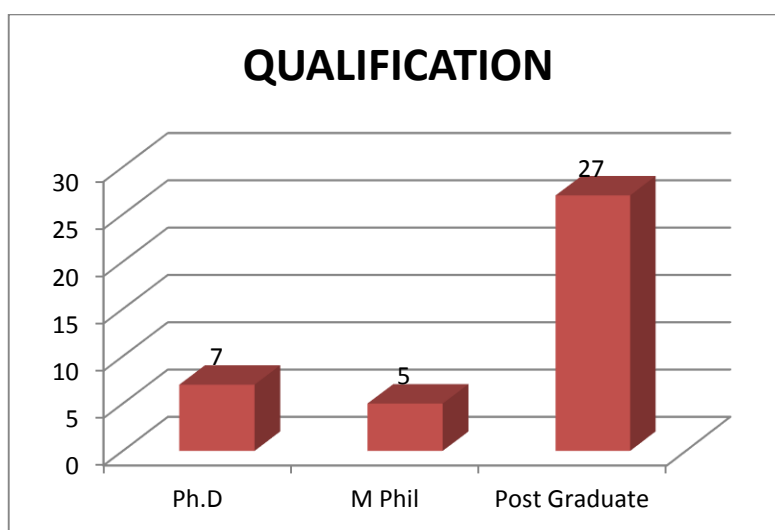
- For every semester, feedback on teaching is taken from students for individual teachers. A teacher is evaluated on different parameters such as communication skills, quality of teaching, content and method of delivery, resourcefulness and readiness and accessibility / availability to students.
- The Principal assesses the feedback for all subjects/ classes/ teachers through PBAS Proforma. The feedback is shared with teachers through an interactive meeting where shortcomings / problems are discussed. Solutions to these are also provided to seek improvement in the teaching-learning process.
- Heads of Department make sure that all the required teaching and duties in connection with the internal assessment are performed in time. Through the interactive sessions in the departmental meetings faculty members are encourage to improve teaching strategies based upon the result analysis and students feedback.
- As a measure of maintenance of standards in Higher education each teachers fills in a Performance Based Appraisal System (PBAS), which is an annual self-assessment on their teaching performance. Similarly teachers on probation have to fill D-1, D-2 forms.
- We have an Human Resource department at the trust level that helps in mentoring the teacher progress.



2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resources (qualified and competent teachers) to meet the changing requirements of the curriculum.

	Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	
Permanent / Confirmed					
Ph.D.	-	-	01	06	07
M.Phil.	-	-	-	05	05
PG	-	06	12	09	27
Temporary teachers					
Ph.D.	-	-	01	-	01
M.Phil.	-	-	-	-	-
PG	-	-	02	07	16



All the recruitments of the college are carried out as per the norms prescribed by UGC, Maharashtra Government and University of Mumbai. Due care is taken while recruiting faculties to check whether they have the required qualifications as per the norms. Visiting faculties are appointed for SFC and M.Com. Posts are advertised as per the requirement in important national newspapers and local Newspaper so as to invite countrywide applications. At the college level all possible efforts are made to bridge the gap between sanctioned and



filled teaching posts in adherence to UGC/Maharashtra Government policies.

The human resource recruitment strategies adopted by the college are as follows:

- Assess the need for human resources from various departments / sections of the college.
- Vacancy positions are communicated to the Management by the Principal.
- All Government sanctioned posts are filled using the process recommended by the University and the government.
- Obtain the NOC from the government for filling up the post.
- Advertise the post in newspapers as well as on DES and college websites.
- Applicants are called for demonstration lectures on which they are evaluated by the concerned department teachers and external experts.
- Get the selection committee approved from the University.
- With the permission of management and subject to the approval of University, the college appoints competent and qualified teachers as per regulations of UGC and State Government policies.
- Applicants with doctoral and post-doctoral degrees are given preference.

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

NM College is predominantly a commerce college and we do not face scarcity of competent staff to teach new programme / modern areas and the college does not cater to the following subjects mentioned: Biotechnology, Bioinformatics etc.

2.4.3. Providing details on staff development programmes during the last four years, elaborate on the strategies adopted by the institution in enhancing the teacher quality.

The institutions takes due care in deputing faculties to various faculty development programmes.

The data is given below:



a. Nomination to staff development programmes:

Academic Staff Development Programmes	Number of Faculty Nominated				
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Refresher Courses	3	3	2	2	5
HRD Programmes					
Orientation Programmes			2	2	4
Staff Training Conducted by the University					
Staff Training Conducted by other institutions					
Summer / Winter Schools, Workshops etc.	20	17	24	19	14

b. Faculty training programmes organised by the institutions to empower and enable the views of various tools and technology for improved teaching learning.

The institution organizes various Faculty Training Programmes, which empower faculty member to utilize various tools and technology for improved teaching-learning outcome such as teaching learning methods / approaches, handling new curricula, content and use of e-enrichment materials, assessment, audio-visual aids / multimedia, Online e-Resources and teaching-learning material development, selection and use.

College has been proactive in organizing lecture series/ workshops, which focus on overall professional growth and development of teachers. Some of the programmes organized are as follows:

Sr. No.	Training programmes	Focus	Year
1.	Symposium on Business Ethics	Workshop was on revising and restructuring syllabi at the F.Y.B.Com level in Business Communication	2012-2013
2.	Refresher Course in Commerce – <i>'Inclusive Growth: Issues, Opportunities and Challenges.'</i>	To complete the course training for career Advancement.	2012-2013



Sr. No.	Training programmes	Focus	Year
3.	Workshop on Revised Schedule VI of Companies Act, 2012	To update knowledge regarding Companies Act 2013.	2012-2013
4.	Workshop on 'Academic Performance Indicators'(API)	Details and scoring system and new expectations of UGC from teachers.	2012-2013
5.	Seminar on Implication of the 'Credit Based Grading System'	An attempt to explain the prevalent system, and illustrate how it can be implemented.	2012-2013
6.	Teacher training programmes for newly recruited teachers	To understand their role and responsibility of a teacher, teach them various skills like communication skills, classroom and teaching skills, presentation skills etc.	2013-2014
7.	Workshop on Database Orientation Session	To enlighten the staff on the databases that are useful for research work as well as teaching purpose.	2013-2014
8.	Workshop on Use of SPSS package	Use of software for data analysis in research for teachers.	2013-2014
9.	Guest lecture on 'Practical Insights of Service Tax	To explain Practical issues in the area of Service tax, so as to abreast teachers with latest development in this field	2013-2014
10	Workshop on Soft skills	To equip the teaching faculties with requisite soft skills to facilitate the teaching learning process, by improving the quality of teaching.	2014-2015
11	Workshop on Mindfulness at Work	To motivate the teaching and non-teaching staff and to improve their functional skills, adaptive skills, planning, organising, leading and controlling.	2014-2015



Sr. No.	Training programmes	Focus	Year
12	Workshop on syllabus restructuring	To discuss the new syllabus in business law, the methodology and current changes and amendments in Business Law	2014-2015
13	Refresher Course in Business Studies on behalf of University Grants Commission-Academic Staff College, University of Mumbai	'Make in India Policy: Impact on Indian Business'	7th December, 2015 to 26th December, 2015
14	Workshop on 'Linux Administration'	To update the knowledge on 'Linux Administration'	5th and 6th September, 2015
15	Soft Skills Workshop	To equip the teaching faculties with requisite soft skills to facilitate the teaching learning process, by improving the quality of teaching.	24th April to 07th May, 2015

- c. **Percentage of faculty invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies; participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies; presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies.**

Percentage of faculty:

FACULTY	PERCENTAGE			
	2012-13	2013-14	2014-15	2015-16
Invited as Resource Persons in Workshops / Seminars / Conferences organised by External Professional Agencies		8	4	8
Participated in External Workshops / Seminars / Conferences recognised by National / International	20	26	34	30



Professional Bodies				
Presented papers in Workshops / Seminars / Conferences conducted or recognised by Professional Agencies	16	22	28	20

2.4.4. What policies/systems are in place to recharge teachers? (e.g. providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes, industrial engagement etc.)

The college plays a very supportive role and motivates teachers to recharge. The institution encourages teachers to participate in orientation and refresher courses as well as in research activities, publish and present research papers and other academic endeavours.

Some of the policies that are you used to train and recharge the faculty are as follows:

- We publish a National level interdisciplinary double blind peer reviewed Journal “NAVMANTHAN” (ISSN 2349-7327).focusing on research articles in the field of Commerce and Accountancy, Management, Economics, Law, Social Science and Humanities.
- Our College also publishes an annual Research Journal for students with ISSN number 2395-7212 – ENVISAGE.
- The faculty pursuing Ph. D & M.Phil. are encouraged and required facilities and resources are provided to ensure that they complete their research work on time.
- Grant study/special leave for participating in research programmes within the country and abroad e.g. FIP, study leave.
- The faculty is encouraged to participate and present papers in National /International Conferences and Seminars.
- Staff members who get their Doctoral degree are felicitated at the Annual day function.
- Depute teachers for orientation, refresher and short-term training programmes, which are necessary for career advancement schemes
- Create awareness amongst teachers regarding various databases, citation index etc.



No. of Faculty	International level	National level	State level
Attended	25%	30%	2.5%
Presented papers	20%	20%	_____
Resource Persons	_____	7.5%	5%

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

None of the faculty member received any award at state, national or international level for excellence in teaching. However the management gives best employee awards to teaching and non-teaching staff of the college.

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- **Evaluation of teachers by students:**

YES

The college has established a mechanism for taking feedback of teachers from students on teaching. A teacher is evaluated on different parameters such as communication skills, quality of teaching, content and method of delivery, resourcefulness and readiness and accessibility/ availability to students.

The Principal assesses feedback for all subjects/ classes/ teachers. The feedback is shared with teachers through an interactive meeting where shortcomings/problems are discussed. Solutions to these are also provided to seek improvement in the teaching-learning process.

Heads of Department make sure that all the required teaching and duties in connection with the internal assessment are performed in time. Through the interactive sessions in the departmental meetings faculty members are encourage to improve teaching strategies based upon the result analysis and students feedback.

- **Evaluation of teachers by external Peers:**

Only during CAS (Career Advancement Scheme).

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- The scheme of examination, guidelines for passing standards for various semesters, norms for ATKT, Additional exams and grade



cum marks card for all courses is explained and printed in the college prospectus which is supplied to the students at the time of admission.

- Students, their parents are informed about the evaluation system during orientation programmes at the beginning of the academic sessions, and at appropriate intervals.
- Evaluation of students' knowledge through classroom / computer laboratory learning is a major component of evaluation. The schedule for all college internal examinations is prepared well in advance and displayed on notice boards as well as on the college website.
- Students are also intimated about the portion of curriculum for the assessment/ examinations, nature and format of question paper and weightage of marks for topics prescribed by the University.
- Students are provided with reference material/ books.
- The detailed schedule for examinations for UG programmes and continuous assessment for PG programmes is displayed on the notice boards and is strictly implemented.
- Details information of the evaluation process is communicated to the faculty members during the staff meeting held by the examination committee of the college.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The reforms by the university that the institution has adopted are:

- The performance of the learners is evaluated in two Components. The Internal Assessment component carries 25% marks and the second component, which is a Semester-wise End Examination component, carries 75% marks.
- The Internal Assessment & Semester End Examination for Semester I to IV is processed by the Colleges / Institutions and grade cards are issued to them after the conversion of marks into grade as per the procedure mentioned by the University evaluation norms to maintain the uniformity across all colleges for the examinations conducted by the colleges on behalf of the University.
- Internal Assessment for Semester V & VI is processed by the Colleges / Institutions of their learners admitted for the programme while the University conducts the assessment of Semester End



Examination for Semesters V & VI. The Internal Assessment marks of learners appearing for semester V & VI is submitted to the University by the colleges/ Institutions before the commencement of respective Semester End Examinations.

- The assessment for first year and the second year examination is conducted through Centralised Assessment Programme, which monitors and organises the assessment
- All Examiners are required to submit a sealed copy of synoptic answers along with the sealed sets of question papers.
- Strict confidentiality is maintained in setting the question papers.
- The University has raised the passing level from 35% to 40%
- The students have the facility of obtaining photocopy of the assessed answer books for Verification and Revaluation as per the existing ordinances and regulations of University of Mumbai.
- The College follows examinations norms prescribed by the University of Mumbai for differentially abled students.

2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

College makes every effort to effectively implement the evaluation reforms of the university:

- The Examination Committee of the college plays a major role in implementing all the norms laid down by the University of Mumbai.
- Examination Committee conducts regular meeting through which schedules, notices, latest circulars regarding examination etc. are discussed among Committee Members.
- The Examination Committee also prepares the Examination Schedule for UG internal examination for all classes and Semester End Examination for FY and SY classes.
- In-house faculty is duly assigned supervision work to ensure stringent vigilance during examination. The supervision chart is



displayed on the staff notice board and respective teachers are given their duty sheets well in advance.

- Assessment of Semester End papers is done under the Central Assessment Programme (CAP) to ensure transparency and integrity in the assessment procedure.
- HOD's give list of experts for their respective subjects in academia who can be invited as moderators for the moderation of their assessed papers. The Principal then invites a moderator for each subject and then takes feedback on the question paper pattern, whether paper was within the syllabus framework and adequately covered, assessment etc.
- Teachers are requested to give their contact details during vacation for any emergency concerning examination / marks entry.

2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples, which have positively impacted the system.

The College effectively implements the evaluation reforms as per the norms laid down by the University of Mumbai.

- Some of the Formative techniques utilized are assignment, presentation, field visit, class participation, overall attendance in the classroom etc.
- The purpose of summative evaluation is to monitor students learning/performance throughout the academic year:
 - The college through its annual day function recognizes excellence of students by awarding them prizes for excellence both at the academic as well co-curricular and extra-curricular activities to name a few:
 - Acknowledge University toppers for example Janvi Thosani- Over all O grade , Nidhi Vyas- highest in Financial Accounting and Auditing , Aesha Patel- Highest in Economics for the academic year 2015-2016 .
 - Accounts Department Prize, Seeba Exporter Prize is awarded for securing highest aggregate marks in 10 papers of financial accounting.
 - Shri Bhaidas Daeshibhai Bhuta Prize for securing highest in Business Economics



-We also give the Best Student Award for excellence in academics, curricular and extra-curricular activities

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)

A weightage of 20% (5 marks out of 25) is assigned specifically to different aspect of student's development. However, the college ensures students participation in various activities of the college such as UMANG, DRISHTI, Association activities etc. to ensure learning in communication skills, growth in behavioural aspects, independent learning. In class we also have projects, presentation, and group discussion to explore students' abilities.

2.5.6 What are the graduates attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The University has not specified any graduate attributes, however the college helps the students in attaining attributes specified in our vision like:

- Career readiness by Sound knowledge of the subjects through Guest lecture series.
- Communication skills by conducting elocution and debates.
- Responsible citizens by having activities of social responsibility through NSS and Rotaract Club of the college, which help to inculcate values to be a good human being.
- Teamwork, Critical thinking and problem solving through various competitions
- Leadership skills, ethical values, sensitive and responsible citizen, self- awareness, self-confidence, emotional intelligence and intellectually curious continuous learners are the attributes inculcated through various co-curricular and extra circular activities, which help the students in their overall development.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The objectives of the Grievance Cell are as follows:

- To provide a platform where students feel comfortable to share their problems, general drawbacks and limitations of the functioning of the college, administration and faculty.



- To ensure effective solution to student's grievances with an impartial and fair approach.
- To redress student's grievances such as grievance with admission, exams, grading, treatment etc.
- To restructure policies in the light of grievances
- Restructure policies in the light of grievances

The mechanisms for redressal of grievances with reference to evaluation are as follows:

Process (I): Issue of Examination Hall Ticket.

Grievance: Discrepancies in Name and Subject Selection

Correction mechanism: College Examination Cell

Appropriate Form is filled and submitted by the student to the college Examination Cell for necessary corrections.

Process (II): Issue of discrepancy in assessed answer books

Grievance: discrepancy in the marks obtained

Correction mechanism: College Examination Committee

PHOTOCOPY, VERIFICATION & REVALUATION OF THE ASSESSED ANSWER BOOK/S:

The college follows the directive of The University of Mumbai vide the VCD no. Exam/Photo & Rev./College/VCD/4636 of 2010 dated 05th April 2010

- In case of a student having grievance regarding marks accrued, the students makes an application to the examination committee.
- The college provides the facility of obtaining the Xerox copy of the assessed answer books for the purpose of Verification and Revaluation.
- College endeavors to supply photocopy/ies of answer book/s as far as possible within fifteen days from the date of receipt of application.
- On receipt of the photocopy if the discrepancy of the following nature is noticed: i. Mistake in totaling ii. Non-assessment of a question / sub-question paper, the student notifies the examination committee. The examination committee then calls for experts in the respective subjects to reassess the said paper.
- After due verification necessary rectification marks are allotted to the said subject and consequently in the result of the candidate without charging any further fees are made.

2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?



- Yes, the college has clearly stated learning outcomes for all the programmes as stated under the norms of the University of Mumbai.
- The students in order to pass has to obtain a minimum of 40% marks in aggregates in each course(Internal and Semester End examination)

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/ programme. Provide an analysis of the students' results/achievements (Programme/ course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The marks of each assessment for examinations conducted by the college are displayed on the college notice board and on the college website

Following is the analysis of the students' results/achievements (Programme / course wise for last four years):

Courses		2011-12	2012-13	2013-14	2014-15	2015-16
B.Com.	Appeared	878	825	796	837	868
	Passed	875	821	789	817	863
	Completion Rate	99.66%	99.52%	99.12%	97.61%	99.42%
B.M.S.	Appeared	103	95	107	104	117
	Passed	103	95	104	96	112
	Completion Rate	100.00%	100.00%	97.20%	92.31%	95.73%
B.A.F.	Appeared	N.A.	58	50	55	60
	Passed	N.A.	57	49	54	60
	Completion Rate	N.A.	98.28%	98.00%	98.18%	100%
B.F.M.	Appeared	N.A.	N.A.	54	49	57
	Passed	N.A.	N.A.	54	49	57
	Completion Rate	N.A.	N.A.	100.00%	100.00%	100%
B.Sc.IT	Appeared	N.A.	N.A.	N.A.	38	25
	Passed	N.A.	N.A.	N.A.	31	24
	Completion Rate	N.A.	N.A.	N.A.	81.58%	96.00%



M.Com. (A & A)	Appeared	35	30	30	33	Awaited
	Passed	33	28	21	26	
	Completion Rate	94.29%	93.33%	70.00%	78.79%	
M.Com. (B&F)	Appeared	N.A.	N.A.	N.A.	39	Awaited
	Passed	N.A.	N.A.	N.A.	38	
	Completion Rate	N.A.	N.A.	N.A.	97.44%	
M.Com. (BM)	Appeared	N.A.	N.A.	N.A.	42	Awaited
	Passed	N.A.	N.A.	N.A.	42	
	Completion Rate	N.A.	N.A.	N.A.	100.00%	

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

To be a vibrant and innovate centre of education so as to equip students with knowledge and skills in their chosen field the teaching and assessment strategies of the institution are structured as follows:

TEACHING AND LEARNING STRATEGIES:

- Use of ICT for effective communication and for an effective and complete understanding of the subject
- Use of Web sources for updating knowledge for in-depth understanding of the subject,
- Open learning and library resources.
- Preparing of Teaching Plan at the beginning of each Semester
- Guest Lecture series to enrich their curriculum
- Field Visits
- Workshop

ASSESSMENT STRATEGIES:

- Follow the established mechanism as prescribed by the University of Mumbai.

2.6.4 What are the measures / initiatives taken by the Institution to enhance the social and economical relevance (student



placement, entrepreneurship, innovation and research aptitude development among student, etc.)

The initiatives taken by the college to enhance social and economical relevance as well as student learning are as follows:

- **Placement Cell of NM College under SVKM:** Offers placement assistance to students and prepares them to face interviews. The Cell invites a number of CA Firms and Companies from various fields.
- Encouraging students to publish their research articles in an annual research journal '**Envisage**' with ISSN number to inculcate the research culture among students. For the research articles the students are required to collect the primary data from field work or through primary and government statistical resources.
- Each Department of the college publishes an **e-bulletin**, which includes articles relating to the latest development in their respective subjects.
- The College holds a business plan competition '**Intent**' through which the entrepreneur inside the students is fanned into flames. For writing a business plan the students have to do in depth study of that particular business in which he is interested.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The performance of students of this College is academically very high. However, in case if a student is academically weak then the student is given special coaching or the respective subject teacher takes a remedial measure.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

Monitoring and ensuring the achievement of learning outcomes is done by effective implementation of the curriculum prescribed by the University of Mumbai, following teaching plans and examination schedule for each semester.

2.6.7 Does the institution and individual teacher use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.



University of Mumbai has given various optional\elective subjects for students at the S.Y. B Com, T.Y.B Com and SFC courses from which students select their applied component. After a student passes his/hers examination they are given counseling to help them chose their applied component on the basis of their ability (analysis of their results) interest and career aspirations. Taking our students' profile into account our institution offers the following subjects from which the student can select.

Course	Options offered by University	Options offered by College
B.Com	<p>Semester III & IV</p> <ol style="list-style-type: none"> 1. Advertising 2. Field Sales Management 3. Public Relations 4. Mass Communication 5. Travel & Tourism Management 6. Journalism 7. Company Secretarial Practice 8. Rural Development 9. Co-operation 10. Mercantile Shipping 11. Indian Economic Problem 12. Computer Programming (One Assignment per Batch) <p>Semester V & VI List of Core Courses / Special Group for Semester V and VI</p> <ol style="list-style-type: none"> 1. Financial Accounting & Auditing 2. Economics 3. Business Management 4. Commerce 5. Quantitative Techniques 6. Banking and Finance <p>List of Applied Component Courses for Semester V and VI</p>	<p>Semester III & IV</p> <ol style="list-style-type: none"> 1. Advertising 2. Computer programming <p>Semester V & VI List of Core Courses / Special Group for Semester V and VI</p> <ol style="list-style-type: none"> 1. Financial Accounting & Auditing 2. Business Management <p>List of Applied Component –</p>



	<ol style="list-style-type: none"> 1. Trade Unionism and Industrial Relations 2. Computer System & Applications (One Assignment per Batch) 3. Export Marketing 4. Marketing Research 5. Investment Analysis Portfolio Management 6. Transport Management 7. Entrepreneurship & M.S.S.I. 8. International Marketing 9. Merchant Banking 10. Direct & Indirect Taxation 11. Labour Welfare & Practice 12. Purchasing & Store Keeping 13. Inventory Management & Cost Reduction Techniques 14. Insurance 15. Banking Law & Practice 16. Regional Planning 17. Rural Marketing 18. Elements of Operations Research 19. Psychology of Human Behaviour at Work 	<p>Permutations possible for Courses for Semester V and VI</p> <ol style="list-style-type: none"> 1. Direct & Indirect Taxation and Psychology of Human Behaviour at Work 2. Computer Systems and Psychology of Human Behaviour at work 3. Elements of Operations Research and Direct & Indirect Taxation 4. Computer Systems and Direct & Indirect Taxation 5. Computer Systems and Elements of Operations Research 6. Export Marketing and Psychology of Human Behaviour at work 7. Computer Systems and Export Marketing
BAF	All subjects offered by the university are compulsory and no optional subjects can be offered.	
BFM	All subjects offered by the university are compulsory and no optional subjects can be offered.	
BMS	<p>Semester V</p> <ol style="list-style-type: none"> 1. Special Studies in Marketing 2. Special Studies in Finance 3. E Commerce <p>Semester VI</p> <ol style="list-style-type: none"> 1. Investment Analysis & Portfolio Management 2. Econometrics 	<p>Semester V</p> <ol style="list-style-type: none"> 1. Special Studies in Marketing 2. Special Studies in Finance <p>Semester VI</p> <ol style="list-style-type: none"> 1. Investment Analysis & Portfolio



	3. Financial Market Operations	Management 2. Financial Market Operations
Bsc.IT	Semester VI 1. IPR and Cyber Laws 2. Digital Signal and system 3. Geographic Information system	Semester VI Geographic Information system
M.Com (Advanced Accounting)	All subjects offered by the university are compulsory and no optional subjects can be offered.	
M.Com (Banking and Finance)	All subjects offered by the university are compulsory and no optional subjects can be offered.	
M.Com (Business Management)	All subjects offered by the university are compulsory and no optional subjects can be offered.	

The approach of the institution is student centric and all attempts are made to ensure achievement of learning outcomes.



CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

No, the institution does not have recognized research Centre of Mumbai University or any other organization. However the Institute is planning to have research center recognized by University of Mumbai in next five years.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The Institution does not have a research committee to address the issues of research however the college has Research Journal committee which provides a platform to faculty and students to take up Research and present research work which can be published in the Research Journals of the college- Nav Manthan with ISSN 2349-7327 and ENVISAGE with ISSN 2395-7212. With 9 faculty members with Ph.D. in different subjects and 6 faculty members pursuing Ph.D. the Institute will form the research committee.

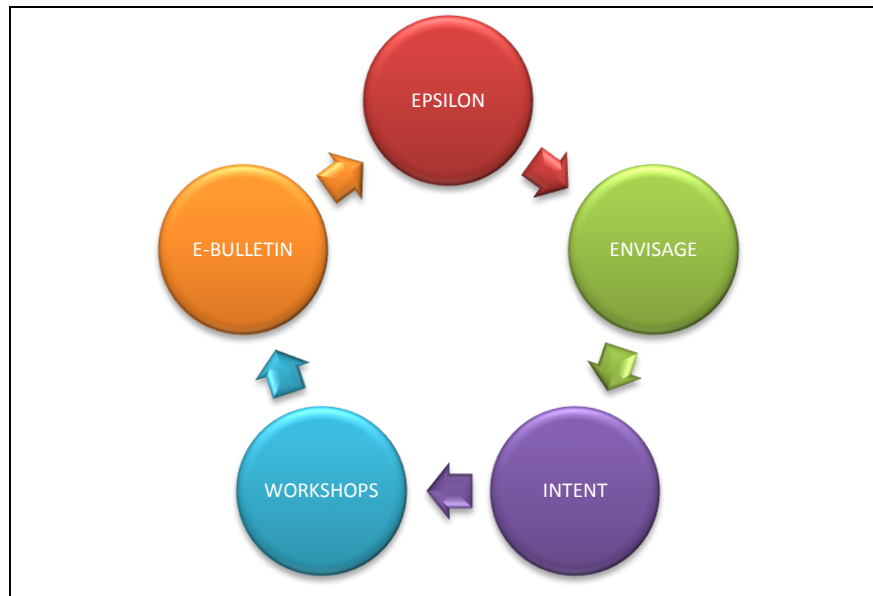
3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes / projects? autonomy to the principal investigator; timely availability or release of resource; adequate infrastructure and human resources; time-off, reduced teaching load, special leave etc. to teachers; support in terms of technology and information needs; facilitate timely auditing and submission of utilization certificate to the funding authorities; any other?

- a) Autonomy to the principal investigator
 - The Principal investigator of Research Projects funded by external funding agencies has the freedom to carry out and implement the project. Freedom is given to the principal investigator to spend the funds as per his/ her needs.
- b) Timely availability or release of resources
 - Resources are made available to the Principal investigator on requisition. The college authorities' looks into the



- requirements and special facilities required for conducting the Research Project.
- c) Adequate infrastructure and human resources
- The college provides the necessary infrastructure, space and human resources as well as easy access to library facilities needed for research.
- d) Time off, reduced teaching load, special leave etc. to teachers
- Special study leave is sanctioned for professional development or for undertaking research at national/international level. A teacher from department of commerce was provided special leave to present a paper at Glasgow, Great Britain.
 - The college also motivates teachers to undergo short term training courses/programmes at centres of higher learning and excellence to enhance their research skills. **Annexure III-A** presents the details of faculty members who underwent training programmes in last three years:
 - Duty leave is also sanctioned to teachers to participate and present their Research papers in Seminars and Conferences.
- e) Support in terms of technology and information needs
- Laptop is provided to each faculty with internet connectivity, personal user- ID's and passwords, which helps them to gather information for the purpose of research in their areas of interest. Departments subscribe to national and international journals. The College is also a member of UGC-N-List-INFLIBNET through which electronic databases and e-journals are made available.
 - Access to several databases related to online journals such as ProQuest Central, EBSCO, JSTOR, ASME etc., company data, laws, e-books is provided, which can also be accessed directly from the college website. User ID's and passwords provided for the databases through the college library.
 - The library has institutional membership of British Council Library, Indian Commerce Association and Maharashtra Economic Development Council, which can be availed by students and faculty.
- f) The college facilitates timely audit and submission of utilization certificate to the funding agencies.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?



Developing scientific temper and research culture

- Every department in the institution strives to develop the aptitude of research among students. It publishes a monthly e-bulletin wherein students contribute articles on contemporary issues both within and beyond the syllabus. Department of Economics organizes An Annual Intercollegiate Research paper presentation competition ‘EPSILON’, wherein students undertake research work and present papers in the subjects of Economics, Politics, Commerce and Finance.
- The college publishes an interdisciplinary students’ Research journal ‘ENVISAGE’ with ISSN 2395-7212, which gives an opportunity to students to develop critical thinking skills needed to succeed in academia and the real business world. The articles written by students are reviewed by the journal committee and edited under the guidance of faculty members. The publication provides exposure to academic research as well as development of analytical appraisal skills through the peer review process.
- The college organizes an Annual Business Plan Competition, INTENT wherein participating students conduct market research and collect Primary data before presenting their Business Plans to a team of judges who are esteemed personalities and entrepreneurs.
- Regular workshops are organized for students to give them hands-on training in various areas such as Robotics, SAP/ SAS, Social initiative meter share and Ethical Hacking Software Tools.
- In Self finance courses of BMS and BFM, though it is not required as per guidelines of University of Mumbai, students are encouraged to collect data and undertake market research for their project work.

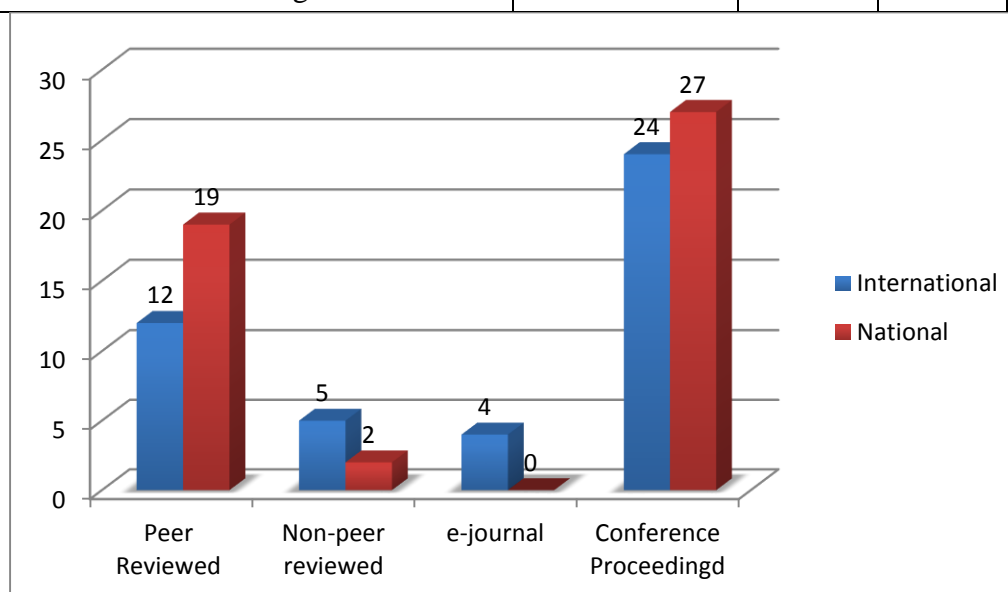


3.1.5 Give detail of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual / collaborative research activity, etc.

- EPSILON is an initiative of 'The Economics Association' of the college to conduct inter-collegiate Research paper presentation competition. It aims at encouraging the under-graduate students to undertake in-depth study through Research in topics which affect various facets of global and national importance, social, cultural and political environment. Faculty guides students in writing the research papers in proper format.
- 3 teachers have successfully completed their Ph.D. in 2015-16. There are 6 teachers involved in active research for Ph. D. The details are as per **Annexure III-B**
- Few of our faculty members have taken up minor research work. Details are as per **Annexure III-C**.
- Faculty is actively involved in presenting papers in national and international conferences. Faculty also publishes papers in National and International Journals and Conference Proceedings. The details are as follows:

No. of Research papers published in National and International Journals (2012-13 to 2015-16)

	International	National	Others
Peer Review Journals	12	19	-
Non-Peer Review Journals	5	2	-
e-Journals	4	-	-
Conference Proceedings	24	27	1



Research papers publications



3.1.6 Give details of workshops / training programmes / sensitization programmes conducted / organized by the institution with focus on capacity building in terms of research and imbining research culture among the staff and students.

The college takes initiatives to encourage research and research culture amongst students and teachers. Some of the initiatives include organizing seminars, workshops, lecture series and training sessions on recent trends in research.

- Workshop on ‘Use of SPSS Package’ for the faculty members was organized and hands-on Training was imparted.
- **Database Orientation Sessions** were conducted by SVKM Management for the faculty members. These databases help Researchers in seeking information for their Research work.
- Eminent Industry personalities are invited for panel discussions and guest lecture to discuss contemporary issues in business and industry to ignite the scientific fervour among students.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

The faculty provides guidance to students in varied fields such as economics, commerce, management and finance in order to develop research culture in them. The Institution has published 2nd edition of Students’ Journal , “EPSILON”, with peer reviewed Research papers submitted by students in the fields of Commerce & Economics.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college organizes lecture series, panel discussions, workshops and interactive sessions with eminent Industry personalities to ignite the minds of students towards research. **Annexure III-D**

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Sabbatical leave for Research activity has not been utilized by any faculty. However special leave is granted to teachers who wish to avail the leave for study or Research purpose. Ms. Muktha Manoj of Department of Business Communication was sanctioned a leave from 11th April 2010 to 25th May 2011 under the XI Plan Faculty Development Programme of the UGC (Teacher Fellowship Scheme) to



complete her Ph.D. Teachers participation in research activities has helped college in :

- Establishment of linkage between academics and research.
- Better understanding of contemporary trends in teaching Business Communication.
- Sharing the knowledge with students and guiding students in research paper presentation.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness / advocating / transfer of relative findings of research of the institution and elsewhere to students and community(lab to land)

The college gives lot of opportunities to teachers and students to share their research findings with the larger audience.

- The Research findings are published in College peer reviewed research journal ‘**Nav Manthan**’ with ISSN 2349-7327 and **ENVISAGE** with ISSN 2395-7212. The Research journal ‘Nav Manthan’, and Students Journal ‘Envisage’ are uploaded on the college website. Copies of the Publications are freely available for reference in the College Library.
- Teachers are encouraged to publish their findings in reputed journals.
- The copies of the projects are kept in the library for referrals.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Teachers are encouraged to apply for Research Projects to the University of Mumbai, UGC and the amount sanctioned is disbursed as per the guidelines of funding agencies.

The institute is yet to make budget allocation for the purpose of Research. Irrespective of this, SVKM provides funds for the purpose of the Research publications such as Nav Manthan and ENVISAGE. The Registration fees of faculties attending Conferences and workshops are funded by the college. The Management extend financial support to faculty member for attending International, National Conferences and Workshop

Reimbursement given by Management to attend Conferences, Workshops

Year	Total (Rs)
2012-13	15400
2013-14	33994
2014-15	8980
2015-16	5200



3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The institution does not provide seed money to the faculty for research. However the entire funding for the publication of Research Journals Nav Manthan and ENVISAGE, and costs of publication of Students' endeavours such as 'Ideas with Intentions', is borne by SVKM.

Details of Funding by SVKM are as follows:

Name of Publication	Amount (in Rs)
Nav Manthan	30000 p.a.
Envisage	10000 p.a.
Ideas with Intentions	150000

3.2.3 What are the financial provisions made available to support student research projects by institution?

There is no special provision to provide financial assistance to students for Research. However, the Institution encourages the students to undertake Research studies in various areas such as Economics, Politics, Commerce and Finance. The Institution publishes Students' Research Journal 'ENVISAGE' with ISSN No. 2395-7212 and 'Ideas with Intentions' with ISBN No. 978-81-931242-0-8. The cost of both these publications is borne by parent body SVKM.

3.2.4 How does the various departments / units / staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.

The Institution encourages the faculty members of different Departments to interact for undertaking Inter-disciplinary Research.

- Dr. Ritu Vashisht (Department of Commerce) and Dr. Ritika Khurana (Department of Economics) jointly worked on a Research Paper titled 'Performance and Prospects of Growth of BRIC Countries with special reference to India'.
- Ms. Geeta Desai (Department of Commerce) and Ms. Vaishali Dawar (Librarian), jointly worked on a Research paper titled 'Spirituality at work and Sustainable well-being'.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?



- Each full-time faculty of the college is provided with a laptop with Wi-Fi facility to help them in research work.
- Direct access to several databases related to online journals, company data, laws, eBooks, etc is made available to faculty from <http://ezproxy.svkm.ac.in:20048/login>
- Library has an institutional membership of British Council, Indian Commerce Association, and Maharashtra Economic Development Council which can be availed by researchers for getting access to study material of their respective streams.
- Google groups have been created for faculty and students to update them regarding the latest acquisition of books, journals etc. which can be used by them for research.
- Library facility is available for research from 7 am to 7 pm so that staff and students can access UGC Network Resource Centre as per their convenience.
- **Database Orientation Sessions** are conducted by SVKM Management for the faculty members in order to acquaint them with using online databases which would help Researchers in their Research work.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

The college receives funding under various schemes from government funding agencies like UGC. The details of funding agencies are as follows:

S.No.	Funding Agency / Scheme	Purpose	Quantity	Amount (Rs.)
1.	SVKM	Laptops	45	17,53,014.00
2.	UGC Grant	Desktops (UGC-NRC)	05	1,27,825

- UGC sanctions a Recurring Grant to buy books for various subjects and SVKM also allocates funds to purchase books for self-financed courses. The fund utilized for purchase of new books, periodicals and newspapers are as follows:

Particulars	2013-14 (in Rs lakhs)	2014-15 (in Rs lakhs)	2015-16 (in Rs lakhs)
Reference Books	4.45	7.3	5.53
Periodicals	1.06	0.99	1.23
Newspapers	0.25	0.27	0.29



3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of on going and completed projects and grants received during the last four years.

The Institute supports faculty in securing funds for Research from various agencies. Details of on going and completed projects and grants received during the last four years are as follows:

Minor Research Projects	Year	Title of the Project	Name of the funding Agencies	Total Grant (Rs.)		Total grant received till date (Rs)
				Sanctioned	Received	
Ms. Chitra Thomas	2011-12	Money & Happiness in Mumbai	University of Mumbai	32000	30137	30137
Ms. Vaishali Dawar	2010-11 (For two years)	“Children’s Libraries in Mumbai: A study suggesting a plan for development of Children’s Libraries”	UGC	90,000	70,000	70,000
Ms. Ameer Vora	2011-12	“Analytical study of the Impact of Social media on the Youth in urban Mumbai”	UGC	115000	70000	70000
Ms. Shashi Surana	2013-14	“Newspaper narratives- Perspectives of Senior Editors of Newspapers in Mumbai”	University of Mumbai	25,000	23626	23626



3.3. Research Facilities

3.3.1. What are the research facilities available to the students and research scholars within the campus?

- Subscription of National and International Journals in Library.
- Additional resources like “INFLIBNET” made available to the teachers and researchers.
- Online databases of e-journals and e-books made available through proxy-server.
- Wi-Fi facility within the premises for students and teachers.
- UGC- Network Resource Centre with Five PC Terminals, printer and scanner.
- Each full-time faculty of the college is provided with a laptop with Wi-Fi facility to help them in research work.
- Direct access to several databases related to online journals, company data, laws, eBooks, etc is made available to faculty from <http://ezproxy.svkm.ac.in:20048/login>
- The UGC network resource centre with five PC terminals is available free of charge for accessing databases, OPAC, and Internet.
- Library has an institutional membership of British Council, Indian Commerce Association, and Maharashtra Economic Council which can be availed by researchers for getting access to study material of their respective streams.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- Provide information and data to the faculty and students interested in research.
- Books and other publications in various areas of research are acquired from time to time. Students and Teachers are encouraged to recommend names of books related to their areas of research. The books are purchased after approval of Heads of Departments and the Principal.
- Access to several databases related to online journals such as ProQuest Central, EBSCO, JSTOR, ASME etc., company data, laws, e-books is provided, which can also be accessed directly from the college website. ID's and passwords are provided for the databases through the college library.



3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

The institution has received grants from UGC for developing Research facilities. Details of special grants received for developing research facilities are follows:

S. No.	Funding Agency	Research Facilities	No. of units	Amount Received (Rs.)
1.	UGC	Desktops for UGC-NRC	05	1,27,825
2.	SVKM	Laptops	45	17,53,014

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?

- Students have access to e-data available in online research journals through proxy server. Students can utilize library facilities of NMIMS, Usha Pravin Gandhi College, Pravin Gandhi College of Law, Mithibai College, University of Mumbai and IGIDR.
- The library has institutional membership of British Council Library, Indian Commerce Association and Maharashtra Economic Development Council, which can be availed by students and faculty.

3.3.5 Provide details on the library/information resource centre or any other facilities available specifically for the researchers?

The e-Journals/resources available are utilized by researchers. The library has subscription to 94 Journals and magazines (89 National and 5 International) out of which 'Chhatrarth' and 'Journal of Management Research' are subscribed in 2015-16. The library has access to databases from the UGC Network Resource Centre: ProQuest Central, EBCSO, JSTOR, Science Direct, IEL Online/IEEE, Springer, ASME, J-Gate, ASTM DL, Bentham Science Publishers, CMIE-Prowess 4, Capital Market, ISI Emerging markets, CEIC Database, Manupatra, West Law, IRS - (Access from NMIMS Computer lab), TVADINDEX, Gartner Services, E-brary, McGraw-Hill, CRISIL, Frost and Sullivan, LexisNexis, Cabell's Dictionary, SCOPUS, Indiastat.



3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college? Forex. Laboratories, library, instruments, computers, new technology etc.

Interlibrary Learning Facility has been developed with all SVKM Institutes which can be availed by faculty and student researchers, to procure books and journals from these institutes.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of-Patents obtained and filed (process and product), Original research contributing to product improvement, Research studies or surveys benefiting the community or improving the services, Research inputs contributing to new initiatives and social development, Research Studies or surveys benefitting the community / contributing to new initiatives & social development.

Research inputs contributing to new initiatives

- The Business Plan Competition 'INTENT' has given a platform to students to come up with new Business initiatives such as
 - Rural Tourism
 - Eco- solutions
 - E-biz cards
 - Help First- Every second counts
 - Touch Swachh

Research Studies or surveys benefitting the community

- NSS students conducted a Survey on 'Gender Inequality & Injustice to Women' to sensitize the students on the social issues and the reforms taking place within. They also conducted a 'Senior Citizen Survey' on support and guidance required to senior citizen.
- RCNM students conducted a Survey 'Expressing International Youth Day', to identify the opinion of youth on International youth day. They also conducted an Interview 'Embracing the underprivileged in the neighbourhood' such as Cobblers, Waiters, Peons, Vegetable vendors.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any



international database?

Yes, the Institute publishes two Research journals, NAV MANTHAN, a Peer Reviewed Research Journal for the faculty with ISSN No. 2349-7327. The Institute also publishes a Student Research Journal 'ENVISAGE' with ISSN No. 2395-7212.

The composition of the Editorial Board of NAV MANTHAN is as follows:

- Editor-in-Chief
- Seven members of faculty as Managing Editors
- Three Associate Editors
- A Panel of 12 Reviewers from varied streams

Publication Policy of NAV MANTHAN:

- Nav Manthan is to be published One Issue per year.
- It is to be a double blind Peer review Journal.
- Each article shall first be reviewed by the editorial committee members before being sent for peer review.
- For revisions required in the article, communication shall be made to the author.
- Each article shall necessarily be reviewed by two peer reviewers and in case of any difference in opinions of the two peer reports, the article shall be sent to the third peer reviewer.
- The focus of the impartial peer review shall be on performance of the article with a view to improving quality, upholding standards and providing certification.
- Audit of the articles in issue after publication of each issue shall be conducted.

The composition of editorial board of student journal ENVISAGE is as follows:

1. Editor in Chief: Principal of the Institution
2. Nine faculty members to serve as Managing Editors

Publication Policy of ENVISAGE:

- ENVISAGE is to be published One Issue per year.
- The articles shall be invited from students of other colleges also.
- The articles will be reviewed by the managing editors.

3.4.3 Give details of publications by the faculty and students:

Publication per faculty, Number of papers published by faculty and students in peer reviewed journals (national / international), Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.) Monographs, Chapter in Books, Books Edited,



Books with ISBN/ISS numbers with details of publishers, Citation Index, SNIP, SJR, Impact, h-index

Research paper publication by faculty

S.No.	Faculty Name	INL	NL	CP	TOTAL	PR	Indexed	IF
1	Dr. Muktha Manoj	3	2	1	6			3.4052
2	Ms. Jennifer D Souza	2		1	3			
3	Ms. Shashi Surana		1	1	2			
4	Ms. Savita Desai		1	5	6			
5	Ms Ameer Vora	1		1	2			
6	Dr. Vijayshree Anand			4	4			
7	Dr. Ritu Vashisht	2	5	7	14	1		1.2
8	Ms. Tessy Philji			3	3			
9	Mr. Smitin Belchada			1	1			
10	Ms. Sneha Chothani	1		2	3	1		2.217
11	Ms. Nirmala Chavan	2	1	1	4			3.113
12	Dr. Ritika Khurana	3	1	3	7	2		4.567
13	Ms. Deepa Chitnis	1	1	7	9			
14	Ms. Renuka Mangtani	4		2	6	1		
15	Ms. Geeta Desai			4	4			
16	Ms. Rupal Pandya	1		1	2			
17	Mr. Harish Sharma	1			1			
18	Ms. Vaishali Dawar		2	3	5	1		
19	Dr. Vandana Mishra		1		1	1		
20	Mr. Shivesh Shukla	1			1			
21	Dr. Kedar Bhide		1		1			
22	Ms. Deepa Surve		1		1			1.2



23	Ms. Rekha Katheeth		1		1			1.2
24	Mr. Manorath Joshi			1	1			
25	Ms. Anupama Jawale			1	1			
26	Ms. Shweta Chheda			1	1			
27	Ms Neha Maru			1	1			
28	Ms Kesia Varghese			1	1			
29	Mr Huzefa Bhagat		1		1			
30	Ms Pooja Singh		1		1			
	Total				94			

INL: International, NL: National, CP: Conference Proceedings, PR: Peer, IF: Impact Factor

Annexure III-E gives details of the faculty publications in national, international journals and conference proceedings.

Books Published by Faculty

S. No.	Faculty Name	National	Book Articles	Total
1.	Dr. Muktha Manoj		4	4
2.	Dr. Ritu Vashisht	6		6
3.	Mr. Conrad Coelho	1		1

Annexure III-F gives the details of the books published by faculty.

