Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution: SVKM's Narsee Monjee College of Commerce & Economics

Name of the Head of the institution : Dr. Parag Ajagaonkar

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.: 42338000 / 42338001

- Mobile no.: 9869076756

- Registered e-mail: Parag.Ajgaonkar@nmcce.ac.in

- Alternate e-mail : info@nmcollege.in

- Address   :, Narsee Monjee College of Commerce and Economics, Swami Bhaktivedanta Marg, Juhu Scheme, Vile Parle(W) , Mumbai 400056

- City/Town   : Mumbai

- State/UT   : Maharashtra

- Pin Code   : 400056

2. Institutional status:

- Affiliated / Constituent: Affiliated

- Type of Institution: Co-education

- Location : Urban

- Financial Status: UGC 2f and 12 (B)

- Name of the Affiliating University: University of Mumbai

- Name of the IQAC Co-ordinator :   Mrs. Sneh Choithani

- Phone no. : 022-42338011

    Alternate phone no. 022-42338000

- Mobile: 9594060573

- IQAC e-mail address: IQAC@nmcce.ac.in

- Alternate Email address: Sneh.Choithani@nmcce.ac.in

3. Website address: https://nmcollege.in/

Web-link of the AQAR: (Previous Academic Year):

https://www.nmcollege.in/wp-content/uploads/2019/12/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: https://www.nmcollege.in/wp-content/uploads/2018/07/FIRST-YEAR-CALENDER-COPY-rotated.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B++	-	2004	from:2004 to: 2009
2nd	A	3.42	2017	from:2017 to: 2022
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 17/07/2006

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	**Date & duration**	**Number of participants/beneficiaries**
Students Feedback using Google forms designed	**15 Dec 2018**	All students
Assigning teacher-mentor for each student - Each class has been assigned a teacher-mentor	15 Nov 2018 Beginning of Second term	All students
Implementation of Performance Improvement Plan - subject wise examination result analysis and failure report was sent to all HODs and they planned remedial measures in consultation with their department members.	11 Mar 2019	
Training administrative staff for maintaining service books and pay	11th April, 2019 – One day	

fixation - Staff was sent for attending a workshop on 7th Pay fixation organized by Mulund College of Commerce.		
Proposal for proposal for UGC Block Grants - The proposal was prepared and sent to UGC	20 Mar 2019	
To conduct workshop for benefit of teaching and non-teaching staff - workshop on 'Food and Mood' was successfully conducted for the teaching & non-teaching staff of the College	12th October, 2018.	40
To conduct FDP for faculties benefit - The FDP on 'Online Content Creation' was organised by the Department of BSc (IT) in collaboration with IQAC. The workshop was organised to provide hands-on training to the teachers in creating audio-visual lectures, recording and uploading their	29th March 2019	45

lectures and to create, design, develop and edit online contents of their subjects.		
To conduct a national level conference - Multidisciplinary National Conference on 'Ethics in Contemporary Society' organised	One Day - Saturday 23rd February, 2019 from 8.00 a.m. to 5.00 p.m.	40

Note: Some Quality Assurance initiatives of the institution are:

- Teaching plan is prepared for the academic year.
- Monthly informal meetings of the departments where the present status of the curriculum covered are discussed.
- Teaching and Non – Teaching staff given online SAP training.
- Smart board training to all teaching staff and encouraging faculties to use smart board for teaching learning process
- Preparation of log book for teachers - The log book format was prepared

- 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.

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Institution	Grant by Centre for the National Conference	ICSSR	2018-19	50000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

==*upload latest notification of formation of IQAC==

10. No. of IQAC meetings held during the year: 4

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….

Yes/No : Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its

activities during the year?   Yes   √   (ICSSR)

If yes, mention the amount: 50000   Year: 2018-19

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

    * Each class has been assigned a teacher-mentor

    * Preparation of log book for teachers

    * Training administrative staff for maintaining service books and pay fixation

    * FDP on 'Online Content Creation'

    * Multidisciplinary National Conference on 'Ethics in Contemporary Society'

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards

Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Designed Students Feedback using Google forms	A pilot test of feedback through Google forms was conducted

Assigning teacher-mentor for each student	Each class has been assigned a teacher-mentor
Implementation of Performance Improvement Plan	subject wise examination result analysis and failure report was sent to all HODs and they planned remedial measures in consultation with their department members.
Preparation of log book for teachers	The log book format was prepared
Training administrative staff for maintaining service books and pay fixation	Staff was sent for attending a workshop on 7th Pay fixation organized by Mulund College of Commerce on 11th April, 2019.
Proposal for proposal for UGC Block Grants	The proposal was prepared and sent to UGC on 20 Mar 2019
To conduct workshop for benefit of teaching and non-teaching staff	workshop on 'Food and Mood' was successfully conducted for the teaching & non-teaching staff of the College on 12th October, 2018.
To conduct FDP for faculties benefit	The FDP on 'Online Content Creation' was organised by the Department of BSc (IT) in collaboration with IQAC on 29 March 2019. The workshop was organised to provide hands-on training to the teachers in creating audio-visual

	lectures, recording and uploading their lectures and to create, design, develop and edit online contents of their subjects.
To conduct a national level conference	One Day Multidisciplinary National Conference on 'Ethics in Contemporary Society' organised on Saturday 23rd February, 2019 from 8.00 a.m. to 5.00 p.m.
To conduct seminar on HRD fundamentals for TYBMS students	Seminar on 'Human Resource Management Fundamentals for TYBMS' was conducted on 4th July 2018 for introducing marketing and finance students to human resource development.
To conduct workshop on Technical Analysis for TYBFM students	A workshop on 'Technical Analysis' was conducted on 11 August 2018 for TYBFM students.
To organise industrial visits	Industrial visit to SEBI, BKC was organised for FYBFM and SYBFM students on 8 March 2019
To conduct workshop on IOT for BSc(IT) students	Conducted workshop on 'Practical applications of IOT' was conducted for TYBSc(IT) students with hands on training on Pi Kits on 18 Aug 2018
To conduct workshop on Android application	Conducted workshop on Android application development for BSc(IT) students on 5 Feb 2019.

development for BSc(IT) students	

14. Whether the AQAR was placed before statutory body?   Yes /No: Yes

Name of the Statutory body: IQAC   Date of meeting(s): 20 Dec 2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: Yes   Date: 2nd Aug 2019 (Autonomy visit)

 16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2019-20   Date of Submission: 23rd January 2020.

17. Does the Institution have Management Information System?

Yes √   No

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

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.

Though not the norm, under SAP, there is an HRM system which takes care of admissions, attendance records of staff and students, Student life cycle management module, payrolls etc.

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.

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Part-B

CRITERION I – CURRICULAR ASPECTS

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1.1 Curriculum Planning and Implementation

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

Curriculum delivery:

The academic calendar issued by the University was followed. The Boards of Studies of University of Mumbai design curricular along with specified number of units and number of lectures. Each teacher prepared the teaching plan at the beginning of the academic year, specifying the duration of the topics to be taught. The faculties had engaged extra lectures for timely completion of the syllabus with systematic pre-planning, wherever necessary.

Faculties had adopted various interactive teaching methods as per the requirement of the curriculum to enhance students' attention, interest and participation in teaching-learning process. Faculties manage pace and transmission of the curriculum within the time frame and devise their own methodology based according to subject requirements and quality of learners. The students were intimated about the portion of curriculum for assessment/ examinations, nature and format of question paper and weightage of marks for topics prescribed by the University. The information and communication technology was used include overhead projectors, smart boards, Wi-Fi connectivity to assist faculties for their power point presentations, videos, etc. in the lectures delivery, circulating course material using division-wise Google groups. Guest Lecture series arranged to enrich various curriculum topics.

Besides, the curriculum was expanded beyond the focus of the syllabus through co-curricular activities by deliberately conducting business conclaves, meets, seminars, workshops, group discussions, panel discussions and industrial visits for the holistic development of the students. Supportive infrastructure and administration facilitating an all-round progressive atmosphere within the college. For example, to enhance entrepreneurship skills among students, various workshops were arranged with the help of entrepreneurial alumni and students were also encouraged to conduct the interviews of successful entrepreneurs from among our alumni and publish a book on it. Interactive guest sessions from industries provide value added enriching experience for students.

Documentation:

- Academic plan and examination schedule is conveyed to all at the beginning of the year on the college website.
- In the beginning of the academic year, the Timetable / Workload Committee conducts meetings with the department heads and faculties to plan the yearly time table and ensure effective and timely implementation of the curriculum.
- Detailed Teaching Plans were prepared for the complete academic year. Uniformity in interpretation and implementation of the syllabus is stressed upon.
- As a review mechanism, departmental meetings, staff council and feedback mechanism ensures the implementation of the action plan in curriculum completion.
- Significant suggestions and inputs are shared by the senior teachers to orient new teachers joining the department.
- At the end of every academic term, teachers are required to submit the status of completion of syllabus in their departmental meetings.
- Students feedback facilitates modification in the curriculum delivery process and the need for realignment.
- Automation of everyday lectures attendance of faculties and students through SAP software.
- Self-study mechanisms in the form of projects and presentations are encouraged.
- Subject experts from various industries are invited to address students in an attempt to bridge the gap between theory and practice.
- Tutorial guidance encourages more students-teachers' interaction and hands on practice.
- The research based project work undertaken in B.M.S., B.F.M. and B.S.C.(I.T.)
- Remedial courses

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Nil	Nil	Nil	Nil	Nil

1.2 Academic Flexibility

1.2.1   New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil	--	--	--

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
1. MCom (Advanced Accounting)		√	2011-12		√
2. MCom (Business Management)		√	2013-14		√
3. MCom (Banking & Finance)		√	2013-14		√
4.BCom	√		2011-12	√	
5.BMS	√		2011-12	√	
6.BCom (Accounting & Finance)	√		2011-12	√	
7.BCom (Financial Markets)	√		2012-13	√	
8.BSc(IT)	√		2012-13	√	
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
Nil	--	--

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

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

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 and solutions are suggested. This helps in improvement of the teaching-learning process.

The college follows the syllabus and paper pattern laid down by the University of Mumbai for all its courses. A formal mechanism is in place for collecting feedback from students, parents, employers and alumni on the curriculum, at least once in the year.

The other forms of feedback are suggestion boxes at strategic points, e-mails and formal application uploaded on college website, also encourage feedback from students, parents, teachers, employers and alumni. Mentor faculties continuously get oral feedback from students on overall college matters. The class representative communicates with the class mentor faculty for any suggestions or complaints.

A 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.

A formal society of college alumni -NAAM conducts regular meetings in College. They provide necessary inputs on curriculum, co-curricular and extra-curricular activities for the overall college students development. College invites the successful alumni for guest lecturers, seminars, workshops, etc.

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 to observe the progress of their children and their suggestions are encouraged.

A formal feedback system is in place for employers through its Training and Placement cell. Prospective employers like KPMG, Barclays, E&Y etc. who visit the campus for recruitment of students, give their feedback to the placement cell and the college takes necessary steps to incorporate their valuable suggestions. Introduction of a Soft Skills course was one such step taken to fulfil the expectations of the industry.

College invites academicians from different Colleges and Universities for guest lectures, seminars and programmes are organized for teachers and students. Their feedback about the programs, college and higher education in particular is taken into consideration for enriching the curriculum and related activities of teaching-learning process. 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.

The views are captured of various speakers, experts and counsellors from various fields of life who visit the College on various occasions. 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.

On the whole, the College ensures a healthy and progressive environment for receiving and implementing feedback from its varied stakeholder.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
1. MCom (Advanced Accounting)	60		57
2. MCom (Business Management)	60		53
3. MCom (Banking & Finance)	60		63
4.BCom	960	1140 (other than In-house)	835
5.BMS	120	1391	119
6.BCom (Accounting & Finance)	60	706	55
7.BCom (Financial Markets)	60	485	51
8.BSc(IT)	60	267	53

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	3239	277	40	1	-

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
41	41	Smart Boards OHP Wi-Fi	30	30	Databases of • e-books • e-journals • Company • Research • Law • Case study • Statistical • Marketing Information repository – past question papers

					Access through college website and individual Ids and passwords

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
3516	**41**	**1 : 85.76**

Role and duties of a Mentor-teacher:

- Providing Academic /Non-academic guidance
- Maintaining the list of LD students
- Maintaining the list of outstation students
- Counselling the students with low attendance
- Monitoring the academic performance of students
- Managing student behaviour, intervening and resolving problems
- Orient students with Examination
- Follow-up with the student who has undergone mentoring
- Addressing any other query of the students

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
50	**39**	**11**	**-**	**11**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
Degree College (Aided)				
35	**29**	**6**	**-**	**11**
Degree College (Unaided)				
15	**10**	**5**	**-**	**-**

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018-19	Dr. Vandana Mishra	Asst. Prof.	Selected as a Contingent Leader of Mumbai University in the State Republic Day parade N.S.S. Volunteer the State Level Selection Camp
2018-19	Dr. Vandana Mishra	Asst. Prof.	Certified by BMC Election Department for voters awareness rally

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B. Com.	45208	I	7 Dec 2018	17 Jan 2019
B. Com.	45208	II	13 May 2019	1 June 2019
B. Com.	45208	III	20 Nov 2018	24 Dec 2018
B. Com.	45208	IV	3 May 2019	23 May 2019
B. Com.	45208	V		
B. Com.	45208	VI		
BMS	45401	I	10 Dec 2018	17 Jan 2019
BMS	45401	II	12 April 2019	30 April 2019
BMS	45401	III	3 Nov 2018	24 Dec 2018
BMS	45401	IV	4 May 2019	23 May 2019
BMS	45401	V		
BMS	45401	VI	9 May 2019	
BFM	45201	I	10 Dec 2018	17 Jan 2019
BFM	45201	II	12 April 2019	30 April 2019
BFM	45201	III	1 Nov 2018	24 Dec 2018
BFM	45201	IV	2 May 2019	23 May 2019
BFM	45201	V		
BFM	45201	VI	9 May 2019	