3.4.4 Provide details (if any) of

- ❖ research awards received by the faculty
- ❖ recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally
- ❖ incentives given to faculty for receiving state, national and international recognitions for research contributions.
 - Dr. Vijayshree Anand presented a research paper titled 'HRM- A Missing link in Retailing 'was adjudged the Best Paper in national seminar.
 - Ms. Kavita Surve, Co-ordinator B Sc IT was awarded 'Best Researcher' in Image Processing.



3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

- The college has bridged the gap between theory & practice by forming the Guest Lecture Series (GLS) Committee. GLS invites eminent Industrialists & experts from corporate field as Resource persons.

Name of Speaker	Topic of Session
Mr. Shroff, Senior Chief Executive, BOI	Technology in Banking
Mr. Paul Dueman, Senior VP, Lowe Lintas ltd.	The Art of Selling Online
Mr. Suresh Narayan, Capital Market Analyst	Capital Market- An Overview
Dr. Milind Joshi, Practising Psychiatrist	Stress Management
Ms. Biji Tushar, Counsellor	Know your attitude, Reach your altitude
Mr. Sandeep Desai, Ex-Prof, S.P.Jain Institute of Management Studies	The Pursuit of Happiness
Mr. Atul Shah, Chartered Accountant	Wealth Creation through Financial Planning'
Dr. Indradeep Ghosh, Associate Professor at Meghnad Desai Academy of Economics	Will Abenomics work in Japan?
Mr. Kamlesh Tripathi, D.G.M. at Hypercity, Malad	Retail Management

- Workshops, panel discussions, Guest Lectures, interactive sessions with personalities from the Corporate are conducted for establishing linkage with industry.
- The self financed courses provide Industry exposure to students by organizing Industrial visits. **Annexure III-G**
- The college also has an Entrepreneurship Development Cell, which is in touch with NM alumni entrepreneurs. E-Cell conducts an annual Business Plan Competition INTENT, wherein Industry experts are invited to orient the contenders, to scrutinize their Business Plans and judge the plans and give feedback to the students. Workshops and Panel Discussions are conducted by E-cell.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and

**publicized?**

The University of Mumbai has laid down policy to promote consultancy services by affiliated institutions and we follow it.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college doesn't have any objection in its staff in making use of their expertise and giving consultancy services. It encourages staff to utilize their expertise for providing consultancy. Mr. Amogh Gothaskar trained students for participation in the 2015 KWHS (Knowledge at Watson High School-Aberdwen Investment Competition). Students were amongst the top 12 in the semi finals and in the finals, college team came second among total 325 teams from across the world. Mr. Amogh Gothaskar also trained the students for participation in Global Business Competition-Australian-e-Challenges-2015 organized by Entrepreneurship Commercialisation and Innovation Centre, University of Adelaide, Australia.

3.5.4 List the broad areas and major consultancy services provided by the institution and there venue generated during the last four years.

Nil

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Nil

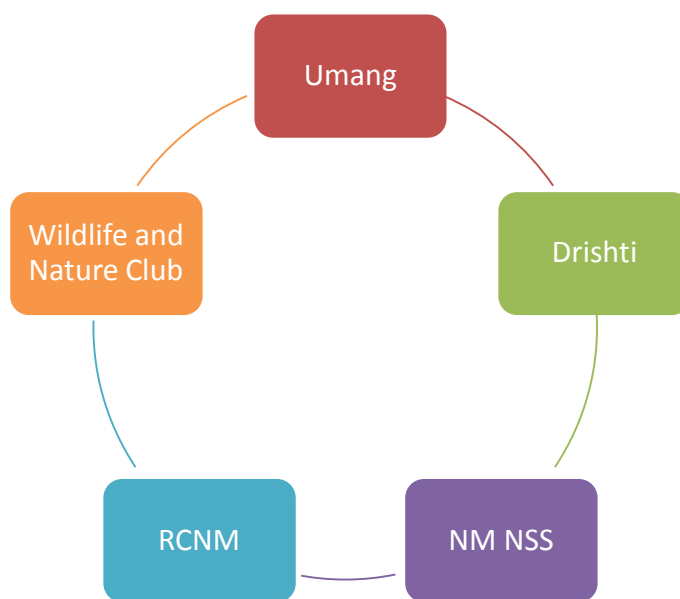
3.6 Extension Activities and Institutional Social Responsibility (ISR)**3.6.1 How does the institution promote in situation-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The Institution strives towards developing intellectual capabilities and the attitude of oneness and responsibility amongst students towards nation and community for making them valuable citizens. Departmental activities, Programs of NSS, and various Associations,



aims at holistic development of students and making them socially responsible.

- Intercollegiate festivals ‘Umang’ and ‘Drishti’ associate with a social theme to instill social values among the students. ‘
 - ‘**Umang**’ organized ‘Cyclothon’ for creating awareness about the importance of Education amongst the underprivileged.
 - ‘**Drishti**’ celebrates theme based social week like ‘Rise to Change’ and ‘Stairway to Humanity’ in association with PETA and Josh foundation respectively.
- NM NSS wing collaborates with community and undertake several activities for social welfare. Few of the activities are Organ and Blood donation drive , Beach cleaning , Support to Mumbai Police during Ganesh Visarjan , Medical camp in Villages , Sales drive for NGO’s, Adoption of slum children at Carter road , Bandra , Assisting Teachers in BMC Schools and school for special children etc .
- Rotaract Club of College (RCNM) focuses on the concept of 3 H – Hunger, Health and Humanity (Education) as a Global concept on which they plan their activities. ‘RCNM Academy’ conducts Training sessions at BMC Schools and schools for underprivileged children on topics such as behavior, manners, spoken English, linguistic skills, motivation, arts, dance, general knowledge etc.
- Students’ Forum celebrates ‘Social Cause Day’ to sensitize students regarding the social issues.
- Wildlife and Nature Club organizes ‘Tree Plantation Drive’ to enhance the quality of life on mother earth.
- Important days like Independence Day, Republic Day, World’s Environment Day (5th June), International Yoga Day (24th June), Human Rights day (10th December), Women’s Equality day(26th August),International Day of peace (21st September), Social Cause Day, Worlds Elder’s Day celebration (8th October) World Music Day (21st June), World Tourism Day (27th September), International Food Day (16th October), World’s Mental Health Day (10th October), Children Day celebration with underprivileged kids, World Daughter’s Day (12th January), **World Suicide Prevention Day** (WSPD)(10thSept.), are celebrated to create awareness among the students about issues such as human rights, relevance of Indian constitution, Rights and Duties of Indian citizens and Issues and Problems of vulnerable sections of society.



Situation-Neighbourhood- Community Network

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

- College through its various Committees and Associations such as Wildlife and Nature Club, Student's Forum creates awareness about environment protection, social issues. Through the Extension activities organized by NSS and RCNM, the college undertakes various social welfare programmes like teaching slum children and physically challenged students. The student's involvement is tracked through the support of Teacher in-charges and student members of the committees. Report of the events conducted is sent to the officials of Higher Education & concerned authorities and Management of the institution.

3.6.3 How does the institution solicit stake holder perception on the overall performance and quality of the institution?

- Suggestion boxes are strategically placed in college campus to take feedback from students.
- Surveys conducted by reputed magazines and agencies also provide feedback to the institute to upgrade its activities. Annual Survey of India Today June 2014 placed N.M. College as the top most commerce college in Maharashtra and Mumbai and amongst the top 7 Commerce College at All India Level. An Independent Research Organization "Trust Research Agency" ranked N.M. College as 1st amongst Commerce colleges in Mumbai and Maharashtra and 4th at All India Level among all the educational institutes in terms of a value



for money offered to the students related to the education imparted at the college and in terms of a trusted institute.

- Regular meetings of Alumni are organized in the college in association with NAAM, the Alumni association of college provides necessary inputs and ensure that institution maintains its performance and quality.
- Perception and feedback of the Parents is taken in a formal manner through Questionnaire on various parameters like Admission Process, College Festivals, Examination Process and Intellectual growth of their ward as well as on the occasion of Annual day Celebration.

3.6.4 How does the institution plan and organize its extension and out reach programmes? Providing the budgetary details for last four years, list the major extension and out reach programmes and their impact on the overall development of students.

The college is planning to have a Centre for extension and outreach programmes DLLE , University of Mumbai, from the next Academic year. The programmes undertaken by NM NSS and RCNM and other associations also focus on community service and holistic development of the students.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

National Social Service Scheme

- The institution has been inculcating the traits of a valuable citizen among the learners through the various programs and activities conducted by NSS at College level and Community level in association with the various organisation and institution from the neighbourhood. The activities focus on holistic development of the students as well as inculcating the attitude of helping mankind.
- NSS volunteers conduct a Recruitment drive to encourage students to join NSS. The volunteers try to ignite the Social inclination of students through Role Play & Skits, which highlight the scope of NSS & its outreach. A unit of 100 volunteers is formed for a duration of one year with the criteria of minimum 120 hours completion in a year.

List of various events organized by NM NSS

- NM NSS organizes Rakhi Selling event , in association with Valabhdas Dagara Indian Society for Mentally Retarded (VDI),



National Association for the Blind, India (NAB), SANISA (NGO - Tribal Women).

- NSS organizes games and entertainment programs in an orphanage, “The Bombay Young Men’s Christian Association”.
- NSS unit initiated campaign ‘I Vote, I Change’ to create awareness amongst today’s youth about politics and social reforms. NSS unit in association with Volunteers for better India (VBI) conducts a workshop to sensitize the students about need for voting and conducted voter registration drive to help student in filling up forms for registration in voters list.
- NSS girls celebrate Rakshabandan by tying rakhis to policemen at Juhu Police Station every year for enhancing the bondage with them. NSS Volunteers also collaborate with Juhu Police station through SPI (Student Police Interaction) for smooth Ganesh Visarjan at Juhu Beach.
- Blood Donation, Organ Donation Drive and Thalassemia Check up is organized in association with Lions Club and Think Foundation in college .
- Conducts educational activities for the orphans at YMCA and Swagat Ashram orphanages for sharing love , knowledge , ideas and opinion with the children
- Assist teachers of Aahiana and Khushi (schools for Autistic children) and Kalyandeep (School for Mentally Challenged).
- Adopted area project under Education, which focuses on teaching underprivileged children at Carter’s Road, Bandra (East).
- Beach Cleaning Drive is conducted at Juhu Beach post Ganesha immersion.. The volunteers also visit beaches twice a month for cleaning purpose supporting the Swach Bharat Abhiyan .
- ‘Plant Adoption Drive’ is promoted by NSS encouraging people to adopt a plant, nurture it and to inculcate an environment friendly attitude.
- College participates in several activities at university level, Anti-Drug Rally, Peace Rally, Nasha Mukti Rally , Non Violence Day Rally, Run for Unity, NSS Leadership Training Camp, Cultural exchange program, Seminar on Senior Citizen Survey etc.
- A District Level Seminar ‘Sridusha’ on women empowerment and ‘Sankalp’ on Pledge for better tomorrow were organized for the NSS Volunteers of the colleges in western zone, highlighting social issues such as gender-inequality, Women injustice.
- Celebrated Valentine’s day (14th February,2016) with St Catherin Orphanage Home Andheri (West) by setting up a Kitchen garden by planting saplings of Eggplant, Tomatoes, Bottle gourd and Chilly for the orphanage.



- Organized plantation Drive at the New Zealand hostel in Aarey colony, Goregaon.
- Celebrated Christmas with the kids of Carter Road, Bandra (West) by distributing stationary kits.

The efforts of the NSS volunteers are recognized at college level by awarding with association prize for two best NSS volunteers for an academic year, best volunteer in the unit are also referred for the special prize in the college i.e. Ajit Datar Memorial Scholarship and Raman Brothers studentship. The name of the best volunteer is also recommended for Jamnabai Narsee Shield for Best Student. The contribution of NSS volunteers is highlighted in the Annual college magazine and appreciation by the Teachers in-charge motivate students.

Rotaract Club of N.M. College

RCNM has the motto “The movement begins with YOU” and believes in the power of an average mind that holds his/ her head high and goes about life with the right amount of zest and surety. It operates with the prime objective of serve, learn and grow. RCNM is affiliated to R.I.D. 3140 and placed under the parent body, Rotaract Club of Bombay (West). RCNM conducts membership drive through social media, word of mouth publicity, classroom announcements and by making posters. They explain the structure of the Rotaract clubs and highlight the events and activities conducted by RCNM during previous years. Selection interview is conducted for all the positions by the Board of Directors and the president orients the selected member. RCNM undertakes many social activities as follows:

- ‘Say NO to plastic’ initiated the use of paper bags and conducted paper bags making sessions in various schools .
- Popularized the issue of maintaining the heritage sites of Mumbai, which was done by surveying the streets of Bandra.
- **Community Service Week:** A week dedicated to community service projects as follows-
 - Sadrakshanay: A self-defense workshop to train orphanage girls in the basics of self defence.
 - Life is Beautiful: Organized a visit to Deaf and Dumb institute to make them feel special.
 - Best out of Waste: To teach orphanage children about recycling of waste products.
 - Grandship Day: Organized entertainment program for elderly people at Old Age home to make them feel special.
 - Life via Nature: Organized nature trail to Keshav Shrusti to connect with nature.



- Dance with Joy: A dance workshop for orphanage children.
- Conducts grains collection drive '**Handful of Grains**' and donate among the slum dwellers , Orphanages and old age homes .
- Organize Beach cleaning drive post Ganesh Visarjan at Juhu Beach.
- Conducts Flash mob in the malls based on the theme of World Daughter's Day, World Anti-suicide day, World Peace Day to spread a message of importance of a daughter, Life and Peace for humanity.
- Organizes an interschool competition 'Roshni – A Ray of Hope' and 'Chote Ustad' to instill the spirit of healthy competition amongst the under-privileged students of BMC Schools at Manilal Sunderji Tamil School, Vile Parle and Marathi School, Vile Parle.
- Organizes "Chakachak" a major Railway station clean up drive at stations in Western Railway zone.
- Organizes an event to promote an idea 'Say no to crackers' among people by making videos and uploading on social networking websites to curb noise and air pollution
- Undertakes a project 'Deva-e-Ganesha' to spread the message of using Eco-friendly Ganesha Idol by organizing Ganesha idol making competition.
- Distribution of saplings on the eve of Independence Day celebration to promote the idea of Green Independence.
- Conducted 'Hand to teach' stationery donation drive in 7 different schools and donated stationery items in orphanages Abundant Life Ministries and Shishu Bhavan.
- Celebrated World Aviation Day by showcasing the videos on aircraft to the slum children.
- Organized a treasure hunt 'Funskool' on Children's Day for the street children in nearby locality to promote the spirit of happiness and teamwork.
- Organized entertainment program and a talk session on World Elders Day , on healthy diet plan for an old age home 'Special Care unit for Senior Citizens' in Khar (West) .
- Conducts 'Mission Secret Santa'- A Community Service Initiative to spread love among underprivileged children by collecting and donating toys at the orphanage in Abundant Life Ministries in Goregaon (West) and distributing food packets and blankets to street dwellers on the eve of Christmas.
- Organized 'Paralympics' – a sports event for physically disabled and mentally challenged students at M.P Shah High School, Vile Parle (West).
- Organised 'Vidya griha', Community Service initiative served to teach the underprivileged residing in the slum areas in Bandra .
- Conducted a Lung Check up camp in association with Rotary club of Bombay west for the local slum residents of Juhu.



- Conducted The Global Goal project, under this interview of Mumbai residents at Vile Parle Station and Bandstand was organized to voice their opinion on the 17 Global Goals and discuss on the Economic Evils in India .
 - Organized Medical camp for Hussain Alanna English school students.
 - Organized Cyclothon in association with Rotaract Club of Bombay West to create awareness about the road safety and safe driving.
- To encourage and recognise the work of volunteers at district level, R.I.D. 3140 felicitates the volunteers with Individual Outstanding Awards in various categories. The Core committee members are felicitated with certificate in college during prize distribution ceremony to encourage students to participate in community development programs. RCNM members' contribution is highlighted in the college magazine and on college website. R.I.D. 3140 has a website portal named "Pranali", where activities are highlighted.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- The college undertook social surveys and extension work to ensure social justice and empower underprivileged sections of society

Type	Description
Survey	'Gender Inequality & Injustice to Women' to sensitize the students on the social issues and the reforms taking place within.
Survey	'Senior Citizen Survey' on support and guidance required to senior citizen.
Survey	'Expressing International Youth Day', a survey identifying the opinion of youth on International youth day.
Interview	To embrace the underprivileged in neighbourhood i.e. Cobbler, Waiters, Peons, Vegetable vendor.
Adoption of Slum Children	Carter Road, Bandra (East) for assisting them in education.
Energy Conservative Drive	To Create awareness about conserving energy in the residential area near college.
Marketing and Sales Drive	For articles handmade by Valabhdas Dagara Indian Society (NGO Mentally Retarded), National Association for Blind, SANISA (Tribal Women NGO)



3.6.7 Reflecting on objectives and expected out comes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

- Institution's activities focus on developing health, head, heart and hand of the learners from the nation's perspective. Every effort is made by college to create conducive learning environment through collaborating with various agencies and emphasizing on learning by doing which creates sustainable rapport with the society.
- Through these activities students imbibe leadership, interpersonal, communication, organizing, presentation and research skills. The programs conducted inculcate among students social and ethical values like optimism, acceptance, loyalty, consistency, tolerance and truthfulness.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The college plans its activities as per the expectations and needs of the community. The community development programmes are initiated through NSS and RCNM

- NSS volunteers community development activities are as follows:
 - 'NSS Residential Camp' links the members with villagers and work for their upliftment and empowerment through activities such as Street plays on cleanliness and anti-drug addiction, medical camps, art and painting workshops, movie-screening, sessions on team work, importance of education, leadership, ethics etc.
 - Tree plantation drive was conducted in Vesawe Vidya Mandir School to create awareness among the students about saving earth.
 - 'Energy Conservation drive' in the vicinity of college to create awareness about conserving energy and spreading awareness regarding conservation of Energy.
 - Helps differently-abled people in earning their livelihood. It supports 'Hi-Tech Family Enrichment Foundation', to sell



handicraft items and Flags made by mentally challenged children.

- The community development activities organized by RCNM are as follows:
 - To inculcate the concept of team building, leadership and creativity interactive learning activities named as ‘Espirit De Corps’ are conducted by Marathi High School and Manilal Sunderji School based in (Vile Parle).
 - In collaboration with Vivekanand Youth Forum, RCNM volunteers teach and help students of BMC School to explore in co-curricular and extra- curricular activities.
 - RCNM in association with Mumbai Mirror’s ‘Fight the Filth Campaign’ has adopted the street and has initiated for its cleanliness.
 - RCNM associated with Geetanjali Environtech for collection of waste materials from various food vendors from the vicinity for recycling and converting them into Organic manure and fertilizers.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various out reach and extension activities.

Organizing events in collaboration with institutions supporting a noble cause creates social responsibility among students. RCNM and NSS collaborate with other institutions to organize various outreach and extension activities. These collaborations helps institute channelize the mind and energy of youth towards social welfare. The activities conducted in association with other institutions are as follows:

Collaborating Agency / Institution / NGO /School	Activity Conducted
PETA (Indian Animal Rights Organisation)	Social Campaign ‘Rise to Change’ sensitizing youth for Animal love and protesting the use of leather.
Josh Foundation (Supports hearing impaired children)	Donation drive, Organized drawing competition, Celebration of Republic day.
Make a Difference (NGO)	Awareness drive for education of underprivileged children.
Juhu Mumbai Police	Beach Cleaning Initiative post Ganesh Visarjan



Mouth and foot painting Artist Association and Reliance group	Marketing and Selling drive for the articles made by the members of association.(Fund raising activity)
Manilal Sunderji BMC School (School for underprivileged)	RCNM Academy, organized inter school competition on spirit of team work .
L.M. Patel Hospital	Setting up Multi speciality check up camp
Yashodharaman foundation (NGO)	Collection of grains for slum dwellers
Navjeevan Blood Bank	Blood donation drive
Times of India	I lead India, awareness drive for degradation of Lokhandwala lake.
M.P Shah High School, Vile Parle (W)	Conducts sports events 'Paralympics' for physically challenged .
Abundant Life Ministries (Orphanage for Girls)	Distribution of toys from Mission secret Santa
Vesawe Vidya Mandir School (School in Neighbourhood)	Tree Plantation Drive
Brihanmumbai Municipal Corporation,	Again Beach Cleaning Drive
Lions Club and Think Foundation	Blood Donation and Organ Donation Drive
Vivekanand Youth forum	Helping students to explore in extracurricular activities in BMC Schools
Lion's Club	Cycle Ride 'Burn the fat , not the fuel'
Echo-Echo (NGO)	Clean up Drive in Shivaji Park
Valabhdas Dagara Indian Society(NGO Mentally Retarded), National Association for Blind, SANISA (Tribal Women NGO)	Conducting a marketing and selling drive for the articles made by the said institution.
Ashiana & Kushi (School for Autistic Children)	Helping and Assisting Teachers in imparting learning to the differently abled children.
The Bombay Young Men's Christian Association (An Orphanage)	Conducting games and entertainment program for the children.
Nirmal Jyot Trust (Associated	Supported Eco-friendly Ganesh idols



with the Maharashtra Pollution Control Board and Sidhivinayak Temple <i>Trust</i>) and The Green India Initiative (TGII).	campaign.
Geetanjali Environtech (Organisation for waste Management in Vile Parle)	Collection of waste from the food vendors in the vicinity for recycling.
Dr. Sarla's Special Care unit	The genie project: Sharing memories and organized programmes for the Senior Citizen
Interact Club of Jamnabai Narsee School	Judgemental arena:Conducted training sessions for the interactors.
Lion Azad Popatia of Lions Club International	Registration Drive for Organ and Eye Donation.
Navjyoth Foundation	To teach underpriveged children at Carter Road, Bandra (West)
Mahatma Gandhi Blood Bank	Blood Donation Drive

3.6.10 Give details of awards received by the institution for extension activities and / contributions to the social /community development during the last four years.

- University of Mumbai National Service Scheme and The International Association of Lions clubs awarded our NM NSS with the third rank in the event of Blood Donation for the year 2014-2015.
- RCNM has a strong editorial team has consequently won “Best Editor Award” for 4 years, at the Academy of Awarding Rotaract Achievements (ARRA) under the Rotaract District 3140.
- RCNM consistently achieving ranks in Top 6 at the Academy of Awarding Rotaract Achievements (ARRA).
- RCNM was honoured with “Change Maker Club” by Rotary International in the year 2011-12 by Rotary International President Rtn. Kalyan Banerjee. Rotaract Club of NM College is the only club from India to win such an international acclamation.
- RCNM was felicitated by Mayor of Mumbai Shri Sunil Prabhu in the year 2013-14, for organizing Eco-Friendly Ganesha Campaign – Deva-E-Ganesha.
- Mahatma Gandhi Blood Bank awarded NM NSS with Best Organized Event Award- 2015, which led to 428 blood bottle collection.



- RCNM is ranked 6th in the year 2014-2015 amongst 109 Rotaract Club in Mumbai, Thane and Navi Mumbai.
- Rotary International President Citation was awarded to Rotaract Club of N.M. College for the year 2014-2015

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives-collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The college does not have collaborations with any other institute or corporate for the purpose of research.

3.7.2 Provide details on the MoUs / collaborative arrangements (if any) with institutions of national importance / other universities / industries / Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The institution does not have MoUs / collaborative arrangements with institutions of national importance / other universities / industries / Corporate (Corporate entities) etc.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation / up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library / new technology / placement services etc.

- The B.Com (Honours) course was an attempt to provide an Industry oriented academic facility to students. It encompassed special certificate courses in Life Skills and Business etiquette, International marketing, Business management & Entrepreneurship and Economics.
- The BMS Department invites TEDx to organize TEDx Gateway Talks in the college, which features eminent speakers from the Industry sharing their unique ideas from India and all around the globe-ideas in order to spark deep discussion and introspection among the students, seeking to enlighten, unite & provoke their inquisitive minds.
- The BMS Department organized a Certificate course in General Insurance of 25 hours duration to benefit students from the knowledge & experience of Industry Expert, Mr. Yashwant Sampat, VP, Edelweiss Insurance Brokers Ltd.



- The Entrepreneurship Development Cell organizes Business Plan Competition, wherein NM alumni Entrepreneurs are invited to interact with students & guide the aspiring entrepreneurs & mentor them to come up with viable plans. E-Cell also organizes Panel discussions on current topics related with economy on topics such as Union Budget, Entrepreneurial skills, Start-ups.
- To give insights into industrial environment the college has two eminent Industry experts Ms. Ashu Suyash, CEO, CRISIL and Mr. Sudhir Soni, Partner Ernst & Young, in the Local Managing Committee.
- The various departments of BCom, BMS, BAF, BFM and BSc. (IT) also invite industry experts for Guest Lectures on relevant topics.
- The Training and Placement cell of the college organizes Soft skills training programmes & Campus Placements for the students.

3.7.4 Highlighting the names of eminent scientists / participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The college organized a Two-day National Conference on the theme ‘Effects of Globalisation on India’s Services’ on 27th January 2012 and 28th January 2012. The conference covered a wide range of sub-themes like Retailing, Banking & Insurance, Trade, Logistics, Legal Issues, Media& Entertainment & Education.

Name of the conference / seminar	Eminent scientists/participants	Institute
Effects of Globalization on India’s Services Sector: Opportunities & Challenges	Dr. Rajan M. Welukar	Vice Chancellor University of Mumbai
	Dr. M. N. Welling	Pro- Vice Chancellor NMIMS University
	Dr. S. Sriraman	Dept. of Economics, University of Mumbai
	Dr. A.G. Variath	Professor and Director Dr. B. R. Ambedkar Legal Research Centre, Sidharth College of Law, Fort, Mumbai



	Dr. Mukund Sanglikar	Mithibai College, Vile Parle (W), Mumbai
	Mr. Sandip Tarkas	President Customer Strategy-Future Group and CEO (Future Media and T24)
	Mrs. Ashu Suyash	Managing Director and Country Head, India Fidelity Worldwide Investment
	Dr. (Ms.) Geeta Shetty	St. Xavier's Institute of Education Churchgate, Mumbai

3.7.5 How many of the linkages / collaborations have actually resulted informal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and / or facilitated-Curriculum development / enrichment, Internship / On-the-job training, Summer placement, Faculty exchange and professional development, Research, Consultancy, Extension, Publication, Student Placement, Twinning programmes, Introduction of new courses, Student exchange, Any other.

The college has no linkages or collaborations that have actually resulted informal MoUs and agreements

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages / collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Any other relevant information:

The college organizes various programmes through its associations and committees to facilitate interactions with academicians and experts from the Industry.



Annexure III-A

Details of Faculty members who underwent Training in Research Methodology (2012-13 to 2015-16):

Name of Faculty	Workshop theme	Conducted by
1. Renuka Mangtani	Use of SPSS in Research Methodology for Social Sciences	Rizvi College & SPSS Inc.
2. Vaishali Dawar	Managing Digital Objects & Data	SVKM's NMIMS
3. Manjiree D. Gondhalekar, Gomati Iyer	Recent developments in Decision-making using Statistical Techniques	SIES College
4. Savita Desai and Dr. Ritika Khurana	Research Methodology in Social Sciences	H.J. College, Khar
5. Sneha Choithani and Nirmala Chavan	Research Management	Rajiv Gandhi Centre for Contemporary Studies & Vivek College
6. Manjiree D. Gondhalekar, Deepa Chitnis, Renuka Mangtani	Research Methodology in Social Sciences Programme	Usha Pravin Gandhi Law College
7. Richa Saxena	Use of SPSS in Social Sciences	Rizvi College
8. Vaishali Dawar	Research Methodology	
9. Geeta Desai, Tessy Philji	Emerging Trends in Research	B.L. Amlani College
10. Conrad Coelho, Huzefa Bhagat, Pooja Singh	Orientation for Research Database	N.M. College
11. Ashish Gavande	Best Practices in Research	Vivek College
12. Ashish Gavande	Software Applications in Research: SPSS	NSS College
13. Sneha Choithani and Nirmala Chavan	A short-term course on 'Research Methodology and Academic Writing'	UGC- Academic Staff College, University of Mumbai
14. Vaishali Dawar	Modular Workshops on 'Research Methodology'	Tata Institute of Social Sciences (TISS), Mumbai
15. Shashi Surana	Workshop on Qualitative Research	IIM- Ahmedabad.
16. Ashish Gavande	Short-term Training	Vidyalankar College of



	Programme for PhD aspirants	Technology, Wadala
17. Gomathi Venkat	R-Tool Programming	Dept of IT & Computer Science & Ph.D. Rresearch Centre, S.K. Somaiya College
18. Sunil Kadam	Summer School in Research Methodology	SIBACA, Lonavla, Pune University
19. Ritika Khurana	Refresher Course in Research Methodology	Academic Staff College, University of Lucknow

Annexure III-B

Details of faculty members Completed / Pursuing Ph.D work

S. No.	Name of the Faculty	Topic of the Research Work	Status
1.	Mr. Kedar Bhide	Study of transaction based on selected technical indicators in S&PCNX Nifty Index Stocks	Completed
2.	Ms. Sadaf Hashmi Senguta	A Study on factors affecting the Internal Capital Adequacy Assessment Process (ICAAP) of Banks in India with respect to Basel guidelines	Completed
3.	Ms. Jennifer D Souza	A Categorisation of grammatical /rhetorical features acquired at a specific grade level	Completed
4.	Ms. Nirmala Chavan	Agricultural Marketing Reforms in Maharashtra- Study of the Vegetable Supply Chain in Pune District	Pursuing
5.	Mr. Shivesh Shukla	Effect of combined training of Stretching, Proprioceptive and Medication for the development of cognitive variables of football players	Pursuing
6.	Ms. Deepa Chitnis	Role of Indian Judiciary in Women Empowerment – A critical Analysis of Judicial decision	Pursuing
7.	Mr. Harish Sharma	Forensic Accounting and its Application in selected Industries in Mumbai	Pursuing
8.	Ms. Vaishali Kurhekar	Geography of Urban Transport in Global South: A case study of road transport of Thane city , post 1990 period	Pursuing



9.	Ms. Rekha Katheeth	A Study on applying CRM Techniques in Educational Institutes to enhance the relationship with the learners with respect to unaided under graduate commerce colleges affiliated to University of Mumbai	Pursuing
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Annexure III-C

Details of Minor Research Projects

Minor Research Projects	Year	Title of the Project	Name of the funding Agencies
Ms. Chitra Thomas	2011-12	Money & Happiness in Mumbai	Mumbai University
Ms. Vaishali Dawar	2010-11 (For two years)	“Children’s Libraries in Mumbai: A study suggesting a plan for development of Children’s Libraries”	UGC
Ms. Ameer Vora	2011-12	“Analytical study of the Impact of Social media on the Youth in urban Mumbai”	UGC
Ms. Shashi Surana	2013-14	“Newspaper narratives- Perspectives of Senior Editors of Newspapers in Mumbai”	Mumbai University

Annexure III-D

Details of Industry Experts invited as Guest Speakers

S. N.	Name of Speaker	Designation	Title of Session	Date
1.	Mr. Ankit Jain	ED, KDA Corporate Advisors Pvt. Ltd.	Investment Banking	28 th July 2012
2.	Mr. R. Jayaraman Iyer	ED, IDBI	Corporate Finance Strategy	4 th August 2012
3.	Mr. Paul Dueman	ED, Social Wavelength Pvt. Ltd.	Role of Social Media Marketing in Creating Brand Awareness	11 th August 2012
4.	Mr. Yashesh	VP, Edelweiss	Services Marketing	25 th August



	Sampat		in Financial Sector	2012
5.	Ms. Shazia Khan	Creative Head, J Walter Thompson	Integrated Marketing Communication	30 th August 2012
6.	Mr. Haresh K. Chheda	Partner, Ghalla & Bhansali CA's	Taxation on Capital Gains	12 th February 2013
7.	Mr. R. P. Krishnan	VP, Choksi Group of Companies	Supply Chain Mgt	27 th July 2013
8.	Dr. Satvinder Madhok	JP Morgan Chase	Strategic Management	3 rd September 2013
9.	Mr. Aditya Gadge	CEO, Association of International Wealth mgt of India	Credit Rating: Necessary evil or a must for Funding	7 th September 2013
10.	Ms. Puneet D Souza	Senior Faculty, St. Andrews College	Overview of Logistics Mgt	1 st October 2013
11.	Dr. V. N. Saxena	Senior Faculty, NMIMS	Business Ethics	14 th , 15 th October 2013
12.	Ms. Vrushali Mehta	Group M India Ltd.	Mass Media Marketing	26 th November 2013
13.	Mr. Mukesh Dedhia	CA & CFP	Philosophy in Investing	9 th December 2013
14.	Mr. Suresh Narayan	Capital Market Analyst	Capital Markets: An Overview	5 th July 2014
15.	Dr. Milind Joshi	Practising Psychiatrist	Stress Management	25 th July 2014
19.	CMA Sarvottam Rege	Coordinator BAF, Dhanukar College	Practical applications of cost and management accounting	13 July 2015
16.	Mr. Ashok Kumar	Promotor- Gurukshetra.com	Financial Markets	21 st August 2015
17.	Mr. Kirtan Shah	CEO-Edupro Pvt Ltd.	Financial Markets	27 th August 2015
20.	Mr. Kirtan Shah	CEO-Edupro Pvt Ltd.	Insight into Current Capital Market Scenario for Young Investors	27 August 2015
18.	Mr. Nachiket Deo	Partner- Ernst & Young	Service Sector Management	03 rd September 2015
21.	Mr. Ganatra	Management and	Accounting	03 September



	Kashyap Arunkumar	Financial Consultant	Applications and E-Commerce	2015
22.	Mr. Ravi Raman	AVP Products, Citibank	Innovation in Banking Products	10 th July 2015
23.	Mr. Atul Shah	C.A., C.F.P.	Wealth Creation through Financial Planning	11 th July 2015
24.	Mrs. Hetal Gandhi Samant	Associate Director, CRISIL	Credit Lending in India	25 th July 2015
25.	Mr. Avinash Kumar	Senior Treasury Manager, Ratnakar Bank	Understanding VaR, Stress testing and other techniques of Risk Management	9 th January 2016
26.	Ms. Kejal Shah	Equity Consultant	Insight to Current Equity Market Scenario	22 nd January 2016
27.	Mr. Sameer Sahasrabudhe	Senior Project Research Scientist, IIT Mumbai	Use of E-learning in Education and Animation	8 th February 2016
28.	Mr. Avinash Kaul	CEO-IBN7	“Business Planning and Entrepreneurship”	13 th February 2016

Annexure III-E

Details of Research Publications (2012-13 to 2015-16)

S. No.	Faculty Name	Research Paper Details
1	Dr. Muktha Manoj	<ol style="list-style-type: none"> 1. “Not lost in Translation: “Chemmeen” on Alien Shores” at National Seminar by MD College on 21st September 2013. ISBN: 978-81-920005 (<i>Conference Proceedings</i>) 2. “Perfecting communication skills of the students” in International Research Journal. ISSN: 2347-3479 (<i>International Journal</i>) 3. “Higher Education in India, Growing Issues and Challenges- A Study” in ‘International Journal of Commerce and Management’-Vol 2. ISSN: 2394-4560 (<i>International Journal</i>) 4. “Managing Cross Cultural Communication Challenges in an age of Diversity: An Orientation” in ‘International Journal of Golden Thoughts’. ISSN: 2231-5063 (Impact Factor: 3.4052) (<i>International Journal</i>) 5. “Transforming Silence into Action: A Study of



		<p>Neurotic identity in Bharati Mukherjee’s “Wife” in Navmanthan. ISSN: 2349-7327 (<i>National Peer reviewed Journal.</i>)</p> <p>6. “Not This, Not This for You All: A Question of Joys of Choice in Anjum Hasan’s ‘Neti, Neti: Not This, Not This’ “ in Navmanthan. ISSN: 2349-7327 (<i>National Peer reviewed Journal.</i>)</p>
2	Ms. Jennifer D Souza	<p>1. “Corporate Humour” at National Seminar by Patkar college on 5th & 6th February 2015. (<i>Conference Proceedings</i>)</p> <p>2. “English Grammar in Contemporary Curriculum” in International Journal of Multidisciplinary Research (IJMR), Vol.III, Issue 12(IV), March 2015 ISSN: 2277-9302 (<i>International Journal</i>)</p> <p>3. “Does it matter whether schools teach English Grammar?” in ‘International Journal of Multidisciplinary Research’. ISSN: 2277-9302 (<i>International Journal</i>)</p>
3	Ms. Shashi Surana	<p>1. “Newspaper within the changing mediascape of Young adults” at International conference by KC College on 20th & 21st February 2015. (<i>Conference Proceedings</i>)</p> <p>2. “An Epistemological Enquiry into the Mediascape in which the Newspaper of today is located in India” in the ‘Media, Research and Communication Journal-Vol II, July 2015. (<i>National Journal</i>)</p>
4	Ms. Savita Desai	<p>1. “A study on role of Service sector in Indian economy” at National conference by LRT College, Akola on 27th January 2014. ISBN: 978-93-82588-25-2 (<i>Conference Proceedings</i>)</p> <p>2. “Women as administrators” at National Seminar by SIA College, Dombivli on 23rd & 24th January 2015. ISBN: 978-93-5202-383-7 (<i>Conference Proceedings</i>)</p> <p>3. “Tax Reforms expected in India” at International Seminar by DAV College, Bhandup on 7th March 2015. (<i>Conference Proceedings</i>)</p> <p>4. “Impact of GST in India” at International Seminar by Hinduja College on 7th March 2015. (<i>Conference Proceedings</i>)</p> <p>5. “A Comparative study of AS, Ind-AS and ICDS” in the International Financial Reporting Conference 2015 by Nagindas Khandwala College on 17th & 18th December, 2015. ISSN No: 2319-4766 (<i>National Journal</i>)</p> <p>6. “A study on the role of Commercial banks in Economic Development” in the National conference</p>



		on Emerging trends in Business Issues: Opportunities and Challenges organized by the SIA College of Higher Education, Dombivali on 11 th and 12 th September, 2015. ISBN No. 978-93-5202-876-4. (<i>Conference Proceedings</i>)
5.	Ms. Ameer Vora	<ol style="list-style-type: none"> 1. “Social Media and Its role in the age of Globalization” in the conference on Effects of Globalization on India's Service Sector Opportunities & Challenges, with ISBN 978-93-5023-618-5. (<i>Conference Proceedings</i>) 2. “Indian IT industry and its role in E-Governance”, in International Journal of Research - Rizvi College with ISSN - 2231:6124. (<i>International Journal</i>)
6.	Dr. Vijayshree Anand	<ol style="list-style-type: none"> 1. “Youth defining the retail landscape due to emerging consumerism” at National conference by Saraf college on 27th November 2012 (<i>Conference Proceedings</i>) 2. “Reduced footfalls in the malls- Is the party over ?” at International Seminar by Amlani College on 25th January 2014. ISBN: 978-93-83072-17-0 (<i>Conference Proceedings</i>) 3. “HRM: A Missing link in Retailing” at National Seminar by SM Shetty college on 1st February 2014. (<i>Conference Proceedings</i>) 4. “Unorganised Retail Combats competition in the changing Business scenario” in International Seminar by Amlani College on 2nd & 3rd June 2014. ISBN: 978-93-83072-41-5 (<i>Conference Proceedings</i>)
7.	Dr. Ritu Vashisht	<ol style="list-style-type: none"> 1. “Inclusive Growth in India: Fact or Mythology” in GJMA by MVIMR with ISSN No. 2249-345X (<i>International Journal</i>) 2. “Enhancing quality in higher education through technology aided educational techniques”, at National Conference by NK College on 14th August 2012 (<i>Conference Proceedings</i>) 3. “Brand Positioning for Britannia biscuits in the Health & Wellness sector”, at National Conference by Saraf College on 26th & 27th November 2012 (<i>Conference Proceedings</i>) 4. “Brand Building and Brand loyalty of Airlines companies with special reference to Indigo Airlines”, at International Conference by SFIMR on 8th February 2013 with ISBN 978-81-926742-0-9 (<i>Conference Proceedings</i>) 5. “Performance & Prospects of Growth of BRIC Countries with special reference to India” at



		<p>National Conference by Ruia college from 27th to 29th August 2012. ISBN: 978-93-5051-829-8 (<i>Conference proceedings</i>)</p> <p>6. “Microfinance and Financial Inclusion in India: Prospects” in GJMA published by MVIMR. ISSN: 2249-345X (<i>International Journal</i>)</p> <p>7. “Brand Building & Brand Loyalty for Airline companies: Case study of Indigo airlines” in SFIMR Research Review. ISSN : 0975-895X Vol 8, Issue I, 2013 (<i>National Journal</i>)</p> <p>8. “Strategic HRM for International competitiveness” at International Seminar by Amlani college on 25th January 2014. ISBN: 978-93-83072-14-9 (<i>Conference Proceedings</i>)</p> <p>9. “A Critical study to find out the effectiveness of Brand extensions undertaken by Maggi” at International Conference by SFIMR on 7th February 2014. ISBN: 978-81-926742-1-6 (<i>Conference Proceedings</i>)</p> <p>10. “Fiscal Consolidation and Growth in India” in ‘Nav Manthan’, A Peer Reviewed Research Journal published by NM College of Commerce and Economics with ISSN No.: 2349-7327 (<i>National Journal</i>)</p> <p>11. “A Critical study to find out the effectiveness of Brand extension undertaken by Maggi” in SFIMR Research Review by St. Francis Institute of Management & Research. ISSN: 0975-895X, Vol 9. Issue 1, 2014 (<i>National Journal</i>)</p> <p>12. “Fiscal Reforms vis-à-vis Industrial Development in Madhya Pradesh during post-economic reforms period” at International Conference by SFIMR on 6th February 2014. ISBN: 978-81926742-2-3 (<i>Conference Proceedings</i>)</p> <p>13. “Embedding Quality: The challenges for Higher Education” at the International Conference on Higher Education by Thakur College of Science and Commerce on 18th February, 2016. Published in National Journal Vol 9, Issue 1, 2016 with ISSN 2231-1475 and an impact factor of 1.2. (<i>National Journal</i>)</p> <p>14. “Fiscal Reforms vis-à-vis Industrial Development in Madhya Pradesh during the post-economic reform period”, in SFIMAR Research Review published by St. Francis Institute of Management & Research in association with University of Mumbai. ISSN 0975-895X, Vol 10, Issue 1, 2015. (<i>National Journal</i>)</p>
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8.	Ms. Tessy Philji	<ol style="list-style-type: none"> 1. “National Security : a Broader perspective” at National Conference by Tolani College on 18th January 2014. ISBN: 978-93-83681-99-0 (<i>Conference Proceedings</i>) 2. “Women in the Indian Workforce: Issues & Challenges” at International Seminar by Amlani College on 25th January 2014. ISBN: 978-93-83072-16-3 (<i>Conference Proceedings</i>) 3. “Women’s Entrepreneurship in MSMEs: Policies & Schemes” at International Conference by Gandhi Shikshan Bhavan on 23rd August 2014. ISBN: 978-93-83072-43-9 (<i>Conference Proceedings</i>)
9.	Mr. Smitin Belchada	<ol style="list-style-type: none"> 1. “Outsourcing and India: The Human side” at State level Seminar by VES college on 12th August 2014. ISBN: 978-81-923044-2-7 (<i>Conference Proceedings</i>)
10.	Ms. Sneh Chothani	<ol style="list-style-type: none"> 1. “Recent trends in India’s Power sector: Challenges & the way ahead” at National Conference by Hinduja college on 21st & 22nd February 2014. ISBN: 978-93-83072-19-4 (<i>Conference Proceedings</i>) 2. “Child well-being index: A study of select states in India” at National conference by Valia College on 27th & 28th January 2015. ISBN: 978-81-930826-0-7 (<i>Conference Proceedings</i>) 3. “Women’s Empowerment: An Objective Analysis across Indian states” in the March-April 2015 issue of Online Referred Journal (Impact Factor 2.217). ISSN: 2249-9598 (<i>ONLINE International Journal</i>)
11.	Ms. Nirmala Chavan	<ol style="list-style-type: none"> 1. “Rationalising subsidies for Higher Secondary Education” in IJIK Vol I Issue 2 (2014-15) published by MK Sanghvi College of Commerce and Economics. ISSN: 2394-0018 (<i>International Journal</i>) 2. “Agricultural Marketing in India: Challenges, Issues & Reforms” at National Conference by Valia College on 27th & 28th January 2015. ISBN: 978-81-930826-0-7. (<i>Conference Proceedings</i>) 3. “Transition in Service Delivery of Higher Education in India- a post GATS Analysis” , in the Journal Golden Research Thoughts. ISSN: 2231-5063 (<i>National Journal</i>) 4. “Agricultural Marketing in Maharashtra- Limitations and emerging modes since enactment of the model APMC Act in 2005” in Online International Interdisciplinary Research Journal with Impact Factor 3.113 (<i>e-Journal International</i>)
12.	Dr. Ritika	<ol style="list-style-type: none"> 1. “The Paradox of India’s new found prosperity”, at



	Khurana	<p>International conference PATHH 2013 by SFIMR on 8th & 9th Feb 2013. ISBN 978-81-926742-0-9 (<i>Conference Proceedings</i>)</p> <p>2. “Demographic dividend in India: Emerging disparities & its implications for growth” in International Journal published by Rizvi College. (<i>International Journal</i>)</p> <p>3. “Performance & Prospects of Growth of BRIC Countries with special reference to India” at National Conference by Ruia college from 27th to 29th August 2012 .ISBN: 978-93-5051-829-8(<i>Conference proceedings</i>)</p> <p>4. “India’s growth paradox: Some issues & challenges” at National conference by Saraf college on 30th January 2014. (<i>Conference Proceedings</i>)</p> <p>5. “India and China: A comparison of Demographic advantages & constraints” in ‘ Nav Manthan’, Vol I, Issue I, June 2014, A Peer Reviewed Research Journal published by NM College of Commerce and Economics with ISSN No.: 2349-7327 (<i>National Journal</i>)</p> <p>6. “Education of Women in India: Gender issues & challenges” in IJRSS- a quarterly Journal of Multidisciplinary Research academy with impact factor 4.567. ISSN: 2249-2496 (<i>International Journal</i>)</p> <p>7. “WTO-GATS and the Education Sector in India” in the International Research Journal of Social Sciences, Vol. 4 (5), 76-83, May 2015 with ISSN No: 2319-3565 (<i>International Journal</i>)</p>
13.	Ms. Deepa Chitnis	<p>1. “Women empowerment-A legal perspective” at International conference by Somani college on 21st & 22nd November 2012. ISBN 978-93-81394-40-3 (<i>Conference Proceedings</i>)</p> <p>2. “Women empowerment at workplace through Legal rights” at National conference by Tolani college on 22nd November 2012. ISBN: 978-93-82429-99-9 (<i>Conference Proceedings</i>)</p> <p>3. “Role of Indian Judiciary in prevention of sexual harassment at workplace” at International conference PATHH by SFIMR on 8th February 2013. ISBN: 978-81-926742-0-9 (<i>Conference Proceedings</i>)</p> <p>4. “Potrayal of women in media: A legal & spiritual perspective” at International conference by UPG College on 21st & 22nd February 2013. ISBN: 978-93-5110-046-1 (<i>Conference proceedings</i>)</p> <p>5. “Cyber Harassment: Violation of Women rights” at</p>