BAF	45203	I	10 Dec 2018	17 Jan 2019
BAF	45203	II	10 April 2019	30 April 2019
BAF	45203	III	31 Oct 2018	24 Dec 2018
BAF	45203	IV	2 May 2019	23 May 2019
BAF	45203	V		
BAF	45203	VI	9 May 2019	
BSc(IT)	45207	I	05-Dec-18	17 Jan 2019
BSc(IT)	45207	II	10-Apr-19	30 April 2019
BSc(IT)	45207	III	31-Oct-18	24 Dec 2018
BSc(IT)	45207	IV	02-May-19	23 May 2019
BSc(IT)	45207	V		
BSc(IT)	45207	VI		
M.Com (AA)	45209	I	10-Jan-19	18-Feb-19
M.Com (AA)	45209	II	13-May-19	29-Jun-19
M.Com (AA)	45209	III	03-Dec-18	25-Feb-19
M.Com (AA)	45209	IV	04-May-19	24-Jun-19
M. Com. (BM)	45211	I	10-Jan-19	18-Feb-19
M. Com. (BM)	45211	II	13-May-19	29-Jun-19
M. Com. (BM)	45211	III	03-Dec-18	25-Feb-19
M. Com. (BM)	45211	IV	04-May-19	24-Jun-19
M. Com. (BF)	45210	I	10-Jan-19	18-Feb-19
M. Com. (BF)	45210	II	13-May-19	29-Jun-19
M. Com. (BF)	45210	III	03-Dec-18	25-Feb-19
M. Com. (BF)	45210	IV	04-May-19	24-Jun-19

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

The Examination Committee of the college plays an important role in implementing examination norms laid down by the University of Mumbai. There is facility of obtaining photocopy of assessed answer books for verification and revaluation as per the ordinance of the University of Mumbai. Barcoding of Answer books has been introduced at the FY & SY levels Semester-end examinations. This helped in smoothly handling of all exam and results related processes and save time.

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

The Academic Calendar, subject wise and teacher wise teaching plan is prepared in the beginning of each semester and IQAC monitors the implementation of the same.

Academic Calender 2018-19
Sem-1

Academic Calender for Semester I (Academic Terms 18th June 2018 to 05th November 2018)

Sr. No	Month	Total No. of days	No. of working days	No. of teaching days	No. of holidays	Dates of Holidays	No. of non - insturctional days	Period of Non Instructional Days	Remarks
1	July	31	24	6	5	05 Sundays	-	-	Start date & Orientation Programme 25th July 2018
2	Aug	31	24	22	7	04 Sundays 15th August - Independence Day 17th August 2018 - Parsi New Year 22nd August 2018 - Eid.	2	20th August 2018 – Umang 21st August 2018 - Umang	-
3	Sept	30	23	20	10	05 Sundays 13th September 2018 - Ganesh Chaturthi 20th September 2018 - Moharum 14th, 15th & 17th September Mid. Termbreak	-	-	-
4	Oct	31	25	25	4	04 Sunday 2nd October 2018 - Gandhi Jayanti 18th October 2018 - Dassera	-	-	-
5	Nov	30	5	3	1	01 Sunday	-	-	-
Total			101	76					

Note :

1 The above calendar may change depending upon the dates when additional and ATKT/ PRACTICAL exams are announced.

2 Last date of lecture for FYBAF/BFM/BMS/BSc.IT - 03rd November 2018

3 Intercollegiate events / festival Umang in 19th, 20th and 21st August 2018

Principal
Narsee Monjee College of
Commerce and Economics,
Mumbai-400 056.

2.6 Student Performance and Learning Outcomes

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

➢ Placement summary:

Programs	Number of students registered for placement	Number of students placed
BMS	62	25
BAF	26	23
BFM	36	28
BSc(IT)	27	10
B.Com.	37	13
M.Com.	45	4
Total	**233**	**103**

Min. Salary (Rs. In Lakh per annum)	Average salary (Rs. In Lakh per annum)	Highest salary (Rs. In Lakh per annum)
2.5	4.36	11

➢ No. of students applied for courses abroad – 10

➢ No. of students pursuing further studies –

- CA, CS, CFA, Acturian – 90

- Transcripts issued to students for other post-graduation courses –

Transcripts Details 2018-19	
BCOM	413
MCOM	40

BMS	81
BAF	18
BFM	20
BSCIT	8
Total	**580**

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
45208	B. Com.	785	779	99.24
45401	BMS	114	110	96.49
45201	BFM	52	52	100
45203	BAF	56	55	98.21
45207	BSc(IT)	55	39	70.91
45209	M.Com (AA)	42	35	83.33

45211	M. Com. (BM)	35	32	91.43
45210	M. Com. (BF)	52	49	94.23

2.7 Student Satisfaction Survey

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

For Student Satisfaction Survey (SSS) on overall institutional performance please see the weblink _____

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	1 Year	University of Mumbai	25000	-
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil

Students Research Projects *(other than compulsory by the College)*	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Multi – disciplinary National Conference on Ethics in Contemporary Society	Narsee Monjee College	23rd February, 2019.

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
V-Cane: A Smart stick for Visually Impaired People	Dhanraj Jadhav Prashant Jadhav Jenny Tailor	Vidyalankar School of Information Technology	8th February 2019	Applied Research

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

Incubation Centre	Name	Sponsored by
NIL	NIL	NIL

Name of the Start-up	Nature of Start-up	Date of commencement

NIL	NIL	NIL

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	No. of Ph. Ds Awarded
Economics	**01**
Business Law	**01**
Library	**01**

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

	Department	No. of Publication	Average Impact Factor, if any
National	Commerce	7	6.0811429
International		2	6.987
National	FC	0	-
International		1	-
National	Accountancy	3	6.74
International		3	6.226
National	Economics	1	-
International		2	6.43
National	English	1	5.5
International		2	6.214
National	Law	2	7.36
International		0	-
National	Library	1	7.36
International		0	-

National	B.A.F	2	-
International		-	
National	BFM	04	-
International			
National	BSc IT	02	7.36
International			

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

Department	Books	Conferences Paper Presentation / Published
Commerce	15	5
FC	-	1
Accountancy	-	4
Economics	-	3
English	-	1
Law	-	2
Library	-	1

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	Nil	03	Nil	Nil
Presented papers	Nil	02	Nil	Nil
Resource Persons	Nil	01	Nil	Nil

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Edify			43
Project Kadam			39
Project Pragati			30
Project Nirman	NSS	06	27
Project Labh			15
Meethi si Dor			15
Tree Plantation			36

River rejuvenation Programme			15
Blood Connect 2.0			
Donation Drive for Kerala	RCNM & Goonj Foundation	02	25
Handful of Grains	RCNM	02	27
Swaraksha	RCNM	02	30
Project Suidhaga	Enactus	04	15
Mumbai ki Hodi, Walkathon	DLLE	03	49

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Nil	Nil	Nil	Nil

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil	Nil

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year			
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation   : Rs. 3,90,11,308

Budget utilized for infrastructure development   : Rs. 3,90,11,308

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	5727 Sq. mtrs	-
Class rooms	31	-
Laboratories	03	-
Seminar Halls	01 (shared)	-
Classrooms with LCD facilities	31	-
Classrooms with Wi-Fi/ LAN	31	-
Seminar halls with ICT facilities	01(shared)	-

Video Centre	NIL	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)- smartboards and projector and digital markers.		Rs.51,33,131
	-	

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Fully	19.05.04.000	2007

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9144	1128744	761	114179.30	9905	1242923.3
Reference Books	26738	7623994.75	593	471545.31	27331	8095540.06
e-Books	3138404	11450	3138404	5900.00 (Renew)	3138404	5900.00 (Renew)
Journals	114	368942	110	178366.00	110	178366.00
e-Journals	6237	11450	6653	5900.00 Renew	6653	5900.00 Renew
Digital Database	30	11450	38	5900.00 (Renew)	38	5900.00 (Renew)
CD & Video	311	145000	0	00	311	145000
Library automation	0	0	0	0	0	0

Weeding (Hard & Soft)	22257	920909.59	0	0	22257	920909.59
Others (specify) Maps	4	1485.00	0	0	4	1485.00

4.3.1

TECHNOLOGY UPGRADATION

	Total Computers	Computer Labs	Browsing Centres	Computer Centres	Office	Departments	Available band width	Others	
Existing	131(Desktops)+71(Laptops)	02 + 01	01	02	30	NIL			
Added	-	-	-	-	-	-			
Total									

4.3.2 Bandwidth available of internet connection in the Institution

(Leased line)

………………… MBPS /GBPS

Student Id and Staff Id : 8mbps

Faculty login : 15 to 20 mbps

4.3.3 Facility for e-content

Name of the e-content development facility : NIL

Provide the link of the videos and media centre and recording facility: N/A

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

: No E-content developed

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities   : Rs. 15,33,580

Expenditure incurred on maintenance of academic facilities   : Rs. 8,51,290

Assigned budget on physical facilities   :Rs. 7,28,750

Expenditure incurred on maintenance of physical facilities   :Rs. 9,00,945

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

The management of the institution

Annual maintenance Ac, Security, computers,

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

Name	Title of the scheme	Number of students			Amount in Rupees
		M	F	Total	
Institution (Management)		02	07	9	?
Financial support from other sources					
Government of India		7	11	18	?
State Government		2	5	7	?
Any other (NTS & Others)		1	2	3	?

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft skill development	18 March 2018	611	Training & Placement Cell of N.M. College
Pre-placement job training	01 July 2018	414	Training & Placement Cell, PWC, KPMG, E&Y, Deloitte, KNAV, DH Consultants, CNK & Associates and Grant Thornton.

Remedial coaching	20		
Bridge courses	-	-	-
Personal Counselling	?		
Mentoring	Academic yr. 2018-19	All students	Each class had a Mentor

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Admission to Foreign University for Higher Education	-	-	-	-
	Career Guidance		233		103
	Management Trainee	-	-	-	-

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
NIL	NIL	N/A

5.2 Student Progression

5.2.1 Details of campus placement during the year

On Campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Top Companies: Axxela Financial Services, Barclays Bank J P Morgan Chase, Delloitte, EY, Citi Group, Great Place to Work, Endurance, Capegemini, Infosys, Wipro, ICICI, Times Network, Edelweiss, Tresvista , Social Kinnect, Deutsche Bank.	233	116	NIL	NIL	NIL

5.2.2 Student progression to higher education in percentage during the year- record not created.

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	
SLET	-	
GATE	-	
GMAT	-	
CAT	-	
GRE	-	
TOFEL	-	
Civil Services	-	
State Government Services	-	
Any Other (CA FOUNDATION)	01 (AIR 3)	Saumya Jaju
Any Other (CA FINAL)	05(AIR 23,29,35 ,36, 45)	Rasika Karve,Ghanshyam Goyal, Harsh Poddar Harshit Shah, Shreyans Shah.
Any Other (CS FOUNDATION)	02 (AIR 7 & AIR 22)	Stuti Jain & Priyanka Joshi

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

Activity	Level	Participants
Umang	National	3800
Aashayein	College (NSS)	64
Rotofest'18	College (RCNM)	300
Teachers' Day celebration	College (Student Council, Students forum)	**1800 students and 40 staff members (Degree college)**

Students' week		**1800 students and 40 staff members (Degree college)**
Marathi Bhasha Divas	College (MSM)	12
Navrati Celebrations	College (Enactus)	50
International Womens Day celebration		20
Milaap 2018	College (Brand building)	1000
Friendship day with Advitya		25

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	(02 Medals)	International		-		Chirag Shetty
	(07)	National level		-		
	Silver Medal in Gymnastics team event	All India Inter University Gymnastics tournament	Gymnastics	-	45101141079	Urmil Shah(TYBCOM)
				-	45208180034	Anas Ali (FYBCOM)
	Silver medal	National shooting championship	Shooting	-	45401180085	Yashoraj Sing (FYBMS)
	Rajarao Trophy	Nationals (Youth festival)	-	Classical dance		Vaishnavi Shetty
	Gold medal	National level		Classical dance		Vaishnavi Shetty

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

The Student Council of N.M. College was not constituted as the guidelines for the same and directives were not received from the University of Mumbai .

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

YES.
N.M. College Alumni Association Movement (NaaM), was conceived in 1997.
Registration No. E-29764 (BOM).

Trusties of NAAM

Anil Bhandari

Mayank S. Shah

Murli Goyal

Nailesh P. Dalal

Narayan Pasari

Priyesh Kamdar

Shatrughan Bashin

5.3.2 No. of registered Alumni:45,000+

5.3.3 Alumni contribution during the year (in Rupees) **: Rs. 1 lakh.**

NaaM actively participates in College Development Committee, Ad-Hoc Board of Studies and Annual Day Celebration.

5.3.4 <mark>Meetings/activities organized by Alumni Association</mark> **:**

- Felicitation of toppers and rank holders
- Felicitation of teaching staff that are super annuating
- Organise Annual re-unions and get -togethers
- Organise regular workshops and seminars on topics of interest to the Alumni and current students
  - Marketing
  - Industry and Budget analysis
  - Direct and Indirect taxation

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

1. Decentralised management- The college is owned by Shri Vile Parle Kelavani Mandal and has a formal structure of management, with the Principal at the head of the institution. There are broadly two wings of academic courses. Aided Section - BCOM stream and the Self-Financing Stream like BMS, BAF, BFM and BScIT. The Self- Financing courses are led by the Chief Coordinator. Each of the faculties within the Self- Financing course has a coordinator to manage the execution of the courses in the faculty. The Principal also leads the Non-Teaching administrative set up. It is divided into departments such as HR, Accounts, Eligibility and Enrolment, Student Data Support etc.
2. Participative Management-. The curricular, co-curricular and extracurricular activities of college are managed through a network of statutory committees like College Development Committee, IQAC, Examinations Committee, CAP committee, Admissions committee, Unfair Means Inquiry Committee etc. And Non-Statutory committees such as the Time Table Committee, the Planning Forum, Intent, Umang organising committee etc. This network of committees is instrumental in conducting co-curricukar and extracurricular activities

in College. Each committee has a Convener who coordinates the conduct of activities. The College has a well-equipped Library with both physical resources as well as online resources. It is managed by the Librarian and a set of dedicated staff. The Physical Education department is also operated by Director of Physical Education to ensure continuous and effective support to students pursuing competitive sports.

This formal and informal structure of the college bodies ensure decentralized and participative management of the institution effectively.

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

6.2 Strategy Development and Deployment

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

❖ Curriculum Development
Being a non-autonomous institution, the college strictly adheres to the curriculum prescribed by the University of Mumbai.
The following faculty members were actively involved in the curriculum development in the year 2018-19.
Dr. Parag Ajagaonkar was appointed as Convenor, Board of Studies in Business Management University of Mumbai.
Dr Kedar Bhide was nominated as member of Board of Studies in Accountancy, University of Mumbai with effect from 1 September 2018.
Accordingly members of the faculty regularly attend seminars / workshops etc. on syllabus revision.

The college has applied for academic autonomy from Mumbai University. All the Departments have already commenced work on the same by constituting ad-hoc Board of Studies comprising of external subject experts and senior faculty members of the department and have drafted syllabi and evaluation pattern to be followed when autonomy is granted.

❖ Teaching and Learning

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:

☐ All the classrooms of the college are air-conditioned with necessary equipment; the classrooms are also equipped with modern teaching aid like the Smart Boards.