		<p>National conference by Tolani college on 18th January 2014. ISBN: 978-93-83681-99-0 (<i>Conference Proceedings</i>)</p> <p>6. “Reflections of Indian Judiciary on employer’s responsibility for combating sexual harassment at workplace” at International Conference by SFIMAR on 6th February 2015. ISBN: 978-81-9267642-2-3 (<i>Conference Proceedings</i>)</p> <p>7. “Domestic Violence: the significant barrier of empowerment of women, legislative & judicial response” at International Conference by Amlani College on 14th January 2015. ISBN: 978-93-83072-69-9 (<i>Conference Proceedings</i>)</p> <p>8. “Legal Education for Young Indians – A vehicle for social Reform” at the International Conference on Emerging trends in Education organized by INAAR and St. Teresa’s Institute of Education on 22nd and 23rd August, 2015. Published in the International Journal of multidisciplinary Research with ISSN: 2277-9302. (<i>International Journal</i>)</p> <p>9. “Human Resource management of Women Employees in India: A Legal perspective”, in Journal of Management & Research by DAV College , Mumbai . ISSN: 2319-2429 (<i>National Journal</i>)</p>
14.	Ms Renuka Mangtani	<p>1. “Women empowerment through legal rights” at National conference by Tolani college on 24th November 2012. ISBN: 978-93-82429-94-4 (<i>Conference Proceedings</i>)</p> <p>2. “Doctrine of separation of powers: Concept & Evolution” at International Research symposium by Burhani college on 7th & 8th January 2013. ISSN: 2249-7455 (<i>International Journal</i>)</p> <p>3. “Role of Judiciary in functioning of the Indian Constitution” in GJMA Vol III, No. (2), April-June 2013. ISSN: 2249-345X (<i>International Journal</i>)</p> <p>4. “Doctrine of Basic Structure: An overview” in online Uniresearch’s Multidisciplinary International Research Journal by IRFA, Vol 1, Issue 1, June 2013. ISSN: 2321-4953 (<i>ONLINE International Journal</i>)</p> <p>5. “Stresses and Strains experienced by the Executive legislature and judiciary in the governance of the country” in blind peer reviewed International Journal of Research, Vol 3, No. 1, July-December 2013. ISSN: 2231-6124 (<i>International Journal</i>)</p> <p>6. “Cyber crimes and women” at National Seminar by Advani Law college on 26th April 2014. ISBN: 978-</p>



		93-83072-22-4 (<i>Conference Proceedings</i>)
15.	Ms Geeta Desai	<ol style="list-style-type: none"> 1. “Role of Education in Women Empowerment” at National Conference by Tolani college on 24th November 2012. ISBN: 978-93-82429-99-9 (<i>Conference Proceedings</i>) 2. “Spirituality at work & sustainable well-being: A Comparative study” at International Conference by UPG college on 21st & 22nd February 2013. ISBN: 978-93-5110-046-1 (<i>Conference Proceedings</i>) 3. “Internal security as a basis of National Unity” at National Conference by Tolani College on 18th January 2014. ISBN: 978-93-83681-99-0 (<i>Conference Proceedings</i>) 4. “Women empowerment in India in a globalized world” at International conference by Amlani college on 25th January 2014. ISBN: 978-93-83072-17-0 (<i>Conference Proceedings</i>)
16.	Ms Rupal Pandya	<ol style="list-style-type: none"> 1. “A study on role of Service sector in Indian economy” at National conference by LRT college, Akola on 27th January 2014. ISBN: 978-93-82588-25-2 (<i>Conference Proceedings</i>) 2. “Role & Challenges of Micro Finance in India” at International Conference by Hinduja college & published in International Journal IJMR Vol II, Issue 9(II), December 2013. ISSN: 2277-9302 (<i>International Journal</i>)
17.	Mr. Harish Sharma	<ol style="list-style-type: none"> 1. “Technological frauds & its prevention in Global economy” in International Journal IJMR Vol 9, Issue (II), December 2013. ISSN: 2277-9302 (<i>International Journal</i>)
18.	Ms. Vaishali Dawar	<ol style="list-style-type: none"> 1. “Spirituality at work & sustainable well-being: A Comparative study” at International Conference by UPG college on 21st & 22nd February 2013. ISBN: 978-93-5110-046-1 (<i>Conference Proceedings</i>) 2. “Information needs and usage of Library services: a user’s survey” in Journal of Library & information services in April-June 2014 vol 2, issue 1. ISSN: 2347-8993 (<i>National Journal</i>) 3. “Children’s Library in Mumbai: A study suggesting a plan for development of Children’s library” in ‘ Nav Manthan’, Vol I, Issue I, June 2014, A Peer Reviewed Research Journal published by NM College of Commerce and Economics with ISSN No.: 2349-7327 (<i>National Journal</i>) 4. “A Comparative study of the awareness and usage



		<p>of online resources academic libraries in India” at National Conference by NMIMS, Shirpur on 13th & 14th June 2014. ISBN: 978-9384-093136 (<i>Conference Proceedings</i>)</p> <p>5. “Changing trends in Academic libraries: An Overview” at National conference by JM Patel College on 12th September 2014. ISBN: 978-8192878607 (<i>Conference Proceedings</i>)</p>
19.	Dr. Vandana Mishra	1. “Transformation of Riemannian Space to a C-Reducible Finsler Space” in National Peer reviewed Journal ‘Investigation in Mathematical Sciences’-Vol 2, No. 2, 2012. (<i>National Journal</i>)
20.	Mr. Shivesh Shukla	1. “Comparative study of Intelligence level among individual and team game female players of N.M. College” in Online International Interdisciplinary Research Journal, Vol V, Jan 2015 Special issue. ISSN: 2249-9598 (<i>ONLINE International Journal</i>)
21.	Mr. Manorath Joshi	1. “Frauds and scams in BFSI: Customer inhibitions & psychology” at International conference by Hind Seva College (<i>Conference Proceedings</i>)
22.	Ms Anupama Jawale	1. “Emerging BFSI in Education- A new model of modular structured Business oriented course structure” at Public night degree college. ISBN: 978-93-83072-68-2 (<i>International Conference Proceedings</i>)
23.	Ms Shweta Chheda	1. “Scams and Frauds in BFSI: Customer Inhibitions & Psychology” at International conference by Public Night Degree College. ISBN: 978-93-83072-68-2 (<i>Conference Proceedings</i>)
24.	Ms Neha Maroo	1. “IFRS Education to small Businessmen: a way to ethical Globalisation” at International Conference by Amlani College on 6 th & 7 th April 2013. ISBN: 978-93-83072-08-8 (<i>Conference Proceedings</i>)
25.	Dr Kedar Bhide	1. “Impact of Chinese Currency devaluation on the global financial system” in the International Financial Reporting Conference 2015 organized by the Nagindas Khandwala College on 17 th & 18 th December, 2015. Published in National Journal ISSN: 2319-4766 (<i>National Journal</i>)
26.	Ms Deepa Surve	1. “Use of Mathematical and statistical software for teaching learning at under graduate level (FYBCOM) under University of Mumbai” at the International Conference on Higher Education



		organized by Thakur College of Science and Commerce on 18 th February, 2016. Published in National Journal Vol 9, Issue 1, 2016 with ISSN: 2231-1475 and impact factor of 1.2. (<i>National Journal</i>)
27.	Ms Rekha Katheeth	1. “Inclusion of CRM (as SRM) in Higher education with special emphasis on Private Institution” at the International Conference on Higher Education organized by Thakur College of Science and Commerce on 18 th February, 2016. Published in National Journal Vol 9, Issue 1, 2016 with ISSN: 2231-1475 and impact factor of 1.2. (<i>National Journal</i>)
28.	Ms Kesia Varghese	1. “Dr. Babasaheb Ambedkar: Recalling the forgotten economist” in National Conference Proceedings by Kamla Devi College of Arts and Commerce . ISBN : 978-93-83342-259 (<i>National Conference Proceedings</i>)
29.	Mr Huzefa Bhagat	1. “Enhancing Quality in Higher Education: Challenges and Issues” , in National Journal published by DAV College. ISSN: 2231-5063 (<i>National Journal</i>)
30.	Ms Pooja Singh	1. “ Communciation of Organisational Values” in National Journal published by DAV College. ISSN: 2231-5063 (<i>National Journal</i>)

Annexure III-F

Details of Books Published :

Faculty Name	Details of Book Publication
Dr. Muktha Manoj	<ol style="list-style-type: none"> 1. Article titled “The Question of Identity Crisis in Bharati Mukherjee’s Desirable Daughters: A Critical Re-orientation” in book with ISBN: 978-93-81723-20-3 2. Chapter titled “Graham Greene and Christian Despair: Tragic Aesthetics in Brighton Rock and The Heart of the Matter” in book titled ‘Orientation Matters: Studies of Transcultural Literature’ with ISBN: 978-81-8152-347-1 3. Research paper titled “WOMEN: A Common Wealth in Arun Joshi 's The Foreigner: A Third World Perspective” published in the book Contemporary Issues in Common Wealth Literature of VHNSN College, Tamil Nadu with ISBN No. 978-93-81723-35-7. 4. Published a research paper entitled “The Hidden Power of Non Verbal Communication in the Workplace” published in Essential Communication Skills for Dynamic Development, Book Enclave, Jaipur with ISBN No. 978-81-



	8152-375-4.
Dr. Ritu Vashisht	<ol style="list-style-type: none"> 1. Co-authored Book titled “Business Environment” published in June 2014 by Manan Prakashan. ISBN: 978-93-84400-39-2 2. Co-authored Book titled “Management and Organisational Development” published by Sheth Publications. ISBN: 978-93-5149-134-7 3. Co-authored a book titled “Management and Organization Development”, for T.Y. B.Com Semester-V published by Sheth Publishers Pvt. Ltd. ISBN – 978–93–5149–253-5. 4. Co-authored a book titled “Business Environment”, for FYBAF Semester-I published by Manan Prakashan. ISBN – 978–93–84904–70-8. 5. Co-authored a book titled “Industrial Law”, for FYBMS Semester –II, published by Manan Prakashan. ISBN 978-93-84944-33-0. 6. Co-authored a book titled “Business Environment”, for FYBMS Semester –II, published by Manan Prakashan. ISBN 978-93-84944-32-2.
Mr. Conrad Coelho	<ol style="list-style-type: none"> 1. Co-authored book on “Production and TQM” for SYBMS Sem IV published by Himalaya Publication. ISBN: 978-93-5202-092-8.

Annexure III-G

List of Industries visited by students:

<ol style="list-style-type: none"> 1. Sudersanam Spinning Mills, Khardi, Silvassa 2. Bombay Rayon Ltd, Silvassa 3. National Stock Exchange, BKC 4. Mahindra & Mahindra Manufacturing Unit, Nashik 5. ABB Ltd., Nashik 6. Kazi Industries, Pune 7. Kokuyo Camlin Ltd., Tarapur 8. TATA Motors, Pimpri Chinchwad, Pune 9. Go Cheese World, Mancher, Pune 10. Sundaram Mills, Silvassa 11. Euro Décor Pvt. Ltd., Silvassa 12. Tokyo Plast India Ltd., Daman 13. Coca Cola Plant, Wada 14. National Payments Corporation of India, BKC 15. Bombay Stock Exchange. Mumbai 16. Reserve Bank of India, Mumbai
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CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

Narsee Monjee College of Commerce and Economics provides excellent infrastructure to facilitate the education process and enhance the learning ability of the students. The College aims at developing intellectual capabilities and an understanding of the relationship between education and the real world.

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

- With a mission to explore the unlimited possibilities and to master the new challenges, the College endeavours to provide the best of infrastructure facilities to the staff and the students.
- The policy of the college regarding infrastructure development is coherent with the educational needs of the students.
- The College utilizes ground plus three floors of the building that provides sufficient space and infrastructure for the various academic, administrative, co-curricular and extra-curricular activities.
- The facilities are designed to optimally utilize the available space for the purpose of knowledge dissemination, conduct of various activities, research and so on.
- Existing facilities are maintained and renovated as per changing needs and new facilities are created. For example, the infrastructure in library and the computer laboratories have been enhanced.
- The management is supportive of suggestions from various stake holders, most important from students, alumni, faculty, IQAC members, for expanding and upgrading the infrastructure and approves of the resources required promptly.
- In keeping with the policy of the institution, and to accommodate the growing demand for new courses as well as provide better infrastructure to students and staff, the management has planned expansion in the year 2017. A new 8 storeyed building with state of the art infrastructure is proposed.

4.1.2 Detail the facilities available for:

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.



- The college has **30 classrooms** for the conduct of lectures and tutorials. All classrooms are air-conditioned, equipped with a LCD projector, micro-phones, speakers, white/ blackboard, lights, fans, easily accessible power plugs to seamlessly use audio-visual teaching aids. The classrooms are spacious and furnished with a platform, table, chair, benches that make for an ambient teaching-learning environment. Wi-Fi internet can be accessed in the classrooms.
- There are **2 computer laboratories** on the first floor of the college building. The air-conditioned laboratories equipped with 40 computers each are used for conduct of practical sessions for students opting for subjects such as computer programming, Computer systems and applications, etc. With a computer-student ratio of 1:1 during practical sessions, it provides a comfortable and effective hands-on learning. The laboratories have a white-board, LCD projector, a printer, internet connection and a CCTV camera. There is comfortable, ergonomic seating, fluorescent and incandescent lighting and hard writing surfaces for easier note-taking.
- The College **library** is a two-level space, that is well-stocked and air-conditioned with excellent learning ambience, equipped with comfortable tables, chairs, lights, easily reachable power plugs for laptops, internet connectivity, access to e-resources and databases. There are 5 computers dedicated to UGC- Network Resource Centre along with a printer and scanner facility. Teachers are provided with a designated area to sit for reference and preparation of teaching resources. Washroom and drinking water facilities are very close to the main entrance to the library.
- Seminars organized by the college are held in one of the larger sized classrooms. The **Seminar hall** with a seating capacity of 120 persons located in the adjacent building of a sister educational institution is also made available as and when required.
- There is a **conference room** in the administrative office which is used for the conduct of meetings of the various departments, statutory and non-statutory committees of the college, interviews for placement and recruitment of staff.
- **Examination Room/ CAP Room:** There is a mezzanine floor in the Staff Common Room measuring 745 square feet that houses a store room (385 square feet) for exam related material and also Examination Room/ CAP Room (360 square feet) from where the Examination Committee functions. The Exam Room is air-conditioned, has required furniture and fixtures along with storage space, a desktop computer and a printer with LAN and internet.
- The college also owns **7 Overhead Projectors** for use by teachers as a visual aid.



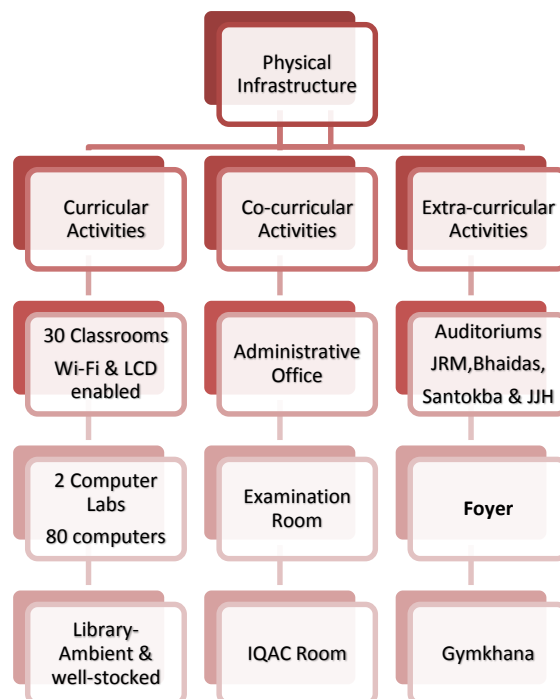
b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

- The College has an **open air auditorium** Jashoda Rang Mandir which is used for conducting extra-curricular and cultural activities such as the annual college day function, farewell function for final year students, Garba Nite, Umang and Drishti, the inter-collegiate festivals of the College.
- The College has **access to 2 state-of-art auditoriums** with a seating capacity of 120 persons each in adjacent premises. These auditoriums are made available for conducting both intra and intercollegiate events.
- **Bhaidas Sabhagriha** and **Santokba Hall** are auditoriums with a seating capacity of 1100 and 250 persons respectively owned by the management which is made available for conduct of Orientation Programmes for newly admitted students, Annual College Day Function, Convocation Ceremony, cultural activities during inter-collegiate festivals, conferences, workshops and guest lectures organized by the College and so on.
- **NM Foyer** with an area of 4410 square feet makes for a perfect space for conduct of activities such as blood donation drive, carnival day, skits, etc. This space is also used by students for playing indoor games like table tennis, carom, chess, etc.
- **Slice Areas**, i.e. the area under the spiral staircase on each floor becomes a hub of activities during the days leading to any major activity or event organized in the college. Student meetings, creative teams with their poster making material are commonly seen using these spaces.
- The **Gymkhana office** measuring 90 square feet is located on the first floor. Equipped with basic furniture, fixtures and storage space, this room is used by the Director of Physical Education to conduct sports related meetings, activities, organizing sports day and storage of sports equipment.
- The College hires playgrounds such as Jamnabai Narsee School Ground, Mhatre Ground, Yari Road Ground, etc. for organising **out door games**, and for **indoor games** Andheri Sports Complex is hired. All these grounds are in close vicinity of the College.
- The **NSS unit** of the College shares space with the gymkhana office for purposes of storage of material and conduct of meetings.
- A **Health-cum-counselling Room** measuring 500 square feet is located on the second floor of the college building. This room has basic furniture, fixtures, storage facility, basic medical equipment, basic medicines and first aid kits. Qualified doctors appointed by the



Management are available throughout the day. Also have understanding with Nanavati Hospital for our staff and students.

- **Placement Cell** - measuring 500 square feet is located on the third floor of the college building. The executives in the placement cell are appointed by SVKM trust and faculties from the college work together to conduct necessary activities related to students placement, including some short term courses such as soft skills.
- The SVKM provides a state-of-the-art **Fitness Centre/ Gymnasium** which is a common facility for the staff and students of all SVKM-run institutions. It is located at less than half a kilometre from the College.



4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

- Due to an increase in the number of courses offered by the College and their intake capacity, the time-table Committee makes a staggered schedule such that all the classrooms, laboratories, etc. are optimally utilized.
- For eg.: lectures of the aided course begin at 7 a.m. and lectures for self-financed courses begin later when the classrooms are vacated by the earlier classes. The junior college holds their lectures in the



afternoon and lectures for post-graduate courses and coaching for professional courses are conducted between 6 p.m. and 9 p.m.

- Hence, the college premises are utilized from 7 a.m. to 9 p.m.
- **The facilities developed/augmented and the amount spent during the last four years are as follows:**

Particulars	2011-2012
Ladies Common Room	Rs. 2,17,049
Total	Rs. 2,17,049

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

- The college building has 2 elevators/lifts with ramp for use by persons on wheel chairs.
- The college provides one wheel chair for the needy to use in college premises.
- Hand railings are installed throughout all stairways. These are useful for support for the disabled.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility** – Shri Vile Parle Kelavani Mandal has a common boy's hostel for all its institutions at a distance of half a kilometre from the college and a hostel for girls opposite Utpal Sanghavi School, which is also close to the college.
- Accommodation available for students in centrally air conditioned rooms which can be shared by 4 or 6 students.
- Also the management has an agreement with Patidar Samaj for Guest faculties.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- Dr. H. O. Goyal and Dr. Geeta Shah both qualified MBBS doctors are appointed by the management to attend to the medical/ health needs of the staff and students. They are available in the Health Centre between 9:00 a.m. and 6:00 p.m. in shifts on every working day. In case of medical emergency before 9:00 a.m. or after 6:00 p.m., doctors are available on call.
- The College has provided for Group Insurance for the Staff and their families with a cover of Rs. 1 lakh each.



- College also provides **Group Insurance facility** to the students. As per the **Circular no. SW/12/of 2015of University of Mumbai** the students are insured under the Yuva Raksha – a Group Insurance Scheme. At a minimum premium of Rs. 20 p.a., each student is insured for a sum of Rs. 1,00,000/-
- A free **thalassemia and anaemia check-up** is conducted for staff and students during the blood donation drive held each year by the NSS unit of the College.
- A free **health check-up** for the entire staff is organized by the Management.
- Dr. Sumati Oza, a qualified, certified, professional psychological counsellor has been appointed by the Management to provide psychological **counselling services** to the staff and students. The counselor deals with issues like students adaptation to college, anger management, time management, substance abuse, relationship issues, behavior issues in class, peer pressure, low self-confidence, domestic issues etc.
- The College also has a tie-up with Nanavati Hospital which is located at one kilometre distance in case any medical emergency arises on the College campus that requires immediate hospitalisation.



4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- An **IQAC Room** measuring 90 square feet is located near the Gymkhana office. The room has basic furniture and fixtures and a computer with LAN and internet facility. This room is used to hold IQAC meetings, making annual reports and so on.



- For **Students Grievance Redressal**, suggestion/complaint boxes are installed on each floor. The Students Grievance Redressal Cell meets every fortnight to collect the suggestions/complaints received, discuss them and take appropriate corrective action.
- The **Women's Development Cell** holds its meetings in the conference room and the activities are conducted in classrooms, seminar hall or auditorium as per the size of the audience participating in the event.
- A **Training and Placement Cell** measuring 200 square feet is located on the third floor of the college building. A placement officer appointed by the management organizes placement opportunities and training programmes for students from reputed firms.
- **Canteen:** The canteen is spacious and offers hygienic food at affordable rates. The large canteen provides clean, hygienic and healthy food in a comfortable, spacious and well-ventilated environment for the students and the staff.
- **Staff Common Room:** The Staff Common Room is a spacious (2025 square feet), air-conditioned place with the required furniture and fixtures, lockers, cupboards and notice boards. It also provides facilities such as washrooms for ladies and gents, drinking water facility with purifier and cooler and a pantry with a refrigerator, microwave oven and basic facilities to make tea, coffee, etc.
- **Ladies and Gents Washrooms** for staff and students are there on each floor with 24x7 water supply.
- **Drinking water facility** with purifiers and coolers are there on each floor.
- **Ladies Common Room** measuring 350 square feet is located on the ground floor. The room has a sofa, washrooms, etc. for the girl students to relax and unwind.
- The management has appointed a qualified, certified, professional psychological counsellor, Dr. Sumati Oza for students and staff of all its institutes. The counsellor deals with issues like students adaptation to college, anger management, time management, substance abuse, relationship issues, behavior issues in class, peer pressure, low self-confidence, domestic issues etc.
- For security of the students, the college campus is equipped with **Digital Video Recorder (DVR)** to record and store the footages captured by **Closed-Circuit Television (CCTV) cameras** installed in the premises.
- 26 **Wi-Fi routers** are fixed in the library, staff common room, computer laboratories, etc. for internet access to all teachers and students free of cost. The College also has 2 leased **broadband internet** connections. Internet speed available is about 2 Mbps.



4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the library has a “Library Advisory committee” comprising of senior faculty members from Degree College, Junior College, Unaided Courses, the Librarian and Assistant Librarian. The Committee is composed of Chairperson, Convener, Representatives of teachers from aided and self-financed courses and the Librarian who acts as the Secretary as well as the Assistant Librarian who is the Joint Secretary.

Significant initiatives implemented by the committee:

- Subject wise allocation of library budget and of UGC funds for B.Com-Degree College.
- Consideration and approval of book bank applications.
- Suggestions for procurement of new titles, improvement in library infrastructure and changes in library rules as and when required.
- Initiating the process of weeding out books.
- Taking decisions on student suggestions and grievances for e.g. putting rubber stoppers on chairs to reduce dragging noise.
- Suggestions and approval for procurement of new journals, newspapers and magazines.



4.2.2 Provide details of the following:

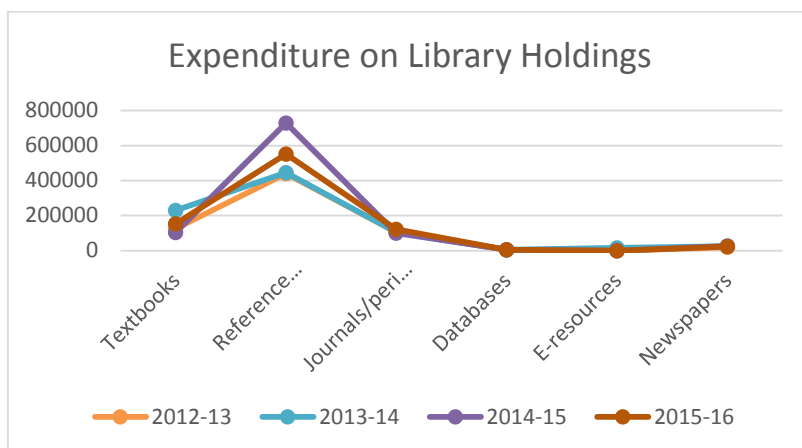
1.	Total area of the library (in Square feet)	Approx. 6000 square feet.
2.	Total seating capacity	228
3.	Working hours a. On working days b. On holidays c. Before and during exams d. During vacations	12 hours (7a.m to 7p.m) 12 hours (7a.m to 7p.m) Additional 2 hours (7p.m to 9p.m - Reading Room) 12 hours (7a.m to 7p.m)

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Apart from the amounts sanctioned through UGC grants under various Five Year Plans, the college makes a budget of approximately Rs. 10 Lakhs every year for procuring new books, journals, magazines, etc. The new books are purchased on the basis of requisitions made by the Heads of various departments, staff, and students of Degree College, Self-financed courses and Junior college. Book suppliers/publishers also keep visiting the college from time to time with their latest titles, which are first approved by the Heads of Departments and then by the Principal. Accordingly the purchase orders are placed through N-list and INFLIBNET.

The amount spent on textbooks, reference books, journals/periodicals, newspapers and other e- resources in the past four years are as follows:

Library Holdings	2012-13		2013-14		2014-15		2015-16	
	Nos.	Cost (Rs.)	Nos	Cost (Rs.)	Nos	Cost (Rs.)	Nos	Cost (Rs.)
Textbooks	908	124697.50	1396	229286	500	103175.00	876	152682.00
Reference books	1054	440749.81	906	445337.30	995	729941.78	706	552621.74
Journals/periodicals (including renewals)	93	105800	94	105800	94	99278.00	99	122550.00
Databases (renewals)	28	5000	28	5000	28	5000	28	5000.00
E-resources (Mainly CD-ROM)	-	-	33	15180	-	-	-	-
Others-Newspapers	16	20107	17	24860.50	17	26975.5	19	23277.00
Maps	-	-	-	-	04	1485.00	-	-



4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

The motto of the library is “*not to leave any student unattended or dissatisfied*”. To live up to its motto, the library provides various facilities to its students in the form of reading room, photocopying, printing and scanning facilities, facility to plug in laptop on every table etc. To provide easy access to E-books, journals and other reading material to its students, the library employs the **LibSys** computerized library management system, which is freely accessible software available to all students and staff.

1	OPAC	On-line public access catalogue is available through INTRANET by login facility where one can locate books according to author, title, publisher or classification number.
2	Electronic Resource Management package for e-journals	Available through N-List, INFLIBNET and E-Resources: Remote Access Services through Ezproxy server of SVKM.
3	Federated searching tools to search articles in multiple databases	Freely accessible through <i>Other Online Resource Category</i> under the library section on the college website.
4	Library Website	Dedicated webpage on the college website www.nmcollege.in . The webpage provides links to online virtual display of books, OPAC, online databases and other library services and resources.
5	In-house/remote access to E-publications	12 hours On-site and 24 hours Off-site access through INFLIBNET/OPAC available on the URL- http://192.168.2.65:8080/jopac/



6	Library automation	<ul style="list-style-type: none"> • High-speed Internet access and Wi-Fi facility available for free and seamless access to internet by students and teachers. • Scanning, printing and photo coping facilities available to students for preparation of assignments, for association activities, NSS etc. on nominal charges and freely available to teachers to enable them to prepare teaching aids undertake research work. • A colored Laser printer is also available for printing of Identity cards, certificates and other library work. • Division wise Google groups for all courses have been created for speedy and easy dissemination of information regarding new books, new databases, and journals and also for sending urgent notices and information to the students. • A 24x7 eight CCTV cameras and DVRI's have been installed to record CCTV footage.
7	Total number of computers for public access	05 (Placed at the UGC- Network resource Centre) + 01 for OPAC
8	Total number of printers for public access	01 (With UGC- Network resource Centre)
9	Internet band width/speed 2mbps/10 mbps/1 GB	2 MBPS provided through leased line
10	Institutional Repository	Old question papers, Journal's articles index, Book reviews, Bibliographies
11	Content management system for e-learning	NPTEL, GATE Practice Software, Trade Database, Company database
12	Participation in Resource sharing networks/consortia (like INFLIBNET)	Through N-list in INFLIBNET and EzProxy (accessible both onsite and offsite).



4.2.5 Provide details on the following items:

1	Average number of walk-ins	600
2	Average number of books issued/returned	200
3	Ratio of library books to students enrolled	9 : 1 (Includes only Textbooks and Reference books)
4	Average number of books added during last three years	1793 (Includes only Textbooks and Reference books)
5	Average number of login to OPAC	One computer is dedicated to OPAC
6	Average number of login to e-resources	1353
7	Average number of e-resources downloaded/printed	Not available
8	Number of information literacy trainings organized	To provide efficient assistance to students for accessing information and documents, the new library staff members are regularly provided training on LibSys software, Library Operations and services and through Soft skill workshops on effective communication, etiquettes etc.
9	Details of “weeding out” of books and other materials	With the purpose of making space for new textbooks- torn, outdated, out of syllabus books along with those damaged by water, white ants and fungus are regularly weeded out after consultation with the Heads of the departments and approval by the library committee. Between 2012-13 and 2015- 2016, a total of 3154 books were weeded out.

4.2.6 Give details of the specialized services provided by the library- Manuscripts, Reference, Reprography, ILL (Inter Library Loan Service), Information deployment and notification (Information Deployment and Notification), Download, Printing, Reading list/ Bibliography compilation, In-house/remote access to e-resources, User Orientation and awareness, Assistance in searching Databases and INFLIBNET/IUC facilities.



1	Manuscripts	Not available
2	Reference	<ul style="list-style-type: none"> • The library provides several reference materials like books, journal articles, magazines, newspaper clippings, e- journals to its students through the reference services throughout the year. • Subject bibliographies on various topics like personality development, CSR, Banking, etc. and journal article indexes are also provided to the students for searching articles on a particular topic. • Students are provided free online access to e-databases and e-books are provided directly on their pen drives or through e-mails on request.
3	Reprography	Available for reserved books like encyclopedia, Yearbooks, etc.
4	Inter-Library Loan Service	Students and faculties are facilitated with access to books across all SVKM institutes and from NMIMS university libraries for reference purposes. Likewise books are also loaned to SVKM institutions and NMIMS University libraries for short periods on request.
5	Information Development Notification	<ol style="list-style-type: none"> a) Display boards are put up for dissemination of information at appropriate locations b) Important notices and information related to new books, journals, magazines and E-databases are also displayed online on the college website and through Google groups. c) Newly arrived books are displayed in the Book-showcase near the library entrance and on website through Shellfire. d) Printed booklets, library brochures, and handouts are available at the library counter for easy access. e) Library newsletter giving new arrivals cover page display, library services, etc. is published on line on college website and offline on notice board.
6	Download	Freely available to students.
7	Printing	Facility provided through UGC – Network Resource Centre for students and staff on nominal charges and



		freely available for faculties and staff for academic purposes.
8	Reading/Bibliography compilation	Journal article indexes, reading lists and subject bibliographies have been prepared on topics like personality development, CSR, Banking, Waste management etc. These have been useful for students for finding reference material on these topics, thus saving students' time. Depending on their interests, students sometimes help in preparing the reading lists of books in library collection and these are displayed on the library counter for students use.
9	In-house/remote access to e-resources	Available through N-list from INFLIBNET and access to 31 databases available through EzProxy.
10	User Orientation and awareness	Database orientation sessions are held annually for college faculty and staff members, where they are explained about access and use of various e-databases like EBSCO, PROQUEST, J-STOR, ICSAT, DOAJ etc. by. (A Complete list of E-Databases available is attached in the annexure.) For students the database orientation is provided in the library.
11	Assistance in searching Databases	Provided as per demand by staff and students. Also provide document delivery through e-mail.
12	INFLIBNET/IUC facilities	Freely Available for students and staff.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Support to Students and Teachers:

- High speed Wi-Fi and Internet access available to all students and staff.
- “Books Issuing and Return Counter” for providing reference services to staff and students.
- Adoption of library automation software for speedier access.
- Reading room facility for self-study after library hours for all students.
- Booklets of past question papers, course syllabus etc. are made available to the students on demand in print form as well as soft copy.



- Reading list and subject bibliographies are provided to students on various topics.
- Article indexing is provided for better use and access to journals articles.
- A book bank scheme is available for providing textbooks and other reference materials to students with the help of Student Aid Fund.
- Additional library cards are provided to all students.
- Periodic display of books of various subjects from library collection.
- Special exhibitions showcasing books on career guidance, pamphlets of foreign colleges and universities for students.
- Library software training, Database orientation programmes and Soft Skill workshops are provided to new library staff for providing efficient assistance to students for accessing information.
- Inter- library loan service is available to all SVKM institutes.
- In order to increase student's interest in reading and participation in library activities, students are encouraged to write book reviews, which are posted on division-wise Google Groups and also displayed on book showcases along with the other books as 'Book of the Day', and these books are changed every day.
- A library newsletter is published every month, which provides information about library collections, databases available, photographs of "Happy Moments in Library" and "Friends of Library". A section of the newsletter is also dedicated to articles written by students.
- Document delivery facility is provided through e-mail.
- Newspaper clippings on various topics are collected and maintained for reference.

Support to Ex-students:

- A Centrally air-conditioned reading room is provided to ex-students preparing for competitive or professional examinations.
- Certified copies of syllabus are provided to students going abroad for further studies.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

The requisite help and support is provided by the students, staff and college as and when required. A computer with special reading software is provided to the visually impaired faculty member. This software has also been installed on the laptop provided to her by the College. The books stacks in the library are at low level, making it easy to access for physically challenged.



4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

In order to understand the changing needs and expectations from library services, periodic surveys are undertaken to improve the quality of library services. A library suggestion box is also placed near the entrance of the library to seek suggestions from the students, which are reviewed periodically in the library committee meeting, held on the first Saturday of every month. These recommendations are fulfilled on an urgent basis after approval by the library committee. The actions taken in this regard are also displayed on the library notice board.

Some of the suggestions by the students, which have been implemented, are:

- Issue of extra library cards to students.
- More terminals for computer access by students at the UGC- Network Resource Centre.
- Extended library access timings provided to student by 2 hours every day through reading room facility.
- Provision of books to students preparing for competitive or professional examinations.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

Number of computers with Configuration (provide actual number with exact configuration of each available system)

- **Number of Computers:**

There are 188 computers in total in the college. This includes 80 computers in the 2 Laboratories (40 + 40), where practical sessions are held for the students opting for subjects related to computer systems, programming and Information Technology, 24 computers in administrative office, 10 computers in the Library, 5 computers in UGC- Network resource Centre and 65 laptop computers allotted to the teaching staff.

- **Configuration:**

- System Processor: Intel® Core™ i3-4130T CPU 2.90GHZ 2.90 GHZ.
- Installed Memory: 4GB RAM and 500GB Hard Disk



- System type: 64-bit Operating System, x64 based processor.
- Windows Edition 8.1 Pro
- There are 8 printers available for use by the staff and students. They are placed in the administrative office block, computer laboratory, library, UGC- Network Resource Centre and the Examination Room
- **Computer-student ratio:** 1:1 during computer practical sessions
- **Stand alone facility:** None
- **LAN facility:** Yes. All the computers, laptops and printers in the college are connected to LAN. There is seamless access to data from any machine and communication with other users is also easier due to LAN.
- **Wi-Fi facility:** Yes. 26 routers are installed at various locations on all the floors to ensure smooth access to the facility.
- **Licensed software:** Yes. Windows 8.1 Professional and Microsoft-office 2013, Visual studio, Oracle, Java Net Beans, Internet Explorer, Mozilla Firefox, Adobe Acrobat Reader and Linux.
- **Number of nodes/ computers with Internet facility:** All computers have access to Wi-Fi and /or lease-line internet connection.
- **Any other:** Client-Server Architecture – this is a computer network in which many clients- teaching staff, office staff, library staff, etc. can request a host of services from a centralized server. This is very useful in providing quick and transparent service especially when the clients and the server each have a distinct task that they usually perform.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

- Internet Facility is provided to the faculty as well as students through LAN Network and Wi-Fi.
- There are also 2 leased internet connections subscribed to from Airtel and Reliance.
- Internet speed available is about 2 Mbps.

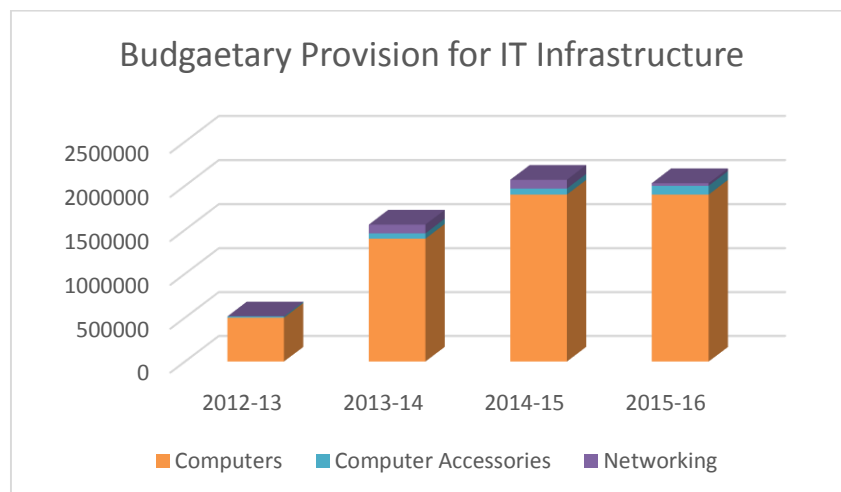
4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- The IT hardware in the College is used for a period of not more than 5 years. All Computers, Printers, etc. are replaced in 5 years.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year-wise for last four years)



Particulars	2012-2013	2013-2014	2014-2015	2015-16
Computers	Rs. 5,00,000	Rs. 14,00,000	Rs. 19,00,000	Rs. 19,00,000
Computer Accessories	Rs. 15,000	Rs. 60,000	Rs. 68,250	Rs. 1,00,000
Networking	-	Rs. 1,00,000	Rs. 1,00,000	Rs. 30,000
Total	Rs. 5,15,000	Rs. 15,60,000	Rs. 20,68,250	Rs. 20,30,000

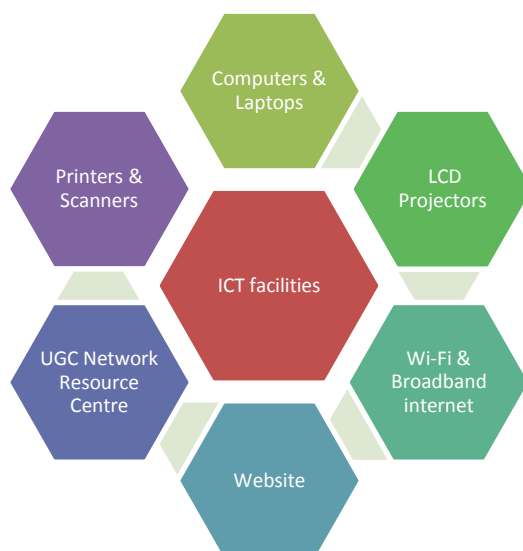


4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/learning materials by its staff and students?

- **LCD Projectors** are installed in all 30 classrooms.
- All full-time teachers are provided with **Laptops** and **VGA cables** for their individual use for teaching using audio-visual aids.
- The **Computer Laboratory** with 80 Machines that are connected to **Network printer** and **high-speed leased internet connection** are made available to staff and students for their teaching, learning purposes and preparation of teaching resources such as power point presentations.
- **Wi-Fi** internet facility can be accessed by staff and students on their laptops and smart-phones through individual user id and passwords provided by the IT helpdesk.
- The Management has provided **Blackboard technology** which is used in a phased manner to share learning/study material like power point presentations, notes, etc. by the teachers, broadcast guest lectures to a larger audience and seek feedback from the students. In the future, the technology will be used extensively in teaching-learning processes to create e-learning opportunities by way of virtual classrooms.



- Staff and students have access to 5 computers under the **UGC Network resource Centre** which are also connected to **Printer** and **Scanner** and the **internet**.
- The Library provides access to **e-journals** subscribed to through Nlist and library of Narsee Monjee Institute of Management Studies, a deemed University which is our sister-institute.
- The College has created **Google groups** for the staff as well as students (class-wise) for broadcasting important notifications such as new reference books, text books, journals, etc. added to the library. The teachers make use of these google groups to share learning resources with the students.
- A link of **OPAC** (Online Public Access Catalogue) is made available on the **college website** which helps staff and students to check availability of books required by them in the library easily.



4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- Students can access computers and internet in the laboratory or borrow a laptop from the college office on request for use in preparing their projects/ assignments, etc.
- Students can access computers and internet along with e-resources and databases available in the library through UGC- Network Resource Centre
- Wi-Fi internet facility can be accessed by students on their laptops and smart-phones through individual user id and passwords provided by the IT helpdesk.



- State of the art air-conditioned learning spaces are provided for teaching-learning in a conducive ambience without disturbance from the traffic noise from outside.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

No. The College neither avails the National Knowledge Network connectivity directly nor through the affiliating university.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

- An external agency has been appointed for **housekeeping** services. These housekeeping staff work in two shifts for cleaning class-rooms, laboratories, staircases, wash rooms, passages, staff common room, administrative office, gymkhana, foyer, lifts, college compound, etc.
- Safety standards are adhered to and the upkeep of the **elevators** is maintained by the elevator company (OTIS) with which the College has a regular contract.
- The regular functioning of computers, Laptops, LCD projectors, lighting units and elevators is ensured by the **centralised maintenance department and the IT department** of the Management.
- **Water purifiers and coolers** are regularly serviced to supply clean and pure drinking water.
- The management has appointed **plumber, carpenter, electrician and IT engineers**. The college registers a complaint/ makes a call to the relevant department as and when there are any problems faced and the concerned person is sent to repair the same.
- **Fire Safety Measures:** The College has an elaborate fire safety mechanism. The College building has a **Fire Hydrant System** which is connected with a **Jockey pump & Main pump** located at the Pump Room. The hydrant system is kept charged 24x7 by **pressurized water**. There are **2 Risers** installed at both the Staircases (main and rear) of the College building. **2 Hose reel pipes** with a drum, **2 Double Headed Hydrant valves**, **4 Canvas Hose Pipes** and **2 Branch Nozzles** are installed on each floor. In the event of fire, when any of the hydrant valves in the network is opened, the resultant fall in pressure system enables the **AC motor** driven fire water pump set to

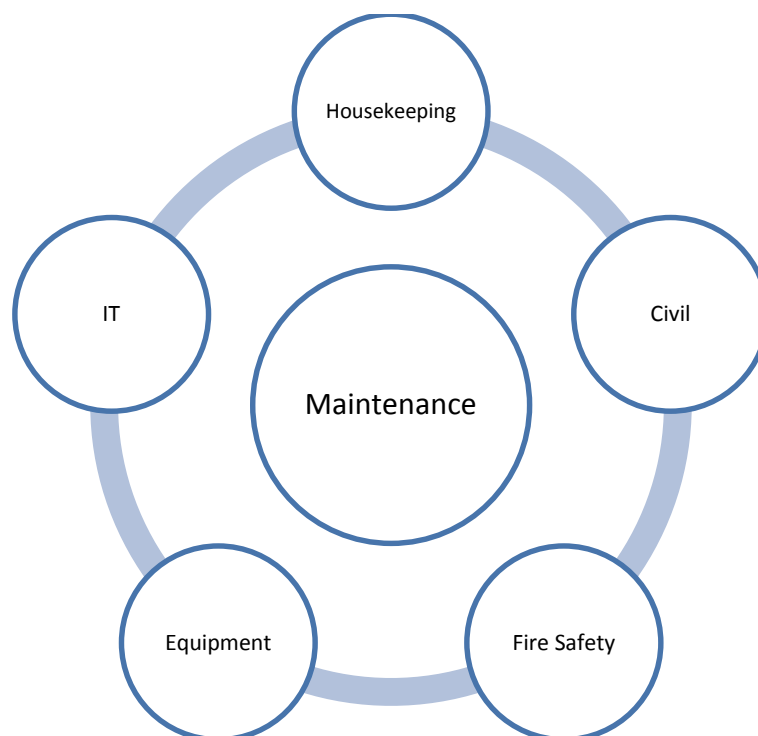


switch on **automatically**. There is a **separate water tank** with a capacity of 3511 litres connected to the fire hydrant system.

- Apart from this, there are **fire extinguishers** installed on all floors as follows-

Location	Number of fire extinguishers
Ground Floor	10
First Floor	09
Second Floor	07
Third Floor	05
Total	31

- The Management has appointed a qualified **Fire Officer** who monitors the functioning of the fire safety equipment. He is in charge of timely maintenance of the Fire Hydrant System, replacement of used/ outdated fire extinguishers and so on. The fire officer along with his team conducts Fire Safety Workshops and drills for the staff and students at regular intervals.





The budget allocated for maintenance and upkeep of infrastructure in the last four years is as follows: (In Rs.)

Particulars	2012-2013	2013-2014	2014-2015	2015-16
Infrastructure Compensation	4,08,29,580.00	4,08,29,580.00	4,08,29,580.00	4,08,29,580.00
Building	3,10,340.00	3,444.00	5,326.00	6,000.00
Furniture & Fixtures	5,84,906.22	3,13,402.96	3,27,478.50	84,000.00
Equipment	9,40,179.82	9,06,517.31	5,51,523.00	3,25,700.00
Computer	65,178.40	27,479.00	38,415.42	8,910.00
Vehicle	65,025.00	54,193.00	28,603.00	12,100.00
Other	10,287.00	73,527.00	24,252.00	11,34,000.00
Lift Maintenance	1,40,250.00	1,44,542.00	1,53,170.00	1,98,000.00
Total	4,29,45,746.44	4,23,52,685.27	4,19,58,347.92	4,25,98,290.00

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

- An **IT helpdesk** has been set up by the Management for support regarding all issues related to computers, laptops, internet services and computer peripherals. An IT engineer is available on call by the staff for resolving the issues faced by them.
- A **plumber** (appointed by the management) is available on call when required to repair or replace malfunctioning taps, leaking pipes, etc.
- An **electrician** (appointed by management) is available on call when required to repair or replace any faulty switches, fans, lights, fixtures, etc. and prevention of short circuits and failures of power supply.
- The College has a contract with an **AC servicing** company to maintain all air-conditioning units. Air-conditioning units covered under warranty are serviced by the respective manufacturing company.
- **Water purifiers and coolers** are serviced regularly to ensure smooth and effective functioning.
- **Security staff** works round the clock, in three shifts to ensure the safety and security of the institution.
- **CCTV cameras** are installed in the administrative office block, computer laboratories and the corridors to prevent any untoward incidents and track the footages if required.
- 31 **Fire extinguishers** are there on the college premises. They have been installed on each floor, in the corridors, staff common room, administrative office, stores and near the elevators. They are regularly



checked for functionality and serviced/ replaced when required. There is an annual maintenance contract from Sonex Fire Safety Company.