☐ Therefore teachers are provided with separate laptops, VGA cables, hand mikes in classrooms to facilitate audio-visual teaching.

☐ Teachers can access Computerized catalogue (OPAC) where one can locate for books according to author, title, publisher, accession number and classification number.

☐ 24 X 7 Internet facilities enables teachers to access on line e-resources such as INFLIBNET in addition to availing the excellent library resources.

☐ 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.

☐ The faculty uses innovative teaching learning methods such as role-plays, group discussions and news article discussions.

☐ Black Board Technology has been introduced to provide a virtual learning environment and to serve as a platform for communication and sharing academic content with students.

☐ A Language Laboratory has also been established to provide an interactive and student –centric learning experience.

☐ Field trips and industrial visits and workshops are organised to understand the practical nature of the subjects taught.The below mentioned faculty are recognised as PG teachers of the University of Mumbai.

1. Mrs Tessy Philji in Business Management
2. Dr. Harish Sharma in Accountancy

❖ Examination and Evaluation

The college follows all the Ordinances as laid down by the University of Mumbai regarding examination, evaluation, gracing, moderation, revaluation, remuneration, student progression etc. As an affiliated college of Mumbai University, we have adopted the online system for assessment of answer sheets for all third year exams conducted by Mumbai University.

☐ Beside the stated norms, the college adopts the following strategies for quality enhancement:

o Strict confidentiality is maintained in setting the question papers.

o All chairpersons are required to submit a sealed copy of synoptic answers along with the sealed sets of question papers.

o For quality assurance a database of senior faculty across reputed institutions is maintained for the purpose of moderation and revaluation.
o The college updates all the examination related information on the college website for ready reference of students and parents.
o Each staff member is provided with their individual supervision duty schedule along with the guidelines for reporting time, invigilation responsibility, reporting of unfair
means etc. This schedule is useful for the staff members at the time of their promotion under CAS.
o Ordinarily no leave of absence is granted to any staff member during examination.
o Teachers are requested to give their contact details during vacation for any emergency concerning examination / marks entry.Besides, with respect to TYBCOM Examination and evaluations the college is a micro-center for online assessment, and teachers have the option of comfortably assessing papers in the college computer labs.

❖ Research and Development
The institution is a recognised centre for research in Commerce and Accountancy.
Research culture is inculcated among the faculty as well as the students. The outcome is reflected in a range of research-oriented activities engaged by the faculty and students.
These activities take different forms such as acquiring doctoral degrees, presenting papers at national and international seminars and conferences, publications in journals and edited anthologies, delivering lectures as invited speakers at various forums, and being on editorial teams of journals and anthologies.

This academic year 04 faculty acquired doctoral degree (PhD)
 The faculty presented 22 papers at national and international seminars and conferences, published 34 research papers in journals, published 01 book,, co-authored 15 books and   16 faculty members were as invited speakers at seminars and at colleges.

The IQAC and the Research Cell of the college organized a Faculty Development Programme on Research Methodology on 22 nd October, 2018. Dr. Kinnarry Thakkar, Associate Professor Department of Commerce, University of Mumbai gave a Guest Lecture on "Research Methodology – An introduction to Framing of objectives and Hypothesis", for the Teaching staff. The teachers found the talk immensely beneficial for their Research Proposal and Ph.D.

Our students participated at

Avishkar: Inter - University Research Competition

  Zonal / District Level:

1. Ms. Kajol Vajani stood FIRST at Post-Graduate (PG) Level. Paper presented in the field of commerce.
2. Mr. Vidur Dhabaria & Mr. Jashpreet Singh stood FIRST at Under Graduate (UG) Level. Paper presented in the field of humanities.
3. Ms. Nishtha Jalan, Mr. Aayush Sancheti & Mr. Viraj Modi stood FIRST at Under Graduate (UG) Level. Paper presented in the field of commerce.
4. Ms. Hridaya Chandarana participated Paper presented in the field of commerce.

Mumbai University Level:

1. Ms. Kajol Vajani stood FIRST at University Level. 2. Mr. Vidur Dhabaria, Mr. Jashpreet Singh, Ms. Nishtha Jalan, Mr. Aayush Sancheti & Mr. Viraj Modi participated at University Level.

Inter-State University Level:

Ms. Kajol Vajani was declared RUNNERS-UP at Inter- State University, Her topic was:
A Study on Skill India Development Programme and it's employability in the Western Suburbs of Mumbai.

 Besides the college publishes a double blind peer reviewed research journal Nav Manthan with ISSN 2349-7327for faculty and Envisage ISSN 2395-7212. that publishes research articles of students.

❖ Library, ICT and Physical Infrastructure / Instrumentation
   The UGC Network Resource Center (UGC-NRC) facility with five computers, Internet and network printer was used by 720 students during the year 2018-19. In addition to UGC-NRC computers, twenty more computers were provided for digital library facility within the reading room. Wi-Fi facility with individual ID and password was provided to all staff and students for free and seamless Internet access within the campus. Scanning facility was provided free of charge to all teachers and students for their academic and research activities. Division wise Google groups for all courses were used for regularly sending information about various e-books and e- journals databases,

information about library activities, services and notices. The online databases were used 10281 times by students and staff members. The Information Repository was regularly updated on library webpage on the college website, which covers subject bibliographies, library newsletters archives, journal articles index and question papers of all classes.

The library has institutional membership NList consortia of INFLIBNET funded by UGC, which has 6,000+ e-journals and 31,35,000+ e-books. SVKM had provided thirty two databases on 1,70,00+ e-books, 34000+ e-journals, companies, law, statistical information of India, case study, research, marketing, etc. The links to these databases are provided on library webpage on the college website from where the staff and students can access them easily from anywhere free of charge, using the IDs and passwords provided to them.

Stock of Library:

In library's books collection 1306 new books (costing Rs. 546432.67) were added. Library subscribed 114 periodicals including 83 journals (68 national and 17 international) and 31 magazines. The library has institutional membership of Indian Commerce Association Maharashtra Economic Development Council and Maharashtra Chamber of Commerce. Library also has collection of maps and DVDs. Daily nineteen newspapers are received in library.

Library Newsletter:

The library newsletter was published online every month on the college website and offline on the library notice board. The newsletter is also circulated via emails through Google groups. The newsletter encloses cover pages of new books arrived in library, detail of the services provided to students and details about different databases, replies to students' suggestions, etc. The photos of various library events are attracting everyone.

❖ Human Resource Management

The HR practices followed by the management and Principal are commendable.

The faculty is regularly encouraged to attend seminars, workshops,conferences and other faculty development programmes in order to upgrade their knowledge and pedagogical skills. They are also granted study leave whenever applied and encouraged to pursue research. The non- teaching faculty too is encouraged to upgrade their administrative skills and is provided SAP training. Fire evacuation mock drill trainings are conducted in order to ensure safety.

The college follows the University and Director of Higher Education guidelines while recruiting new personnel for the aided as well as self-financed staff. For aided divisions, staff recruitments are undertaken after the required NOCs are obtained.

All prospective candidates who apply to the college for teaching positions are required to give a demonstration lecture to prove their teaching skills. The demonstration is chaired by senior faculty members of the relevant subjects. This is done prior to the personal interview.

☐ A soft skill induction program for new appointees is mandatory.

☐ A written examination is conducted to filter prospective non-teaching employees of Class III & IV.

❖ Industry Interaction / Collaboration

Opportunities for interaction with industry are provided to students through guest lectures.