- **Pest control** is carried out in the college premises on a regular basis.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

Since this is a single faculty Commerce College, there are no such equipment/instruments that need calibration or precision measures.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- Sensitive Equipment owned by the college such as server, computers, printers, photocopiers, DVR for CCTV cameras, etc. are placed in enclosed, air-conditioned places to prevent damage from harsh conditions, dust and so on.
- An Uninterruptible Power Supply (UPS) device is installed in the server room and the UGC-Network Resource Centre each that allows the computers to keep running for at least a short time when the primary power source is lost. It also provides protection from power surges so that it doesn't damage the computer. The UPS notifies the users in case of power loss who have time to save any data they were working on till the time the power supply is restored. Otherwise, any data in the computer's Random Access Memory ([RAM](#)) may be erased and therefore lost.
- There are 2 pump sets installed for water supply to the overhead tank. The back-up pump set is used when the primary one is being serviced or breaks-down. Regular maintenance service is carried out on the water pump sets.
- The College avails of water connection from Brihanmumbai Mahanagar Palika (BMC) to supply water to the College. An overhead tank with a capacity of 5000 litres is installed to store enough water for use in the college premises.
- The water tank is cleaned and disinfected at regular intervals.
- **Rainwater-harvesting** facilities are available.



Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

- SAP (Systems, Applications and Products in Data Processing) software was introduced by the Management in the Financial Year 2010-2011. The College started using the FICO (Financial Accounting and Controlling) module from September 2010. Later the HR (Human Resource Management System), MM (Material Management System) and SLCM (Student Life Cycle Management) modules were also introduced.
- As per the directive of Department of Higher Education, Pune, the college maintains and updates information regarding teaching and non-teaching staff, their salary component and student information on the AISHE portal and MIS portal.
- The college has an average demand across all courses which are more than 4 times the intake capacity. Moreover to accommodate the growing demand for new courses as well as provide better infrastructure to students and staff, the management has planned expansion in the year 2017. A new 9 storeyed building with state of the art infrastructure is proposed.



CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1.1 Does the institution publish its updated prospectus/handbook annually? If ‘yes’, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college publishes a prospectus and information pamphlets for every academic year. The college prospectus provides brief information about:

- The profile of college,
- The office bearers of the management,
- Names of staff members in every department,
- Information regarding infrastructure facilities,
- Admission procedure and documents required at the time of admission
- Different courses and subject combinations offered
- Rules regarding attendance and discipline,
- Information related to Credit Based Grading System,
- Scheme of examination.
- Student centric facilities like freships, health centre, counselling etc.
- Details of extra-curricular and co-curricular activities.
- A notice incorporating the clause against ragging is boldly printed indicating a zero- tolerance policy.
- The actual admission form.
- An Undertaking by the student to comply with the norms regarding attendance.
- College website

The information provided is verified and true to the best of our knowledge.

The college strives to comply with all information and provide all the facilities as stated in the prospectus. There is complete transparency in the admission process, payment of fees, examination and evaluation process. The institution has endeavoured to provide the students with state-of- the-art facilities like air conditioned classrooms, updated computer laboratories, washrooms on each floor, wi-fi enabled campus, placement cell, counselling cell, health centre, spacious library with access to online resources like e-databases and e-books, auditoriums on the campus etc. A number of awards and prizes are instituted by college. Students are provided with financial and infrastructural support to organise intercollegiate festivals and participate in festivals across the city.

From the year 2014-15, the prospectus is being distributed in CD form. This is environment friendly initiative. From 2015-16 college publishes and distributes a handbook to students. The handbook contained information, detailing the academic calendar, the academic information / syllabus



corresponding to the courses, the general rules and regulations and actual need-based application forms for the students. It includes:

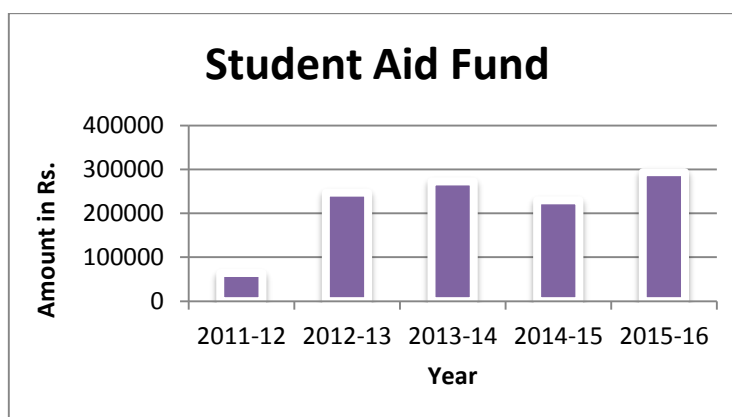
- Application for issue of Duplicate Fee Receipt
- Application for appearing for Additional/ATKT examinations
- Application for Medical leave
- Application for Identity Card and Library readers ticket
- Application for Railway concession form.
- Application for Transcript
- Application for Students Aid Fund

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

- The National Rayon Scholarship for standing first at the TYBCOM is given annually. Every year 03 students are chosen to be awarded the Raman Brothers' Freeship and 03 students are chosen to be awarded the Ajit Datar Memorial Scholarship. These scholarships are awarded on the annual day of college and the amount is disbursed immediately.
- The institution makes provision for needy students in the form of a **Student Aid Fund**. Following are the details.

Year	2011-12	2012-13	2013-14	2014-15	2015-16
Amount disbursed.	Rs.64125	Rs.247283	Rs.272459	Rs.229579	Rs 2,93,562

- A corporate house KPMG has provided for financial aid to deserving students from the year 2014-15. In 2015-16, 18 students availed of this aid amounting to Rs 2,58,942/-
- The Alumni association NAAM provided for monetary assistance of Rs 20,000 to deserving students of the BCOM (Hons.) course in 2011-12.





5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

The details of various scholarships and free-ships available to students are displayed on the notice board and a notice regarding the same is circulated in every class at the beginning of the academic year. Students receive financial assistance after they make applications, based on certain criteria.

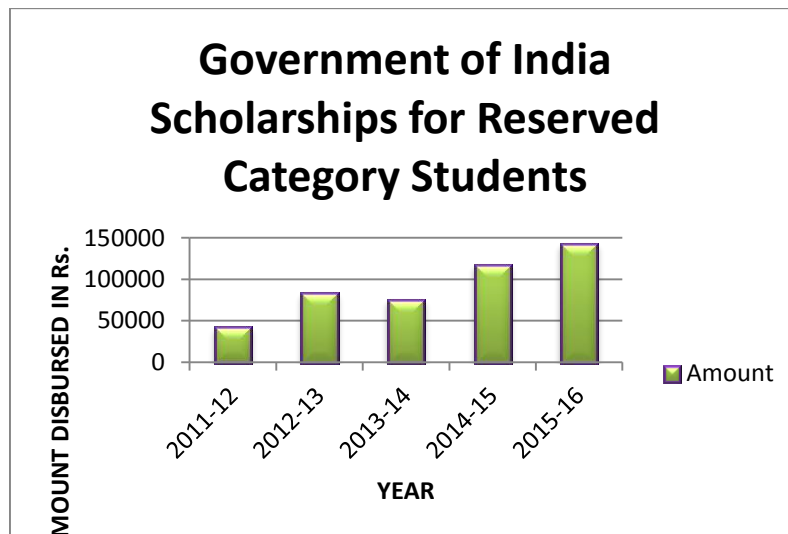
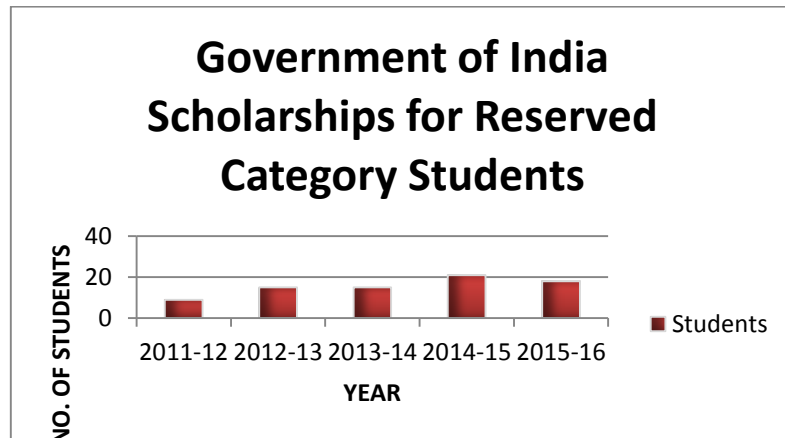
However majority of the students belong to higher income households in society and as such a negligible percentage of students avail these scholarships.

Details of freeships and scholarships availed by students:

Year	2011-12	2012-13	2013-14	2014-15	2015-16
OBC Scholarship	0	3	4	3	4
OBC Free ship	1	2	3	5	6
SBC Scholarship	0	0	1	1	0
SBC Freeship	1	1	0	0	0
SC Freeship	4	2	2	8	2
SC Scholarship	3	5	4	4	1
VJNT Freeship	0	2	1	0	1
ST Scholarship	0	0	0	1	2
ST Freeship	0	0	0	1	2
State government open merit scholarship	281	395	267	165	82
Central Sector Scholarship	0	1	2	2	0
EBC Scholarship	2	3	2	2	0
Scholarship for minority students	0	0	0	5	15

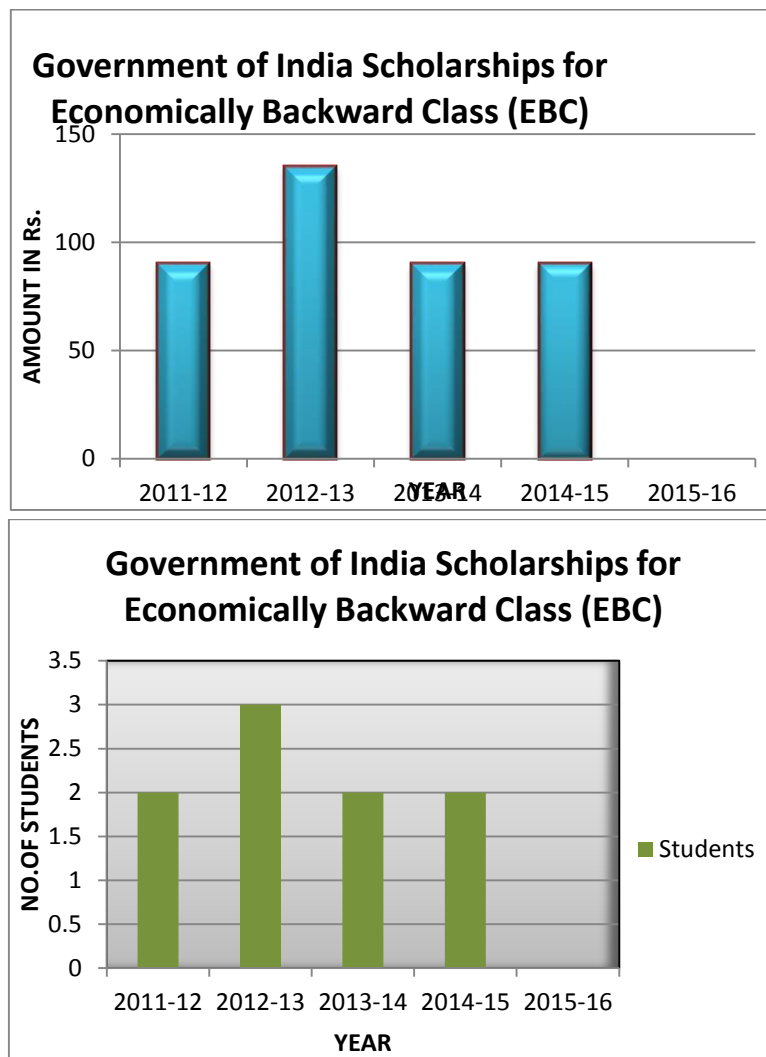
➤ Government of India Scholarships for reserved category students

Year	Students	Amount
2011-12	9	Rs. 41785
2012-13	15	Rs.82333
2013-14	15	Rs.74465
2014-15	21	Rs.116450
2015-16	18	Rs 142065



➤ **Government of India Scholarships for Economically Backward Class (EBC)**

Year	Students	Amount
2011-12	2	Rs 90
2012-13	3	Rs.135
2013-14	2	Rs.90
2014-15	2	Rs.90
2015-16	0	Nil



5.1.4 What are the specific support services/facilities available for: Students from SC/ST, OBC and economically weaker sections

- The college offers different types of scholarships/freeships to students. These scholarships/freeships are given through state government agencies. These are for Scheduled Caste (SC), Other Backward Class (OBC), Nomadic Tribe (NT), Special Backward Class (SBC) and Scheduled Tribe (ST). Refer to data given above.
- Besides the scholarships, the library of the college provides book bank facility to the financially weak students. Under this facility students can borrow books from the college library and use the same through the year. Library committee scrutinizes the request forms and approves the book borrowing requests on the basis of financial status of the students.
- The institution makes provision for needy students in the form of a **Student Aid Fund**. Following are the details:



Year	2011-12	2012-13	2013-14	2014-15	2015-16
Amount disbursed	Rs.64125	Rs.247283	Rs.272459	Rs.229579	Rs. 2,93,562

Students with physical disabilities.

The college provides logistic and procedural support to students with physical disabilities. The college has two elevators. One of the elevators also has a sliding entry for wheelchair bound persons. The exam room for such students is located on the ground floor in order to reduce inconvenience. As per the norms of University of Mumbai, these students are allowed to be assisted by writers and are given extra time during examinations.

Overseas students: College admission committee guides overseas students in the admission process and ensures that admissions are granted on merit basis. The reputation of NM College has spread far and wide, due to which, the entire quota for foreign students is filled. It is mandatory for all overseas students to submit a health certificate at the time of admission.

Students to participate in various competitions / National and International competitions

Students are made aware of the range of activities available to them through the prospectus and at the orientation session. Auditions are held for selecting students for cultural activities and Selection Round for sports students. Talented students are selected and mentored to participate at various competitions like the Youth festival of University of Mumbai, Malhar, Model United Nations contests, Research Paper contests, international and national sports meets etc.

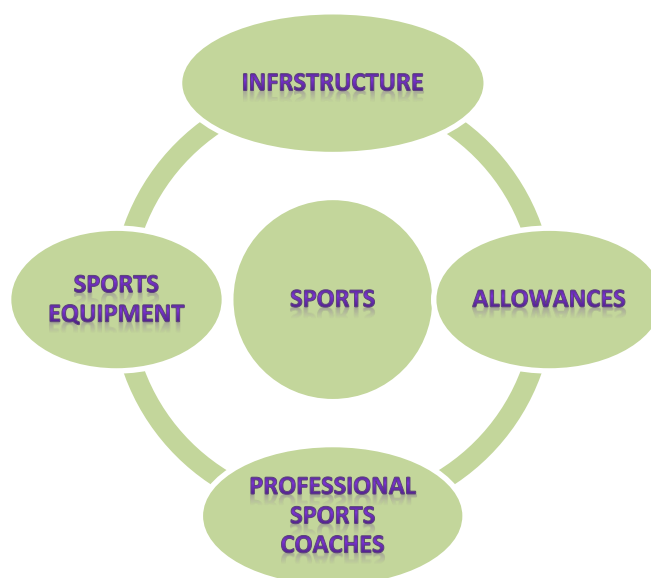
Following are the support facilities given to students:

SPORTS:

- The Director of Physical Education and Gymkhana Association, facilitate and encourage participation of students in a variety of sports like athletics, basketball, badminton, chess, swimming, lawn tennis, judo, throwball etc. Uniforms and shoes are provided to all participants.
- Financial allowance per day is given to each participant towards food and travel expenses during practice matches and actual tournaments.
- All sports equipment is provided by college.
- Grounds and courts are hired as and when required for practice sessions. The college ensures that professional coaches for the respective games are hired during tournaments.
- Attendance is granted when students have to participate in tournaments, both for practice and for actual tournaments.



- When tournaments clash with exam schedules, the students are allowed to appear for supplementary exams.
- The University of Mumbai offers 10 grace marks to all students securing 1st to 8th positions in all sports where they represent the University. College ensures that students get this benefit.
- The Gymkhana Association organizes a drive to distribute sportswear and equipment to good performers throughout the year.



EXTRA CURRICULARS:

- There are almost 20 associations in college which cater to the diverse interests of students. These include the NSS and Rotaract club for social service, Planning Forum and Advertising and Marketing Circle, Wildlife and Nature Club and Hobby Centre, Hindi, Gujarati and Marathi Sahitya Mandals, Computer Society and so on.
- The College forms committees of teachers in charge of cultural activities and for intercollegiate participation. These committees ensure complete procedural support and encouragement to students for participation and winning.
- Attendance concessions are granted for practice and performance. Students are allowed to take additional internal and external exams if they miss the schedule due to participation in cultural events.
- University of Mumbai gives 10 marks to students who win positions at the Youth Festival finals. College ensures that students get this benefit.
- Equipment and costumes required are hired.
- The teachers are aware of the participation by these students and therefore provide necessary support through remedial teaching.
- Snacks are provided to all students during the rehearsals and the actual dates of performance. While catering to the dietary needs, the students



belonging to the Jain community are taken into consideration and snacks provided to them students accordingly.

- The college provides funds to hire services of professional directors for music, dance and drama during competitions.
- The college has instituted a number of prizes for students who excel in extracurricular activities, consisting of trophies, certificates and cash prizes.
- The college also arranges workshops and special guest lectures and seminars by Alumni and Corporates for co-curricular enhancement.

With respect to co-curricular activities, college hosts two large inter-collegiate festivals Umang and Drishti, which conduct workshops on topics ranging from literature to management techniques and skill based activities to culinary skills.



Medical assistance to students: health centre, health insurance etc.

There is a semi equipped dispensary on the college premises. A doctor is present on the premises from 09.00 am to 6.00p.m on all working days. We also have a permanent non-teaching staff member who is trained in dressing up wounds and giving first aid.

Our health services comprise of advice given on diet control, blood pressure check-up, weighing machine and basic medicines offered by the doctor. There is a dedicated peon who maintains a register of all patients and the dispensary is run systematically. The gymkhana has a well-equipped medical kit which is made available at all times.

Students also can avail psychological counselling from the counsellor Dr. Sumati Oza.

Organizing coaching classes for competitive exams

The college has a tie up with The Western India Regional Council of the Institute of Chartered Accountants of India, ICWA and CS institute, to provide



coaching to students for professional exams. The classes are conducted by external, professional faculty after college hours in order to enable students to avail these classes. College provides well equipped classrooms with audio-visual teaching aids. Support staff is designated on duty to ensure smooth conduct of the course.

Skill development (spoken English, computer literacy, etc.)

- Language development is covered in the business communication course. Tutorials for a batch of 30 students are conducted to ensure students get practice in written and spoken communication skills.
- Computer literacy is ensured through the optional course on computer programming and applications for students of SYBCom and TYBCom. The college has fully equipped and updated computer laboratories comprising 80 computers with completely updated, built in software programmes. Practical sessions are conducted regularly. The BScIT course students are provided with an exclusive IT laboratory
- The placement cell has appointed a soft skill trainer to provide soft skill training including public speaking, interview techniques, decision making, team building, negotiation skill etc. to the students.
- The numerous college associations are allowed to organise activities to promote various skills. Example; The Hobby Centre organised dance and photography workshop. During Umang festival, there are workshops on free football, script writing, face painting, photography, painting and enacting street plays to name a few.
- Event organisation skills are being encouraged with intercollegiate festivals like Umang , Drishti, Epsilon and other association activities.

Support for “slow learners”

Teachers constantly guide students who require help. Students with learning disability are recognized and special lectures are engaged for them.

As per the University of Mumbai norms, students with learning disability are allowed to use writers at the examinations and are also provided extra time in each exam. For the FYBCom class, slow learners are given special attention and taught according to their pace in **tutorials** for the subjects of Business Communication and Mathematics and Statistics.

Exposures of students to other institution of higher learning / corporate / business house etc.

- Industrial visits are a regular feature which helps students to understand the working of business organisations.
- A number of business houses have held pre-placement seminars, presentations etc.



- Several prominent accountancy and consultancy firms recruit our students for article ship and internships.
- Students are exposed to institutes of higher learning and corporate houses through guest lectures and certificate programs. For e.g. workshops on creative thinking, decision making and corporate grooming were conducted by external agencies through the BCom Honours Programme.
- The Placement Cell of the college provides a platform for interaction where experts from both industry and academics come together to guide students.
- Pamphlets and brochures of foreign universities and other national colleges are displayed on notice boards.

Publication of student magazines

A teacher- student committee is appointed to publish an annual official magazine, **Young Endeavour**. Essays, articles, poems and reports submitted by students are published in this magazine. Approximately 3500 copies of the magazine are printed and distributed to staff and students.

The various associations encourage their members to publish articles, critiques and reports in regular newsletters like *Expresso* by Rotaract Club, *Horizons* by Planning Forum, *Blitz* by Computer Society, *Sans Frontiers* by Umang Festival Team, *Melange* by the NSS, *Envisage* by Drishti and *Psychobabble* by Psychology club. The students of the college also contribute to the publication of the monthly departmental newsletter *E-Bulletin@NM* comprising latest developments in their discipline, informative articles, analytical articles and any other relevant data.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

Being a commerce faculty institution, entrepreneurship is a key focus area in the curriculum as well as in co-curricular and extracurricular activities of our college.

- The student members of NSS are social entrepreneurs, who have annual sales of rakhi and related articles made by the underprivileged and physically/ mentally challenged sections of society.
- College offered an 18 hour Certificate Course in Entrepreneurship conducted by Ion Education Pvt Ltd. in October 2012 which was attended by 51 students.

INTENT - a business plan competition is held annually since 2012. The winners are awarded a cash prize of Rs 25,000/- and are felicitated on the annual day. In 2013, apart from the competition, two workshops were held on how to write a business plan. In 2014, INTENT developed into a full-fledged cell – **Entrepreneurship Development Cell (EDC)** which



conducts panel discussions, skill development workshops, management games, etc.

In June 2015 a book narrating – entrepreneurial journeys ‘*Ideas with Intentions*’ was published by the INTENT Cell. INTENT 2015 also included a Panel Discussion, topic for which was “Start UP India, Stand Up India”. The main speaker was Ms Shweta Raina – Founder of ‘Talerang’.

- The students get exposure to their entrepreneurial skills through various intercollegiate festivals conducted by the college such as **Umang, Dristi**.
- A series of guest lectures are conducted annually. Entrepreneurs from various industries are invited for interactive sessions with students. Students learn from the experiences of these guest speakers, many of whom are NM alumni.

A large number of students and alumni of the College have now become entrepreneurs in their own right. During the golden jubilee celebrations of college, as many as 50 ex students who are now entrepreneurs, were felicitated at the inauguration ceremony of the book ‘*Ideas with Intentions*’ in June 2015.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- * additional academic support, flexibility in examinations
- * special dietary requirements, sports uniform and materials
- * any other.

In case of sports, College follows the **directives of the Sports Policy of India**, in supporting sports students who represent college and play tournaments at all levels. This includes the attendance concessions, conduct of additional internal and external examinations and remedial teaching.

The **directives of University of Mumbai** regarding attendance concessions and academic flexibility are followed for students participating in extra-curricular activities. The college also participates in the cultural and co-curricular activities of the Dept. of Students’ Welfare, University of Mumbai.

To encourage students’ participation in both sports and cultural events around the year, college adopts the following **Strategies**:

- Appointment of dedicated staff for sports i.e. Director of Physical Education.
- Formation of committees such as Gymkhana Association, Cultural Society and Intercollegiate Festivals Committee.



- The college hosts two large, annual intercollegiate fests viz; Umang and Drishti .
- Procedural and practical support to participate in all extra-curricular and co-curricular events for students at state/ national and international levels.
- Making available infrastructure for sports
- Record keeping and granting concessional attendance to ensure compliance of University attendance norms.
- Adopting and propagating flexible academic and examination plan to ensure students' academic compliance.
- Provide financial assistance to students winning awards at state, national and international levels.
- For all co-curricular and extracurricular activities, the Management provides unstinting support through funds and physical infrastructure.

The numerous trophies won by our students at intercollegiate competitions are a testimony of the continuous support of Management and college authorities as well as the efforts of the staff and students.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

- The library is well equipped with a number of books and magazines specially dedicated to competitive exams like UGC-CSIR- NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services etc. Our college staff and students have benefitted by these resources and guided by some staff members, have passed the SLET and NET exams
- Library provided certified copies of syllabus to Ex-students who were going abroad for further studies.
- Ex-students make use of the comfortable and centrally air-conditioned reading room of the library for their CA and CS final examination as well as entrance exams studies. During 2014-15, approx. 95 students availed the facility.
- A classroom is designated as a reading room during exams and on holidays which students use for appearing for competitive exams.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

Counseling is provided to students in the area of career, aptitude, job opportunities and healthy living.

- The Psychology Club arranges talks on stress management, handling personal relationships, community issues etc.



- In July 2013, the management group SVKM appointed a qualified, certified, professional psychological counselor, **Ms. Sumati Oza** for students and staff of all its institutes. The counselor deals with issues like students adaptation to college, anger management, time management, substance abuse, relationship issues, behavior issues in class, peer pressure, low self-confidence, domestic issues etc. Total of **84** students have benefitted from counseling since 2013.
- Academic and career counseling is imparted through an ongoing series of guest lectures and lectures by ex-students who have excelled in their post graduate education and professions. The Placement cell arranges pre placement seminars by firms. In an informal way, teachers also provide academic counseling regarding post graduate studies, for example the concerned department teachers provide information on institutes and processes for post graduate courses.
- College library displays brochures of professional and degree courses run by other Indian and overseas educational institutions.
- Teachers in charge of associations work constantly with the students and are able to informally throw light on the capabilities of students, to guide them towards the right career options.
- In the beginning of the year all students are given orientation to their respective courses, its requirements, attendance, various activities, support provided to them, etc.
- The management appoints one of its members as a mentor for each institution under its umbrella. Also a system of mentoring is introduced in the institution wherein a teacher is appointed as a mentor to each division of every class. The mentor is responsible for the academic, social and psychological well- being of students.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmers).

Yes, our college has **Placement Cell** with an office on the third floor of the building. It is funded and operated by the management i.e. SVKM. It has dedicated staff like the coordinator and trainers. Some teaching staff members and student members are coopted on it. The Cell constantly strives to increase and deliver placement opportunities to students.

The Placement Cell conducts:

- Training programs to groom the students for the interviews



- Sessions on personality development, interview skills, group discussion, goal setting, self-awareness, stress management, conflict management, confidence building etc.
- Mock interviews,
- English Language Foundation Course to cover aspects like writing, reading speaking and listening exercises.
- Pre-placement package is formed for final year students who have registered for campus placements, which contains training regarding resume writing, group discussion, image management (online, interpersonal, group), corporate grooming and etiquette.
- Soft skills development programme.

The placement cell organizes campus interviews for reputed firms like:

Google India

- JLL (Jones Lang Laselle)
- Futures First
- PwC (Pricehouse Water Coopers)
- HR Sutra
- Crisil (Internship) India Pvt. Ltd.
- Zomato Pvt. Ltd.
- Protivity Financial Services
- Milestone Interactive Services Ltd.
- Axis Risk Consulting
- KPMG India
- Edelweiss Securities
- Syntel India Pvt. Ltd.
- Citi Group Indi Pvt.
- Morgan Stanley
- ACME Services
- Duestche Bank
- TATA Capital Financial Services Ltd.
- Nokia
- VNS Finance
- Oberoi Hotel

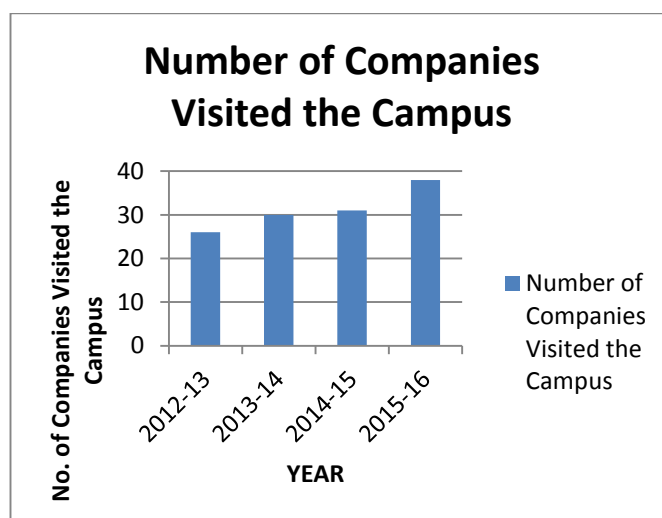
Management of the college, SVKM, organises **Career Guidance cum Education fair- “Mastermind”** annually. All colleges and institutes of SVKM management make the information of all the courses available at their institutes to the students.

The college authorities also have brochures and information pamphlets which are given to students and parents who seek information on the institute.

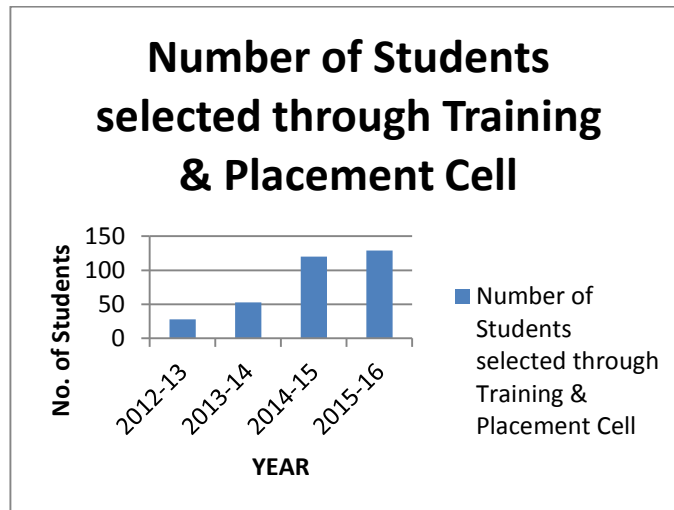


Since ours is a graduate studies institution, most of the students wish to pursue higher education and hence not many opt for placements.

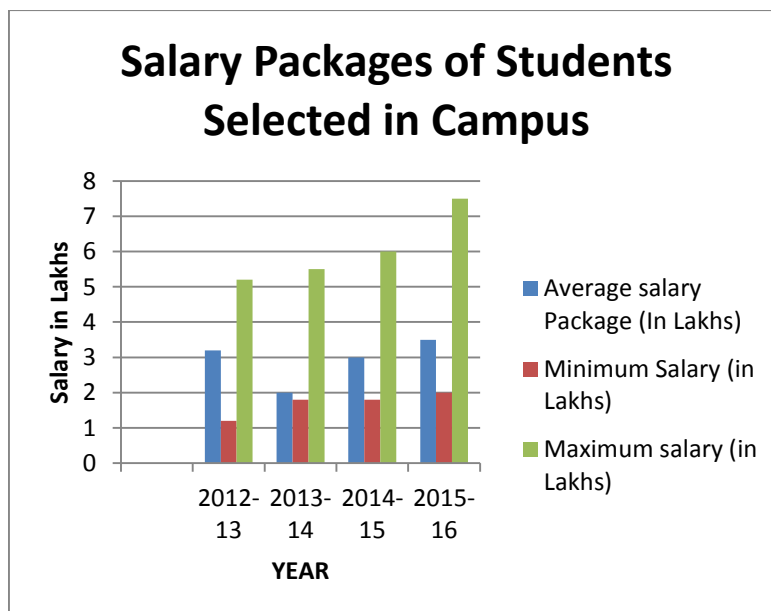
Year	Number of Companies Visited the Campus
2012-13	26
2013-14	30
2014-15	31
2015-16	38



Year	Number of Students selected through Training & Placement Cell
2012-13	28
2013-14	53
2014-15	120
2015-16	129



Year	Average salary Package (In Lakhs)	Minimum Salary (In Lakhs)	Maximum salary (In Lakhs)
2012-13	3.2	1.2	5.2
2013-14	2	1.8	5.5
2014-15	3	1.8	6
2015-16	3.5	2	7.5



5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes a Student Grievance Committee is constituted in college vide circular no VCD/SW/14/2007 of University of Mumbai,



Composition-Principal, Vice Principals of Degree and Junior College, Teachers, General Secretary, one male and one female student from the Aided and Unaided section, Coordinators of all courses, Sports Director and student members from junior college, both regular and MCVC.

The committee offers drop box facility to the students to convey their grievances to the committee members. Written suggestions are read periodically and addressed by the concerned department/section. Students have grievances regarding extended hours for library, cleanliness in the campus, adjustments of practical batches and examinations etc. after deliberations on the written grievances of students, appropriate action is taken by college authorities.

5.1.11. What are the institutional provisions for resolving issues pertaining to sexual harassment?

A **Women Development Cell** is constituted in college as a committee to receive, hear, and investigate any grievances related to sexual harassment on the college premises. The Committee is formed as per the circular no. EAU/VCD/429 of 2004 of University of Mumbai. The college displays the constitution, acts which amount to sexual harassment and phone numbers to contact, on metal display boards on the staircase wall. The cell is also involved with actively promoting gender sensitization and awareness through discussions and surveys. It calls external experts to discuss gender related issues with students and staff.

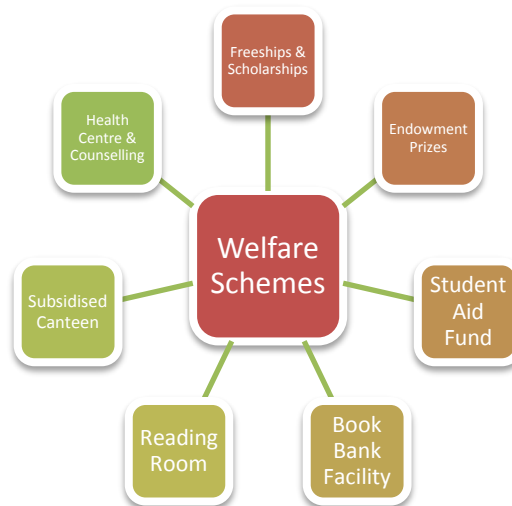
In the year 2012-13 the State Government of Maharashtra launched a campaign to create awareness about issues relating to gender sensitization in colleges. Our college participated actively through, Essay writing competition, Poster making competition, Street Plays, Slogans coined by students, a visit to the Juhu Police Station etc. On a designated day, teachers also addressed students in their respective classes. In the year 2013-14, The Women Development Cell of our college, in association with the University Women Development Cell, University of Mumbai, organized a **one-day seminar on “The Status of Women: Inside families and Outside”** for teachers and students of colleges affiliated to the University of Mumbai. It was an initiative to draw attention to issues related to gender discrimination.

Women Development Cell N.M. College, had inaugurated **“Naree Manch”** on 21st December 2015. The Guest of Honor, Dr. Raju R. Sahetya (M.D. DGO DFP) from Andheri Mumbai, inaugurated Naree Manch. The motto of the Naree Manch is **“Samwad se Samarthya”** (which means strength through positive communication). He also engaged a session of an hour and half and delivered a speech with power point presentation on **“Cancer in Women- Screening, Prevention and Protection”**

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes there is an anti-ragging committee constituted as per circular no. SW/42/ of 2015 of University of Mumbai. The Committee has displayed charts on the ground floor of college, giving information about the aims and objectives of the committee and its members. These charts highlight what actions are considered as ragging. But, because of good security maintenance on every floor by the floor peon and the self-discipline exhibited by students of our college, no case of ragging has been reported till date.

5.1.13 Enumerate the welfare schemes made available to students by the institution.



College has been providing various facilities and schemes which are directed at attaining welfare of students such as,

- Freeships,
- Scholarships,
- Endowment Prizes,
- Student Aid Fund,
- Book Bank Facility,
- Reading Room During Exams,
- Subsidised Canteen,
- Health Centre
- Counselling Centre.

College also provides **Group Insurance facility** to the students. As per the **Circular no. SW/12/of 2015 of University of Mumbai** the students are insured under the Yuva Raksha – Group Insurance Scheme. At a minimum premium of Rs. 20 p.a., each student is insured for a sum of Rs. 1,00,000/-

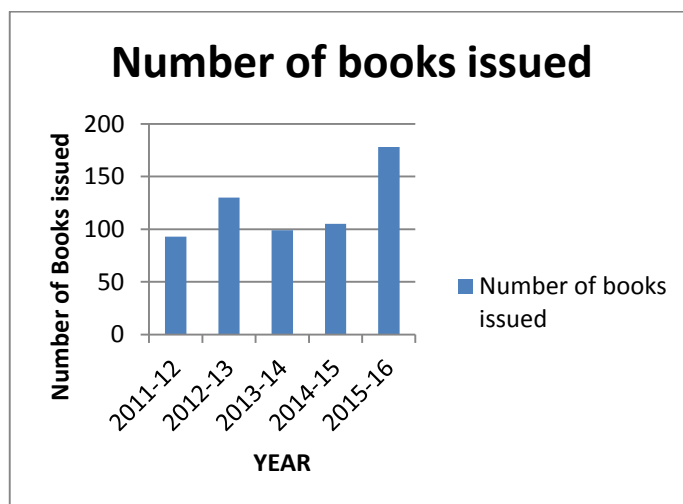


Details of welfare schemes and scholarships availed by students

Year	2011-12	2012-13	2013-14	2014-15	2015-16
OBC Scholarship	0	3	4	3	4
OBC Free ship	1	2	3	5	6
SBC Scholarship	0	0	1	1	0
SBC Freeship	1	1	0	0	0
SC Freeship	4	2	2	8	2
SC Scholarship	3	5	4	4	1
VJNT Freeship	0	2	1	0	1
ST Scholarship	0	0	0	1	2
ST Freeship	0	0	0	1	2
State government open merit scholarship	281	395	267	165	82
Central Sector Scholarship	0	1	2	2	0
EBC Scholarship	2	3	2	2	0
Scholarship for minority students	0	0	0	5	5

Details of books issued to the students under Book bank facility

Year	Number of books issued
2011-12	93
2012-13	130
2013-14	99
2014-15	105
2015-16	178



Details of amount spent under Students' Aid Fund

Year	2011-12	2012-13	2013-14	2014-15	2015-16
Amount Disbursed	Rs.64125	Rs.247283	Rs.272459	Rs.229579	Rs 293562

The college awards **43 Endowment Prizes for academic excellence** across the three courses of TYBCom, SYBCom and FYBCom amounting to **Rs.55,000 per year**.

5.1.14 Does the institution have a registered Alumni Association? If Yes, what are its activities and major contributions for institutional, academic and infrastructure development?

The Alumni of Narsee Monjee College of Commerce and Economics have formed an association named '**Narsee Monjee Alumni Association Movement**' (NaaM) in 1997. It is a registered non-profit association of ex-students bearing registration number- **E-29764 (BOM)**. The **mission statement** of the association is- 'We, the Alumni of N.M. College, wish to strengthen our emotional bond of friendship and use our collective strength for selfless giving, for the Peace, Prosperity and Joy of its members, current students, past and present college staff and the society at large.'

Its activities include:

- NM has a tradition of its alumni being recruited as faculty. One of the alumni is currently, In-charge Principal.
- NaaM has a website with a 24/7 interface for students to interact.
- Student Felicitation programme, where deserving students are awarded non-monetarily as well as monetarily to pursue their higher education.
- Reunions and get together of faculties and ex-students are held. Felicitate the retiring teaching and nonteaching staff members.



- It provides resource persons for guest lectures, panellists for entrepreneurship debates and competitions and eminent speakers for refresher courses.
- Acts as a mentor to the Entrepreneurship Development Cell.
- NaaM members also participate in various occasions of the college like Annual Day, Sports Day, College festivals – Umang & Drishti, Celebrations – Garba night, SatyaNarayan Pooja etc
- The alumni of our College also select many students for internships and article ship in their firms.
- Some alumni are members of the Local Managing Committee. They are active members, who help and advice on the functioning of college through regular meetings. For e.g. Ms. Ashu Suyash and Mr. Sudhir Soni have helped formulate the syllabus for the Honours programme in Economics. Following is the list of members of LMC for the academic year 2015-16.

Sr.No.	Name of the Member
1	Shri Shalin S Divatia (In-charge)
2	Smt Ameer Vora (I/C Principal)
3	Shri Utpal H Bhayani
4	Shri Nayan Patel
5	Shri Asoke Basak (Permanent Invitee)
6	Smt Ashu Suyash
7	Shri Sudhir Soni (Permanent Invitee)
8	Mrs Gomathi Iyer – Vice Principal
9	Mr Conrad Coelho (Co-opted Member)
10	Mrs. Shefali Kamdar (SP. Invitee)
11	Mrs Savita Desai (Sp.Invitee)
12	Mrs Kalpana Sakpal (Representative NT)
13	Shri Vikas Vichare (Invitee)

- NAAM provides monetary assistance to the college students. For e.g. NAAM gave cash assistance of Rs.20,000 per annum for financially weak students of BCOM (Hons.) course.

Some prominent alumni are:

- Nita Ambani- Philanthropist
- Amol Gupte, renowned Bollywood Director



- Jagdeep Kapoor, CMD Samsika Marketing Consultant Pvt. Ltd.
- Nirmal Jain, MD India Infoline Finance Ltd.
- Vipul Amrutlal Shah, founder – Sunshine Pictures Pvt. Ltd and renowned Bollywood Producer & Director
- Mayank Khandwala, member of managing committee of Mumbai Cricket Association
- Ms. Ashu Suyash, MD & CEO CRISIL
- Sharman Joshi, renowned Bollywood actor
- Paresh Rawal, theatre and film actor
- Lalit Pandit of Jatin-Lalit music director duo,
- Makarand Deshpande theatre personality
- Yasin Merchant, snooker champion
- Pinakin D. Desai
- Rajesh Mandavewalla,
- Deven Bhojani,
- Aatish Kapadia,
- JD Majethia,
- Sameer and Arsh Tanna,
- Bakul Thakker theatre and TV personality
- Sonam Kapoor, Bollywood actor

5.2 STUDENT PROGRESSION

5.2.1 Provide the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

With an intention to make available graduate and post graduate studies under one roof, in the year 2011-12, college has taken one step further and started M.Com course in the subject of Accountancy. In the year 2013-14, college started two more post-graduation courses i.e. M.Com in Banking and Finance and M.Com in Business Management.

Number of students from NM Degree College who joined M COM course in college:

Year	2011-12	2012-13	2013-14	2014-15	2015-16
M COM (A.A.)	--	15	24	08	30
M COM B&F	0	0	0	15	07
M COM BM	0	0	0	14	19

Majority of the students pursue Chartered Accountancy course along with their graduation. Besides Chartered Accountancy, students are keen to join CS



or CMA, Actuarial Science courses or prepare for entrance examinations to join MBA in reputed management schools of India and abroad.

Many of our students also pursue their higher education from universities / institution other than University of Mumbai, in India and abroad. The college issues transfer certificates to these students.

Number of students issued transfer certificates:

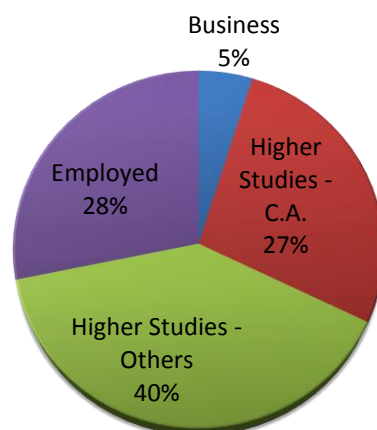
Year	Number of students issued transfer certificates
2011-12	171
2012-13	171
2013-14	275
2014-15	180
2015-16	292

Most of our students pursue higher studies and therefore do not opt for employment. A sample survey of our ex-students from the last five batches reveals the following trends in progression.

Student Progression Data Analysis- 2011-16

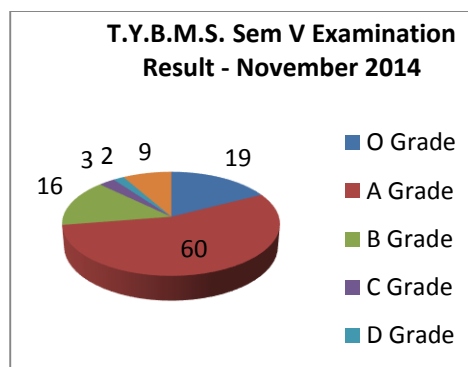
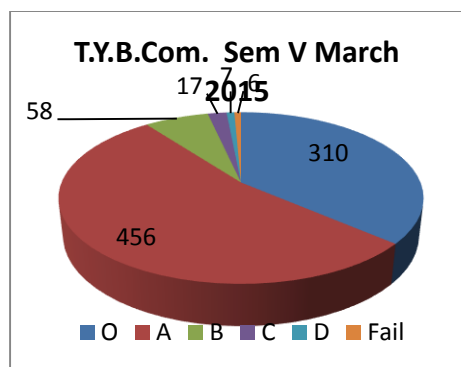
Currently Pursuing	Number of students	% of students
Business	33	3.54
<u>Higher Studies</u>	719	77.14
Chartered Accountancy	374	40.12
Others	343	36.80
Employed	180	19.31
Grand Total	932	100

Student Progression





5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.



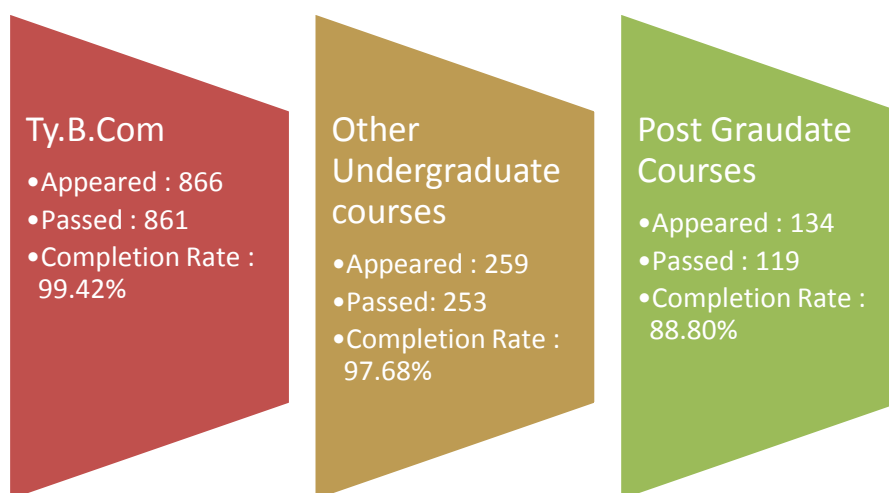
Courses		2011-12	2012-13	2013-14	2014-15	2015-16
<u>B.Com.</u>	Appeared	878	825	796	837	866
	Passed	875	821	789	817	861
	Completion Rate	99.66%	99.52%	99.12%	97.61%	99.42%
<u>B.M.S.</u>	Appeared	103	95	107	104	117
	Passed	103	95	104	96	112
	Completion Rate	100.00%	100.00%	97.20%	92.31%	95.73
<u>B.A.F.</u>	Appeared	N.A.	58	50	55	60
	Passed	N.A.	57	49	54	60
	Completion Rate	N.A.	98.28%	98.00%	98.18%	100%
<u>B.F.M.</u>	Appeared	N.A.	N.A.	54	49	57
	Passed	N.A.	N.A.	54	49	57
	Completion Rate	N.A.	N.A.	100.00%	100.00%	100%
<u>B.Sc.IT</u>	Appeared	N.A.	N.A.	N.A.	38	25
	Passed	N.A.	N.A.	N.A.	31	24
	Completion Rate	N.A.	N.A.	N.A.	81.58%	96%
<u>M.Com.</u>	Appeared	35	30	30	33	45



(A & A)	Passed	33	28	21	26	37
	Completion Rate	94.29%	93.33%	70.00%	78.79%	82.20%
M.Com. (B&F)	Appeared	N.A.	N.A.	N.A.	39	50
	Passed	N.A.	N.A.	N.A.	38	47
	Completion Rate	N.A.	N.A.	N.A.	97.44%	94%
M.Com. (BM)	Appeared	N.A.	N.A.	N.A.	42	39
	Passed	N.A.	N.A.	N.A.	42	35
	Completion Rate	N.A.	N.A.	N.A.	100.00%	89.70%

NA- not applicable

DNA-data is not available.