Students are exposed to the industry through companies that regularly visit the college to recruit students for internships and jobs as organised by the Placement Cell of the college.

❖ Admission of Students

The college follows Online Admission process which is detailed on the college website (www.nmcollege.in).

☐ 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.

6.2.2 : Implementation of e-governance in areas of operations

❖ Planning and Development

Before the end of the academic year the Time table for staff and students for the upcoming academic year are formulated by the time table committee.

Individual staff members email are then emailed soft copies of the TT.

At the beginning of the academic each department prepares and submits a copy of the teaching plan to the Principal. The statutory and non statutory committees are formed and displayed. Accordingly the conveyors of the various committees plan the activities and the academic calendar is prepared.

❖ Administration

The day-to-day affairs of the institution are managed largely by communication through emails and WhatsApp groups. Each staff member has an official email address and is a member of the official staff WhatsApp group.Information about all scheduled events and meetings are channelled through these media.

❖ Finance and Accounts

The use of financial resources is under the constant supervision of the Principal and Management. The office accounts personnel keeps the Principal apprised of all financial matters on a daily basis. The financial accounts of the college are maintained in SAP. Separate and consolidated balance sheets are prepared. Stock registers showing the purchases done on furniture, equipments, books etc. are maintained by the office/departments/library respectively. Proper procedure for purchases is adopted by inviting quotations and making comparatives. A proper Finance & Purchase committee is in place to place orders of purchases to be made.

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018-19	?	?	?	?

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from to)	No. of Participants (Teaching staff)	No. of Participants (Nonteaching staff)
2018-19	One day multi-disciplinary National level conference in collaboration with ICSSR "Ethics in Contemporary Society"		23 February 2019	15	-
	"Food and Mood-Implications of Nutrition on Mental Health"	"Food and Mood-Implications of Nutrition on Mental Health"	12 October 2018	30	35
	FDP on " Research Methodology - An Introduction to framing of Objectives and Hypothesis"		22 October 2018	06	-
	"Online Content Creation"		29 March 2019	24	-
	Guest lecture on Research Methodology - Basics		24 September 2018	24	
	Guest lecture on Online Library Orientation		25 September 2018	24	
	Guest lecture on Framing of Topic, Objectives and Hypothesis		11 October 2018	24	

	Guest lecture on Framing of Questionnaire		16 October 2018	24	
	Guest lecture on Data Analysis		20 October 2018	24	

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

Title of the professional development programme	Number of teachers who Attended	Date and Duration (from – to)
Short Term Course	1	10 December 2018 - 15 December 2018
Refresher course	1	12 October 2018 - 01 November 2018
Refresher course	1	12 October 2018 - 01 November 2018
Refresher course	1	23 September 2018 - 13 October 2018
Faculty Development (Online Content Devpt.)	24	29 March 2018
FDP (Research Methodology)	1	22 October 2018
FDP (Intellectual Property Rights & Extension Education)	1	29 March 2018
FDP (Autonomy)	1	14 March 2018

UGC HRDC Orientation Programme	2	28 May 2018 - 23 June 2018
UGC HRDC Orientation Programme	2	05 October - 02 November 2018
FDP (DLLE)	1	02 July 2018

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
NIL	NIL	01	FULLTIME

6.3.5 Welfare schemes for

Teaching: Mediclaim

Non- teaching: Mediclaim

Students:

▢ Freeships,

▢ Scholarships,

▢ Endowment Prizes,

▢ Student Aid Fund,

Book Bank Facility,

 Subsidised Canteen,

 Health Centre

 Counselling Centre.

 Group Insurance facility

6.4 Financial Management and Resource Mobilization

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

- College audits are carried out by Internal and Statutory auditors as appointed by the Management.
- Internal auditing is done by N.G. Thakrar & Co. , Chartered Accountants on a half yearly basis. The method of accounting is on cash basis.
- The last audit was done for the year ending 31.03.2019. Action has been taken on issues raised in the internal audit.
- A government audit is conducted as per instruction of the government officer, namely
  - By the office of Accountant General: Audit conducted till the year 2010-2011
  - By the Department of Higher education Mumbai Region: Audit conducted till 2010-2011

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year

(not covered in Criterion III)

Name of the non-government funding agencies/ individuals: Shri Vile Parle Kelavani Mandal. (Parent Trust)

Funds/ Grants received in Rs. 4,72,86,481.

Purpose: NA

6.4.2 Total corpus fund generated: NIL

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

6.5.2 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

(if applicable) N/A

6.5.3 Activities and support from the Parent – Teacher Association (at least three)N/A

6.5.4 Development programmes for support staff (at least three)

- Mock drill Fire training

6.5.5 Post Accreditation initiative(s) (mention at least three)

- Research centre in Commerce

- Research centre in Accountancy
- PG recognition for faculty

6.5.6
a. Submission of Data for AISHE portal : (Yes /No) Yes
b. Participation in NIRF : (Yes /No) Yes
c. ISO Certification : (Yes /No) No
d. NBA or any other quality audit : (Yes /No) No

6.5.7 Number of Quality Initiatives undertaken during the year

SL	Decision	Outcome/ Action taken
1	Students Feedback using Google forms	
2	Assigning teacher-mentor for each student	Each class has been assigned a teacher-mentor
3	Implementation of Performance Improvement Plan	subject wise examination result analysis and failure report was sent to all HODs and they planned remedial measures in consultation with their department members.
4	Preparation of log book for teachers	The log book format was prepared
5	Training administrative staff for maintaining service books and pay fixation	Staff was sent for attending a workshop on 7th Pay fixation organized by Mulund College of Commerce on 11th April, 2019.
6	Proposal for proposal for UGC Block Grants	The proposal was prepared and sent to UGC
7	Workshop for benefit of teaching and non-teaching staff	workshop on 'Food and Mood' was successfully conducted for the teaching & non-teaching staff of the College on 12th October, 2018.
8	FDP for faculties benefit	The FDP on 'Online Content Creation' was organised by the Department of BSc (IT) in collaboration with IQAC. The workshop was organised to provide hands-on training to the teachers in creating audio-visual lectures, recording and uploading their lectures and to create, design, develop and edit online contents of their subjects.

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme: July 2018 -February 2019   Project Pragati (NSS)-Conduct of various sessions with the women of Shitladevi Slum, Andheri West. Activities include ice breaker events, self-defense sessions and cloth bag making session. It has taken up the initiative to teach English to the girls residing at Bhanbhai Nenshi Hostel for Girls as well.

9	To conduct a national level conference	One Day Multidisciplinary National Conference on 'Ethics in Contemporary Society' organised on Saturday 23rd February, 2019 from 8.00 a.m. to 5.00 p.m.

Project Labh (NSS). working towards Digital India and conducted sessions wherein the volunteers taught the residents of Shitladevi Slum how to use smartphones. It made efforts to spread awareness about the importance and uses of UTS app and also about the Consumer Protection Act and Child and Women Abuse Helpline Numbers.

Self-Defense Techniques. (WDC) for the women residents of D N Nagar Slums, Andheri West   Self defence   ?

PROJECT SUI DHAGA- In collaboration with Damani Packaging, 6 women of Nehru Nagar slums stitched cotton bags (raw materials which imported and then converted into the finished product). Orders are taken from local stores in the city and orders executed accordingly. Entire logistics & delivery managed by Team ENACTUS. Till date, 2200 bags have been produced!

<mark>Period **(from-to):**</mark>

<mark>Participants: Female:
                Male   :</mark>

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the University met by the renewable energy sources

15% Installing PV modules of the rooftops of the Institute buildings.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	01
Provision for lift	Yes	01
Ramp/ Rails	Yes	01
Braille Software/facilities	Yes	01
Rest Rooms	Yes	03

Scribes for examination	Yes	?
Special skill development for differently abled students	-	
Any other similar facility	-	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19		01	24 September 2018	Beach cleaning drive (WNC)	Cleanliness	25+03
		01	19-21 August 2018	Installation of vending machines for sanitary napkins along with the incinerators in two schools to support underprivileged girls. (UMANG)	Hygiene and Sanitation	-
				interaction with underprivileged children at Light of Life Trust, an NGO at Bandra(UMANG)	vocational skills	?
	01			Edify: teach basic English and Maths to the students of Dixit Municipal School. (UMANG)	Education	?
		01		Adoptin of a village (Usgaon , Palghar) (NSS)	Health, hygiene , education, Awareness of drug	64 + 05

						addiction, voter awareness, medi	
		01		14 - 23 September 2018	During Ganpati Visarjan Days support given to the efforts of Mumbai Police.(NSS)	Traffic Management, crowd management	64 + 05
	01			7th September 2018	'Mumbai Ki Hodi': awareness about traffic rules(DLLE)		100+03
	01			July 2018 -February 2019	Project Nirman (NSS) is working towards the construction of toilets. It aims at hygiene and sanitation. Ground work for construction of toilets in slum area was done under this project during the year.	Sanitation	64 + 05
				July 2018 -February 2019	Project Kadam (NSS) societies were approached to motivate them to adopt waste management systems.	Waste management	64 + 05
	01				Blood Donation Drive (NSS)	Health	64 + 05
		01		23rd December 2018	'Walkathon' to spread awareness for organic farming and organic food. (DLLE)	Nutrition	20 +01
	01			July 2018	Seed paper attached to Umang invitation kits, which were given to every college that was invited, so that wherever the paper drops, a new plant grows. (UMANG)	Grow trees	?

	01	01	July 2018 -February 2019	Project Pragati (NSS) Conduct of various sessions with the women of Shitladevi Slum, Andheri West. Activities include ice breaker events, self-defense sessions and cloth bag making session. It has taken up the initiative to teach English to the girls residing at Bhanbhai Nenshi Hostel for Girls as well.	Women empowerment	64 + 05
	01			Project Labh (NSS). working towards Digital India and conducted sessions wherein the volunteers taught the residents of Shitladevi Slum how to use smartphones. It made efforts to spread awareness about the importance and uses of UTS app and also about the Consumer Protection Act and Child and Women Abuse Helpline Numbers.	Digital literacy	64 + 05
	01		September 2018	Cloth Bag making(WDC) for the women residents of D N Nagar Slums, Andheri West in association with NM NSS	Income	?
	01		December 2018	Self-Defense Techniques. (WDC) for the women residents of D N Nagar Slums, Andheri West	Self defence	?
	01		2018-19	PROJECT SUI DHAGA In collaboration with Damani Packaging, 6 women of	Women empowerment	64 + 05

				Nehru Nagar slums stitched cotton bags (raw materials which imported and then converted into the finished product). Orders are taken from local stores in the city and orders executed accordingly. Entire logistics & delivery managed by Team ENACTUS. Till date, 2200 bags have been produced!		

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
https://nmcollege.in/rules-and-regulation/	Updated regularly	?

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Panel discussion on "Education as a Tool for Social Transformation'	One day panel discussion	50
Mandela Day celebrations. Discussion by NGO Spark A Change	Year long participation in Spark A Change foundation	12

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

Rainwater Harvesting Project.

☐ Plantation of Trees

☐ Collection and Segregation of Waste by placing Bins

☐ Awareness drive for conserving fuel, electricity and water through posters displayed on notice boards and in class rooms.

☐ Placement of air purifying and oxygen enriching plants at every floor of the college

☐ General initiatives to save electricity like switching off light/fan switches after lectures, running ACs at higher temperatures to conserve electricity etc.

☐ Institutionalized email IDs to all staff members to save paper.

7.2 Best Practices
Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per

Best Practice I: Intent- Entrepreneurship Development Cell

Intent- Entrepreneurship Development Cell of NM College provides a platform to fulfill entrepreneurship dreams of our students with teachers' support and alumni mentorship. The aim of INTENT is to cultivate entrepreneurial contemplations among the students and instill necessary skills to encourage creative thinking, innovations and enable them to learn about venture creation process. Intent E- cell is working as academic-industry intervention.

The **Mantra** of INTENT is **'Inspiring Change, Inspiring Innovation and Inspiring leadership'.** Intent E-Cell continuously strives to give complete support to the budding entrepreneurs. In 2018-19 Intent had the guest speaker **Mr Ankush Aggarwal on Why to start a Startup, Mr. Praveen Wadalkar -** Co-founder and CEO of Techizer Solutions and seven times International TEDx speaker **on Art of Pitch Deck, a fireside chat session with Mr. Raghav Iyenger**, CEO of Indiabulls Mutual funds, **Mr. Gejo Sreenivasan on Ascend your way to success.** Boot Camp, workshops and business fair were organized in the month of September in support to business plan competition. A panel discussion on insight of the food industry.

The book "Ideas With Intentions- Volume 2" was published includes interviews of another revered 50 alumni entrepreneurs.
Leadership Summit 2019 was organised on 15th, 18th and 19th, January, 2019 concoction of speaker sessions, panel discussions, workshops, competitions, etc. to aspire future leaders and budding entrepreneurs to enhance their personality and find the essence of their ventures.
Leadership Summit 2019 received patronage from some of the renowned Government associations and initiatives like **StartUp India, Ministry of Electronics and Information Technology, WEP NITI Aayog, Digital India, Make in India and Skill India. Mr. Amitabh Kant – CEO, NITI Aayog**
Mrs. Arundhati Bhattacharya, Ex- Chairperson, SBI

Mr. Suresh Prabhu – Union Minister of Commerce & Industries and Civil Aviation graced the Summit.
The other esteemed speakers on-board that included **the Leadership Team and Senior Executives of YES Bank, Reliance industries, IBM, KPMG, Deloitte, EY, PwC, Goldman Sachs, Godrej, Mahindra, OLA, Indiabulls, Sony, Zee, Xiaomi, Netflix, JIO, Inox, Awfis, Motilal Oswal, PocketAces among others.**

BEST PRACTICE II
Training and Placemnt Cell

Objectives :

- To customise training modules for the all-round development of the students of NM College, thereby propelling them into corporate life after college.
- To empower the students in identifying and transcending in their potential through soft skills training.
- To bridge the gap between the academia and the corporate by arranging for guest lecturers from various industries and opening avenues for corporate student's interface.
- To provide employment opportunities in the form of summer internships and placements for the students

Training & Placement Cell was started as an initiative by SVKM with a goal of providing training to students to make a smooth transition from academics to industry and to open up employment opportunities for them.

The cell began its journey in 2010 with a trainer & a placement officer. Like any other endeavours which is its infancy, it had to metamorphose to the level of potential that it has achieved today. This metamorphosis included challenges like understanding and identifying the competencies required by fresher's, getting students to understand the importance of training before they enter corporate life, better coherence and synergy between Training functions and Placement functions and seamless execution of Training & Placement activities.