Completion Rate for Academic Year 2015-16

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The college takes numerous initiatives to inspire and motivate students to pursue higher education after their graduation / post-graduation.

- Information about the courses is made available in the **Prospectus** and a broad outline of the scope of that subject and avenues that are open for the students, after their degree courses are discussed in **orientation programmes**.
- **The Placement Cell** is instrumental in offering career guidance and employment opportunities. A number of large corporate firms conduct pre placement seminars and select students for internships and regular jobs. Some of the Companies which regularly come for placements are Ernst & Young, Edelweiss, Tata Capital, Ariston Capital, A.C. Nielsen, Teach for India, KPMG, Protiviti, Forysta Ventures & Wipro.



J P Morgan, Tresvista Financial Services, AC Nielson, Tata Finance, Direct I, Forrester, KPMG.

- Management of the college, SVKM, organises **Career Guidance cum Education fair “Mastermind”** annually. All colleges and institutes of SVKM management make the information of all the courses available at their institutes to the students.
- Ex-students of the college have been invited by the Students’ Council to guide students regarding the course to be adopted for studies and processes involved in securing admissions.
- The teaching staff members give **recommendation letters** to students to facilitate their admission to foreign universities.
- **Guest lectures** by eminent academicians/ experts in the field are arranged by Guest Lecture Series committee.
- The alumni of our college also select many students for internships and article ship in their firms.
- Article ship and internship openings are displayed on students’ notice boards.
- **Brochures and pamphlets** of Foreign and reputed Indian higher education institutes are displayed on notice boards

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The examination results indicate that the rate of failure and drop out is minimal. However the college takes the following support measures:

- **Remedial teaching** is done through tutorials and extra lectures.
- **Financial aid** is provided through the Student Aid Fund and by some staff members personally, to students to prevent drop outs due to financial problems.
- College gives **extra time and allows writers** in the examination to the students who are at risk of failure (Learning Disability) as per circular no. 1353/2013 of University of Mumbai.
- Examination committee of the college takes care to ensure that LD students get **separate class room** for writing the examination.

5.3 – Student Participation and Activities

Our academic achievements reflect the high standards and quality of education imparted, while our achievements in co-curricular, extra-curricular, sports and cultural activities highlight the holistic development and motivation that students receive in college.



5.3.1.- List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and programme calendar.

College receives a programme calendar of the sports tournaments every year. Most of the tournaments are held between the months of July and February to avoid inconvenience during final exams.

The college participates at all the sporting events organised by the University of Mumbai. The range of sports offered by the University include: football, throw-ball, cricket, chess, badminton, basketball, lawn tennis, roller skating hockey, table tennis to name a few.

In addition college organises an Annual Sports Meet, 'BE A SPORT' with a wide variety of indoor and outdoor games. Around 15 sports and games are organised in which approximately 600 students participate, every year. The gymkhana association also organised an IPL auction, Football Fantasy League etc.

Table of Sports achievements:

Year	Name of student	Activity	Achievement
2011 – 2012	Aditya Udeshi	FIDE (World Chess Federation)	International master
2012 – 2013	Hemant Nagda	Intercollegiate Athletic Meet	Silver medal
2013 – 2014	Aditya Udeshi	West Zone Inter University Chess Tournament	Gold medal
2013 – 2014	Ankita Sharma	Inter-collegiate squash (women) championship	Gold medal
2014 – 2015	Abhishek Cheerot	District level Judo championship	Gold Medal
2014 – 2015	Devika Kelkar	Intercollegiate Women Chess Tournament	Silver Medal
2014 – 2015	Harsh Kothari	Intercollegiate table tennis	Gold medal
2014 – 2015	Krishna Agarwal	Intercollegiate Athletics Tournament	7 th position – University of Mumbai
2015-2016	Chirag Shetty	All India Badminton	1 st place



		Tournament	
2015-16	Madhav Daga	National Level Jump Rope	Participated
2015-16	Kaushil Raichura	University of Mumbai Chess Tournament	Gold Medal

Extracurricular and Co-curricular activities are conducted throughout the year. The Youth Festival of University of Mumbai is the first major festival of the year, held in August-September. Umang festival is held in August. Each association conducts maximum of three events in every term.

- The College offers an incredible array of extracurricular and co-curricular activities to students. There are 20 associations, which conduct activities around the year. All interests of students are served with a range of associations like NSS and Rotaract club for social service, Planning Forum and Advertising and Marketing Circle for management related activities, Wildlife and Nature Club and Hobby Centre for environmental activities, Hindi, Gujarati and Marathi Sahitya Mandals for literature, Computer Society and so on.
- Three intercollegiate festivals are organised annually:
 - Umang-** a decade old intercollegiate festival of performing arts, management games, workshops, sporting event, fine arts and literary events.
 - Drishti:** a management festival of self-finance courses
 - Epsilon-** Economics Association Research festival.
 - Ted-talks-** co curricular enhancement for staff and students.
- Students participate in large numbers at Inter-collegiate festivals and bring accolades to college. Some details of our participation are given as follows:
- **LIST OF WINNERS IN CULTURAL FESTIVALS (2011-12 To 2015-16).**

❖ **2015 – 2016**

Sr. No.	Particulars	College Name	Events	Winners
1	Mumbai University – Youth Festival	Mumbai University	04	12
2	Umang	NMCCE	25	50
3	Vayu	NMIMS	26	60
4	Aahan	Usha Pravin Gandhi	15	45



		College of Law		
5	Malhar	St. Xavier's College of Commerce & Economics	04	14
6	Enigma	R.A. Podar College of Commerce & Economics	16	43
7	Kshitij	Mithibai	06	21
8	Taarangan	Thakur College	14	35
9	Joule	K.C. College	10	41
10	Colosseum	Mithibai College	27	148
11	Tsunami	Lala Lajpatrai College	23	118
12	Crescendo	Ritumbhara College	27	71

❖ 2014-15

Sr. No.	Particulars	Name of College	Events	Winners
1	Mumbai University Youth Festival	Mumbai University	08	16
2	Umang	NMCCE	20	60
3	Vayu	NMIMS	15	25
4	Vividh	Usha Pravin Gandhi College of Law	18	40
5	Malhar	St. Xavier's College	05	18
6	Enigma	R.A. Podar College Of Commerce & Economics	18	45
7	Ka-Ching	NMIMS	03	03
8	Dalmia Lions	Dalmia	06	11
9	Moneta	KES Shroff College	07	12
10	Entourage	Jai Hind College	06	45
11	Lakshya	MMK College	04	20
12	E-Summit	IIT Bombay	02	04



13	Mirage	NK College	10	25
14	Illuminati	Rizvi College	02	04
15	Zephyrus	St. Xavier's College	05	10
16	Colosseum	Mithibai College	08	20
17	Tsunami	Lala Lajpat Rai College	10	50

❖ 2013-14

Sr.No.	Particulars	Name Of College	Events	Winners
1	Mumbai University Youth Festival	Mumbai University	-	17
2	Umang	NMCCE	-	-
3	Drishti	NMCCE	-	-
4	Crescendo 2013	Rithumbara College	-	01
5	Colosseum	Mithibai College	-	20
6	Ka-Ching	NMIMS	-	07
7	Moneta	R.A. Podar College Of Commerce & Economics	-	13
8	Entourage	Jai Hind College	-	52
9	Mirage	NK College	-	10
10	Moneta	KES Shroff College	-	14
11	Lakshya	MMK College	-	45

❖ 2012-13

Sr.No.	Particulars	Name Of College	Events	Winners
1	Mumbai University 45 th Youth Festival	Mumbai University	09	22
2	Umang	NMCCE	12	58
3	Vaayu 2	NMIMS	24	50
4	Malhar	St. Xavier's College	12	27
5	Kurukshetra	Dahanukar College	12	12
6	O ₂ – The Fest	Bhavan's College	13	22
7	Ka-Ching	NMIMS	06	20



8	Kshitij	Mithibai College	13	46
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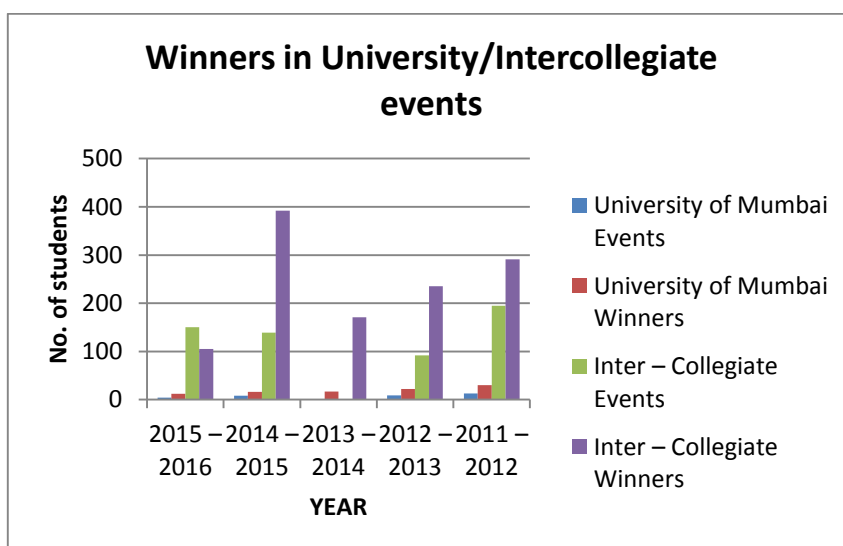
❖ 2011 – 2012:

Sr. No.	Particulars	Name Of College	Events	Winners
1	Mumbai University Youth Festival	Mumbai University	13	30
2	Umang	NMCCE	21	40
3	Vayu	NMIMS	16	30
4	Malhar	St. Xavier's College	11	30
5	O ₂ – The Fest	Bhavan's College	15	35
6	Kurukshetra	Dahanukar College	10	15
7	Aarakshan	MMK College	01	01
8	Taarangan	Thakur College	12	10
9	Anubhav	MES College	06	10
10	Colosseum	Mithibai College	15	10
11	Kshitij	Mithibai College	11	20
12	Jashn-E-Rizvi	Rizvi College	04	05
13	Springz	Nagindas Khandwala College	02	02
14	Mauj	Durgadevi Saraf College	04	05
15	Nexus	Hinduja College	06	10
16	Vividh	Usha Pravin Gandhi College of Law	03	08
17	Aarohan	Ramnarayan Ruia Coll	17	20
18	Crescendo	Rithumbara College	10	15
19	Aahan	UPG College	14	15
20	Entourage	Jai Hind College	167	10



5.3.2.- Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/ State/ Zonal/ National/ International, etc. for the previous four years.

Year	University of Mumbai		Inter – Collegiate	
	Events	Winners	Events	Winners
2015 – 2016	04	12	150	105
2014 – 2015	8	16	139	392
2013 – 2014	--	17	--	171
2012 – 2013	9	22	92	235
2011 – 2012	13	30	195	291



Few prominent achievements are:

- College secured a position among top ten colleges at the University of Mumbai's Youth Festival, 2012, 2013, 2014 and 2015. In the year 2015-16, the student coordinator Ms. Jalpa Oza, won the first runners' up position at the Miss University contest. The college also won the first position in Marathi Skit. Three of our students bagged the best actor/ actress prize. The college also secured second position at western solo singing event and western group singing.
- A team of our college students participated at the **IPTA One Act** play competition in the year 2012 and presented a play called **“Jayantilalalki Cycle. They won the following awards:**
 - **Kaifi Azmi Trophy – Critics' Award for Best play**
 - **Best Script Award**
 - **Merits for Acting**
 - First position at Ka-ching festival in 2013



- Kush Ganatra of TYBCOM won the first prize at the 49th A D Shroff Memorial Elocution Competition held on 26th January 2014 organized by the Forum of Free Enterprise.
- Second position at Lakshya festival in 2013
- First position at Umang festival in 2014 – 2015
- Umang Khetan and Pinaz Umrigar of TYBMS won “The Business Case Competition” organized by Internshala the company POPDS in Noida.
- Pinaz Umrigar and Umang Khetan of TYBMS were among top 25 finalists and won \$250 in an International Business Venture Competition organized by India- Africa: A Shared Future.
- Ketki Deshpande of FYBMS won the second prize for best actress in Talaash– Jai Hind College Festival.
- Harsh Modi and Shreya Nagda won the first prize in an Intercollegiate Conclave on Research Paper presentation at R D National College in 2014.
- Vivek Menon of T.Y. B.Com won the Second Prize at the 51st A. D Shroff Memorial Inter-Collegiate Elocution Competition organized by the Forum of Free Enterprise on 24th January, 2016.
- Rashida Kathawalla of FYBAF won the Third Prize in the degree-college slogan writing competition organised by SVKM. The winning slogan was "Democracy, without preventive vigilance, is like a soldier without ammunition."
- Thakrar Harsh Rajesh of S.Y. B.Com had won the Champions Trophy at the All-India Vedic Maths Competition held at Jaipur on 30th January 2016. He had also secured First position in Piano Examination (Grade I) conducted by London College of Music held in January 2015, results declared in June 2015.

Some intercollegiate achievements are as follows:

Year	Student name	Event	Festival
2011 – 2012	Purva Khetan, Shariq Nanda	Lord of words	Ray – Bhavan's
2011 – 2012	Pallavi Jain	Charcoal Painting	Kshitij – Mithibai
2013 – 2014	Raina Sakhale, Yashika Mehta, pooja pannikar, stuti somani	The IPO Challenge	Moneta – R.A.P r
2013 – 2014	Yash Hirawat and Sonakshi Biswas	Idiot Box	Colosseum – Mithibai



2014 – 2015	Zain Shaikh	War of the Vjs	Umang
2014 – 2015	Brandon	Scrabble card game	Vaayu – NNIMS
2014 – 2015	Jugal Mundra	Tax Management	Vividh – UPG
2014 – 2015	Perna Dalal	A+ grade certificate of excellence	Green Revolution Global Certificate Program
2014 – 2015	Perna Dalal and Rishi Shah	High Commendation	Mumbai Model United Nations
2014 – 2015	Pooja Pannikar, Shreesh Jain, Yashika Mehta and Stuti Somani	1 st position – Investors e-summit	IIT – Bombay
2015-16	Zil Patel, Shivam Agarwal	1 st position – Ad Myriad	Ahana Inter Coll Fest
2015-16	Tirath Gogri	2 nd position – shirt story competition	Ahana Inter Coll Fest
2015-16	Shauryaraj P and Vatsal Shah	1 st position – Stockoholic competition	Entourage Inter Coll Festival
2015-16	Madhav Daga and Shreya Kapoor	Mr & Ms Joule- Personality Fest	Joule Inter Coll Fest
2015-16	Keshav, Shruti and Yash Mody	1 st position – Financial Quiz	Taraang Inter Coll Fest

5.3.3. – How does college seek and use data and feedback from its graduates and employers to improve the performance and quality of institutional provisions?

- **College website:** www.nmcollege.in is an interactive website where questions are posed regarding issues of importance and views are invited. Quick surveys are also done by seeking yes and no answers to some questions. There is an alumni website too www.nmcollegealumni.com. It is founded and is presently run by Alumni. Graduates can log in and post their comments or suggestions on this website. Social networking is used to help



- graduates connect. There is a Facebook page of NM alumni as well as Umang alumni. Further, there are get-togethers, workshops and student felicitations which are uploaded by the alumni where exchange of information, real time situations and academic issues take place.
- **Employers-** A formal feedback system is in place for employers. The Placement Cell officer collects feedback from prospective employers like KPMG, Barclay's, E&Y etc. who visit college for campus placements, through a standardised feedback form. This feedback is incorporated by teachers into lectures to increase attributes of employability in students. This feedback has also resulted in a Soft Skills development programme for students in pre placement process.
 - Our ex students are invited for guest lectures and on other occasions to express their views on curricula and its relevance to needs of industry.

5.3.4. – How does college involve and encourage students to publish materials like catalogue, wall magazines, college magazines and other material? List the publications materials brought out by the students during the previous four academic sessions.

We are proud of the several Publications brought out by Students with the support & guidance from the Faculty members. Listed below are the esteemed publications with relevant details:

- **YOUNG ENDEAVOR** -N.M. College publishes its official college magazine '**Young Endeavor**' annually. A committee of staff and students publish this magazine which includes all college events, academic prizes, staff achievements, students' achievements, association reports, articles, poems and art work contributed by students and staff.
- **ENVISAGE-** The Journal Committee of College publishes "**ENVISAGE**", which is an inter-disciplinary Students' Research Journal with the number- ISSN: 2395-7212. The research papers submitted are reviewed by the committee comprising senior faculty.
- **E-BULLETINS (from 10 departments)**-The E-Bulletin@NM, is a monthly E-News journal published and uploaded on the college website. It covers recent news and articles. There are 10 different departments who contribute to the E-Bulletin@NM with news and updates related to their department. **E-Bulletins @ NM** have not only the various articles but also the related links provided therein to enable further reading. Each department of N.M. College has their student team who is in charge of this publication of their department guided by one professor.
- **Book-IDEAS WITH INTENTION** -Intent Cell (The Entrepreneurship Development Cell) of N.M. College has published a book, "**Ideas with Intention**" – **Journey of 50 Successful Entrepreneurs of NM**. It was researched and written by a team of 17 Students from B.Com, B.M.S.,



B.A.F., B.F.M. and B.Sc.I.T. It is a compilation of inspiring stories of our alumni & their entrepreneurial ventures.

- Other such student initiatives are: Umang - Sans Frontier; Drishti - Envisage; NSS - Melange; RCNM - Cheers & Jam-In, Espresso; Planning Forum - Horizons; Computer Society - Blitz; Psychology Club - Psychobabble

5.3.5. - Does the college have a student council or any similar body? Give details on its selection, constitution, activities and funding.

The Students' Council is formed as a statutory body under the University of Mumbai **Ordinance No. 07/2010. Constitution-**The composition of "Student Council" is as follows: **(Under Section 50 (11) of the Act)**

- a) Principal - Chairperson
- b) One teacher, nominated by the Principal - Member
- c) Programme Officer of National Service Scheme, if any – Member
- d) Director of Sports or I/c of Physical Education of the College – Member
- e) Officer in charge of cultural activities of the College – Member
- f) One student of each class (UG & PG) nominated by the Principal
Provided that, the Principal shall nominate students under clause (f) who is engaged in full-time studies / training in the college and have secured highest number of marks in the preceding annual examination.
- g) One student nominated by the Principal, who has shown outstanding performance, from each of the following activities:-
 - i) Sports;
 - ii) National Service Scheme;
 - iii) Cultural Activities;
 - iv) Research or other extracurricular activities.
- h) Two lady students nominated by the Dean / Principal,

The function of the Student Council is to maintain overall discipline on the campus, work as a facilitator between the students and the college.

- **Election-**The general secretary of college is chosen through a fair election conducted amongst the rest of the students in the council.
- **Activities-**The Students' Council has monthly meetings with college authorities during the academic year to bring forth grievances/ suggestions of the students to the authorities. The College provides funding as and when the students approach the management with their proposals. Its activities include conducting seminars on relevant issues like expectation and opportunities in the Chartered Accountancy domain, google form creation to collect data on alumni, grievance redressal of students and holding awareness campaigns amongst students.



The college also has a **Students' Forum** which is an association working parallel to the Students' Council. Its Activities are:

- Umang Festival,
- Students' week including events like Social Cause day, Rose day, Hawaiian and chocolate Day, Traditional Day etc.,
- Graduation – cum – Farewell day for final year students.
- The golden jubilee celebrations-NM @ 50 were celebrated on a grand scale with staff, students and NM Alumni.

5.3.6. - Give details of various academic and administrative bodies that have student's representatives on them.

Student representation and participation has been an integral part of academics as also of the various activities of the college. Student representation is on the following committees:

- **Students Council:** The Students' Council is formed as per the constitution of the University of Mumbai.
- **Students Grievance Cell:** The College has a Student Grievance Redressal Cell to redress the grievances of its students.
- **Placement Cell:** Students from across all courses are selected as student co-ordinators and assist the cell in smooth functioning of the training and placement process.
- **Guest Lecture Committee:** Students decide the topics for the lectures and then invite distinguished guest from Industry and Academia both.
- **Entrepreneurship Development Cell- Intent Committee:** organises an annual Business Plan Competition. They post their innovative ideas and seek guidance and mentoring from faculties and Alumni.
- **NSS and Rotaract Club of N.M. College (RCNM):** students are involved in various projects with social agenda trying to sensitize students to various social issues.
- **Admissions Committee:** This is done systematically by allotting duties as per their core areas of learning. For e.g. BSc.IT students help in back end data entry processes and BMS and Umang students help in smooth conduct of the entire logistical processes.

5.3.7. - How does the institution network and collaborate with the alumni and former faculty of the institution?

- The Alumni of Narsee Monjee College of Commerce and Economics has formed an association named '**Narsee Monjee Alumni Association Movement**' (**NaaM**) in 1997. More than 15000 alumni are registered with NaaM.
- They are also members of the Local Managing Committee. An alumnus, Mr. Shalin Divatia, is now appointed by the SVKM to mentor NM College.



- College along with NaaM has initiated the practice of a **Student Felicitation** programme where deserving and needy students are awarded. They also felicitate retiring teaching and non-teaching staff for the meritorious work done by them.
- The college has strived to maintain an integral bond with its former students and faculties through yearly **Reunions**
- College invites ex-students and former faculty for guest lectures, as panellists for entrepreneurship debates and competitions, as speakers and evaluators for refresher courses/ special teacher training programmes/ faculty development programmes, as representatives from the industry, as chief guests on special occasions viz. Annual Day, Sports Day, College festivals – Umang & Drishti, Celebrations – Garba night, Satya Narayan Pooja etc.
- Throughout the Golden Jubilee Celebrations of college, alumni were invited to inaugurate the events and deliver keynote addresses. Many of our alumni are invited to grace occasions like orientation programme, Umang, Annual Sports Day and College Annual Day.
- A notable achievement is that our alumnus and currently faculty at NM, Mr. Amogh Gothaskar has mentored and trained four of our students to participate and reach the final round at Wharton High School Asset Management Competition, 2014-15 organised by the Wharton School, University of Pennsylvania, U.S.A. These students were sponsored by Mr. Nirmal Jain, also an alumnus of our college.
- College also invites its former faculty as guest speakers and visiting faculty in current academic sessions. Some former faculty are invited as evaluators and resource persons in refresher courses.
- Some of our former faculty now hold positions of importance in our sister concerns. These faculty members have offered teaching assignments to a number of current staff members; staff members are also appointed on the panel of paper setters for School of Commerce and are invited regularly as moderators at the School of Economics at NMIMS University.



CRITERION VI: GOVERNANCE LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

The founder principal of the college was Dr. Gangadhar Gadgil (1964), a renowned economist, consumer activist, play writer, well known personality in the field of Marathi literature and recipient of the Sahitya Academy Award. He believed that the human mind is the fundamental resource of a nation and that colleges assume a significant role in the society as a vibrant and innovative Centre for education and fertile moulding ground for the formation of students' personalities. He often said that, "Everything has to be built from the bottom upwards. Routines and traditions have to be established and team spirit and loyalty have to be developed." He believed the college should work like a well-oiled machine for which rigorous teaching schedules and co-curricular and extra-curricular activities should be conducted, not only with enthusiasm but with efficiency.

Though the college has grown from 170 students in 1964 to 6200 students in 2015, the aspirations of our founders hold true even today.

VISION:

- To be a vibrant and innovative institution providing affordable quality education, while equipping students with knowledge and skills in their chosen career.
- To inculcate values and provide opportunities to realize their potential and hidden talents, thus making them capable to be leaders in their field of work, sensitive entrepreneurs and above all good human beings.

MISSION:

To impart **Excellence in Education** through quality teaching, academic environment, state-of-art infrastructure and academic-industry relations and thus preparing young minds for imbibing knowledge, skills and sensitivity for well-being of the society.



OBJECTIVES:

- Impart education of the highest standard through value based holistic teaching and learning by integrating traditional and innovative practices.
- Create a platform for students to explore their creative potential and nurturing the spirit of entrepreneurship and critical thinking
- Inculcate a strong belief in hard work and core values of gender equality, human rights and ecology in order to make them socially responsible citizens.
- Equip students with the skills needed to adapt better to the changing global scenario and gain access to multiple career opportunities.
- Provide inclusive education by making it accessible to all sections of society.
- To maintain and promote quality, transparency, compliance and sustainability in governance and service delivery.



The vision, mission and objectives of the institutions are communicated to the students, teachers, staff and other stakeholders through the following media.

- An annual prospectus, which is the initial interaction with the college, detailing the vision and mission. This is further elaborated in the Orientation programme and principal's address to students at the beginning of every academic year.
- An interactive and informative website (www.nmcollege.in) which facilitates the viewing and understanding of the essence of the College for the world at large. Etched in metal in form of boards, at the reception area for the common viewing within the College.



- Through practice in the day-to-day functioning of the institution in teaching, student development and transformation, administration and infrastructural facilities.
- Through staff and departmental meetings where stress is put on aligning the academic curriculum and staff efforts to the achievement of the vision. Further, pursuant to its objectives, in all activities which contribute to the motivation of its members such as training, development and health measures.
- Alumni meets, community outreach programmes and society interaction ensure the implicit communication of the vision of the College.
- Through media interaction in the form of interviews and public relations.
- It is also displayed at the strategic locations in the college.

Institution's Distinctive Characteristics:

Our College is a Gujarati linguistic minority college. 50% of the seats are reserved for this minority category. However the difference in the cut off mark in the open category and in this category is marginal. Students with academic excellence take pride in joining this college. Gujarat is considered as land of entrepreneurs. Hence to generate entrepreneur skills self-financing courses like BMS, BFA, BFM, B.Sc.(IT) have been started by the Management. Narsee Monjee College was ranked FIRST in Mumbai (amongst Non-Autonomous Commerce Colleges) & 7th in India amongst all the Commerce Colleges: India Today 30 May 2016.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

I) Top Management: Shri Vile Parle Kelavani Management (SVKM) is a very progressive Management. Most of our Top Management members are industrialists and businessmen. They are constantly gauging the changing needs of the industry and have been proactive in accordingly starting courses in this College. The Top Management has taken care that the programs offered are consistent with the vision and mission. The courses like BMS, BAF, BFM, B.Sc.(IT), M.Com. are deliberately chosen to make the students entrepreneurs/employable and to enable them to garner better career opportunities. SVKM has assigned a MENTOR to each college who takes care of the multi-dimensional growth of the college. The Management provides required infrastructure and financial support for enhancing and maintaining the quality. Formal and informal meetings with Principal and other employees are used to monitor the performance and assure the quality.

II) Principal: Principal has the prime responsibility to steer the performance of the faculty and the students. The Principal plays a vital role in designing



and implementation of the quality policy and plans, through a formula known as OFPRIM, where each alphabet stands for a function.

- 1) **Objectives:** This is an initial stage, where the Principal along with the IQAC Coordinator determines the objectives to be achieved by the college. Accordingly, objectives for each department and committee are determined. The expectations from the departments or the committees are made clear to the members of the department.
- 2) **Functions:** Once the objectives are defined, then the necessary supportive functions are defined. A plan for performing these functions is well prepared. Accordingly, the annual Academic Calendar of the college is prepared.
- 3) **Procedure:** The procedure for each of the functions is defined to avoid the subjectivity in the performance of the function.
- 4) **Roles:** The role of each of the employee is defined so as to avoid duplication of responsibility. This is a stage where responsibility is defined and required authority is delegated. Training to the teaching and non-teaching staff is imparted for understanding the responsibilities, expectations and their role.
- 5) **Institutional Support:** Support is essential to assure smooth functioning. The support includes financial and physical resources.
- 6) **Motivating and Monitoring:** This is an important function where the employees are motivated for quality performance. Monitoring is an essential function to assure the quality performance. Various monitoring techniques are developed for this purpose e.g. provision of monthly meetings and submission of reports, supervision, evaluation, getting feedback etc. Motivating and monitoring is a regular activity and for this the leadership is in constant touch with the staff. On the basis of the monitoring the necessary remedial action is taken.

III) Faculty: The role of faculty members is very important. The college has adopted democratic practice of management. The faculty contributes actively in designing the academic plan and its implementation as well. In monthly meetings, open discussions are carried out to offer everybody an equal opportunity to express their views and opinions. Best practices, essential changes, remedial measures etc. are suggested by them for improvement of the college functioning. Many of the faculty members are actively involved in various committees, and they contribute in the process of decision-making. The faculty members keep their performance in tune with the quality standards. **Following are the measures undertaken for effective planning and implementation of policies –**



- Local Managing committee meetings for assessing the development needs, providing essential requirements for development, determining the policies, and evaluation.
- Daily meetings of Principal with Vice-principals, and weekly meetings with the Librarian and Heads of departments for discussing the routine affairs.
- Meetings of all committees to discuss the progress, evaluate the performance and plan for the next stage.
- Meeting of all staff for monitoring the progress of all the committees.
- Dissemination of information to Students' Council, implementation of plans and collection of feedback

6.1.3 What is the involvement of the leadership in ensuring: • the policy statements and action plans for fulfilment of the stated mission • formulation of action plans for all operations and incorporation of the same into the institutional strategic plan • Interaction with stakeholders • Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders • Reinforcing the culture of excellence • Champion organizational change

- The leadership is involved in policy-making and its implementation. As earlier explained the college has adopted a formula OFPRIM, the leadership is in constant touch with the staff and the stakeholders.
- Meetings with the students and parents provide inputs for decision-making. The feedback complaints/suggestions received from the students are also considered while policies are formulated.
- Teachers and non-teaching staff have constant interaction with the students and the opinions are considered while policies are formulated.
- The members of IQAC and teachers visit various colleges and institutes for attending the conferences, seminars and workshops. These all receive innovative ideas from these colleges. These ideas are discussed in various meetings. The institutes receive inputs to be incorporated in the plans.
- The College management is dynamic and adopts changes as and when needed. We are sensitive to the changes in academics and industry, and accordingly we are constantly changing and improving. An informative and interactive college website, use of internet for college administration, use of ICT in teaching/learning process, office automation, automation of library, are few examples.
- The Management has provided **Blackboard technology** which is used in a phased manner to share learning/study material like power point



presentations, notes, etc. by the teachers, broadcast guest lectures to a larger audience and seek feedback from the students. In the future, the technology will be used extensively in teaching-learning processes to create e-learning opportunities by way of virtual classrooms.

- Continuous efforts are made to enhance the quality. The management is involved in this journey towards excellence.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

- The plans and policies are determined by the Top Management and accordingly the Principal and IQAC committee prepare the operational plans. There are regular meetings of all the committees to monitor and evaluate the performance as stated earlier.
- For the purpose of monitoring various ways are adopted. Daily class monitoring format, daily supervision for cleaning & sanitation, bio-metric attendance system, teaching completion reports, monthly meetings of various committees and staff meeting .Periodic meetings of IQAC, teachers' evaluation by HOD, formal and informal discussion with students and parents, feedback from the student etc. are some examples. These monitoring and evaluating efforts help us to bring improvements.
- IQAC reports are prepared and submitted. This exercise is also useful for us to take an overview of what we had decided and what we have achieved and also give us an opportunity to think of improvements and innovations.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

Top Management provides academic leadership in various ways –

- Achievements of the teachers are recognized and the teachers are felicitated
- Teachers' Orientation Programme and teachers' training programme are organized
- Staff academy – A forum for academic discussions
- Training of ICT to teachers
- Laptop is provided to every teacher
- encouraging the teachers to participate in research activities
- Encouraging teachers to participate in seminars, conferences and workshops
- Every attempt is made by management to maintain congenial relationship among the staff members



6.1.6 How does the college groom leadership at various levels?

The college believes and practices decentralization of leadership. We have a hierarchy of the TOP management followed by Local Management Committee (LMC), Head of the departments, and Office Superintendent. The leaders of TOP management extend freedom to Local Management Committee to frame and implement administrative policies of the college. The Top management gives suggestions and advice only in exceptional cases. The leaders of TOP management believe in —Management by Exceptionl policy. The authority flows from TOP management to the bottom while the responsibility flows from bottom to top. At college staff level also leadership is developed by way of decentralization of authority. Various student and staff committees are appointed for various functions, which are guided by a faculty. The college believes in imbibing leadership skills on students through volunteer ship. Students volunteer to organize inter collegiate festivals such as UMANG and DRISHTI. In each and every program organized by college; student volunteers are encouraged to actively participate and manage the event. The student event managers are felicitated at annual prize distribution function.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The authority and accountability in the institution flows top to bottom. The Principal is the administrative head of the college. The faculty forms academic units and are headed by the head of department. The office superintendent is the executive head of the administrative unit. The vice-principal is also assigned with specified responsibility and authority by the Principal. The departments function under the head of departments to whom authority is delegated regarding academic matters. The functions of the college are performed through various curricular and co-curricular committees and an authority is delegated to the committee co-coordinator to plan their activities



as per the OFPRIM formula. The required autonomy is given at all levels. Teachers are given freedom to organize guest lectures, to select and purchase books for library, to arrange the field visits, to select the topics of projects to be assigned to the students etc.

6.1.8 Does the college promote a culture of participative management? If yes, indicate the levels of participative management.

Narsee Monjee College of Commerce and Economics has always maintained an organizational culture, which encourages participative management. At each level of the hierarchy, the flow of authority and responsibility has been defined. The major administrative decisions are made through meetings in which the concerned person has a freedom to express his/her opinion and views. All stakeholders of this institution such as teachers, parents, students, and non-teaching staff have a right to express their views in these meetings. In addition, the students can even drop their suggestions in the suggestion box. The institution accordingly makes changes in its policies on the basis of suggestions sought from the stakeholders. Few Teachers represent the college teaching staff in the local management committee. The non-teaching members are also a part of LOCAL MANAGING COMMITTEE (LMC.) All staff members participate in the management of the college through the membership in various committees. The general secretary of the students' council and representatives of alumni are also members of IQAC.

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the college has accepted the policy of providing —Quality education with equity by way of improving the learners' achievements through continuously upgrading the quality of all aspects of human and other resources and support by way of constant self-evaluation and action planning. There are following aspects of the policy –

- a) Quality Education:** The quality education is the most important aspect of the policy. The institute achieves the quality education through qualified teachers, ICT based teaching, best methodology, remedial coaching, field visits, practicals and projects etc.
- b) Improving learners' achievement:** Learners are provided opportunity to participate in the process of development through NSS, Sports, Cultural activities, Group discussions, Seminars, Tutorials, Event management, Preparation for competitive exams etc.
- c) Upgrading the quality of Human Resources:** Various orientation and training programmes are arranged to upgrade the quality of the teachers. The



teachers are encouraged to undertake research and other self-development programmes.

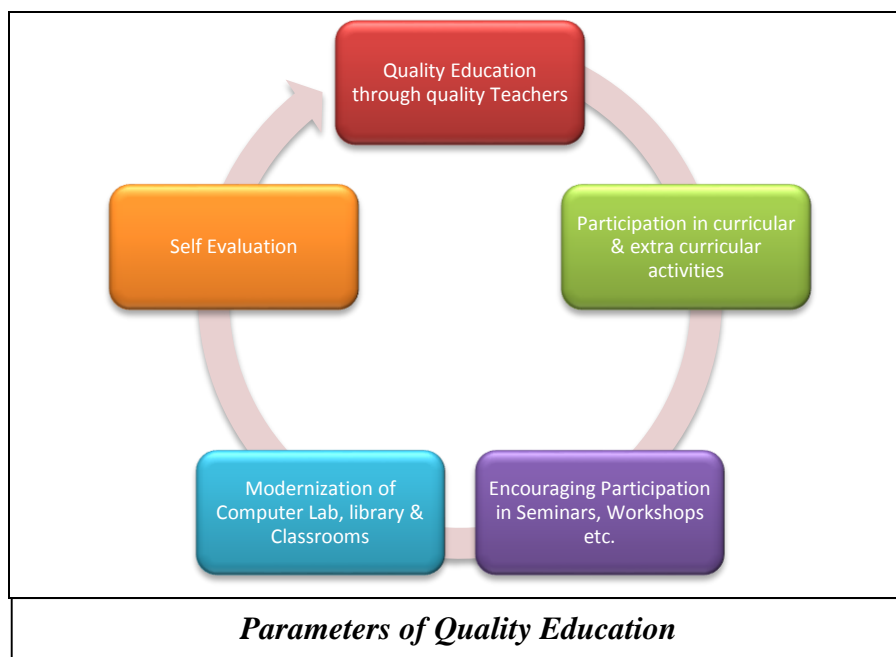
d) Upgrading the quality of other resources and facilities : Automation of library and office, electronic attendance, automatized communication with parents through emails, upgradation of computer laboratories, use of ICT in classroom, college website, availability of clean drinking water, washrooms, canteen etc., are few examples through which better facilities are provided to the stakeholders.

e) Quality improvements through self-evaluation:

Evaluation is used to know our strengths and weaknesses and to bring necessary changes in the plans and programmes. The institute uses the following ways for evaluation:

- i. Teachers’ evaluation –
 - a) Through students’ feedback
 - b) Through self-assessment forms
 - c) Through analysis of university examination results
- ii. Suggestion box – used as instruments of evaluation and improvement

IQAC members direct, review and monitor the quality policy. The quality policy is developed, driven, deployed and reviewed by the IQAC, the recommendations are placed in the LMC meeting and for appropriate consent and financial provision they are routed through the Governing Body of the SVKM.





6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The College undertakes multi-dimensional perspective planning that is reflected in its teaching, learning, infrastructure development plans, students' and administrative development. The perspective planning emanates at the College level under the leadership of the Principal and deliberated for decision at the management level in the Governing Body of the College and deliberated at the college level in the leadership of the Principal.

After detailed discussion with the IQAC, the review of the perspective plan is undertaken in the meetings of the management, teachers, administrative staff and students before drafting a final plan. The aspects considered for inclusion in the plan are as follows:

- Introduction of new courses.
- Digitization of old Manuscripts.
- Creation of internet facility in the entire college building for the students and staff members.
- Promotion of extensive use of ICT in all academic and administrative Transactions.
- Awareness campaigns for fire safety, addressing gender issues and aligning our activities with social needs.
- Increasing the funding outlay for research by applying for research Projects
- Encouraging greater interaction with researchers and experts by organizing guest lecture Series.
- Encouraging greater participation by alumni
- Introducing certificate / short term courses.



Dimensions of Perspective Plans



6.2.3 Describe the internal organizational structure and decision making processes.

The authority is decentralized at all the levels with a view to strengthen the activity, but every designation reports to the Principal. Narsee Monjee College of Commerce and Economics is run by its parent body Shri Vile Parle Kelavani Mandal. SVKM is headed by the President who is assisted by the other office bearers, the Managing Committee and the Executive Committee.

Local Managing Committee (LMC) is established as per the provision U/s 85 of the Maharashtra Universities Act, 1994. The Chairman is the Principal of the college. Four members are nominated by the management; three teachers and one non-teaching staff representative are the other members. The committee meets at least twice a year or as per the need of the college. Local level policies are decided by the committee. Appointments, confirmation of the staff, financial aspects, disciplines, evaluation of various activities in the college etc. are the issues are dealt with the LMC.

Principal: Principal is the head of the institution and is responsible for all activities in the college. He provides academic and administrative leadership and is responsible for building the institute's public image.

Vice-principal: Principal is assisted by the Vice-principals. The Principal delegates the authority related to routine matters and the Vice Principals take relevant decisions related to their responsibilities.

Head of Department: The head of the department, takes decisions regarding the distribution of workload in the department, and carrying out various curricular and co-curricular activities in the department.

Office Superintendent: Office Superintendent is the head of the office. He is assisted by the office staff. The responsibility of the Office Superintendent includes providing smooth and timely services to the students and staff. He is responsible for maintaining the records. He makes the decisions related to his responsibilities.

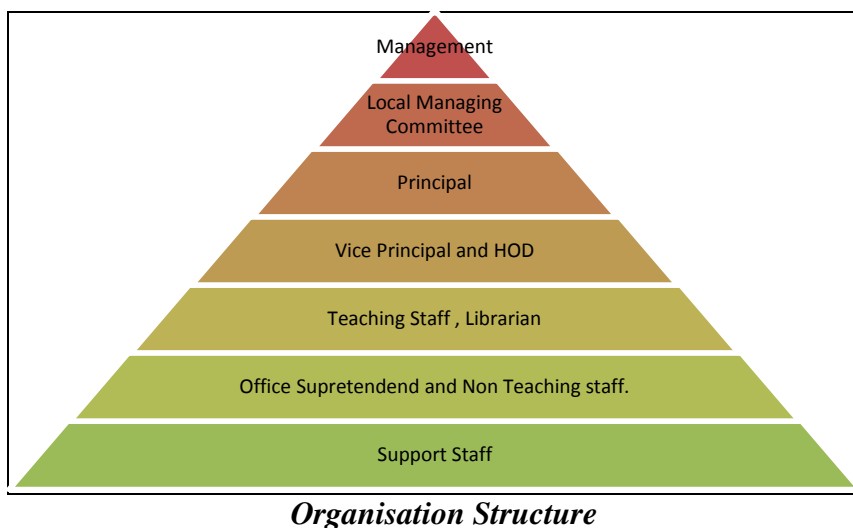
Librarian: Librarian is head of the library. Ensuring availability of the books, journals and other study materials needed for the teachers, students and the researchers is the prime responsibility of librarian and her staff. The librarian takes the decisions related to her routine functions.

Students' Council: Students' council is a partly elected and partly nominated body established as per the section 40 of Maharashtra Universities Act 1994. The council is headed by the Principal. General Secretary is elected by student representatives from them.



IQAC Coordinator: Internal Quality Assurance Cell is a body which looks after the quality of the various activities in the college. Decisions related to monitoring of performance and taking remedial measures are made by the coordinator of the cell after deliberating the matters in the IQAC meetings.

Convener of a Committee: There are different committees appointed for various activities. The convener of a committee makes activity specific decisions and is responsible for various activities of the committee.



6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following-Teaching and learning-

The college has kept its vision, mission and goals in focus while developing its quality improvement strategies.

i) Teaching and Learning: Teaching and learning constitute a major part in education process. The college believes that the objectives could be achieved well through improving the quality of teaching and learning. We have taken following steps in this regard –

a) For teaching

- Encouragement to the teachers to participate in seminars, conferences, and workshops through the provision of duty leave, TA and DA.
- Encouraging teachers for active participation in research through writing of research papers,undertaking major and minor research projects,undertaking research leading to Ph.D.degree.
- Enriching the facilities like library, reading room, Internet etc.
- arranging guest lectures.
- Recognising teachers by felicitating them for their achievements.
- Recruitment of qualified staff

b) For learning

- Improving the attendance in the class
- Teaching, evaluation and remedial teaching



- Encouraging participating and managing the events in the college
- Efforts for physical and mental fitness through sports and with the help of a counsellor.
- Encouraging the students for participating in research competitions by writing research papers
- Improving facilities in reading hall of the library.
- Felicitating the best achievers
- □Facilities for Career-oriented courses
- Provision for all round development through various activities like NSS ,Sports, cultural activities, etc.
- Provision of well-equipped computer laboratories.

ii) Research and Development

Research is supposed to be essential for the development of any nation in general. It is helpful to develop the teachers' quality in college. We have adopted a strategy to improve the quality of research.

- Teachers and students are encouraged to participate in active research and are provided TA/DA, study leaves, F.I.P. etc.
- Well-equipped Computer laboratory with Internet facility
- Well- developed library and access to other libraries

For the same purpose the college has subscribed to various e-resources to provide the researchers easy access to online journals and books.

iii) Community Engagement:

The college has adopted a multi-dimensional strategy in respect of community engagement. The college encourages the staff and the students to participate in social activities. Good number of teachers and students are involved in social activities through NSS, cultural programs etc.

1. On the occasion of Golden Jubilee year 2014-15,N M College had organized "SANKALP- Pledge for better tomorrow" a week of social activity
2. Road Security Awareness Programme in collaboration with RTO
3. Our students have actively participated in a march to create awareness regarding AIDS (Red Ribbon).
4. Help to police department to maintain discipline during Ganesh festival
5. College organizes Blood Donation Camp in collaboration with Mahtma Phule Blood Bank,.
6. Thalassaemia checkup camps are organized in collaboration with C.B Patel research Centre.

iv) Human Resource Management

The college takes all care to develop its Human Resources and keep them contented.



- 1) To improve the quality of the teaching staff they are encouraged to undertake research.
- 2) Great care is taken to strengthen the interpersonal relationships by way of interweaving the staff in various committees.
- 3) The management offers a group medical insurance to its employees thus taking care of their well-being.
- 4) EPF and other rules of employment are followed strictly to offer the benefits to the staff.
- 5) Achievements of the staff are recognized and they are properly felicitated.

v) Industry interaction:

Our college is a Commerce college and runs the courses in commerce, management and I.T. for which the interaction with the industry is very essential for enhancing the quality of teaching and learning. Various industries are visited by our students for completion of projects. Industrial visits are organized to impart practical knowledge. Industrialists and businessmen are invited in the college to set an ideal in front of the students. The college helps the students to get access to various industries for completion of their projects and research.

6.2.5 How does the Head of the institution ensure that adequate Information (from feedback and personal contacts etc.) is available For the top management and the stakeholders, to review the Activities of the institution?

The Principal through the assistance of academic and administrative heads ensures that adequate and systematic information is available for the top management and the stakeholders to review the activities of the institution. The College compiles its monthly report covering all aspects and areas of the College. The same is circulated among the members of the management and is also uploaded on the College website for other stakeholders including general public. Financial information is provided in different customized accounting formats through SAP system besides statutory accounting formats for better analysis by the finance committee and management. Students' database is maintained through a SAP system from where customized information is generated for the management. The College uses SAP for the purpose of maintaining records of attendance. The annual report provides information to the management regarding the number of admissions, cut-off percentages, analysis of the result of students' assessment for the review and analysis of the management. Similarly infrastructural development reports are also presented at regular intervals to the management. The Mentor is a vital link of communication between SVKM and the day to day functioning of the college.



6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The objectives of the institution are communicated to the faculty and administrative staff through meetings. The deployment of employees at all levels is based on rules, regulations, statutes and resolutions of different bodies of the institutions. Apart from that, deployment is done as per the requirements of the internal management of the College. The decentralized nature of management ensures contribution of every individual employee to institutional development. Academic development is dealt with by members of faculty. Financial support is provided to create develop and maintain extra infrastructure and administrative support is provided to fill vacant positions

Heads of Departments Meetings: A continuous dialogue with the Heads of Departments greatly contributes to the effectiveness and efficiency of the institutional processes. Developmental issues are discussed in departmental meetings and implemented.