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 and Corporate Readiness. The First Year focuses on laying a foundation with focus on the Self-Management skills. The Second Year pays attention on People Skills. The soft skill training is compulsory for all the students (Self Finance Courses) and students registered for training and placements in B.com and the minimum attendance for soft skills training is in accordance with the university rule of 75% minimum attendance. The training for Third Year students is a pre-placement package which focuses on assisting the student in securing the employment of choice. The training for the final year is compulsory for all students (Self Finance Courses & B.com) who have registered for Training and Placements.

First Year	Second Year	Third Year
•Communication Skills	•Interpersonal Skills	•Interview skills
•Presentation Skills	• Conflict Management	•Group Discussion
•Self Awareness	• Assertiveness Training	• Coorporate Grooming
•Confidence Building	• Team Building	•Business Etiquettes
• Personality Development	• Negotiations Skills	•Work Ethics
•Goal setting	• Time Management	

Training is provided by in house and visiting trainers adopting scientific methods such as Self-Assessment Questionnaires, Role Plays, Discussions, Assignments, Video clips etc.

Allocated Training Hours:

Years	Allocated Training Hours	Months when Training is	Modules	Months when Internships/Placements

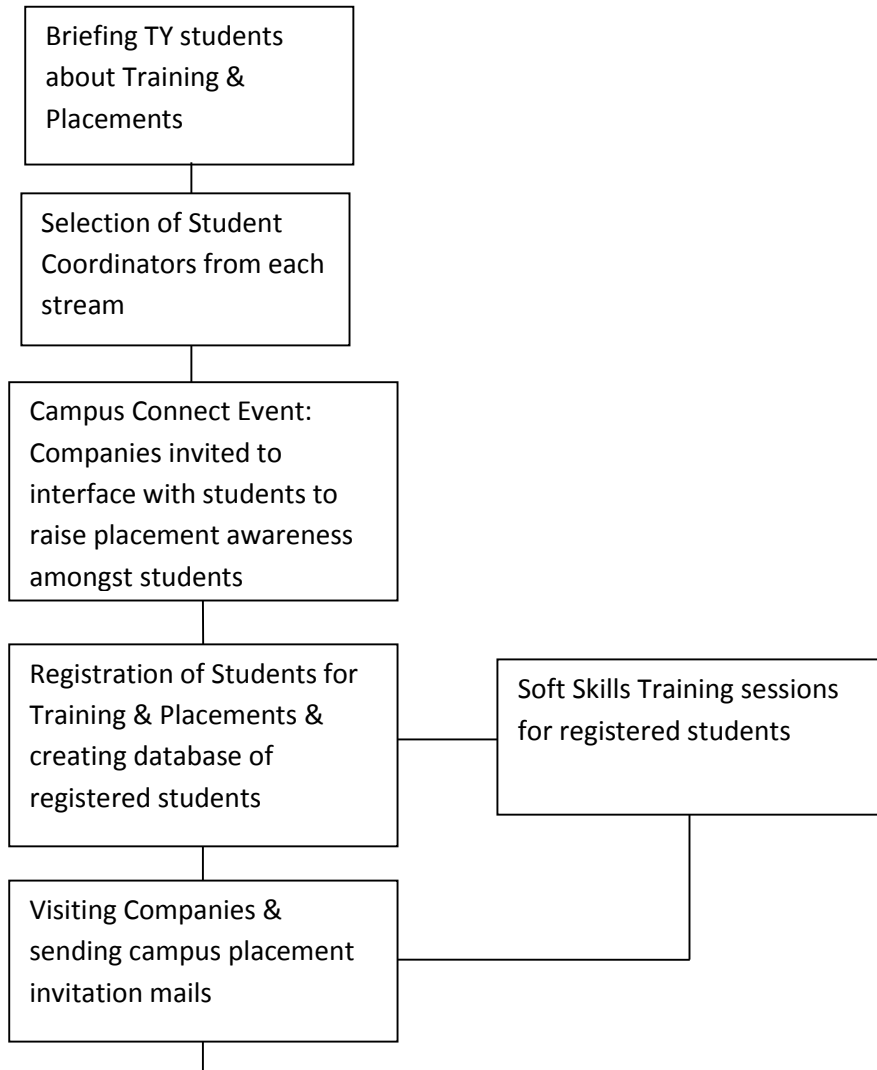|		*conducted*	*(Topics)*	*is conducted*
FY (Compulsory for SFC & Voluntary for B.Com)	15	October & April	Self-Management Skills	Internships Entire Academic Year
SY (Compulsory for SFC & Voluntary for B.Com)	15	October & April	People Skills	Internships Entire Academic Year
TY (Only students registered in Training & Placements)	20	June to September	Pre Placement Package (company specific training)	Placement From October to March of next year

Note:

For TY continuous training is provided in form of mock interview rounds conducted by Trainers and Placement Officers.

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:

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┌─────────────────────────┐
│ Briefing TY students    │
│ about Training &        │
│ Placements              │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ Selection of Student    │
│ Coordinators from each  │
│ stream                  │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ Campus Connect Event:   │
│ Companies invited to    │
│ interface with students to│
│ raise placement awareness│
│ amongst students        │
└─────────────────────────┘
            │
┌─────────────────────────┐        ┌─────────────────────────┐
│ Registration of Students for│────│ Soft Skills Training sessions│
│ Training & Placements & │        │ for registered students │
│ creating database of    │        │                         │
│ registered students     │        └─────────────────────────┘
└─────────────────────────┘                     │
            │                                    │
┌─────────────────────────┐                     │
│ Visiting Companies &    │─────────────────────┘
│ sending campus placement│
│ invitation mails        │
└─────────────────────────┘
            │
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Campus placements

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:

- The Training and Placement Cell of the college has successfully trained and placed students since 2012-13, incrementally adding to the tally every year.
- The percentage of students completing the training sessions has increased from 47% in 2012-13 to 94% in 2018-19, with the number of training hours for each student also increasing from 10hrs to 20hrs for pre placement packages.
- Based on the feedback of the companies and the continuous industry updates regarding soft skills competencies, the Cell has constantly updated training modules; including 2018-19.
- Due to such improved training modules being implemented, the Cell has successfully achieved to consistently attract high value industries to recruit quality talent from the College. This is reflected in the salaries offered by Companies – in 2012-13 the maximum salary was 5 lacs p.a. and the maximum salary range for 2018-19 is 11 Lacs p.a.
- The number of companies visiting our campus has increased every year from just 26 in the year 2012-13 to 53 in 2018-19.
- Due to established mechanism of recording and implementing feedback from companies, the number of repeat companies coming on campus have increased consistently.

Problems Encountered:

- Strength of Bcom students being huge, implementing compulsory training programme for all of them becomes difficult. Hence only students who register for training in FY, SY and TYBcom are availed this programme.

7.3 Institutional Distinctiveness

Provide details of the performance of the institution in one area distinctive to its vision, priority and thrust. Provide the web link of the institution in not more than 500 words.

VISION
To provide 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.
MISSION
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.
OBJECTIVES
1. Impart education of the highest standard through value based holistic teaching and learning by integrating traditional and innovative practices.

2. Create a platform for students for exploring their creative potential and nurturing the spirit of entrepreneurship and critical thinking.

3. 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.

4. Equip students with the skills needed to adapt better to the changing global scenario and gain access to multiple career opportunities.

5. Provide inclusive education by making it accessible to all section of society.

6. To maintain and promote equality, transparency, compliance and sustainability in governance and service delivery.

WEBLINK.: www.nmcollege.in

8. Future plans of action for the next academic year (500 words)