Formation of various Committees for the Effective and Successful Implementation of an Event or Process: The committee pattern of internal management takes care of participation and accountability of individual employee of the College. The reports gathered in the meetings of Heads of Department create a database.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The management through the Management Council (Office Bearers) that meets on a weekly basis chalks out policies and resolutions for the smooth functioning of the institutions under the SVKM umbrella. Some of the salient resolutions passed recently at the said meetings are enlisted below-

- Approved appointments for self-finance courses
- Common policies have been put in place regarding attendance of students that are consistent with the University norms. These provisions are a part of the SAP software that manages student attendance records.
- Approval of Document Management System for scanning and preservation of important records.
- Appointment of staff for monitoring the maintenance and repair work at the college.
- Group medical policy for Teaching and Non-Teaching staff has been introduced by the management for the staff.
- Financial and infrastructural support is provided for extra- and co-curricular events of both self-financed and aided courses.



6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If yes, what are the efforts made by the institution in obtaining autonomy?

Yes the affiliating university does make a provision for granting autonomy. At present, the college is not planning on obtaining autonomy.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analysis the nature of grievances for promoting better stakeholder relationship?

The College has several effective platforms where grievances are heard from teachers, employees, parents or students. These are listed below-

Local Managing Committee which has members of both teaching and non-teaching staff.

Student Feedback is collected and the data is analyzed. Steps are then taken to resolve problem areas.

Gymkhana Managing Council deals with complaints and grievances, if any related to sports, Annual Social and other cultural activities.

Examination Cell looks into evaluation related grievances

Students' Council looks into students' problems.

Women Development Cell looks into issues related to sexual harassment of women. Separate Grievance Redressal Cells are in place for both the students and staff. They address issues that are brought to their notice so as to promote timely ramification and so far, no serious or grave grievances have been encountered.

Anti-ragging committee is established in the college. Ragging is a cognizable offence under the law. **Anti-ragging committee** is appointed in the college. The list of its members and its functions are displayed at the strategic locations of the college. However not a single case of ragging is reported so far.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No.



6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If yes, ‘what was the outcome and response of the institution to such an effort?’

There is a formal mechanism adopted for getting and analyzing students’ feedback on institutional performance. The feedback is categorized in following categories.

a) Feedback regarding subject teacher

The students give their feedback regarding the overall performance of the teacher, which is analysed and communicated to the teacher along with certain suggestions for improvement.

b) Feedback regarding library: The students give the feedback regarding the services rendered by the library.

The responses received from the student are analysed and remedial measures are taken by the concerned committee.

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

Education is an open system. Only constant thing is Change. The rate of change and the range of change affect this open system tremendously. The Teacher as one of the main components has to gear up to accept the challenges posed by this open system. As a result of which, learning has become a never ending process.

Unfortunately degrees do not have an expiry date. Also Degree College teachers do not require any teaching profession qualification to join as a Teacher in Degree College unlike their Counter Parts in Junior College and Schools. Therefore Professional Development of the teachers is one of the thrust areas of SVKM Management.

The Role of a Teacher applies to three major areas i.e Academics, Research and Extension.

A) In Academics, it comprises;

1) The Information Provider

- The Faculty members are required to attend the workshops , organized by the University of Mumbai, after the revision of the curriculum of their respective subjects.
- A variety of E-resources are made available to the faculty members as mentioned below.



The college has added necessary hardware and software to equip more classrooms and laboratories with ICT facilities.

- Each full-time faculty of the college is provided with a laptop and a VGA cable for projection on the class board.
- Projector- enabled class rooms
- One of the best libraries in comparison to other colleges affiliated to the University of Mumbai.
- Satisfactory Computer student ratio.
- The UGC network resource center with five PC terminals is available free of charge for accessing databases, OPAC, and Internet.
- Library has an institutional membership of British Council, Indian Commerce Association, and Maharashtra Economic Council.
- Direct access to several databases related to online journals, company data, laws, eBooks, etc useful for studies, projects and exercises from <http://ezproxy.svkm.ac.in:20048/login>
- Scanning and Printing facilities for teachers
- Smart classrooms
- The important lecture notes are sent to the students on their emails through the Google groups.

The following databases are accessible from the UGC Network Resource Centre as well as from your own computer.

N-List	Pro Quest Central	EBCSOhost
ISI Emerging Markets	CEIC	Manupatra
ASTM	CMIE: Economic Outlook	McGraw-Hill
Frost & Sullivan	Cabell's Directory	Indiastat
JSTOR	Science Direct	IEE + POP
WestLaw	TVADINDEX	E-brary
Capitaline	WARC	Pearson E-books
ASCE	Springer (Mech. Engineering)	ASME

- Two well-equipped computer laboratories with 80 computers enhance the learning process and enable the proper conduct of the University prescribed courses. Dedicated lease line for Internet connectivity. Our labs include PCs for students and one projector PC. All our PCs run Microsoft Windows 8, including the Microsoft Office Suite, Internet Explorer, Mozilla Firefox, Adobe Acrobat Reader, and various media players. Our machines also feature Dual Boot Systems with Linux and we have various software,



- which are required for Teaching Learning Process. Lab is equipped with wireless Internet access and a printer is included in each room.
- Some highlights and features of our computer labs include:
 - 4064 bits high quality LED monitors PCs in each Lab
 - All latest licensed version software like Visual Studio, Oracle, Java Net beans etc.
 - Fluorescent and incandescent lighting with clearly marked controls
 - Hard writing surfaces for easier note taking
 - Whiteboard, flip chart and markers
 - Comfortable, ergonomic seating
 - High quality ACs for continuous cooling
 - College has the separate IT helpdesk for all installation and maintenance work.

A series of Guest Lectures is organised throughout the year, by the College, where experts in the various fields are invited to interact with the faculty members as well as the students. This interaction helps faculty members understand the practical aspects of subject thus empowering them to bridge the gap between the theory and practice .

- Teachers along with traditional method of teaching of chalk and board , use Case Studies, Role Play, Management Games, Multi Media to develop the interest in the subject. Projectors in each classroom, Wi-Fi enabled campus makes difference to teaching and learning.
- Teachers are encouraged to take up membership in professional bodies at state and national level like ICAI (Institute of Chartered Accountants of India), ICWAI (Institute of Cost and Works Accountant of India)
- Teachers are encouraged to conduct Guest lectures in other educational institutions.

2) **The Assessor/ Evaluator**

The Teachers are encouraged to take up assignments at Pre-Conduct, Conduct and Post-Conduct stage. At pre-conduct stage, teachers work as Paper Setter, at Conduct stage as Invigilators, members of Flying Squad and at post-conduct stage as Examiner, Moderator or CAP Coordinator at Examinations conducted by University and as a Moderator at examinations conducted by other colleges too. Some teachers have worked as members of Local Inquiry Committee for other colleges, appointed by University Of Mumbai. Duty Leave is granted for the same.

3) **The Planner**

The Teachers prepare Academic calendar, calendar for co-curricular and extra-curricular activities at the beginning of Academic Year. The



Teachers are encouraged to become a part of Syllabus Framing Committee and Board of Studies of University of Mumbai.

4) **The Resource Developer**

The Teachers are encouraged to author/co-author books. The teachers also prepare and use power point presentations.

5) **The Facilitator**

Education is the act or process of imparting or acquiring general knowledge, developing the powers of reasoning and judgment and generally of preparing oneself or others intellectually for matured life. The teacher, in addition to teaching the regular syllabi, also are in charge of various co-curricular and extra-curricular activities to develop multiple facets of their personalities.

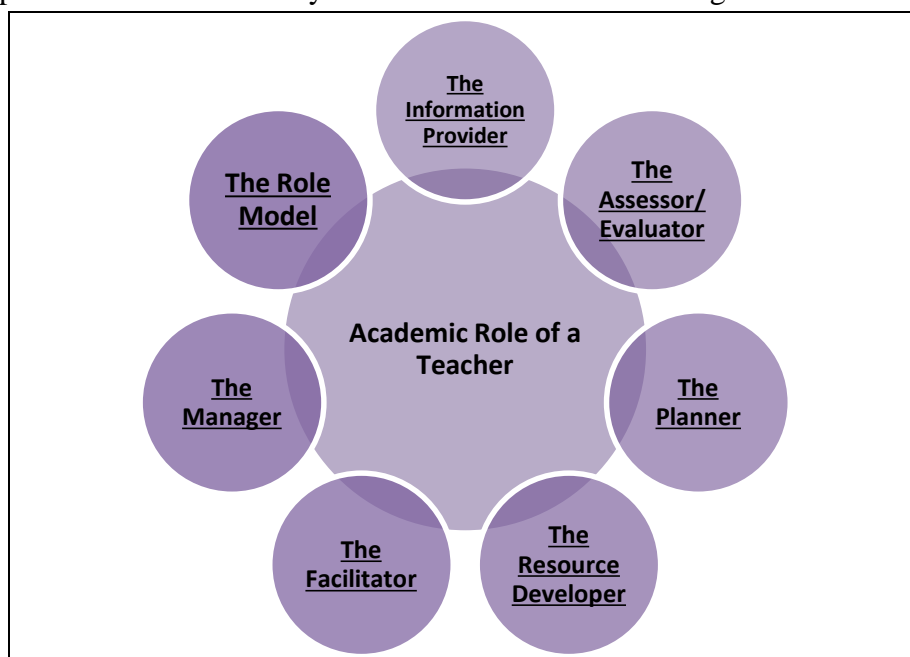
6) **The Manager**

As an educational manager, teachers take up responsibilities of Institutional Governance like Convener of Committees, In Charge of Associations, Vice-Principal, IQAC Coordinator , Course Coordinator etc.

7) **The Role Model**

A role model is someone we admire and someone we aspire to be like. We learn through them, through their commitment to excellence and through their ability to make us realize our own personal development. We look to them for advice and guidance. Some of our most influential and life-changing role models are teachers.

Some of the teachers from the department of Commerce and the department of Accountancy were the students of our college.



Academic Role of a Teacher



B) In Research, it includes ;

- 1) Submitting a Thesis leading to a Ph.D. degree
- 2) Submitting a Dissertation leading to M.Phil. or any other equivalent degree
- 3) Submitting Minor/Major Research Projects
- 4) Submitting a Research Paper.

- The faculty members are encouraged to pursue Ph. D. M. Phil. or any other Post PG course at reputed Institutes of Research and avail the scheme of FIP of the UGC wherever required.
- The college also encourages teachers to submit research proposals to funding agencies.

C) In Extension, it can be identified as social service rendered to the society. As an Extension activity, teachers are supported to serve community to imbibe values of National Integration, secularism, democracy socialism, humanism, peace, scientific temper, flood or draught relief, small family norms etc. Teachers give financial help for education of the underprivileged students of the college as well as outside the college. Teachers accept teaching assignments for the children studying in a school and staying in an orphanage.

To develop the cognitive, affective and psychomotor aspect of the personality of the teachers various workshops are organised by the Institution as mentioned below:

- training of SAP for Admission Process
- training in SPSS
- Soft Skills

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The Strategy is the Plan of Action to achieve the long term goal of the mission and objectives of the College. Teacher Education is a continuous process.

- 1) **Training:** Newly appointed teachers are trained by the Head of the Department in terms of teaching methods, class control, discipline, method to set balanced quality Question Paper, quality assessment resulting into justice to performance of the student etc. A One Week 'Orientation Course' is organized by Management for newly appointed teachers. Staff members' initiative to organize In-House training Programmes for teaching as well as non-teaching staff is encouraged by the Institution.

**Table No 6.3.2.1**

A Table Showing Yearwise Faculty Development Programmes organised by the College:

2015-2016	2014-2015	2013-2014	2012-2013
<p>The IQAC organised a workshop in association with the University of Mumbai on 'API for College Teachers'. This benefitted teachers from our college as well as from other colleges.</p>	<p>A seven day workshop on 'Soft Skills : A key to Professional Excellence' was organised by the College from 1st June to 7th June 2014 in order to equip the teaching faculty with requisite soft skills to facilitate the teaching-learning process by improving the quality of presenting and imparting knowledge and analytical ability. Sixteen faculty members including library staff participated in the workshop.</p>	<p>A Database Orientation Session was organised by the SVKM Management on 30th July 2013 which will help teachers in academics as well Research work.</p>	<p>The Department of Business Communication conducted a Symposium on 'Business Ethics', a newly introduced module at the FYBCOM level on 23rd June 2012. Inhouse teachers as well as teachers from nearby colleges affiliated to University of Mumbai participated.</p>
<p>Faculty across courses are relieved to enable them to attend Refresher Courses /Orientation Programmes/Summer School/Winter School/ Short term Courses / Faculty Development Programmes etc.</p> <p>Refresher Course in Commerce on "Make In India Policy: Impact on Indian Business" was conducted under UGC Human</p>	<p>A one day workshop on 'Mindfulness at Work' was organised by the College on 30th January 2015 for Teaching and Non Teaching staff of SVKM Institutions and nearby colleges.</p>	<p>Two Days workshop on the use of SPSS package on 9th and 11th August 2013 for teachers.</p>	<p>Refresher Course in Commerce on 'Inclusive Growth: Issues, Opportunities and Challenges' on behalf of University Grants Commission-Academic Staff College, University of Mumbai from 8th October 2012 to 27th October 2012.</p>



Resource Development Centre, University of Mumbai.			
An informative session on “Budget Analysis-2016” was organised for the teaching and non-teaching staff on 9 th March 2016	The Department of Business Law organised a One day workshop to discuss the Syllabus and Inclusion of Companies Act 2013 on 5 th February 2015.	A one day workshop on Revised Question Paper Pattern for TYBMS Semester V on 29 th July 2013.	A half day workshop on ‘Academic Performance Indicators’ jointly with J M Patel College of Commerce, Mumbai on 8 th October 2012.
A three phased workshop on Time & Stress Management, Office Administration and Business Communication for the non-teaching staff was conducted. Soft skill induction programs for new appointees.		A One Day seminar on ‘Status of Women : Inside families and Outside’ on 15 th February 2014 wherein inhouse teachers as well as teachers from nearby colleges, affiliated to University of Mumbai participated.	A half Day seminar on ‘Implications of the Credit Based Grading System’ on 7 th February 2013 wherein inhouse teachers as well as teachers from nearby colleges, affiliated to University of Mumbai participated.

- 2) **Retraining** :The college sends its teachers for Refresher and Orientation programmes that are conducted by the Academic Staff Colleges (ASC)of various universities. These teachers are given duty leave by the College.

Table No 6.3.2.2

A Table showing yearwise participation of the Faculty Members in Refresher Courses organized by Academic Staff College.

2015-2016	2014-2015	2013-2014	2012-2013
Prof. Sunil Kadam attended a Summer School in research methodology at SIBACA, Lonavala, Pune University from	Prof. CA Savita Desai participated in Refresher Course organised by R.A Podar College, Mumbai	Prof. Leena Nair participated in Refresher Course in ‘Application of Mathematics and Statistics’ from 20 th	Prof. Ameer Vora participated in Refresher Course in ‘Business Studies’ from 26 th December



11 th to 31 st May 2015.	from 9 th February to 28 th February 2015.	November 2013 to 10 th December 2013 at Academic Staff College, University of Mumbai.	2012 to 15 th January 2013 at Academic Staff College, University of Mumbai.
Prof. Sunil Kadam completed Refresher Course in Information and Communication Technology (ICT) at Rani Durgadevi Vishwavidyalay, Jabalpur, M.P. from 16 th Nov to 5 th Dec 2015.	Dr. Mrs Vandana Misra participated in the Refresher course organised by UGC Academic Staff College, and Department of Mathematics of SBP Pune University in the subject of Mathematics from 3 rd November 2014 to 22 nd November 2014	Dr. Vandana Misra participated in Orientation Course from 15 th January to 21 st January 2014 at Empanelled Training Institute, Ahmednagar.	Prof. Kedar Bhide participated in Refresher Course in 'Business Studies' from 26 th December 2012 to 15 th January 2013 at Academic Staff College, University of Mumbai.
Prof. Geeta Desai completed Refresher Course in Information and Communication Technology (ICT) at Rani Durgadevi Vishwavidyalay, Jabalpur, M.P. from 16 th Nov to 5 th Dec 2015.	Dr Ritika Khurana participated in Orientation Programme at UGC Academic Staff College, Lucknow from 1 st November 2014 to 29 th November 2014.	Prof. Shashi Surana participated in Refresher Course in 'Journalism and Media Studies' from 2 nd December to 21 st December 2013 at Academic Staff College, University of Mumbai.	
Prof. Deepa Chitnis completed Refresher Course in Commerce and Business Studies at Rani Durgadevi Vishwavidyalay, Jabalpur, M.P. from 9 th to 30 th May 2015.	Prof Renuka Mangtani participated in Orientation Programme in 'Business Studies' from 28 th October to 25 th November 2014 at Academic Staff College, University of Mumbai.	Prof. Deepa Chitnis participated in Orientation Course from 16 th January to 12 th February 2014 at Academic Staff College, University of Mumbai.	
Prof. Ritika Khurana			



completed refresher course in Research Methodology organised by the Academic Staff College, Lucknow University from 1 st to 23 rd Feb 2016.			
Prof. Harish Sharma attended a Summer School organised by Savitribai Phule University, Pune in association with KTHM College in Nasik from 6 th to 26 th May 2015.			
Prof. Deepa Surve attended a Summer School organised by Savitribai Phule University, Pune in association with KTHM College in Nasik from 6 th to 26 th May 2015.			
Prof. Jennifer Dsouza Kadam completed Refresher Course in Information and Communication Technology (ICT) at Sant Gadge Baba Amravati University, Amravati from 14 th Sept to 5 th Oct 2015.			

3) **Motivation:** The Faculty Members getting their P.hd degree are felicitated by giving a memento.

At the end of every month, the Achievements of the Teachers are informed to the Management. The achievements are also published in the Magazine of the College 'Young Endeavor' and in the magazine of SVKM Management as well.



6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

There are two major purposes of conducting Performance Appraisal. One purpose is to provide information about work performance which is required for administrative actions like promotions of the staff and increment in salary. The other major purpose of conducting performance appraisal is to provide feedback about their work performance based on the standards established in the job description. Constructive feedback always helps individual to progress further on the path of her career.

N M College being a College affiliated to University of Mumbai, follows an appraisal system called as 'Performance Based Assessment System' (PBAS) which is prescribed in the UGC Regulations of June 2009, for teaching staff. From the Academic Year 2014-15, instead of D2 which was a form for self-assessment, PBAS form is filled up for Self-Assessment. As per the format of PBAS, the 'Academic Performance Indicator' is calculated by teacher herself based on one's contribution in following areas as a Teacher;

- I – Teaching, Learning, Evaluation related activities (Max Score 125)
- II – Co-Curricular, Extension and Professional Development related activities (Maximum Score 25)
- III) – Research, Publications and Academic Contributions (No Maximum score specified)

The API score claimed by the staff is verified by the Head of the Department and then it is forwarded to Principal. Self-assessment D1 forms based on the proforma suggested by the UGC/University are also filled by the faculty members who are on probation at the end of every semester.

The feedback form as prescribed by UGC for teachers is obtained from students and data is analysed. After going through the remarks given by Head of the Department in the PBAS form and analysis of the feedback of the students, the strengths and weaknesses of the faculty are communicated individually to help overcome lacunae if any.

To assess the performance of the Non Teaching Staff, Appraisal Report is prepared by the Reporting Officer and then verified by the Principal. The Format is structured by the Management.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?



In case of newly joined teachers who are working in Probation Period, Performance Appraisal is strictly carried out before their services are continued further. In case of some teachers whose performance is not satisfactory but there is a scope for improvement, the probation period is extended to give them opportunity to work on their weaknesses and overcome their lacunae. In case where there is no scope for such improvement, then services are discontinued and new staff is appointed in the same place.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The college has constituted a Staff Grievance Cell to solve the grievances of all the staff members.

The College has also constituted the ‘ Staff Tea Club’ wherein interested staff members contribute fixed amount every month which is utilised to arrange beverages for the members of Tea Club during recess. Almost all the teachers are members of Staff Tea Club except couple of them.

During College examinations, to overcome the monotony of invigilation which spreads over from 7am to 2.30pm, beverages and biscuits are provided by the Management.

The management has also arranged for group medical insurance for the teaching as well as non teaching staff. The table below shows the staff members who have benefitted from the same.

MEDICLAIM		
Year\Staff	Teaching	Non teaching
2014-15	5	9
2015-16	4	12
total	9	21

On the occasion of major events like Inauguration of the Inter-collegiate festivals ‘Umang’,and Drishti , Annual Sports Day, College Annual Day , snacks/meals are provided to all the staff members.

The Management has made available Refrigerator, Microwave, Water Cooler and Water purifier for teaching as well as non- teaching staff.

Healthcare facilities are also arranged for the staff by the management.



Free health check- up is organised by Management for Teaching as well Non-Teaching members once in a year.

A sports and cultural festival is organised by SVKM Management for students, teaching and Non- Teaching staff members of all the Institutions of SVKM wherein they get opportunity to showcase their talents.

Teaching and non-teaching staff members can apply for the admission of their ward to any of the institutions of the SVKM management and many times their applications are considered favourably.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

This College is one of the best colleges affiliated to the University of Mumbai. The best students get attracted to join the Institution. Pay scales and other benefits to faculty members and non-teaching staff are paid by the state government on 100% basis as per UGC guidelines. The vacancies are advertised in National Newspaper. Teachers in self-financed courses are paid salaries as per the pay scale suggested by the government.

Personal Laptops, Wi-Fi enabled campus, Resourceful E Library and access to innumerable knowledge repositories ,air-conditioned Classrooms with Microphone and Projector facilitates are provided for teaching, learning and research .The encouraging and supportive management creates such Staff welfare facilities which play an important role in attracting and retaining eminent faculty. Also there are various Faculty Welfare Measures (please refer to 6.3.5) undertaken by the management.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The Financial resources of the college are managed jointly by the Principal and the Managing Committee. The financial accounts of the college are maintained using the SAP software.

The departments and the various committees of the college have the autonomy to draft their annual budget. These budgets are considered jointly by the Finance/Purchase Committee, Principal of the college, and the Management Committee as per the availability of funds. It is only after approval by the latter, that the departments/committees place orders for fulfilling their varied requirements. Proper procedure for purchases is adopted, by calling quotations



and making comparatives. A proper Finance and Purchase committee is in place to place orders of purchases.

The college prepares its budget in advance for the forthcoming financial year. The budget has both the components recurring and non-recurring expenses. The estimated budget goes through the Local Managing Committee (LMC) of the college. After the LMC passes the budget, it is put forward to the Finance and Accounts Committee of the College Management.

The College makes provisions in the annual budget for procurement, up-gradation, maintenance and purchase of accessories. At the same time, provisions are made in the budget for Annual Maintenance Contracts (AMC) for maintaining hardware, equipment etc.

Budgets provisions are made for various student related activities like students' participating in various college festivals, sports events etc.

Budgets provisions for the financial year 2015-16 have been made under the board heads as follows:

1. Salary and Allowances
2. Electricity Expenses
3. Repairs and Maintenance
4. Insurance
5. Internet and Web Expenses
6. Computer Maintenance, Software expenses
7. Advertisement
8. Printing and Stationary
9. Affiliation Expenses
10. Student Activities
11. Other Administrative Expenses

Caution Money and Library Deposit are collected from the student at the time of admission in the First Year. After the student passes his/her Third Year, the student is required to collect the caution money and library deposit. Unclaimed caution money and library deposit are forfeited after 3 years. The forfeited amount can be utilized for purchase of equipment, books etc.

	Balance as on 31.03.2015 Rs.)
Caution Money Forfeited (G/L 140320)	72352
Unclaimed Caution Money (G/L 135009)	255032
Unclaimed Library Deposit (140344)	506100

There has been a change in the policy of student refund from 2015-16 wherein reimbursements are credited to the students' bank account.



Examination Fee is collected from students during the time of admission. 25% of the total examination fees is required to be paid to the University of Mumbai. Balance amount is utilized by the college for the payment of examination remunerations, result processing, examination paper printing and other exam related activities. The balance during the Financial Year is transferred to College Examination Fund A/c. The College Examination fund can be utilized to purchase equipment like computers, printers to be used by the examination committee.

The total College examination fund (G/L 100009) year-wise for Degree College is given below:

(Amt in Rs.)		
Opening Balance as on 31.03.2010		3785363
Additions during the years		
2010-2011	416574	
2011-2012	1162272	
2012-2013	1834725	
2013-2014	2407520	
2014-2015	1109730	
2015-2016	1666421	
Closing Balance as on 31.03.2016		12382605

The proceeds from Sale of Prospectus are utilized for printing of college prospectus.

Year	2011-12	2012-13	2013-14	2014-15	2015-16
Sale of Prospectus (Amt in Rs.)	6,93,295	6,94,801	4,44,845	10,03,437	7,51,254
Cost of Prospectus Printing and Art Work (Amt in Rs.)	1,97,463	1,19,490	918	64,680	20,967

College spends the revenue under the different heads of fees exclusively for the purpose for which it is collected.

Gymkhana Fees collected is spent towards payment of student allowances, coach fees, hiring of grounds, organizing Annual Sports Days, Purchase of Gymkhana equipment etc.



Library Fees collected is spent towards purchase of Library Books, Periodicals, Subscription of magazines, Newspapers etc.

Extra-Curricular Activity fees collected is spent towards students participating in various college festivals.

A college Magazine fee is utilized for printing of college magazine, which is distributed to the students.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

1. College Audits are carried out by Internal and Statutory auditors as appointed by the Management
2. Internal auditing is done by May & Co on a half yearly basis; Method of accounting is on cash basis.
3. The last audit done was for the year ended 31.03.2015. Action has been taken on issues raised in the internal audit
4. A government audit is conducted as per instructions of government officer, namely
 - a) By the Office of Accountant General: Audit conducted till the year 2010-2011
 - b) By the Department of Higher Education Mumbai Region.: Audit conducted till 2010-2011
5. Hitherto there have been no major and minor audit objections.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major sources of institutional receipts/funding are fees from students, Grants-in-aid from the government. Deficits are taken care of by the Management. The salaries of aided staff of the college are met by Grant-in-Aid. We also get funds from the UGC for various developmental activities. Faculty members have received funds from the University of Mumbai or the UGC for minor research projects. The same are audited and utilization certificates are submitted to the University of Mumbai or UGC in their prescribed formats. There is no corpus fund available with the institution.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).



Attempts are always being made towards improving the infrastructure, facilities and library. The management arranges for the funding of such expenditure and any other eventuality as and when the need arises. College has submitted proposal to UGC under the XII Plan.

Starting of Self Finance Course like BMS, BAF,BFM & BSc IT also facilitates the securing of more funds.

Additional funds have been obtained from the following scheme:

Sr No	Name of Scheme	Grant Amount (Rs.)
1	UGC XI Plan: General Development Assistance Grant for Colleges	20,09,383
2	UGC XI Plan: Additional Financial Assistance	25,00,000
3	UGC XII Plan: General Development Assistance Grant for Colleges (on account of ad-hoc grant)	21,32,650
4	UGC Minor Research Projects	210000

Additional funds for the college festivals are secured through sponsorships. Accounts of the College Festivals 'Umang' – the College Cultural Festival and 'Drishti' – the College Management festival are audited by external auditor. Umang Festival is granted concession from the venue rental fees by the management however the Umang organizing team does pay Rs 2 lakhs towards the venue rental costs.

College Associations raise funds through sponsorships. All College Associations submit their audited accounts annually.

Following are the details of the funding received for deserving students from KPMG Ltd in the academic year 2014-15:

Name of college, period of scholarship												
SN	Name	Course	Year	New/ repeat	Graduating year	Parents' occupation	Annual income of parents	Other help	College fees	Books	Other expenses	Amount recommended
1	PATEL SUMIT	TYBCOM	2014-15	New	2014-15	CARPENTER	1,50,000/-	NO	Annual Fees Rs. 3,051/- Exam Fees	1200/-	Rs.5,000/-	Rs. 14,000/-



	JAYANTILAL								Rs. 1,320/- Rs. 2700/-			
2	KAVI TAMANGRO OPRASAD GUPTA	TYBC OM	201 4-15	New	2014- 15	FRUIT SELLER	80,000/ -	NO	Annual Fees Rs.4,371/-	1000/ -	Travel to College Rs.500/ pm	Rs. 18,000/-
									Exam Fees Rs. 1,320/- Rs. 2700/-	App Rs. 1000/ -	Other expense s Rs.100/-	
3	DARS HAN CHAN DRAK ANT JOSHI	TYBC OM	201 4-15	New	2014- 15	CLOT H BROK ER	1,78,70 0/-	NO	Annual Fees Rs.4,371/-	Rs. 600/-	Travellin g Rs.125/-	Rs. 15,000/-
									Exam Fees Rs. 1,320/- Rs. 2700/-	Rs. 800/-	Travellin g Rs.125/-	
										Rs. 1150/ -	Travellin g Rs.125/-	
										CA Final Fees Rs. 49,600/-		
4	KETA NBHIK HUBHAI WAG HELA	TYBC OM	201 4-15	New	2014- 15	WOR KER	78,000/ -	NO	Annual Fees Rs.4,371/-	All Book s Rs.13 00/-	Rs.6000/ -	Rs. 18,000/-
									Exam Fees Rs. 1,320/- Rs. 2700/-			
5	MANT HAN NITE NDRA ACHA RYA	SYBC OM	201 4-15	New	2015- 16	SERVI CE	1,68,00 0/-	NO	Annual Fees Rs.2,801/-	Rs. 800/-	Travellin g Rs. 2400/- pa	Rs. 11,600/-
									Exam Fees Rs. 1,320/-	SYBC OM Rs. 1000/ -		



6	PANCHAL KHUSHBOONARAYAN	FYBCOM	2014-15	New	2016-17	SERVICE	1,38,980/-	NO	Annual Fees Rs.3,421/-	Rs.1300/-	IPCC Classes Fees Rs. 27,500/-	Rs. 12,200/-
									Exam Fees Rs. 1,320/-		IPCC Registration fees Rs. 9000/-	
											Books Rs. 1000/-	
7	RAHUL JYANTIBHAI BHUVANA	FYBCOM	2014-15	New	2016-17	COOK	1,00,000/-	NO	Annual Fees Rs.3,421/-	Rs.2000/-	Rs.10,000/-	Rs. 16,000/-
									Exam Fees Rs. 1,320/-			
8	KRISHNABHARATI WAGHELA	TYBCOM	2014-15	New	2014-15	SERVICE	1,44,000/-	NO	Annual Fees Rs. 3,051/-	Rs.1200/-	Rs.2,000/-	Rs. 10,000/-
									Exam Fees Rs. 1,320/- Rs. 2700/-			
9	MISHRAJENDRAPATEL	TYBCOM	2014-15	New	2014-15	TAILOR	1,80,000/-	NO	Annual Fees Rs. 3,051/-	Rs.1200/-	Rs.3,000/-	Rs. 11,000/-
									Exam Fees Rs. 1,320/- Rs. 2700/-			
10	CHOTALI DARS HANAHARILAL	TYBCOM	2014-15	New	2014-15	SERVICE	60,000/-	NO	Annual Fees Rs. 3,051/-	Rs. 1200/-	Travelling Rs.5,000/-	Rs. 15,000/-
									Exam Fees Rs. 1,320/- Rs. 2700/-			
11	DARS	FYBCOM	201	New	2016-	CIVIL	1,80,00	NO	Annual	Rs.	Rs.	Rs.



	HNA MAHE SH TANK	OM	4-15		17	WOR K	0/-		Fees Rs.3,421/-	1,800 /-	6,000/-	12,000/-
									Exam Fees Rs. 1,320/-			
12	KAJO L NAVI NKU MAR VAJA NI	FYBC OM	201 4-15	New	2016- 17	CURR ENTL Y JOBL ESS & SEAR CHIN G JOB	96,000/ -	NO	Annual Fees Rs.3,421/-	Rs. 2,000 /-	Rs. 8,000/-	Rs. 15,000/-
									Exam Fees Rs. 1,320/-			
13	TITIK SHA RAVA L AJAY	FYBC OM	201 4-15	New	2016- 17	SERVI CE	96,000/ -	NO	Annual Fees Rs.3,421/-	Rs. 2,000 /-	Rs.8,000 /-	Rs. 16,000/-
									Exam Fees Rs. 1,320/-		Travellin g Rs.1,000 /-	
14	PANC HAL HASU MATI SHAI LESH KUMA R	FYBC OM	201 4-15	New	2016- 17	SERVI CE	98,400/ -	NO	Annual Fees Rs.3,421/-	Rs. 4,000 /-	Rs.4,000 /-	Rs. 15,000/-
									Exam Fees Rs. 1,320/-		Travellin g Rs.500/- PM	
15	JINAL N SOM AIYA	FYJC	201 4-15	New	2014- 15	DEAT H OF FATH ER	3,90,00 0/-	NO	Annual Fees Rs.35/-	Rs. 1,665 /-	Travellin g Rs.1000/ -	Rs. 16,000/-
									IT Fees Rs. 6,000/-			
16	POOJ A R ZAVE RI	FYJC	201 4-15	New	2014- 15	SERVI CE (PART TIME)	96,000/ -	NO	Annual Fees Rs.35/-	Rs. 1,665 /-	Rs.2,665 /-	Rs. 15,000/-
									IT Fees Rs. 6,000/-		Travellin g	



	MA MAHESH					OR						
9	RAVAL TITIKSH A AJAY	SYBCO M	2015- 16	New	2016- 17	SERV ICE	96000	NO	4121	4300	2500	10,921
10	PANCHA L HASUMA TI SHAILES HKUMAR	SYBCO M	2015- 16	New	2016- 17	SERI VCE	98400	NO	4121	4300	2500	10,921
11	ACHARY A MANTHA N NAYAN	TYBCO M	2015- 16	New	2015- 16	SERV ICE	180000	NO	4371	3500		7,871
12	KHOJA ARIF SHOUKA T	SYBMS	2015- 16	New	2016- 17	SHOP KEEP ER	250000	NO	14121	2000	6000	22,121
13	SONDAG AR PARESH NANDAB HI	FYBCO M	2015- 16	New	2017- 18	LABO UR	90000	NO	4741	850	600	6,191
14	CHAUHA N DEEP VINOD	FYBCO M	2015- 16	New	2017- 18	SERV ICE	120000	NO	4741	--	5000	9,741
15	RAJWAN SHI PAWAN VIKRAM	SYBCO M	2015- 16	New	2016- 17	COBB LER	150000	NO	4121	1000 0	2000	16,121
16	CHHEDA CHETAN PRAVIN	SYBCO M	2015- 16	New	2016- 17	RETAI L BUSI NESS	180000	NO	4121	1500	27000 4000	30,000
17	SHAH PRATIK RAJESH	TYBFM	2015- 16	New	2015- 16	--	--	NO	17671	--	--	17,671



18	DESAI DRISHTI SANJAY	TYBFM	2015- 16	New	2015- 16	--	--	NO	17671	--	6000	23,671
											Total	2,58,942

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to Quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, N.M. College has an IQAC which is in existence since 2004-05. Quality Assurance at N.M. College is the process whereby measures are established which ensure that outcomes of academic programs and activities are of a prescribed standard.

N.M. College Quality Assurance Policies define the direction the college will take in order to meet the needs of the youth of the society for quality Education. Also to provide the faculty and support staff the best possible environment to work forming a small society of honest citizens where peoples' beliefs and convictions grow by the day.

The Institutional policy for Quality Assurance Process starts much before students get enrolled at N.M. College. They are provided with Prospectus of all the Programmes and the admission guidelines (According to MU) at the time of admission.

An Admission Committee at the time of admission is formed to oversee the proceeding and planning at various stages of admission.

With regards to teaching and learning the aim of the Quality Assurance Policy includes

- Academic Freedom in teaching a course
- Stress on Academic Excellence for Teachers and Students.
- Integrity and ethical conduct.
- Team work.
- Self -Initiative and creativity.
- Continuous Improvement.
- Transparency and Accountability.

Effective institutional Quality Assurance processes assess quality against their mission in formal and informal meetings with all stakeholders. The college



strives to set an example for efficiency to meet or conform to generally accepted standards.

Quality Assurance Policy also includes.

- Promoting teachers to attend Orientation and Refresher Courses; as well as seminars and workshops for upgradation of their Knowledge
- Mentoring students and supporting them to take part in collegiate and Inter – collegiate activities.
- To organize Collegiate and Inter–Collegiate level various co-curricular and extra-curricular activities.
- To enable identity areas of strength and excellence as well as areas needing focused attention for continuous improvement.

b) How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

To develop quality culture in the institution and facilitate Teaching learning with advanced technology IQAC had proposed and approved for the following.

- Laptops to be given to all teachers.
- Wi-Fi to be installed in the whole building
- Projectors to be installed in all class rooms
- Grant duty leave to teachers when they are on official assignments.
- SAP training to teachers for online admission.
- SAP training for Non-teaching staff for their day to day work related activities.
- Feedback from students (Formally)
- Feedback from all stakeholders (Informally)
- Use more e-resource
- Upgradation of computer lab
- Gender sensitization.
- Extension of sports facilities.
- Installation of CCTV cameras at various locations.

c) Does the IQAC have external members on its committee?

If so, mention any significant contribution made by them.

Yes, the external members on the IQAC are Nominees from local society, Students, Alumni, Employers (industrialist) and Stake holders. Significant decisions taken in IQAC meetings are

- Felicitation of the student toppers in various public examinations
- Institution of trophy for meritorious performance.



- Felicitation of employees on completing 25 years of service in the college and on retirement.
- Starting of self- financed courses like BAF, BFM, BSc (IT)

The purpose of all of the above is to promote Multiple avenues for the students and staff. Supporting these activities adds to the Quality Assurance Mission of N.M. College.

d) How do students and alumni contribute to the effective functioning of the IQAC?

Students are present on various committees as secretary/ Members. They interact with teachers regarding curricular and co-curricular activities as well other issues of their concern. Students give suggestions in Students' Council and Students' Forum. The students on a regular basis and the Alumni meet the teachers, Vice Principals and Principal formally and informally to convey their suggestions. Students also put suggestions in the suggestion boxes.

All these matters are then referred to the IQAC Committee. Alumnus is also a member of LMC and we have regular Alumni meet where they contribute towards effective functioning of the college.

e) How does the IQAC communicate and engage staff from different constituents of the institution.

The IQAC communicates its decision through various members of the committee. The effective implementation and monitoring of the IQAC policy is the foremost for institutionalization of quality enhancement activities. To encourage, sustain and nurture Research activities; to organize workshops and seminars for a Holistic approach is conveyed through minutes. The appeal to all teaching and non-teaching staff for Accountability, Self-Assessment against objectives of the college to be achieved by planning is the unwritten code of conduct conveyed in N.M. College.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

Yes, all components of the college work as a whole to implement IQAC policies. For deployment of the policies we can classify the areas as under:

1. Quality Assurance of the Administrative Activities: - The code of practice areas can be classified majorly as:

- Reliable and Accessible sources of information.
- Program Approval, Monitoring and Review.
- Student admission, Assessment and quality standards.
- Efficient student Academic appeals.
- Staff Recruitment, Development and Appraisal.
- Career Guidance.



- Maintenance of High Quality Research and Post Graduate Programmes.
- LMC meetings on regular intervals. A continuous dialogue between the staff and LMC helps in establishing internal checks on Administrative matters.
- PBAS/API self-study reports.

2. Quality Assurance of the Academic Activities:

The Policies in this regard shall be carried out in the context of Mumbai University/ UGC guidelines.

- Teaching plan is prepared for the whole year.
- Monthly informal meetings of the departments where the present status of the curriculum covered are discussed.
- Learning resources / references are given to the students.
- Meticulous attention is paid to setting of the question paper.
- Solution cum Marking scheme is also provided along with the submission of question paper.
- Mandatory moderation of Answer books is done to ensure validity of assessment.
- Assessment and monitoring of Academic honesty.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

At N.M. College the administration ensures that those who are appointed as faculty are permitted and encouraged to attend training programmes by Academic Staff College for e.g. Orientation programmes, Refresher Courses and other short term courses. The teachers are encouraged to enrol and pursue their doctoral thesis. Faculties who have already been awarded Ph.D. are further encouraged to pursue research work of relevance and excellence. Quite a few teachers are involved in publication of Research papers and all teachers upgrade themselves in their area of expertise regularly.

Other key methods to meet the training needs are

- Meeting of the HOD with the staff members
- Teaching and Non – Teaching staff given online SAP training.
- The teaching and Non-teaching staff given training for soft – skills.
- A one day workshop was organized for teaching and non – teaching staff 'Mindfulness at work'. These programmes help the staff increase their efficiency and develop inter–personal relationship. The impact of this is seen in preparedness and pro-activeness of the staff for any work beyond their call of duty.



6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Quality Assurance Mechanism for determining quality of student assessment are in accordance with the provisions of Mumbai University.

The Moderators and Re evaluators are invited according to their teaching experience who give their feedback on the setting of question paper and assessment of answer books. The feedback of the teachers by the students also gives a fair idea of the curriculum taught in the class.

Informal feedback from various stakeholders also improves quality culture and enhances institutional functioning.

The notices for the schedule of Internal and Semester End Examination are put up on the notice board well in advance. The syllabi for the examinations are also put up in advance for the students.

The Principal, the Vice Principals and the Heads of department keep a check on the number of teaching days, completion of syllabus and other academic activities.

Local Inquiry Committee (LIC) visits the college for Self-Financed Courses to check provisions for Faculty, Library and smooth conduct of Academic purposes.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance Agencies / regulatory authorities?

The external Quality Assurance agencies are the regulatory authorities viz the State Government, UGC and University of Mumbai . Requirements of the external Quality Assurance agencies are in compliance with those of IQAC. The college makes it a point to bring to the notice of the staff the various Government Resolutions/ Mumbai University Circulars laid down for the affiliated institutions. The latest Compendium is available in the library.

Also the college administration along with the HODs sees to it that the mandatory conditions required are fulfilled by the teaching/ non-teaching staff. N.M. College through its Quality Assurance mechanism aligns its Quality Assurance activities with its requirements of external agencies like the State Governments' Joint Director's office, UGC and the University of Mumbai.



6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, Methodologies of operations and outcome?

N. M. College constantly reiterates the need to incorporate the Vision and Mission of the college so that it is met collectively by the faculty and support staff. The Institutional Mechanism for Quality Assurance to continuously review the teaching learning process is classified as under:

Structure: The Principal, the Vice Principals, the IQAC and the HOD's of the departments form the structure to review the teaching and learning process. The formal and informal feedback from all stakeholders points to any corrective measure if required.

Methodology: Some of the key areas covered under this are

- Syllabus and question paper pattern of Internal and External Examination are displayed in advance.
- External Moderators are invited.
- Moderation serves as benchmark for Quality assessment.
- In all examinations rules laid by the University of Mumbai are followed.
- Different teaching methods are encouraged.
- Results are declared on time. Additional and ATKT examination are held according to the regulations of the University of Mumbai
- Old university question papers and old college question papers are made available in the Library for the reference of the students.
- New courses were introduced according to the need based analysis.
- Short term courses have been started.
- Attendance taken in every lecture.
- Regular department meetings to discuss various issues.
- Extra lectures are conducted by teachers who could not attend the college due to unavoidable circumstances. A separate time table is prepared for that.

Outcome:

- Syllabus is covered and students know the pattern of assessment. And therefore they perform better.
- For implementation of the new courses additional resources are made available in the library and appropriate infrastructure is provided.
- The teachers are well equipped to deliver lectures.
- The problems if any, are sorted on a day to day basis.
- The available expertise and leadership in each department is exploited for various curricular and extra-curricular activities.



6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Communication is a two way process. The students write to the college authorities about any issues / suggestions. The students are informed about their monthly attendance at the end of every month. The parents are also intimated about defaulting students and monthly meetings with parents are conducted. The communication media for the internal stakeholders viz Students, Teachers, Non-teaching staff, Management, LMC are Notice Board and the Website. The External stakeholders viz the Alumni, Prospective Employers, University of Mumbai, Department of Education (State Government), NAAC and Society are informed through the display on the Notice Board, Banners, Website of the College, Annual Magazine and meetings with the stakeholders.

Also there are regular meetings of the Principal and Vice Principals with the Mentor of the college and Alumni where matters related to college are shared.

Orientation program is held at the beginning of the academic session for the students and their parents to guide them about Examination and Attendance regulations implemented by the college on behalf of the University of Mumbai Orientation and Training program is organized by SVKM at the beginning of the academic year for newly appointed teachers.



CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct Green Audit of its campus and facilities?

Yes, the observations and suggestions given by the report of the Green Audit conducted by our college is in the process of implementation.

Apart from this our college through the different associations like NSS, Rotaract Club, Wild Life and Nature Club WNC, etc , conducts various activities to create awareness and environmental consciousness.

Some of the activities are as follows:

- NSS Unit organized a poster making competition on energy conservation.
- As part of student- police interaction NSS joined hands with the police for smooth visarjan and created awareness of proper disposal of waste generated during the Ganesh festival.
- Energy conservation week was conducted by our NSS- which included an initiative of writing code numbers on all the switch boards and pasting an index showing the direction of lights and fans so that it'll help all, to easily switch off lights and fans when not required.
- Awareness drive was undertaken by the NSS volunteers for conserving fuel, electricity and water through posters displayed on notice boards and in class rooms.
- NM NSS took up a new project of 'Kitchen Garden', 30 trees of eggplant, tomatoes, bottle gourd and chilly were planted for the St Catherin Orphanage Home Andheri (w) and their survival will be taken care by the volunteers by follow up visits.
- Winter treks and monsoon treks are regularly organise by the Wildlife and Nature Club WNC to spread awareness and bring the students closer to nature.

7.1.2. What are the initiatives taken by the college to make the campus eco-friendly?

- 'Rotaract Club organized a paper bag making session in three schools in three different areas and made 2000 bags, the theme being ' Say No to Plastic'.
- Best out of waste project taken up by them in the orphanage focused on how to recycle the waste and make the best use of it.
- Nature related photography workshops are also being organized to make the students aware of their natural surroundings.



- Several documentaries/films are used by the teachers during the lecture hours to spread environmental awareness in respective subjects.
- The Wildlife and Nature Club WNC organized an eco-friendly friendship day where eco-friendly bands and greetings were sold and the proceeds were forwarded for a social cause.
- Rotaract Club of NM in association with UPG college organized an eco-friendly Ganesha exhibition.
- The Wild life and Nature club undertook projects on plantations in the college premises.
- Regular tree plantation is being carried out by the NSS volunteers as well as Wildlife Nature Club. They distributed saplings to the staff and the students in order to create awareness of the medicinal value of plants.
- Several workshops such as paper bag making, eco-friendly Rakhi-making were conducted to enhance the limitation on the use of the plastics in day to day life
- Diwali wahi Soch Nayi, our college Rotarians as part of this project motivated people to take a pledge against bursting crackers and educate them about the dangers associated with it.
- The college follows an eco-friendly tradition of welcoming the guest invited by the college/associations on various occasions by gifting them a sampling.

Energy conservation

The Institute understands the relevance of Energy conservation. Every effort is undertaken to minimize the usage of energy along the campus.

The Institute has dedicated non teaching staff on every floor that takes care of switching off the lights, fans, ACs when not used.

Besides the students are also instructed to switch off the lights/ fans/ AC's when not in use.

Some of the programs are undertaken are as follows:

- Every year, Energy Conservation week is conducted by NSS which involves the initiative of writing code numbers on all the switch boards and pasting on index showing the direction of lights and fans.
- Stickers are placed in every classroom emphasizing the importance of energy conservation.
- As part of Energy Audit, our NSS volunteers approached several houses to spread awareness on energy conservation and accordingly made a Comparative analysis of their electricity consumption to



guide them accordingly.

- Energy conservation quotes are written on the boards in the classrooms by our students in order to sensitize students about importance of saving electricity.
- Lights in the college were replaced by CFL lights to conserve energy.
- Earth Leakage Circuit Breaker was installed at various locations in the college.

Use of renewable energy:

- On world electricity day, during their residential camp in the adopted area our NSS unit distributed solar lamps to the needy who did not have electricity connection at home.

Efforts for Carbon neutrality:

Some of the initiatives taken up by our college to work towards the attainment of our management's vision of achieving carbon neutrality are as follows:

- Tree plantation drive is undertaken on a regular basis to contain the growing carbon emissions. At the same time our students are also encouraged to use more of public transport such as trains and buses.
- There is less usage of paper in the college office as the work is mostly done in digital manner through SAP.

Plantation:

- Plantation drive to a large extent in our college is not possible due to space constraints however our parent body have been utilizing their financial resources for plantation in Shirpur campus of NMIMS. At the same time it is also worth mentioning the efforts taken for plantation outside the college campus by our students who undertake tree plantation on a regular basis and spread the importance of plantation in other colleges too. One such initiative of the tree plantation drive by the Wildlife and Nature Club WNC was at Ismail Yusuf College where our students planted 75 plants.
- In addition to the above Wildlife and Nature Club WNC undertook the nature trail of the students to Dev Baug, Kandivli, which is actually a mini bio-diversity zone developed on the waste land. This has embibed the idea of how waste zones can be converted into mini bio diversity zones amongst the students and would surely help in the near future such ideas to be implemented.

Hazardous waste management

There is no major hazardous waste generated in the college premises.



E-Waste management:

- E waste is a growing problem not only in the college premises but also all around the world as the methods to channelize this waste is still limited.
- We have a preventive maintenance Programme which enhances the life of the hardware, thus eliminating the need to upgrade frequently. This contributes to the reduction of e -waste.
- The discarded ones are sent to our parent body for disposal in a proper and a correct manner. This entire e-waste disposal is managed through a centralized process.

Water harvesting:

College has a water harvesting system.

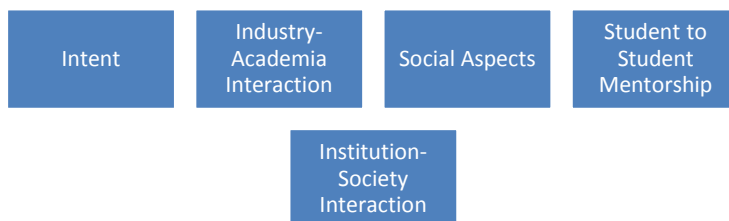
Check dam construction

Since the college is located in the urban area, there's no possibility of the construction of the check dam.

7.2. Innovations

7.2.1. Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

Curricular and Co-Curriculum



- In order to facilitate Industry-Academia interaction college organises Guest lectures, workshops and Industrial Visits both by the Aided and Unaided section.
- ‘Intent’, an Entrepreneurship Development Cell was formed which organizes many informative events for budding student entrepreneurs of our college.
- Social aspects are never ignored and are regularly taken up by the college such as during the students week a day is allotted for a social cause. Teachers and students interact on a range of topics like sexual harassment at work place, gender sensitisation, the state of the elderly etc. Rotaract Club of NM college as well as NSS strives continuously to give something back to the society, with its



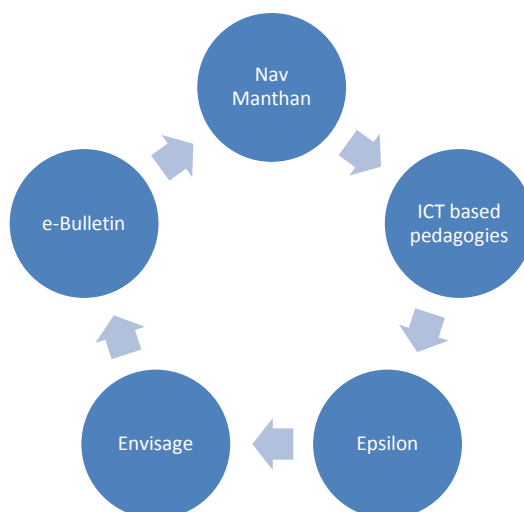
various programmes and events. During Umang, our intercollegiate extracurricular festival, a cyclothon was organised to create the awareness on the importance of education for the underprivileged children. A bond between institution and the society is flourished which fosters a citizenship feeling among all the students. Some of the other activities undertaken includes, blood donation drive, beach cleaning activity, street plays, tree plantation, awareness campaign etc.

- Student Council takes it as their responsibility to guide the present batch of students in their professional examination example CPT, IPCC by inviting in house students who have cleared these examinations with flying colours.

Administration and Infrastructure

- Division wise Google groups of all students for all courses are updated regularly. These Google groups are used for regularly sending information about various databases of e-books and e-journals, weekly reading list of books etc.

Research and Publication



- In its pursuance for educational excellence and research the college published a National level interdisciplinary double blind peer reviewed journal **Nav Manthan** with ISSN 2349-7327 which focused on research articles in the field of Commerce, Accountancy, Management, Economics, Law, Social Sciences and Humanities.
- College has started publishing a **monthly newsletter, E-Bulletin** on the college website. Each department of the College contributes articles relating to the latest developments in their respective subjects to keep the staff and the students updated.



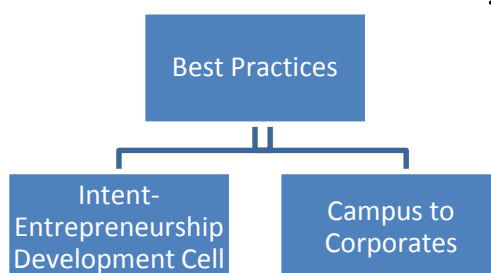
- **Envisage** - An annual research journal for students with ISSN number was published to bring about the spirit of enquiry, analytical and critical skills among the students and to create an interest in them in conducting research.
- **Epsilon**, an intercollegiate research paper presentation competition for students is organised by Economics Association to promote research among student community. The best papers are published in students' research journal.
- In order to encourage teachers in research activities and ICT based pedagogies, every teacher had been provided with a laptop with excess to wifi connectivity. Every class was connected with LCD projector.

Other Innovations

- Discipline should be the way of life in any educational institution. Mechanism of positive punishment is adopted by the college for less serious breaches by making student help in library related activities which reforms them in positive way.
- Drishti, Inter co-curricular festival associated itself with the United Nations Woman 'He for She' campaign to spread awareness for gender equality as part of their social week.
- NM Enactus launched project Zeenat focused on upliftment of underprivileged woman residing in Worli Village to increase their employability by providing them required training.

7.3 Best Practices

7.3.1. Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the College.



Best Practice I:

Title of the practice: INTENT – Entrepreneurship Development Cell

The **Mantra** of INTENT is

‘Inspiring Change, Inspiring Innovation and Inspiring Leadership’.

The **mission** of INTENT is

“To promote ‘Start-Up India’ with ‘Make in India’ and to encourage and extend help in every possible way to students to be well-determined entrepreneurs, who will enrich lives of millions of people and make India the Supreme Economic and Leadership Power in the world.”

Goals:



- To create a platform where the students of N. M. College, individually and as a team can nurture their innovative entrepreneurship ideas and seek guidance from faculties and mentoring from alumni entrepreneurs.
- To create motivational atmosphere for entrepreneurship for our college students.
- To give the students practice on planning and writing effective project plans and execution of the same.
- To inculcate innovative thinking and leadership among students for fruitful business start-ups.
- To develop skills and competencies required for becoming an efficient entrepreneur.
- To establish network of resources required for start-ups.
- To give the budding entrepreneurs exposure to the potential opportunities

The context:

Our students are extremely good in studies and most of them do CA along with B.Com. or seek higher studies like MBA, CFA, etc. The Business Plan



Competition was started from 2012-13 with the aim to motivate our students to select another path, which will be more powerful than seeking job opportunities, the path of entrepreneurship. The management immediately supported the idea. From the beginning, the Business Plan Competition and Intent –Entrepreneurship Development Cell (started in 2014-15) are supported by all faculty members as well as the Management. However, the faculties lack corporate experience, where we seek support and this required support is full-heartedly provided by our Alumni, who are well established entrepreneurs, CAs, Venture Capitalist, etc. Entrepreneurship itself is a long term process and we are progressing by taking feedback from alumni, judges as well as faculties to develop this cell accordingly.

The Practice

- **Business Plan Competition:**

Intent was launched as a Business Plan Competition (BPC) in 2012 to allow participants to innovate and develop business ideas. The aim is to provide a platform to all students of our college to learn the new venture creation process. The Competition is conducted in three phases:

- Phase-I includes registration and submission of the abstract of business proposals
- Phase-II involves submission of detailed Business Plan covering the Product/Service, Feasibility Study, Marketing, Finance etc. The proposals get evaluated on the basis of innovation, creativity and its feasibility. In this phase Faculty members also get connected with the INTENT by providing guidance and mentoring students in writing a good business plan followed by the final presentation.
- The Finals comprises of an esteemed panel of judges from varied fields.

The cash prizes funded by the management of Rs 25000, Rs 15000 and Rs 10,000 along with a trophy for the First, Second and Third Prize winners are awarded every year.

The third year 2014-15 was an important milestone for Intent. The *Intent–Business Plan Competition became so popular that students demanded for full fledge Business Development Cell, so that they can get proper help to execute their business plans in a real world. Our student Rihen Ajmera took lead to propose the same.* On the occasion of Golden Jubilee Year INTENT transformed from simple Business Plan Competition to full fledge Entrepreneurship Development Cell under the same title. This cell works on three fronts together – Students front, Alumni front and Teachers front. All the activities related to entrepreneurship development are now covered under this cell.



- **Skills Development Workshops** Various workshops were conducted like:
 - Financial aspects of business,
 - Business plan: making it work,
 - Skill development workshop like the art of preparing powerful elevator pitch

- **Panel Discussion:** A panel discussion on ‘Union Budget 2014-15 and its impact on entrepreneurship’ was held in 2015 at college level and on ‘Start-up-India, Stand-up-India’, the slogan raised by the Prime Minister, was held in 2016 at inter-college level. These sessions followed by answering students queries helped the students get insights from experienced entrepreneurs and all their queries are resolved.

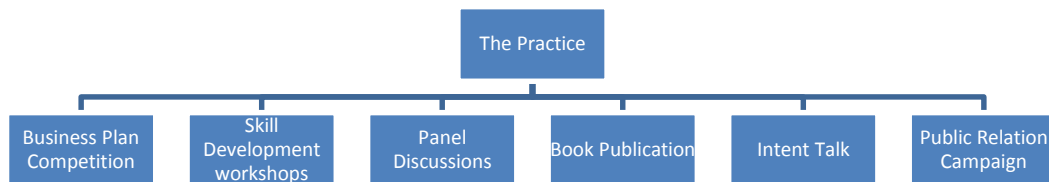
- **Book Publication** – “Ideas With Intentions – Journey of 50 Successful Entrepreneurs” who were our college students and are now successful entrepreneurs.
 (https://books.google.co.in/books/about/Ideas_with_Intentions.html?id-ZYN0CgAAQBAJ&redir_esc-y). The creation of this book was a huge project and a worthy experience to all the participated students. Searching and collecting information about such entrepreneurs and contacting them, following them up for their interviews, narrating the interviews in the story form, editing and making the book took almost 8 months to finish this project. The students got opportunities to directly interact with successful entrepreneurs and learn about the practical aspects of entrepreneurship. This project also helped to form a bridge between students and alumni being a part of INTENT. The students who participated in this project gained lot of knowledge and insights in various fields of business. The students also put forth their insights on what they learnt from the success story of the entrepreneur. The book will inspire other students in future as well and motivate them to take the path of entrepreneurship.

- **Intent Talk:** Intent Talks an interactive interview session with the theme ‘My journey towards success’ was a conscious effort to connect entrepreneurs to students, motivating students for entrepreneurial ideas and enlighten them with the challenges and prospects of entrepreneurship.

- **Public Relations Campaign:** The main purposes of the campaign was to give students practice on public relations, advertising and marketing and reaching out to maximum number of students within college and campus and giving them introduction about INTENT and its activities. This campaign with theme ‘Intent Passion’(2015) and ‘INTROSPECT’ (2016). After these campaigns the Facebook posts had reached to more than 11000 during the week.

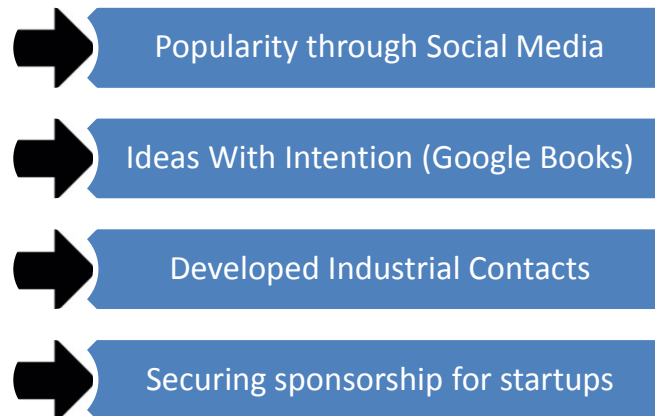


- Our students also **participate in entrepreneurship activities conducted by other institutions**, such as E-Summit organized by IIT-B, H. R. College.



Evidence of Success:

- Intent conducts various activities throughout the year. Its presence on web and social media made Intent a popular cell within the college and in other local colleges. Most of our students make time to participate in Intent competition and related activities besides their CA studies.
- The book “Ideas with Intentions: the journey of 50 successful entrepreneurs” published with ISBN was Launched on 27th June 2015. This book is also available on Google Books.
- Students got an opportunity to meet successful alumni entrepreneurs hence developing contacts in the industry, which help them in their entrepreneurial pursuits.
- Our alumni actively participate in Intent activities and help students by providing sponsorship to start-ups by students along with one to one mentorship.
- In Business Plan Competition 2015-16 the second runner up with plan on ‘Design Mint’ -a solution to creative designs by common people for which Mr. Anil Bhandari (Entrepreneur) proposed to fund the algorithm of her startup
- In the same Competition the third runner up with plan on ‘Touch Swachh’ - on the basis of Swachh Bharat Yojna, started their venture for which Mr. Rajesh Joshi (Entrepreneur) had financed Rs.1 Lakh for this start up.



Problems encountered and resources required:

- As this competition is conducted for all students from Junior college, Degree College, self-finance courses, and PG courses, during the first year we needed to explain students about the process and expectations in the plan, but now Intent students are taking the lead by conducting sessions along with teachers to solve the queries related to the competition.
- In future we will require more funds for the activities, publications and incubation development. We are also facing the problem of dedicated place for the same.
- Providing hands on experience to the students of Intent, is another area of concern though we are in the process of networking with other enterprises.
- Besides these, getting expert speakers for guiding our students, especially in entrepreneurial leadership is very difficult. Though we are getting very good support from our alumni, our students also need guidance and experience from the world outside this college.

Notes (optional) Any other relevant / important information to the reader:

- Establishing Intent Incubation (collaborative program designed to help new start up succeed) for start-ups by our students - There are plans for the Intent- incubation as per students demand. We have conducted a meeting of all the stakeholders of Intent – students, alumni, teachers together to understand the needs of incubation facilities required for start-ups by our students.
- The work of Intent is entirely handled by our students under the guidance from teachers and mentorship from NM Alumni Entrepreneurs.
- Though Intent is a degree college initiative, the involvement of junior college students is a striking feature enabling them to get trained from grass root level itself.



Best Practice-2

Title: From Campus to Corporates - Developing Professional and Personal skills.

Goal:

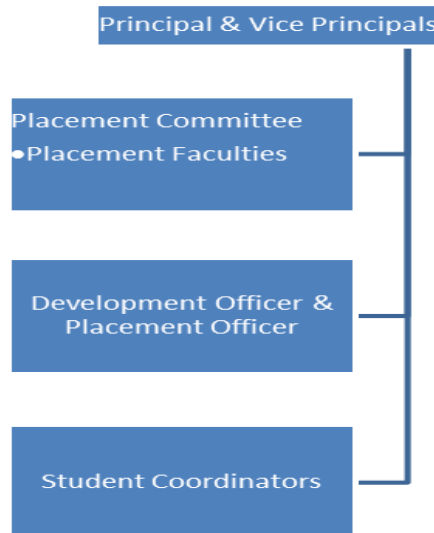
Placing emphasis on the all-round development of the students, thereby equipping them to face life after college, the soft skills training provided to the students assist them in identifying and achieving their own personal potential. With growing competition comes the need for developing better skills and overall enhancement of students' personality. In cognizance to this, the college, with strong and continuous support of the Management, developed a programme to facilitate the above objective of all round quality development among the students through training programs, emphasising on various aspects of industry requirements. It aims to provide employment opportunities and tailor made soft skill training to the students.

The Context:

One of the major attributes employers find lacking in young graduates is soft skills. In a typical corporate example, while technical skills are required to receive an interview call, soft skills help convert the call into a job offer and also for further career growth. With the changing role of institution it was also felt that students should be given a platform for employment opportunities through college, hence the Training and Placement Cell was set up. As most of our students have a good knowledge of basic communication skills, a requirement was felt to enhance and further develop the strengths of the students to make them ready for their transition from students to employees. With placements, students get more opportunities to showcase themselves as potential workforce in front of the best of companies which leads to a better career development at an appropriate age, simultaneously exposing them to practical working environment and enabling them to contribute towards the growth of organisation.

The Practice

The Training & Placement Cell started work from September 2010. From a two person Cell consisting of Placement Officer & Development Officer (Soft Skill Trainer) in 2010, it has evolved into a dynamic team of Placement Officer, Development Officer (Soft Skill Trainer), Placement Faculties and the core team of Student Coordinators. The cell engages in consistent industry interaction with various industrial establishments and corporate houses for summer internships, placements, guest talks and visits. It ensures placements of our students in the best companies.



Training:

Soft skills are necessary for the all-round development of an individual. The training concentrates on three major areas to become corporate ready; Self-management skills and People-management skills. The First Year focuses on laying a foundation with focus on the Self-Management skills. The Second Year pays attention on People Skills. The training for Third Year students is a pre-placement package. The soft skill training is compulsory for all the students (Self Finance Courses) and students registered for placements in B.com and the minimum attendance for soft skills training is in accordance with the university rule of 75% minimum attendance.



Year	Number of training sessions conducted (TY)	Number of Trainers	% of student trained
2012-13	10	3	47
2013-14	10	4	81
2014-15	10	7	63
2015-16	20	7	94

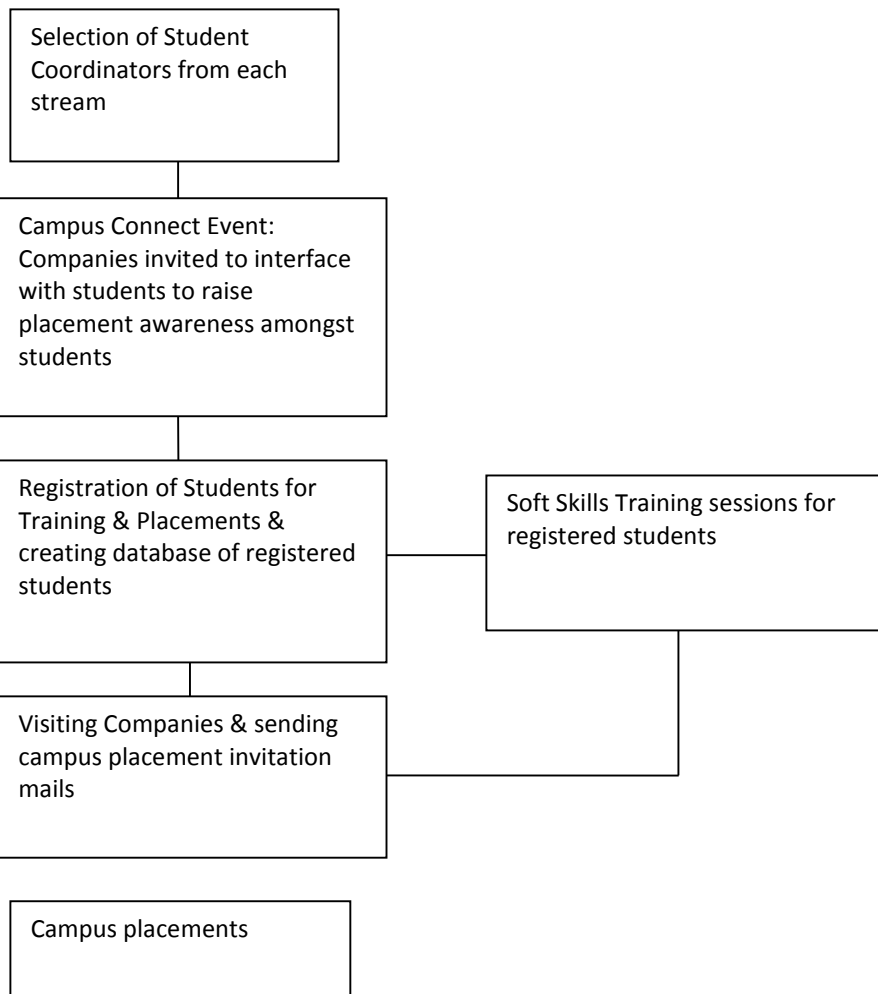


Training is provided by in house and visiting trainers adopting scientific methods such as Self assessment Questionnaires, Role Plays, Discussions, Assignments, Video clips etc.

Placements:

Placements serve as a launching pad for students for them to make the critical leap from academic to corporate. It helps students to plan their career by providing information and guidance about the companies which approach the College for placement.

Placement Process Flow:



The Campus Placements process is tentatively scheduled from November to February.

The selected students join the companies in the month of May –June after completion of their final examination.



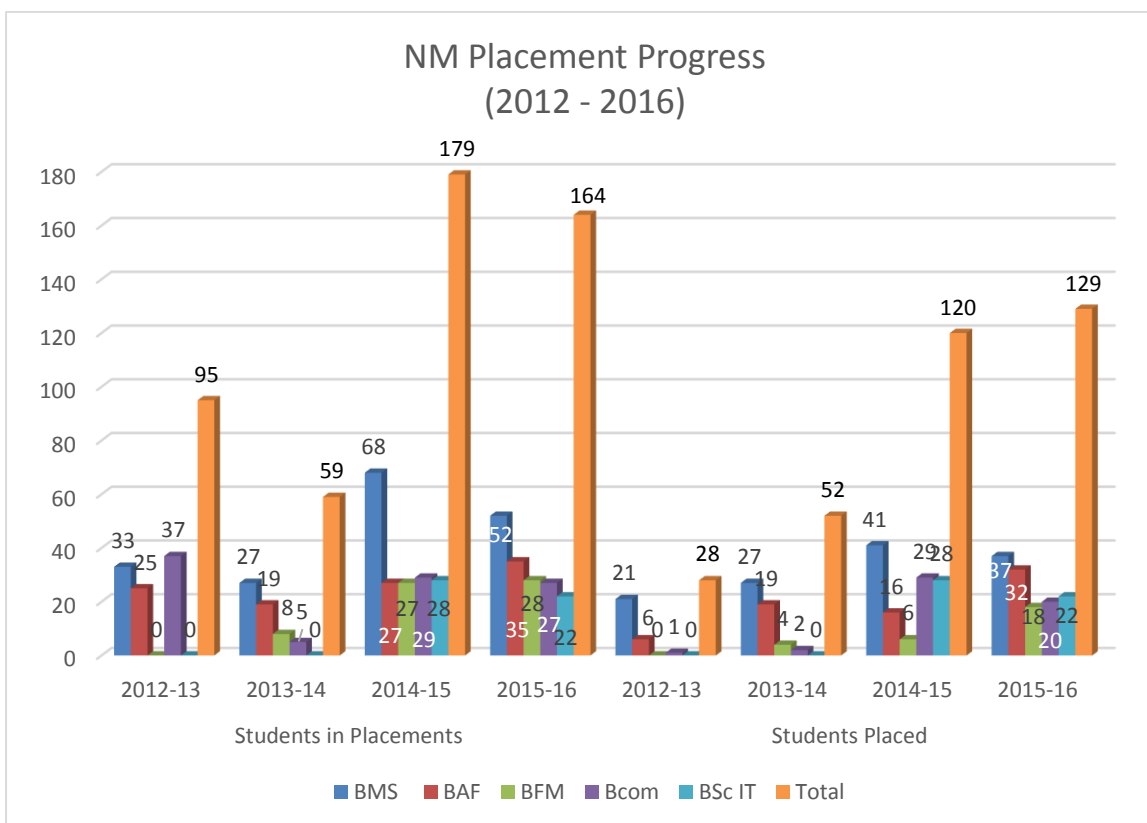
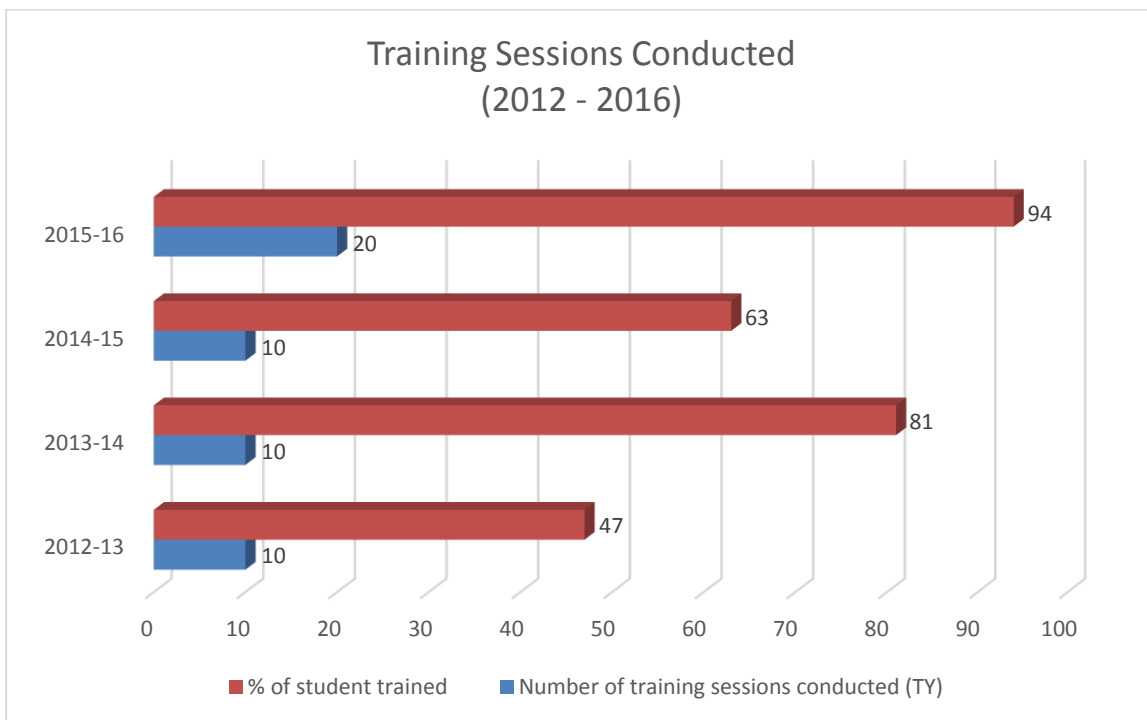
The evidence of success is evident from following yearly comparison

Year	Number of Companies Visited Campus
2012-13	26
2013-14	30
2014-15	31
2015-16	38

Year	Number of Students selected through Training & Placement Cell
2012-13	28
2013-14	53
2014-15	120
2015-16	129

Year	Number of Students registered for Training & Placement
2012-13	315
2013-14	210
2014-15	179
2015-16	164

Year	Average salary Package (In Lakhs)	Minimum Salary (In Lakhs)	Maximum salary (In Lakhs)
2012-13	3.2	1.2	5.2
2013-14	2	1.8	5.5
2014-15	3	1.8	6
2015-16	3.5	2	7.5



Problems encountered:

- High drop out rate of Students after registering for Training & Placements either due to not following Training & Placement rules or voluntary opting out of placements due to further studies
- Lack of interest in attending training sessions (especially BCom).



- Place restriction to make Training compulsory for FYBCOM and SYBCOM students
- Most of the students are already pursuing CA/CFA/CS etc, hence less interest in training initiative taken by the college.

Name of the principal:

I/C Principal

Ms. Ameer Vora

Name of the institution:

Narsee Monjee College of Commerce and Economics

City: Mumbai

Pin code: 4000056

Accredited status:

Work phone: 022-42338000

Website: <http://www.nmcollege.in>

Mobile: 9820007074



Evaluative Report of the Departments- COMMERCE

1. Name of the department: **COMMERCE**
2. Year of Establishment: **1964**
3. Names of Programmes / Courses offered:
Under Graduate:
 - B.Com**
 - Bachelor of Management Studies [BMS]**
 - B.Com (Accounting & Finance) [BAF]**
 - B.Com (Financial Markets) [BFM]**
 - B. Sc. (IT) [Science] [BSc.IT]****Post Graduate:**
 - M.Com: (Advanced Accounting)**
 - M.Com: (Business Management)**
 - M.Com: (Banking & Finance)**
4. Names of Interdisciplinary courses and the departments / units involved:
 - a. **B.Com Course-**
 - Dept of Commerce**
 - Dept of Accountancy**
 - Dept of Economics**
 - Dept of Business Law**
 - Dept of Mathematics, Statistics & Computers**
 - Dept of Business Communication**
 - b. **BMS Course**
 - c. **B.Com (A&F) Course**
 - d. **B.Com (FM) Course**
 - e. **BSc.IT Course**
 - f. **M.Com (Advanced Accountancy) Course**
 - g. **M.Com (Banking & Finance) Course**
 - h. **M.Com (Business Management) Course**
5. Annual / semester / choice based credit system (programme wise):
Credit Based Grading System – Semester Wise
6. Participation of the department in the courses offered by other departments:
 - a) One faculty from the department of Accountancy participates in the teaching of Commerce II in the department of Commerce at SYB.Com.
 - b) Two faculties from the department of Law participate in the teaching of Foundation Course in the department of Commerce at SYB.Com.
 - c) 2 teachers from the Department of Business Economics participate in the teaching of Foundation Course in the department of Commerce at SYB.Com.
 - d) One faculty from the department of Business Communication participates in the teaching of Foundation Course in the department of Commerce at FYB.Com.
 - e) Four faculties from the department of BMS take lectures of BFM in the department of commerce.



- f) One faculty from the department of BAF takes lectures in the BMS course in the department of commerce.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. :
NSE Certified Capital Market Professional Program (NCCMP):
It is a 100 hour course launched in collaboration with NSE to impart knowledge and awareness about securities markets, 80 hours of which are theoretical sessions and 20 hours are practical training.
8. **Details of courses / programmes discontinued (if any) with reasons:**
B.Com (Hons.) in Economics was discontinued w.e.f. the year 2013-14 due to constraints of CBGS system faced by students and space constraints.
9. Number of Teaching posts

	Sanctioned	Filled
Professors	—	—
Associate Professors	09	08
Asst. Professors	41	32

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil.etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D./ M.Phil. students guided for the last 4 years
Commerce Department					
Ms. Ameet Vora	B.Com, Mcom, SET	I/C Principal & Associate Professor	Banking and Finance	25	-
Dr. Vijayshree Anand	B.Com, M. Com, Ph.D, SET	Associate Professor	Management	20	-
Dr. Ritu Vashisht	B.Com, M Com, Ph.D, DFM, B.Ed, NET	Assistant Professor	Management	07	-



Ms Tessy Philji	M. Com, M. Phil, Dipl. In Computer Application, B.Ed., NET	Assistant Professor	Business Management	05	–
Ms. Vaishali Kurhekar	B.A., M.A., M.Phil., NET	Assistant Professor	Geography	17	–
Mr.SmitinBelcheda	B.Com, M.Com, DAPR, SET	Assistant Professor	Business Management	05	–
Ms Rekha Katheeth	B.Com, M. Com, BEd,M.phil D.B.M, NET Mphil.	Assistant Professor	Business Management	02	–
Accountancy Department					
Mrs. S P Kamadar	BCom, CA, LLB	Associate Professor	Accounting, Auditing and Finance	24	–
Mrs. S A Desai	BCom, MCom, ACA NET	Assistant Professor	Accounting, Auditing and Finance	12	–
Dr.Kedar Bhide	BCom, MCom, CWA, PhD, SET	Assistant Professor	Accounting, Auditing and Finance	09	–
Mr. P R Pandya	BCom, CA	Assistant Professor	Accounting, Auditing, Taxation and Finance	30	–
Mr. S J Dave	BCom, Mcom, CA, LLB, NET	Assistant Professor	Accounting, Auditing, Taxation and Finance	07	–
Mr. Harish Sharma	BCom, MCom, CA, LLB, NET	Assistant Professor	Accounting, Auditing and Finance	06	–
Mr.DarshanPanchal	BCom, MCom, NET	Assistant Professor	Accounting, Auditing, Taxation and Finance	03	–



Mr.Deven Nikam	BCom, MCom, CA, SET	Assistant Professor	Accounting, Auditing, Taxation and Finance	01	-
Economics Department					
Mrs. Sneh Choithani	BA, MA (ECO) NET & SET	HOD & Associate Professor	International & Monetary Economics	17	-
Mrs. Nirmala Chavan	BA, MA (ECO) NET & SET	Assistant Professor	Mathematical & International Economics	16	-
Dr. Ritika Khurana	BCOM, MA, PhD & NET	Assistant Professor	International Trade & WTO	06	-
Ms. Kesia Varghese (Joined on 3 August 2015)	BA, MA, SET	Assistant Professor	-	02	-
Ms.Geeta Desai	B.A., M.A., SET, NET	Assistant Professor	Foundation Course	07	-
Ms.Radhika Wadke	B.A., M.A.,	Associate Professor	Psychology of human behavior at work	24	-
Business Law Department					
Ms. Deepa A Chitnis	BA, L.L.B, LL.M. M.Phil.,	Assistant Professor	Commercial Laws	20	-
Ms. Sheela Natrajan	B.A. LL.M.	Contractual	Commercial Law	15	-
Mathematics Department					
Principal Sunil B Mantri (Resigned on 05-09-15)	BSc., M.Sc.	Principal, HoD & Associate Professor	Statistics	30	-
Manjiree D Gondhalekar	B.Com, M.Com., DCM, DEM, DORM	HOD From 7-9-15 Associate Professor	Statistics	35	-
Gomathi Venkant	B.SC, M.SC.,DHE, DCM, NET	Vice-Principal, A sso. Prof.	Mathematics	21	-



Sunil D Kadam	B.Sc., M.Sc.	Assistant Professor	Mathematics	19	-
Deepa Surve	BSc., B.Sc., M.Sc. SET	Assistant Professor	Mathematics	13	-
Dr Vandana Misra	B.Sc., M.Sc., Ph.D.	Assistant Professor	Mathematics	13	-
Dr. Meena Vazirani	BSc., M.Sc., Ph.D.	Assistant Professor	Statistics	10	-
Business Communication Department					
Dr.Muktha Manoj Jacob	BA, MA. M.Phil. Ph.D PG Diploma in Human Rights	HOD & Assistant Professor	M.A – American Literature M.Phil. – Comparative Literature	24	---
Dr. Jennifer D'Souza	BA, M.A., SET, Ph.D	Assistant Professor	American Literature	11	---
Ms.Shashi Surana	BA, M.A. SET PG Diploma in Social Enterprise in Social Enterprise	Assistant Professor	English Literature	13	---
BMS Department					
Conrad Coelho	BE, MMS, NET	BMS Co-ordinator	Business Maths / Statistics, Production & Quality Mngmt	06	-
Pooja Singh	B.Com, MBA, B Ed, NET	Asst Prof	Marketing	03	-
Heena Kanakia	B.Com, M.Com, NET	Asst Prof	Marketing	03	-
Pratik Lalseta	CA, CS, B.Com, MCom, SET	Asst Prof	Finance	05	-
Nikita Shah	B.Com, MBA	Contractual	Human Resources	01	
Hiral	B.Com, CA	Contractual	Accounts &	01	



Makwana			Finance		
Diti Dave	BBA, MBA, NET	Contractual	Human Resources	03	
Trupti Amin	B.Com, MBA, NET	Assistant Professor	Finance	03	-
BAF Department					
Huzefa Bhagat	B.Com, M.Com, NET	Assistant Professor	Accounts & Taxation	02	-
Priyanka Gala	B.Com (H), MFM, NET	Contractual	Finance	02	
BFM Department					
Dr. Sadaf Hashmi	B.Com, M.Com, Ph.D	Contractual	Finance	07	
Deepak Sharma	BSc.IT, MSc.IT	Contractual	Information Technology	03	
B. Sc (IT) [Science] Department					
Anupama Jawale	MCM, MCA, M.Phil, NET, SET	Assistant Professor	Information Technology	09	
Prashant Jadhav	MCA, MBA (IT), MSc.IT, NET	Assistant Professor	Information Technology & Computer Science	17	-
Sweta Chheda	BSc.IT, M.Sc.IT, MCA	Contractual	Information Technology	03	
Dhanraj Jadhav	BSc. IT, MSc. IT	Contractual	Information Technology	06	
Kubra TK	BSc., MSc., PGDORM	Contractual	Mathematics & Statistics	05	

11. List of senior visiting faculty:

Sr. No.	Faculty	Course / Dept.
1	CA Kapil G. Thakore	BAF / BFM / BMS
2	Mr. Pratik Vora	BAF
3	Mrs. Anamika Banerjee	BAF
4	Mrs. Vasumathi Arvind	BAF / BFM / BMS



5	Ms. Bijal A. Shah	BAF / BFM / BMS
6	Mrs. Adarsh Suri	BAF / BFM
7	Mr. Mayur Shah	BAF
8	Mr. Amogh Gothoskar	BFM / M.Com
9	Mr Sashi Varma	BMS
10	Mrs Adarsh Suri	BMS
11	Mr. Kapil Budhdev	BMS
12	Dr. Anupama Chavan	BMS
13	Mrs. Seema Singh	BSc.IT
14	Mr. Rahul Madyani	BSc.IT
15	Jose Augustine	MCom
16	Prerna Sharma	MCom
17	Bharat Nathalal Patel	MCom
18	Dr. Meghna Kanaiyalal Chotaliya	MCom
19	Harminder Oberoi	MCom
20	Rugved Shivgan	MCom
21	Parveen Nagpal	MCom
22	Dr. Poonam Kakkad	MCom
23	Dr. Bharat M. Pitadia	MCom
24	Rohan Korgaonkar	MCom
25	Rahul Chopra	MCom

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

B.Com: 03.83%

BMS: 64.00%

BAF: 75.00%

BFM: 87.5%

BSc.IT: 63.18%

MCOM: 100%

13. Student-Teacher Ratio (programme wise) : (Refer -profile pt.28)

B.com – 77:1

BMS – 54:1

BFM – 16:1

BAF – 13:1

BSCIT – 17:1

MCom–(AA) -13:1



MCom--(BF) – 14:1

M.Com – (BM) – 13:1

The class strength is 120 in the commerce course. In all other courses the number of students is 60.

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Sanctioned - 59 ; Filled - 49
15. Qualifications of teaching faculty with DSc / D.Litt / Ph.D / MPhil/PG.: Same as point 10
16. Number of faculty with on-going projects from a) National b) International funding agencies and grants received: None
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received:
A total of four projects have been prepared with a total grant of Rs. 2,10,600
18. Research Centre/facility recognized by the University: None
19. Publications:
 - a) Number of papers published in peer reviewed journals (national / International) by faculty and students: 86
 - b) Publications in International Database (Indexed Journals) : 07
 - c) Chapters in books: 08
 - d) Books with ISBN/ISS Numbers with details of publishers: 7
 - e) Impact factor: 15 Publications
20. Areas of consultancy and income generated: None
21. Faculty as members in:
 - a) National committees:
No faculty member of the Department is currently part of any National Committees.
 - b) International Committees:
No faculty member of the Department is currently part of any International Committees.
 - c) Faculty as Members in Editorial Boards :
 - Ameer Vora, Dr.Vijayshree Anand, Dr.Ritu Vashisht, Rekha Katheeth, Dr. Mukhtha Manoj, Dr. Kedar Bhide and Sameer Dave are on the editorial board of 'Nav Manthan', a peer reviewed national research journal.
 - Ameer Vora, Dr. Vijayshree Anand, Dr. Ritu Vashisht, Dr. Kedar Bhide, Sameer Dave & Rekha Katheeth are on the editorial board of 'Envisage', a student research journal.
22. Student projects
 - a) Percentage of students who have done in-house projects including interdepartmental / programme: BMS / BFM / BSc. IT – 100% by the third year students
MCOM – 100% in all four semesters.



- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies:

Course / Department	No. of students placed	Out of	Percentage
BAF			
Sy	9	63	14.28%
Ty	24	60	40%
BFM			
Sy	14	64	23.33%
Ty	10	57	16.60 %
BMS			
SY	135	135	100%
TY	44	109	40%
BSc.IT			
SY	1	40	2.5%
TY	5	25	20%

B.Com: More than 80% of our students are undergoing Articleship training for Chartered Accountancy course in organizations outside the institution.

M.Com (AA): More than 90% of our students are undergoing Articleship training for Chartered Accountancy course in organizations outside the institution.

23. Awards / Recognitions received by faculty and students:

Faculties :

- Dr. Vijayshree Anand presented a research paper titled 'HRM-A Missing link in Retailing 'which was adjudged the Best Paper in a national seminar.

Students:

(2015-16)

- Husain Haweliwala was ranked 93 out of 5837 contestants by Google for software innovation and designing.
- Anand Maheswari, Mit Hariyani , Rahul Sharma and Ruchit Gokani qualified for the Semi-final round of the Australian E-Challenge, a business plan competition organized by University of Adelaide.
- Pooja Shirali, Manan Ved, Vijaykumar Puri, Dhariya Thanawala and Urvish Mehta launched 'CAndid'www.candid.net, an initiative to enable the CA fraternity to share their experiences.



- Rajesh Chedda presented a research paper on Transfer pricing India at the 13th International Commerce and Management Conference conducted by Mumbai University.
- Vivek Menon won the 2nd prize at the A D Shroff Memorial Elocution Competition.
- Harsh Thakrar won the Champions Trophy at the All India Vedic Maths Competition at Jaipur.
- Harsh Thakrar won the 1st prize in the Piano examination conducted by the London College of Music.
- Madhav Daga & Piyush Vyas won at the National Jump rope competition.

(2014-15)

- Deval Modi secured 3rd Rank in Final CA.
- Harshika Mehta stood on the 39th Rank in IPCC.
- Madhav Agarwal of SYBAF stood first in his home city of Gwalior in the Integrated Professional Competence Course Examinations held in November 2014.
- Nidhi Vyas scored the highest marks in Financial Accounting and Auditing Paper in TYBCom, Mumbai University.
- Aesha Patel was felicitated for securing Highest marks in Business Economics at the TYBCom University Examination 2015
- Janvi Thosani got CGPA 7, O Grade in TYBCom, Mumbai University.
- Mohua Mukherjee won 3rd prize at A D Shroff Memorial Elocution Competition
- Harsh Modi, Shreya Nagda and Urmi Badiyani won 1st prize at Intercollegiate Conclave for research papers on Budget 2014 by RD National College.
- Radhika Agrawal, Kunj Chedda and Kinjal Shah won 3rd prize at Intercollegiate Conclave for research papers on Budget 2014 by RD National College.
- Harsh Modi, Mitalee Wadhavkar and Priyesh Joshi won 2nd prize at Intercollegiate Conclave on Corporate Fraud by Jhunjhunwala College.
- Pooja Panikar got 1st prize in Business Intent competition organized by NM College.
- Pooja Panikkar and Sheersh Jain got 1st position in technical debate at Thadomal Shahani Engineering College on August 8th 2014
- Pooja Panikkar, Sheersh Jain, Yashika Mehta and Stuti Somani got 1st position at e-summit, IIT-Bombay in investors on January 31st, 2015.
- Prerna Dala was awarded a certificate of excellence “Green Revolution Global Certification Program” conducted by the United Nations.
- Harsh Kothari was awarded the gold medal at Intercollegiate Table tennis



tournament by Mumbai University.

(2013-14)

- Sneha Vaskar secured 1st Rank in MCom, Mumbai University.
- Hetal Sheth scored the highest marks in Business Economics in TYBCom, Mumbai University.
- Kush Ganatra won 1st prize at A D Shroff Memorial Elocution Competition.
- Angela Sebastian won the 3rd prize at the DM Harish Memorial intercollegiate elocution competition by GJ Advani Law College.
- Tvesha Sippi won the 1st prize at the Elocution Competition organized by Mani Bhavan Gandhi Sanghralay.
- Shivani Roy won the 2nd prize at the Elocution Competition organized by Mani Bhavan Gandhi Sanghralay.

(2012-13)

- Kruti Shah secured 1st Rank in Final CA.
- Sakshi Gupta secured 1st Rank in IPCC.
- University TYBCom: -
 - 2nd Rank Zula Shah
 - 5th Rank Priyal Shah
 - 7th Rank Niti Mittal
 - 8th Rank Yash Baheti
 - 8th Rank Raj Shah
 - 9th Rank Khyati Rajpopat
 - 9th Rank Akshaykumar Jain
- University TYBCom Financial Accounting and Auditing Paper: -
 - 2nd Rank Akshay Nandu
 - 3rd Rank Priyal Shah
 - 3rd Rank Zalak Shah
- University TYBMS:
 - 5th Rank Harkrishan Singh Sadana
 - 6th Rank Ambika Sehgal
 - 9th Rank Neha Madhani
- Uzma Mandelik won the 3rd prize at A D Shroff Memorial Elocution Competition.
- Kaifi Azmi Trophy-Critics Award for Best Play won by our students at IPTA.
- Bhavesh Mandeliya won the Best Script Award at IPTA.
- Abhishek Vora, Suniana Savant, Pratik Dave and Shivani Motipara won awards for acting at IPTA.
- Mr. Dhruv Parekh of F.Y BAF secured 5th position at Intercollegiate Chess Competition in the year 2012-13 at Valia College.



- Kriti Agarwal of F.Y BAF secured 6th position in Women's 50m freestyle event at Intercollegiate Swimming Competition held at Hindu Swimming bath, Charni Road.

Apart from the above, our students have consistently participated in intercollegiate competitions and festivals of different colleges and won many accolades and awards in individual events as well as team events.

24. List of eminent academicians and scientists / visitors to the department:

2012-13 to 2015-16

1. Dr. Rajan M. Welukar
Vice Chancellor, University of Mumbai
2. Dr. Meena Chandavarkar,
Alumni of NM College & Chancellor of Karnataka University
3. Dr. M. N. Welling, Pro- Vice Chancellor, NMIMS University
4. Dr. Snehlata Deshmukh, Ex Vice Chancellor University of Mumbai
5. Dr. Jai Shankaran, Ex Vice Chancellor University of Trichi
6. Dr. Sameer Sahasrabudhe, Senior Project Research Scientist, IIT Bombay
7. Dr. S. Sriraman, Dept. of Economics, University of Mumbai
8. CA Mr. Shailesh Haribhakti, CEO of Haribhakti Group of Companies & Leading Environmentalist
9. Mrs. Meera Sanyal, Former CEO & Chairman of Royal Bank of Scotland
10. Mr. Huzefa Khorakiwala, Executive Director, Wockhardt
11. Dr. Prakash Kothari, Padmashri & Ph.D in Sexual medicine.
12. Mr. Sameer Somaiya, Chairman of Somaiya Education Trust
13. Mr. Conrad D'Souza, Chief Relationship Officer, HDFC
14. Ms. Laxminaryan Tripathi, Founder Astitva & Represented Transgenders in UN.
15. Dr. A.G. Variath, Professor and Director, Dr. B. R. Ambedkar Legal Research Centre, Sidharth College of Law, Fort, Mumbai
16. Dr. Mukund Sanglikar, Mithibai College, Vile Parle (W), Mumbai
17. Mr. Sandip Tarkas, President Customer Strategy- Future Group and CEO (Future Media and T24)
18. Mrs. Ashu Suyash, Managing Director and CEO, CRISIL
19. Dr. (Ms.) Geeta Shetty, St. Xavier's Institute of Education Churchgate, Mumbai
20. Mr. Anil Bhandari, Chairman WIRC
21. Mr. Amit Majmudar, Senior Partner, E&Y
22. Dr. Satvinder Madhok, IIM Faculty & JP Morgan Chase
23. Mr. Berjes Shroff, Chief Information Security Officer, Godrej Infotech Ltd.

We have had many other eminent personalities gracing our college with their presence.



25. Seminars / Conferences / Workshops organized & the source of funding a) National: NIL b) International: NIL

c) Others:

- Refresher Course on the topic “MAKE IN INDIA POLICY: IMPACT ON INDIAN BUSINESS”, funded by UGC, HRDC, University of Mumbai & SVKM Trust
- Workshop on the ‘Revised Schedule VI of the Companies Act’ organized by Department of Accountancy funded by SVKM
- Session on Budget Analysis 2016 organized by Department of Accountancy funded by SVKM.
- Syllabus revision workshop organized by the Department of Law.
- Workshop on Linux Administration organized on 05th & 06th September 2016 by BSc.IT Course which was funded by SVKM.

26. Student profile programme / coursewise:15-16

Name of the Course / programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage 2015-16	Pass percentage 2014-15
			*M	*F		
FYBCOM	1083 + 1058	882	391	491	99.42%	97.61%
FYBMS	1541	129	59	70	Result not yet declared By University of Mumbai	92.31
FYBAF	938	62	29	33		98.18
FYBFM	532	53	35	16		100
FYBs.IT	305	54	34	20		81.58
M.Com – AA	144	58	28	30		72.50
M.Com – BF	130	60	22	38		92.90
M. Com - BM	133	50	20	30		83.70

*M-Male *F-Female



27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
FYBCOM	93.65	4.99	1.36
FYBMS	61.00	25.00	14.00
FYBAF	50.00	37.10	12.90
FYBFM	58.49	37.74	3.77
FYBSc.IT	94.44	5.56	Nil
M.Com – AA	98.30	1.70	Nil
M.Com – BF	95.24	4.76	Nil
M.Com – BM	96.15	3.85	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

The College does not have a formal student progression tracking system after the completion of academic curriculum. However, given the alumni base and various alumni outreach programmes, it can be reasonably said that a substantial percentage of our graduates clear various competitive examinations.

29. Student progression

Student progression	Against % enrolled
UG to PG	Almost all of our students pursue higher education in India & abroad, though there is no formal mechanism to track student progression.
PG to M.Phil.	Almost all of our students pursue higher education in India & abroad, though there is no formal mechanism to track student progression.
PG to Ph.D.	Almost all of our students pursue higher education in India & abroad, though there is no formal mechanism to track student progression.



Ph.D.to Post-Doctoral	Almost all of our students pursue higher education in India & abroad, though there is no formal mechanism to track student progression.
Employed • Campus selection • Other than campus recruitment	125 out of 166 - 75.30% Information not available
Entrepreneurship/Self-employment	Information not available

The number of students in the Commerce faculty is in the range of around 900 every year. Though it is difficult to track the progression of these students, more than 90% of these students pursue professional courses like CA, CS, ICWAI, CFA, Actuarial Science, MBA etc.

30. Details of Infrastructural facilities

- a) Library: A 5934 square feet library with a seating capacity of 228 remains open for 12 hours every with an additional 2 hours during examination days. With 2300 books, 94 journals and periodicals and 27 databases covering a wide range of titles and subjects, the library has a rich collection. The fully- automated library uses software such as OPAC, Libsys and INFLIBNET. High-speed broadband internet, Wi-Fi routers, scanning, printing and photo copying facilities are made available to the staff and students. UGC- Network Resource Centre placed in the library has 5 computers with internet and printing facility for access to staff and students.
- b) Internet facilities for Staff & Students: High speed broadband internet as well as Wi-Fi is available for use by staff and students. **26 Wi-Fi routers** are fixed in the library, staff common room, computer laboratories, etc. for internet access to all teachers and students free of cost.
- c) Class rooms with ICT facility : The college has 30 classrooms equipped with LCD Projectors. There is access to Wi-Fi internet and all teachers have been provided with laptop computers to enable the use of ICT facilities in the classrooms.
- d) Laboratories: There are **2 computer laboratories** equipped with 40 computers each which are used for conduct of practical sessions. With a computer-student ratio of 1:1 during practical sessions, it provides a comfortable and effective hands-on learning. The College uses licensed software in the computer laboratory. **There is also one electronic**

**laboratory in the college.**

31. Number of students receiving financial assistance from college, university, government or other agencies - 127

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Every department in the institution strives to develop the aptitude of research among students. It publishes a monthly e-bulletin wherein students contribute articles on contemporary issues both within and beyond the syllabus. Department of Economics organizes An Annual Intercollegiate Research paper presentation competition 'EPSILON', wherein students undertake research work and present papers in the subjects of Economics, Politics, Commerce and Finance.
- The college publishes an interdisciplinary students' Research journal 'ENVISAGE' with ISSN 2395-7212, which gives an opportunity to students to develop critical thinking skills needed to succeed in academia and the real business world. The articles written by students are reviewed by the journal committee and edited under the guidance of faculty members. The publication provides exposure to academic research as well as development of analytical appraisal skills through the peer review process.
- The college organizes an Annual Business Plan Competition, INTENT wherein participating students conduct market research and collect Primary data before presenting their Business Plans to a team of judges who are esteemed personalities and entrepreneurs.
- Regular workshops are organized for students to give them hands-on training in various areas such as Robotics, SAP/ SAS, Social initiative meter share and Ethical Hacking Software Tools.
- In Self finance courses of BMS and BFM, though it is not required as per guidelines of University of Mumbai, students are encouraged to collect data and undertake market research for their project work.
- Field visits & educational trips are regularly organised for the benefit of students. Visits have been organised to BSE, NSE, Go Cheese Factory, Tata Motors factory etc.
- Industry Experts are regularly invited as Guest Speakers to enrich student knowledge on various subjects.

33. Teaching methods adopted to improve student learning

- Screening of short videos on current issues related to the syllabus, for example



- Videos on cash fraud / internal control to explain auditing concepts.
 - Video on concrete mixers and concrete testing machine to explain concepts of cost accounting.
 - Videos on gender parity and gender sensitization.
- Taking up case studies and encouraging students to read and discuss articles related to the subject
 - for e.g. Vodafone case & relationship of it with section 9 of Income Tax Act
 - Interweaving some of the leading judicial pronouncements with the course study.
 - Explaining concepts in Management Accounting with the use of latest Balance Sheets of companies.
 - Conducting debates, Group Discussions and peer teaching sessions.
 - For example topics like stock exchanges, currency devaluation, Brexit, etc. for class discussion and debates.
 - Assigning topics for presentation and motivating students to make presentations in class
 - For example short film making in Foundation Course.
 - Using Power Point presentations for statistical data analysis.
 - Analysis of data released by Government and RBI so as to understand the impact in the Indian as well as the Global economy eg. BREXIT, Inflation numbers, Interest Rate hike by US Fed etc.
 - Bridging the gap between theory and practice by teaching beyond the scope of the syllabus to give students a detailed understanding of topics from an industry point of view
 - Calculation of accounting ratios from Annual report of a listed company.
 - Accounting Standard explained (not in syllabus) but interrelated to those topics which are in syllabus e.g. AS 17 Segment Reporting with reference to how useful is the standard for analysis of company performance; AS 6 Depreciation & AS 10 Fixed Assets while teaching Final Accounts.
 - Discussing some of the audit standards (not in syllabus) which are very important for audit function of auditor esp. company audits.
 - Use of actual audited statements for explaining the format of schedule VI .
34. Participation in Institutional Social Responsibility (ISR) and Extension activities

The Institution strives towards developing intellectual capabilities and the attitude of oneness and responsibility amongst students towards nation and



community for making them valuable citizens. Departmental activities, Programs of NSS, and various Associations aim at holistic development of students and making them socially responsible.

- Intercollegiate festivals '**Umang**' and '**Drishti**' associate with a social theme to instill social values among the students.
 - '**Umang**' organized 'Cyclothone' for creating awareness about the importance of Education amongst the underprivileged.
 - '**Drishti**' celebrates theme based social week like 'Rise to Change' and 'Stairway to Humanity' in association with PETA and Josh foundation respectively. In 2015-16, Drishti collaborated with the UNITED NATION's for its HE FOR SHE campaign to spread the message of gender equality.
- **Students' Forum** celebrates 'Social Cause Day' to sensitize students regarding the social issues.
- **Wildlife and Nature Club** organizes:
 - 'Tree Plantation Drive' to enhance the quality of life on mother earth.
 - 'Monsoon Trail'
 - Clean-up Drive
 - 'The Winter Trek'
- **RCNM and NSS** collaborate with other institutions to organize various outreach and extension activities. These collaborations help institute channelize the mind and energy of youth towards social welfare. Organizing events in collaboration with institutions supporting a noble cause creates social responsibility among students.
- **NM NSS** wing collaborates with community and undertake several activities for social welfare. Few of the activities are Organ and Blood donation drive, Beach cleaning, Support to Mumbai Police during Ganesh Visarjan, Medical camp in Villages, Sales drive for NGO's, Adoption of slum children at Carter road, Bandra, Assisting Teachers in BMC Schools and school for special children etc.
- **Rotaract Club of College (RCNM)** focuses on the concept of 3 H – Hunger, Health and Humanity (Education) as a Global concept on which they plan their activities. 'RCNM Academy' conducts Training sessions at BMC Schools and schools for underprivileged children on topics such as behavior, manners, spoken English, linguistic skills, motivation, arts, dance, general knowledge etc. RCNM undertakes many social activities.
- Important days like Independence Day, Republic Day, World's Environment Day (5th June), International Yoga Day (21st June), Human Rights day (10th December), Women's Equality day (26th August), International Day of peace (21st September), Social Cause Day, Worlds



Elder's Day celebration (8th October) World Music Day (21st June) , World Tourism Day (27th September), International Food Day (16th October), World's Mental Health Day (10th October) , Children Day celebration with underprivileged kids, World Daughter's Day (12th January), *World Suicide Prevention Day* (WSPD) (10th Sept.), are celebrated to create awareness among the students about issues such as human rights, relevance of Indian constitution, Rights and Duties of Indian citizens and Issues and Problems of vulnerable sections of society.

35. SWOC analysis of the department and Future plans

Narsee Monjee College offers a single stream viz. COMMERCE for undergraduate and post-graduate studies. Under this stream it offers 4 programmes (B.Com, BMS, BAF, BFM) for the under-graduate degree and 1 interdisciplinary programme in BSC (IT) for under-graduate study and three programmes under the post-graduate degree to the students to choose.

Strengths

- **Brand reputation:** The excellent reputation built over the past 50 years has resulted in the college being ranked 1st amongst all commerce colleges in the city of Mumbai and is ranked at the 7th position in the country in the Commerce stream as per a survey conducted by India Today magazine. This attracts the best talents amongst students and teachers.
- **Excellent Library and ICT facilities:** The latest state of the art technology offered by the library which has a valuable collection of books, also in digital form, E-journal database facilities to enable research work and for access to latest online literature and classrooms which are equipped with projectors and LCD connections and wifi enabled campus facilitates the faculties of all the departments to engage in research work, refer to the current events and discuss them in class to enable qualitative teaching.
- **Faculty:** The College has a long standing tradition of attracting highly qualified faculty. The department of Accountancy has Chartered Accountants, some of them practicing, as members of the team. The Department of Bachelors in Management studies has MBA and faculties from other departments like Business Communication, Commerce, Economic, Mathematics and Statistics have research qualifications; some faculties have authored text books and reference books and published research and review articles in periodicals and journals. The average rating of all the faculties from the different departments has been



measured as 4 out of 5. Some faculty members are engaged in various social and charitable activities and are also culturally inclined with interests in music, dance, fine arts and theatre. We have distinguished visiting faculty at the M.com course many of whom hold Phd degrees.

Weaknesses

- **Lack of Academic Flexibility** - The present affiliation system gives limited flexibility to the department regarding curricular design and development, time frame and examination pattern. The Curriculum taught by the various departments and the pattern of examination and evaluation of students is not in sync with contemporary needs due to these constraints. Field visits to companies cannot be organized due to large number of students.
- **No Lateral and vertical mobility within and across programmes and courses**- Lateral and vertical mobility within and across courses is not available since the University does not offer the option.

Opportunities:

- **Linkages with Industry and other Institutions**-With growing demand for new and different learning modules, there is great opportunity for every department to establish constructive linkages with industry and other similar departments with other institutions in India as well as abroad.

Scope for introduction of new courses: There is a scope for new skill-development and vocational courses to be started to bridge the gap between theory and practice or newer learning modules from different segments of society.

Scope for faculty exchange programme: There also is a scope for faculty exchange programmes among institutions in India and abroad as this shall ensure intellectual exchange and expose our faculties to the developments in education taking place in the rest of the world as well as within the country.

Challenges:

- **Number of Students per class** - A prominent College like NM with a single stream in Commerce attracts a lot of students thus putting a lot of pressure on the admission process. The high number of 120 students in every class also poses a challenge for the teacher to effectively reach out to all students.

**Future Plans:**

- The college has an average demand across all courses which is more than 4 times the intake capacity. Moreover to accommodate the growing demand for new courses as well as provide better infrastructure to students and staff, the management has planned expansion in the year 2017. A new 9 storeyed building with state of the art infrastructure is proposed.
- Blackboard technology which is right now used in a phased manner will be used extensively in the near future to create e-learning by way of virtual classrooms.
- The college plans to establish a Research Centre in Commerce, Economics & Accountancy.
- The college aims to contribute in curriculum development by way of increased faculty membership in the board of studies.
- The college plans to regularly organize seminars / workshops / conferences on topics which are concurrently relevant.
- The college aims to enhance industry and institutional linkages.



Post Accreditation Initiatives

The college has complied with the suggestions given by the NAAC peer team in 2004.

Quality Sustenance Measures & Enhancement Measures:

I. Introduction of various courses including interdisciplinary at the UG and PG Levels

The college has introduced various courses at the undergraduate as well as the post graduate level to keep abreast with the changing demands of the students and industry. The courses introduced are as under:

- Under Graduation
 - BCom (Accounting & Finance)
 - BCom (Financial Markets)
 - BSc(IT) [Interdisciplinary course]
- Post Graduation
 - MCom (Advanced Accounting)
 - MCom (Business Management)
 - MCom (Banking & Finance)

II. Inculcating of Research Culture:

With a view to inculcate the culture of research in the institution, the college encouraged teachers to undertake various minor and major research projects. All kinds of administrative support was provided by the college and as a result a large number of teachers actively undertook projects on different topics as well as participated in conferences, seminars and workshops at the state, national and international level. This resulted in:

- The number of teachers with Phd. increasing by more than 100%. with many others currently pursuing the same.
- The college initiated the publication of 'Navmanthan', an annual double blind peer reviewed national level research journal. ISSN – 2349-7327.
- Research publications in national as well as international journals have increased substantially.
- The college has adopted the following measures to facilitate research activities.
 - Each full-time faculty of the college is provided with a laptop with Wi-Fi facility to help them in research work.
 - Google groups have been created for faculty and students to update them regarding the latest acquisition of books, journals etc. which can be used by them for research.



- Direct access to several databases related to online journals, company data, laws, eBooks, etc is made available to faculty from <http://ezproxy.svkm.ac.in:20048/login>

III. Ingraining the habit of Research in students:

- Raising the bar for competition, quality and execution, the college host an intercollegiate research paper presentation competition, EPSILON, wherein participants from leading colleges present their views on varied topics like E-commerce, Currency Wars, Intellectual Property Rights etc. through well written research papers.
- Students are also motivated to participate in research based competition held by other colleges.
- The college initiated the publication of 'Envisage', an annual research journal for students. ISSN – 2395-7212.

IV. Enhancement of Library facilities:

The college recognizes the fact that a strong library system enhances the academic life of the students and staff. Keeping this in mind, services to students and teachers have been substantially improved over the past years. The following measures were therefore taken by the college:

- A "Library Advisory committee" comprising of senior faculty members from Degree College, Junior College, Unaided Courses, the Librarian and Assistant Librarian has been formed. Significant initiatives implemented by the committee are:
 - Subject wise allocation of library budget and of UGC funds for B.Com-Degree College.
 - Consideration and approval of book bank applications.
 - Suggestions for procurement of new titles, improvement in library infrastructure and changes in library rules as and when required.
 - Initiating the process of weeding out books.
 - Taking decisions on student suggestions and grievances for e.g. putting rubber stoppers on chairs to reduce dragging noise.
 - Suggestions and approval for procurement of new journals, newspapers and magazines.
- The Ratio of library books to students enrolled is 18:1.
- The library has seen a tectonic shift in student footfall.
- Even past students studying for professional exams are granted access to the library.



- Library has an institutional membership of British Council, Indian Commerce Association, and Maharashtra Economic Development Council which can be availed by researchers for getting access to study material of their respective streams.

V. E Resource & Automation of Library:

The library has been modernized and fully automated and facilities provided to students and staff for effective use of library has increased manifold. The following improvements have been incorporated over the years:

1	OPAC	On-line public access catalogue is available through INTRANET by login facility where one can locate books according to author, title, publisher or classification number.
2	Electronic Resource Management package for e-journals	Available through N-List, INFLIBNET and E-Resources: Remote Access Services through Ezproxy server of SVKM.
3	Federated searching tools to search articles in multiple databases	Freely accessible through <i>Other Online Resource Category</i> under the library section on the college website.
4	Library Website	Dedicated webpage on the college website www.nmcollege.in . The webpage provides links to online virtual display of books, OPAC, online databases and other library services and resources.
5	In-house/remote access to E-publications	12 hours On-site and 24 hours Off-site access through INFLIBNET/OPAC available on the URL- http://192.168.2.65:8080/jopac/
6	Library automation	<ul style="list-style-type: none"> • High-speed Internet access and Wi-Fi facility available for free and seamless access to internet by students and teachers. • Scanning, printing and photo copying facilities available to students for preparation of assignments, for association activities, NSS etc. on nominal charges and freely available to teachers to enable them to prepare teaching aids undertake research work.



		<ul style="list-style-type: none"> • A colored Laser printer is also available for printing of Identity cards, certificates and other library work. • Division wise Google groups for all courses have been created for speedy and easy dissemination of information regarding new books, new databases, and journals and also for sending urgent notices and information to the students. • A 24x7 eight CCTV cameras and DVRI's have been installed to record CCTV footage.
7	Total number of computers for public access	05 (Placed at the UGC- Network resource Centre)
8	Total number of printers for public access	01
9	Internet band width/speed 2mbps/10 mbps/1 GB	2 MBPS provided through leased line
12	Participation in Resource sharing networks/consortia (like INFLIBNET)	Through N-list in INFLIBNET and EzProxy. (accessible both onsite and offsite).

VI. Enhancement of Infrastructure

- Classrooms:
 - All classrooms have been fully air conditioned and equipped with Wi-Fi, projectors and LED lights for optimum utilization of power.
 - For smoother delivery of lectures, mikes have been installed.
- Administrative office:
 - The college office has been revamped and modernized so as to enable smooth delivery of various services to the stakeholders.
- Computer & Electronic Laboratory:
 - Two well-equipped computer laboratories with 80 computers enhance the learning process and relevant licensed softwares which enable the proper conduct of the University prescribed courses.



- As against the University of Mumbai norm of 2-3 students per computer, we provide a computer for each student to improve the quality of teaching learning.
- We also have one well equipped electronic laboratory for the students of BSc.IT course.
- Library:
 - The library has been renovated and a mezzanine floor has been added to the library, thereby increasing the seating capacity substantially.
- Counselling Centre:
 - A Counselling centre has been established in the college premises for addressing the challenging issues and problems faced by the young and tender minds of our students. Since many of our students, especially from the self-financing courses, are from outside the city, they have minimal family support and hence the counsellor acts as a healer to them. The services are provided free of cost to all.
- Health Centre:
 - A health centre has been established in the college premises and a full time doctor has been deployed for the benefit of students and staff. The services are provided free of cost to all.

VII. Enhancement of Human Resource Management

- Training & Placement Cell.
 - A training and placement cell has been established for the benefit of student placement & progression. The Placement cell offers pre-placement and Placement assistance to students and prepares them to face interviews. Registration of students is done in the month of June and July and pre placement training sessions are conducted in the month of August. The sessions focus on practice sessions for group discussions and personal interviews. In the month of October, soft skills training sessions are conducted and by December campus recruitments are underway. The cell is an active ingredient of the college system and several reputed companies and industries visit our college for placements. 100% of our registered students are placed.
- Soft Skills Induction Program:
 - A soft skill induction program is made mandatory for all new teachers appointed. This helps them in being better prepared



for teaching our students, most of whom are from very strong intellectual background.

- Development program for staff:
 - Workshops for non teaching and teaching staff are periodically organized so as to address various issues like Time Management, Stress Management etc.
 - On behalf of the UGC Academic Staff College, University of Mumbai, the college has organized a lot of refresher courses in the commerce stream.

VIII. As per the observations of the NAAC peer team,

- The college now publishes a prospectus for admission to all courses. The prospectus is also uploaded on the college website as well. It highlights the course structure, examination pattern, fee structure, co-curricular and extra-curricular activities of the college.
- In addition, all students are also given a handbook in a CD which contains important forms such as railway concession, application for transcripts etc. apart from the rules and regulation such as anti-ragging, use of unfair means in examination, attendance norms etc.

IX. Extensive feedback

- Student's feedback is taken periodically on quality of teaching, curriculum and infrastructure and so on. The IQAC takes cognizance of such feedback and takes suitable measures to improve on the same.
- Feedback is also sought from parents, alumni and employers on various parameters.

X. Use of ICT

- Use of ICT and computerization for all administrative needs has been enhanced. Communication through e-mails has been proactively followed in connecting all the departmental and administrative heads. It is also used for communication with parents and students.
- In order to encourage use of modern teaching aids all classrooms have been equipped with LCD projectors. Wi-Fi facility is available in each classroom and each full-time faculty of the college has been provided with laptop.



XI. Social Outreach:

The Institution strives towards developing intellectual capabilities and the attitude of oneness and responsibility amongst students towards nation and community for making them valuable citizens.

- Departmental activities, Programs of NSS, and various Associations aim at holistic development of students and making them socially responsible.
- Intercollegiate festivals '**Umang**' and '**Drishti**' associate with a social theme to instil social values among the students.
- **RCNM and NSS** collaborate with other institutions to organize various outreach and extension activities. These collaborations helps institute channelize the mind and energy of youth towards social welfare. Organizing events in collaboration with institutions supporting a noble cause creates social responsibility among students.
- NM Enactus has been formed to promote community development. This initiative is supported by corporate partners such as KPMG, Walmart. Tata, Mahindra etc.



Annexures

University of Mumbai Affiliation Letter

University of Mumbai



AFFILIATION SECTION
No. Aff.II/ICD/2016-17/985
06 August, 2016.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the Shri Vile Parle Kelavani Mandal's Narsee Monjee College of Commerce & Economics, Juhu Scheme, Vile Parle (W), Mumbai-400 056 is affiliated to the University of Mumbai, and the following Courses are conducted in the said college.

Sr. No	Course	Duration	Affiliation (Permanent/Temporary)	Period of Validity for the years (s)
1	B. Com	3 Years	permanent	---
2	B.M.S.	3 Years	Temporary	From 1999-2000 to 2015-16
3	B.Com (Accounting & Finance)	3 Years	Temporary	From 2010-11 to 2015-16
4	B.Com (Banking & Insurance)	3 Years	Temporary	From 2011-12 to 2015-16
5	B. Com (Financial Markets)	3 Years	Temporary	From 2011-12 to 2015-16
6	B. Sc (Information Technology)	3 Years	Temporary	From 2012-13 to 2015-16
7	M. Com (Accountancy)	2 Years	Temporary	From 2010-11 to 2015-16
8	M. Com (Business Management)	2 Years	Temporary	From 2013-14 to 2015-16
9	M. Com (Banking & Finance)	2 Years	Temporary	From 2013-14 to 2015-16

This Certificate is issued on the request of the Principal of the said College for submitting the same to the NAAC, Bangalore, accordingly.

Dr. Anil Patil

Director

Board of College and University Development



12(b) and 2(f) Certificate

Ph. 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627

Extension No. 413 (CPP-I Colleges)
UGC Website: www.ugc.ac.in



विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. No. 1-1/2004 (CPP-I/C)

INWARD NO. 1295
DATE 08/10/12

October, 2012

The Principal,
SH. Narsee M College of Commerce & Economics
Vile Parle (West), Dist. Mumbai – 400 056
Maharashtra.

5 OCT 2012

Sub: - Recognition of SH. Narsee M College of Commerce & Economics, Vile Parle (West), Dist. Mumbai – 400 056, Maharashtra under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

With reference to your letter No. 59/2012-13/720 dated 11-09-2012 on the above subject I am directed to say that the name of **SH. Narsee M College of Commerce & Economics, Vile Parle (West), Dist. Mumbai – 400 056, Maharashtra** established in the year of **1964**, affiliated to **University of Mumbai, Mumbai** is included in the list of Colleges maintained under Section **2 (f) & 12 (B)** of the UGC Act, 1956 under the head **Non-Government College teaching upto Master's Degree**.

Yours faithfully,

(Sunita Gulati)
Section Officer



Certificate of University of Mumbai

University of Mumbai

URGENT/BY REGISTERED POST
Tel: 022-2267532/22708542
Email: ar.affiliation2@fort.mu.ac.in



AFFILIATION SECTION
No. Aff.I/ICD/2016-17/1141
Date: 1st September, 2016.

INWARD NO. 1272
DATE 03/09/2016

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Shri Vile Parle Kelavani Mandal's Narsee Monjee College of Commerce & Economics, Juhu Scheme, Vile Parle (W), Mumbai- 400 056 is permanently affiliated to the University of Mumbai since 1974.

As per the University record, correct name of the said college is "Shri Vile Parle Kelavani Mandal's Narsee Monjee College of Commerce & Economics" *and not* Sh. Narsee M College of Commerce & Economics.

M.A. Khan
1/9/16

(Dr. M.A. KHAN)
REGISTRAR



A. Desai
I/C. Principal
Narsee Monjee College of
Commerce and Economics,
Mumbai-400 056.



Declaration by the Head of the Institution



Shri Vile Parle Kelavani Mandal's

NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS



Declaration by the Head of the Institution

I certify that the data included in this Self-study Report (SSR) is true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place : *Mumbai* Signature of the Head of the institution with seal :



Date : *6th September 2016.*



Certificate of Compliance



Shri Vile Parle Kelavani Mandal's
NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS



Certificate of Compliance

This is to certify that Shri Vile Parle Kelavani Mandal's Narsee Monjee College of Commerce & Economics fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/ Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regards to compliance of conditions by the institution will be sent.

It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by the NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: Mumbai
 Place: 06.09.2016

A. Dora
 I/C Principal



NAAC Certificate of Accreditation & Quality Profile



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
 विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
 An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
 National Assessment and Accreditation Council
 on the recommendation of the duly appointed
 Peer Team is pleased to declare the*

Shri Vile Parle Kelavani Mandal's

Narsee Monjee College of Commerce & Economics

Vile Parle (West), Mumbai, affiliated to University of Mumbai, Maharashtra as

Accredited

at the B⁺⁺ level.

Date : February 16, 2004



M. S. D. D.
 Director

- This certification is valid for a period of Five years with effect from February 16, 2004
- An institutional score (%) in the range of 55-60 denotes C grade, 60-65 - C⁺ grade, 65-70 - C⁺⁺ grade, 70-75 - B grade, 75-80 - B⁺ grade, 80-85 - B⁺⁺ grade, 85-90 - A grade, 90-95 - A⁺ grade, 95-100 - A⁺⁺ grade (upper limits exclusive).



NAAC Certificate of Accreditation & Quality Profile

Quality Profile

Name of the Institution : Shri Vile Parle Kelavani Mandal's
Narsee Monjee College of Commerce & Economics
Place : Vile Parle (West), Mumbai, Maharashtra

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	79	10	790
II. Teaching-learning and Evaluation	84	40	3360
III. Research, Consultancy and Extension	79	05	395
IV. Infrastructure and Learning Resources	78	15	1170
V. Student Support and Progression	79	10	790
VI. Organisation and Management	80	10	800
VII. Healthy Practices	79	10	790
		100	$\Sigma C_i W_i = 8095$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{8095}{100} = 80.95$$

Urmasad
Director



NAAC peer team review report of last cycle

NAAC

for quality and Excellence in Higher Education

Daft Report on Institutional Accreditation

of

Shri Vile Parle Kelavani Mandal's

**Narsee Monjee College of Commerce and
Economics**

Vile Parle (W), Mumbai - 400 056, Maharashtra

10th January 2004

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

2/4, Dr. Rajkumar Road, P.O. Box. No.1075, Rajajinagar,

Bangalore – 560 010



Draft Report on Institutional Accreditation
of
Shri Vile Parle Kelavani Mandal's
Narsee Monjee College of Commerce and Economics
Vile Parle (W), Mumbai - 400 056, Maharashtra

Section I : Preamble

Narsee Monjee College of Commerce and Economics, Mumbai, ~~voluntarily~~ to be assessed by the National Assessment and Accreditation Council (NAAC), Bangalore and submitted a Self-Study Report in November 2003. The Council Constituted a Peer Team to visit the institution and validate the Self-Study Report. The Peer Team comprised Prof.M. Madaiah, Former Vice-Chancellor of the University of Mysore, Mysore (Chairman), Dr.Stephen, A, Principal, St. Stephen's College, Uzhavoor, P.O., District Kottayam, Kerala (Member) and Prof.S. Selvaraj (Former Principal), Advisor, Annammal College of Education for Women, Tuticorin, Tamil Nadu (Member-Co-ordinator). The Peer Team visited the College on 9th and 10th January 2004. Prof. Selvaraj Co-ordinated the work of the Peer Team throughout the visit.

Narsee Monjee College of Commerce and Economics was established in June 1964 by the Shri Vile Parle Kelavani Mandal (SVKM), Mumbai. It is a professionally managed Trust and is running many academic institutions under its Umbrella. The Self-Study Report States, "although the College started by focusing on education to make students self-reliant and to prepare them for careers in the Commerce field, it gradually extended the scope of its activities to include the



moulding of the overall personality of the students.” The College is a co-educational institution and is affiliated to University of Mumbai. The institution receives grants-in-aid of the State Government. The College is recognized by the University Grants Commission under Section 2(f) of the U.G.C. Act of 1956.

The College is located in the Urban setting North West region of Mumbai. It is housed in a well-planned and well-maintained spacious building with an impressive infrastructure. The College offers two undergraduate programmes - one leading to Bachelor’s degree in Commerce and other leading to Bachelor of Management Studies. BMS is completely a self-financing course. The institution has a well-qualified and experienced teaching faculty strength of 28 members including 3 Ph.D. holders and 4 teachers with M.Phil degree. There are 8 part-time teachers in the College. In addition, there are quite a few professionally qualified teachers and visiting faculty to handle special courses. The College has a student population of 2678 for B.Com. and 416 for B.M.S. Course. The College aims at providing quality education to its students. Out of the total student population 3094, there are 1721 girls.

The Peer Team meticulously analysed the Self-Study Report submitted by the College. During the two-day visit to the institution, the team went through all the relevant documents as well as visited the departments and facilities - academic, co-curricular, sports and extension of the institution. The members of the Peer Team also interacted with the Management, Principal, faculty, non-teaching staff, students, parents and the Alumni of the College. Based on the above exercise and keeping in view the seven criteria identified by the National

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Assessment and Accreditation Council, the Peer Team was able to assess the quality of higher education offered by this institution. The objective assessment of the institution under various criteria, the commendable features of the Institution as well as the issues of concern and suggestions of the Peer Team are given in the ensuing pages.

Section II : Criterion-wise Analysis

Criterion 1 : Curricular Aspects

N.M. College of Commerce and Economics, being an affiliated institution, follows the curricula and regulations prescribed by the University of Mumbai. Academic bodies like the Boards of Studies and faculties of the parent university design the Curricula for various courses. The University makes periodic revision of the syllabi and the College automatically implements the changes. The course structure prescribed by the University for B.Com. and B.M.S., provides for interdisciplinary/multi-disciplinary approach in teaching programmes and there is some degree of flexibility to the students in choosing optionals/electives. Within the framework of the University, the institution offers a varieties of optionals at the B.Com. and B.M.S. level for the benefit of students. At the B.Com. level, the college offers a number of career oriented optionals/electives like Financial Accounting and Auditing, Business Management, Advertising, Computer Systems and Application, Tourism and Travel Management and Tax Procedure and Practice In addition to many other new and useful core courses. However, the University of Mumbai has discontinued UGC Vocational subjects from the academic year 2003-2004.



The institution started Bachelor of Management studies from the academic year 1999-2000 as a self-financing course. As far as the B.M.S. Course is concerned, it is largely career oriented. The course aims at providing trained managers to industry and other business establishments. There are 15 clubs/associations which conduct various co-curricular activities in the College.

The institution needs to explore the possibility of introducing more electives/optionals at B.Com. as well as BMS level in order to provide wider choice to the students. The performance of students in the examinations is quite impressive.

The College offers quality education in the Commerce & Management streams. Curricular aspects are given priority.

Criterion II : Teaching, Learning and Evaluation

Teaching - learning and evaluation are carried out in a satisfactory manner in this institution. Admission to B.Com. and B.M.S. is transparent. Students are selected for B.Com. course on basis of merit and also observing the reservation rules. However, B.M.S. students are selected on the basis of the centralized Common Entrance Examination conducted by Mumbai University. The institution claims that it has one of the highest cut-off percentages while admitting students in both the B.Com. and B.M.S courses. The college follows annual system for B.Com. course and semester system for B.M.S. course.

The institution encourages teachers to make their teaching plans well in advance. Teachers are also encouraged to participate in various professional

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development programmes. The college provides bridge/remedial courses for slow learners and motivate the advanced learners to read good books and articles and also to take competitive examinations. Lecture method of teaching is supplemented by other learner-oriented methods like home assignments, websites for gathering information, guest lectures, project work, case study and group discussion. Modern teaching aids are also used by the teachers. The College communicates to the students regarding the evaluation method at the beginning of the academic year. The over-all performance of the student is assessed through a combination of continuous and annual examination. The College is very strict regarding the students' attendance.

The recruitment of the teachers is as per norms prescribed by the University and Maharashtra Government. In addition to Self-Appraisal of faculty, the students also evaluate the teachers. Interaction with the students reveal that the students are happy with teaching and evaluation in the college.

Criterion III : Research, Consultancy and Extension

Teaching and Research are complimentary to each other. N.M. College of Commerce and Economics seems to have understood the concept very well. The college has potential to initiate research activities. There are three teachers with Ph.D. and 4 teachers with M.Phil out of the total teaching staff 28. One teacher has registered as a full-time research scholar and 8 percent of the faculty are actively involved in research. Faculty members do guide the students in their project work. However, the focus in the college is primarily on teaching. The management needs to initiate to finance some socially relevant research projects

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at least with partial assistance or to encourage them to approach industry/business/institutional agencies for funding of the research project. A couple of teachers have also published their research work.

There is no consultancy in the college in the real sense. However, teachers do provide counseling to students which would help them in shaping their career. Turning the focus on socially relevant problems and also local problems may help to initiate consultancy.

Narsee Monjee College has been doing appreciable extension through its NSS volunteers and also associating teachers closely in this area. Various awareness programmes like blood donation, Aids Awareness, Literacy Drive, Anti-drug Addiction Campaign, Tree Plantation, Anti-Dowry Campaign and collecting donations for helping families of Kargil war victims, Gujrat Earthquake, Orissa Cyclone Relief etc., are commendable extension activities. The extension activities are also conducted with NGOs. The College conducted some workshops/seminars on behalf of the University. The college has scope for involving teachers in research and consultancy and expansion of outreach programmes through NSS unit of the College.

Criterion IV : Infrastructure and Learning Resources

N.M. College is strategically located in Vile Parle (West), Mumbai and is housed in a three-storied building accommodating 30 Lecture halls, 3 computer laboratories with 50 computers, Administrative Office, Staff Room, etc. There is a good canteen also for catering to the needs of students and staff. There is a

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Health-cum-Counseling Center, which provides free counseling and treatment to staff and students. Hostel facilities are available to the students.

Sports facilities are also available to students both for outdoor and indoor games. The gymkhana is well-equipped with table tennis tables, carrom boards, chess boards and sports equipment for outdoor games such as Cricket, badminton, volleyball, hand ball, etc., The college hires the grounds at various locations in nearby suburbs for outdoor games.

Ishwarbhai Patel Library of the College has around 35,850 books catering to the needs of students and the teachers. In addition to books, the college also subscribes to 72 journals out of which 7 are international journals. The library has a TV Set, VCR, LCD educational video and audio cassettes, OHP, maps, reprographic machine etc.,

The Peer Team is happy to witness the impressive infrastructure available in the college. However, the renovation work of the college be completed at the earliest. In view of the increased and diversified needs of students, more books and periodicals be added to the library. Library needs to be computerized at the earliest.

Criterion V : Student Support and Progression

There are a number of student support programmes in N.M. College of Commerce and Economics. There are freeships and scholarships for meritorious needy students (Raman Brother Freeships and Ajit Datar Memorial Scholarship). During 2002-2003, as many 68 students in TY B.Com. were receiving state

(Handwritten signature)



government merit scholarship. The college also provides financial aid to needy students from Students' Aid Fund.

The College does not publish the college prospectus. It just distributes the information sheet to students at the beginning of the academic year. However, the BMS Section of the College publishes updated prospectus regularly.

Teachers of the College provide counseling to students about the various career options and help them in preparation of competitive and professional examinations. There is no formal 'Placement Cell' as such in the college. Talks are also arranged by the college regarding career option/job opportunities etc.,

The College has maintained high pass percentage and the dropout rate is very low. The performance of the students in the qualifying examination is highly commendable and quite often few students get University Ranks. The college encourages students to participate in co-curricular and cultural activities. Many students of this College have won laurels for their outstanding performance in sports and cultural activities. Outstanding students in sports and cultural activities get due recognition in the college. The institution has an Alumni association called Naam. Many of the graduates of this college are placed in good positions in different walks of life, especially in accounting profession. Student progression to higher studies is quite encouraging. However, the peer team feels that the college should make use of the Alumni Association effectively for the development of the college.



Criterion VI : Organisation and Management

Narsee Monjee College of Commerce and Economics is an aided private educational institution. The overall management of the college rests with the Shri Vile-Parle Kelavani Mandal, Mumbai. The Management Council comprises of many well-known personalities as members and is headed by an eminent educationist and currently Hon'ble Minister for Primary Education in Maharashtra - Shri Amrish R. Patel. There is a Local Managing Committee to look after the general management and finance. The LMC holds regular meetings and take major policy decisions. The Principal of the College looks after the day-to-day administration, educational activities and discipline. He is assisted by 2 Vice-Principals and General Committees.

The Management of the College is democratic, transparent and efficient. This participatory approach helps the College in planning and implementing various activities of the institution. There is a prudent management of finances and accounts are audited by competent authorities. The college has an inbuilt mechanism to check the efficiency of the non-teaching staff. Likewise, there are appraisal methods to assess the performance of teachers in the college. There are hostel facilities for students. The management is quite receptive to the welfare of its employees as well as students.

The Peer Team noticed that the College has mobilized substantial amount through self-financing BMS Course, Philanthropists and other sources. During the discussion with the management, it was given to understand to the Peer Team,

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that the management (SVKM) is in a position to generate the required finance for future development of the institution.

Criterion VII : Healthy Practices

The Peer Team has noticed the following unique features which enhance the academic environment of the institution. They are:

- * Good leadership, along with excellent interpersonal relationships among the teaching and non-teaching staff, and students which helps in the smooth functioning of the institution.
- * Prevalence of discipline and academic environment in the college.
- * The Personal attention given by teachers for the all-round personality development of the students is commendable.
- * Counselling and assisting students by faculty members in the preparation for various types of competitive examinations and for finding good job-opportunities.
- * Sustained efforts of the college in maintaining high standards and moving towards excellence is another healthy feature.
- * The College has been imparting value based education to students since its Inception.
- * The Institution offers a Six Semester Bachelor of Management Studies (BMS) as a self-financing course. This course is not only career-oriented but also augments the resources of the College.

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- * Civic responsibilities are inculcated among the students through NSS and NCC activities.
- * Another healthy feature is that the college organizes two intercollegiate festivals, viz., 'Umang' and 'Drishti' every year.
- * Collection of funds for helping the families of Kargil war victims and earthquake in Gujrat and Orissa Cyclone affected area.
- * Maintenance of high percentage of passes and University ranks is another commendable healthy feature.
- * The College has got a commendable internal security system which ensures the security of the students and staff.

Section III : Overall Analysis

The Peer Team, after perusing the Self-Study Report and assessing the various academic and infrastructural facilities of Shri Vile Parle Kelavani Mandal's Narsee College of Commerce and Economics is very much Impressed by the vision and goals of the Institution in the cause of promoting higher education in the surrounding area. The College has made considerable progress in enlarging its academic activities by offering a variety of electives/optionals at the B.Com level. A career oriented Bachelor of Management Studies (BMS) is offered in this institution for the benefit of students. Teachers of the institution shoulder responsibilities of providing appropriate teaching-learning experiences. The evaluation methodology adopted is quite satisfactory. One can also discern the research and publication culture to some extent. Extension activities carried out



by the institution through NSS and NCC units are appreciable. The College has impressive infrastructure facilities. Organization and management of the college is efficient and transparent. The institution has earned a good reputation for imparting quality education.

While appreciating the accomplishments of the College, the Peer Team would like to suggest the following for the future development of institution.

- * Infrastructural facilities, both academic and physical, need to be expanded for further progress of the institution. The renovation and repair work of the college needs to be completed at the earliest.
- * The management may think of introducing Master's degree course in Commerce.
- * The institution may think of introducing few more new self-financing courses.
- * Only seven out of 28 faculty members hold research degrees. Teachers need to be encouraged to improve their academic qualifications under FIP or through institutional logistic support.
- * Critical research and publication need to be encouraged in the institution.
- * Teachers may be encouraged to participate and present papers in seminars/conferences. The college may also think of conducting few seminars/workshops every year.

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- * The per capita availability of books in the library needs to be strengthened by adding more books in different branches of commerce and management studies. A few more good periodical may be added to the library. Library should be computerized fully.
- * Greater use of modern teaching aids in the classroom is recommended for effective teaching - learning process.
- * Computer labs need to be expanded with more terminals and networking to cater the increasing demand for the use of computers in higher education. More internet facilities need to be provided for the benefit of students and staff. Few more latest computers may be added.
- * Formal linkage with industry and financial institutions would help the college in its progress and academic ambience.

Shri Vile Parle Kelavani Mandal's Narsee Monjee College of Commerce and Economics has earned a very good reputation in Mumbai for imparting quality education and a sense of discipline to younger generation since its establishment nearly 40 years ago. The Peer Team appreciates the dedicated services of Hon'ble Shri. Amrish R. Patel and the members of the management council in promoting the cause of higher education. The Principal Shri.M.K. Desai has the necessary traits of good leadership and is enthusiastic in the all-round progress of the institution. This premier institution may continue to strive hard to sustain the reputation earned through the collective efforts of the Principal, faculty, non-teaching staff and student community, and of course, the active involvement of

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the management. The Peer Team wishes all the best to this premier N.M. College to reach new academic heights in quality and excellence in the years ahead.

Chairperson

Prof. M.Madaih

M. Madaih
10/11/2004

Member

Dr. Stephen A.

Dr. Stephen A.
10/11/04

Member Co-ordinator

Prof. S. Selvaraj

S. Selvaraj
10/11/04

I have gone through the report and agree with the contents.



Prof. M K Desai

MK Desai
10/11/04

Principal

Principal
**Narsee Monjee College
of Commerce & Economics,
Mumbai-400 56.**

><<><>



List of Department

Name of the College: SVKM's Narsee Monjee College of Commerce & Economics

Address : Bhakti Vedanta Marg, Vile Parle (W)

Pin Code: Mumbai 400056

Track ID : MHCOGN10743

Particulars	UG	PG	Research (M.Sc. by research + Ph.D.)
Commerce	Commerce	Commerce	
UG-05	Business Management Studies		
PG-03	Accounting & Finance	M.Com. (Advance Accountancy)	
	Financial Markets	M.Com. (Business Management)	
	Bachelor of Science ñ Information Technology (interdisciplinary)	M.Com. (Banking and Finance)	



List of teachers who have attended
Refresher Course and Orientation Programme in the last five years.

Year	Refresher Course	Orientation Course
2011-12	Ms. Ameer Vora	
	Mrs. Chitra Thomas	
	Ms. Shashi Surana	
	Mrs. Savita Desai	
2012-13	Ms. Ameer Vora	
	Mr. Kedar Bhide	
	Mrs. Ritu Vashisht	
2013-14	Mrs. Leena Nair	Dr. Vandana Mishra
	Ms. Shashi Surana	Mrs. Deepa Chitnis
2014-15	Dr. Vandana Mishra	Dr. Ritika Khurana
	Mrs. Savita Desai	Mrs. Renuka Mangtani
2015-16	Dr. Ritika Khurana	Mrs. Tessy Philji
	Dr. Jennifer DiSouza	Mrs. Geeta Desai
	Mr. Sunil Kadam	Mr. Shivesh Shukla
	Mrs. Deepa Chitnis	Mr. Sameer Dave
	Mrs. Geeta Desai	

"The list of minor research is already given in Criteria III, point 3.2.7."



Shri Vile Parle Kelavani Mandal's
NARSEE MONJEE COLLEGE OF COMMERCE & ECONOMICS

Juhu Scheme, Vile Parle (West), Mumbai-400056. Tel.: 42338000 / 42338001
Email: info@nmcollege.in • Website: www.nmcollege.in

