

**The Annual Quality Assurance Report (AQAR)**  
**of the**  
**Internal Quality Assurance Cell (IQAC)**

**Name of the Institution** : **The Bharat Education Society's  
Sant Gadge Maharaj College of Commerce and  
Economics, Mumbai.**

**Address of the Institution** : **12<sup>th</sup> Lane, Khetwadi, Girgaum, Mumbai – 400 004.**

**Academic Year** : **2010-2011**

**Part – A:**

**1. Plan of Action:**

- a. To appoint new principal.
- b. To get permanent affiliation.
- c. To improve infrastructure facilities.
- d. To enhance library facility.
- e. To install bio metric.
- f. To strengthen NSS and Students Council.
- g. To Set Up Nature Club.
- h. To set up industry and business linkages.
- i. To motivate faculty and students to pursue research teaching to Ph.D. Degree undertaking research project to participate and present papers at seminars and publish papers.
- j. To publish a magazine.
- k. To sensitize students to social issues.
- l. To encourage students to perform better in academics to felicitate toppers at T.Y.B.Com and T.Y.BMS examination.
- m. To set up placement cell.
- n. To motivate faculty members to undertake research projects.

## **2. Out Come of the Plan:**

- a. New principal with Ph.D. degree was appointed as per the UGC norms.
- b. Process for getting permanent affiliation was initiated.
- c. Infrastructural facilities stood improved.
- d. Improvement in library facilities.
- e. Biometric machine was installed.
- f. Nature Club was setup with Prof. R. O. Patil as chairman.
- g. Industrial linkages were developed.
- h. Minor research projects were undertaken.
- i. Lectures and other activities on social issues were conducted.
- j. For National Integration continuous activities were conducted with Mumbai Sarvoday Mandal.
- k. For social awareness continuous activities were conducted with D. B. Marg Police Station.
- l. Placement Cell was setup.
- m. Activities of Personality Development Cell and Women Development Cell enhanced.
- n. Workshop on faculty development was conducted.

## **Part – B:**

### **1. Activities reflecting the goals and objectives of the institution.**

- a. Various activities like seminars, workshops were organised.
- b. To improve students result periodic class tests, home assignment, terminals and preliminary exams were conducted.
- c. Two days workshop on faculty development was organized on 17<sup>th</sup> and 18<sup>th</sup> Sept, 2010 for teachers and students.

On 17<sup>th</sup> workshop for teachers on creation and use of films in commerce and management education was conducted it included-

- a. Need for use of technology in commerce education.
- b. Scope and forms of classroom technology.
- c. Demonstration of application of technology in commerce education.

On 18<sup>th</sup> workshop on effective communication for students was conducted. It include-

- a. Communication Game.
- b. Analysis of Game.
- c. Understanding communication science.
- d. Film show and self introspection.

The workshop was conducted by Balkrishna Damle of Pune and his team. Dr. Vijetha Shetty of Valia College, Mumbai also guided students and teachers.

## **2. Guest lectures and seminar:**

Seminar for T.Y.B.Com students was conducted on usefulness of new technology in Banking. Bank Manager of Bank of Maharashtra, Khetwadi Branch Mr. Kindge guided our students.

We invited guest lecturers to guide our students on preparation of examination. The details are as follows:-

- a. Dr. S. K. Mishra delivered a lecture on Banking Sector Reforms.
- b. Prof. Abhay Kulkarni guided students on 'Amalgamation'.
- c. Prof. Rajesh Shah spoke on Marginal Cost Accounting.

## **3. Innovation in curricular design and transaction:**

- a. Academic curriculum is designed as per the University Of Mumbai pattern.
- b. Apart from Chalk and Talk method teachers are following modern techniques such as teaching through OHP, LCD, etc.
- c. Guest lecturers were invited.
- d. Industrial visit was organized to Parle Biscuit Factory for BMS and B.Com students.
- e. Dr. K. Y. Shinde Principal guided students on examination.

## **4. Inter-disciplinary programmes started:**

NIL

## 5. Examination reforms implemented:

- a. As our college is affiliated to University Of Mumbai we conduct examinations of FY, SY and TY B.Com as per University guidelines.
- b. We follow the instructions of University while conducting examination providing grace marks and finalizing results.
- c. To maintain secrecy in Examination we use coding system.
- d. The Examination committee decided to introduce masking system instead of coding and decoding system to reduce the workload of the coding committee and also to reduce the error.

It was also decided to give question bank by subject teachers to improve the performance of the students in their examination.

## 6. Candidate qualified net/set:

NIL

## 7. Initiative towards faculty development programme:

Many teachers attended seminar and workshops. The details are shown in the following table:-

Sr. No.	Name of the Teachers	Details of seminars and workshop attained.
1.	<b>Prof. Rajashekhar O. Patil</b>	<b>Seminars:-</b> 1) Sirajuddin Horaginmani, Ravi Chandran M., Rajashekhar .O. Patil and P. R. Suresh “Sustainable Development and Rural Areas” UGC-UPA National Seminar on Rural Development in India 28 <sup>th</sup> and 29 <sup>th</sup> October 2010, Madhurai Kamaraj University, Madhurai.  <b>National Conferences:-</b> 1) Rajashekhar O. Patil, Laxman Naik and Nagesh Jalgar ‘Mining Impacts on the

		<p>Eco-system’ Global Climate change perspective and challenges, Kuvempu University, CSIR Sponsered. Karnataka 23<sup>rd</sup> and 24<sup>th</sup> March 2011.</p> <p>2) Sirajuddin Horaginmani, Ravi Chandran M.. J. Anjalin and Rajashekhar O. Patil “The Relationship between Air Pollution and Global Warming” Global Climate change perspective and challenges, Kuvempu University, CSIR Sponsered. Karnataka 23<sup>rd</sup> and 24<sup>th</sup> January 2011.</p> <p>3) Spatial Strategies for sustainable management SSSM, 2011. Bharatidassan University, Tiruchirappli. 14 – 16 February, 2011.</p> <p><b>Workshops:-</b></p> <p>1) The Role and Function of Union in 21<sup>st</sup> Century- BUCTU and Dept. of Civics Mumbai University, 19<sup>th</sup> June, 2010.</p> <p>2) Asian Center for Research Training, Pune “Faculty Development Programme”, 17<sup>th</sup> August 2010.</p> <p>3) Lala Lajpatrai Institute of Management Structural Pattern of financial sector – banking ombudsman procedure and prospects, 5<sup>th</sup> February 2011.</p>		
2.	<b>Prof. D. M. Salve</b>	<b>Seminars:-</b>		
	<b>State Level Seminar</b> Educational initiatives for inclusive growth	University of Pune	21 <sup>st</sup> and 22 <sup>nd</sup> August. 2010	Role of films in promoting financial literacy
	<b>International Conference</b>	University of Mumbai	1 <sup>st</sup> and 2 <sup>nd</sup> Feb. 2011	Globalisation and Rural Credit Co- operatives in India:

				Challenges and Solutions
		<b>State Level</b> Conference Micro Finance Road ahead	Pragati College	22-02-2011 Innovative Model in Micro Finance
		<b>National Level</b> Comm-Search	DCRC University – University of Pune	18 <sup>th</sup> and 19 <sup>th</sup> Mach 2011 Thesis Presentation – Won 1 <sup>st</sup> prize
		<b>National Level</b> Conference	Babasaheb Gawade	26-03-2011 Industrial Relations a way to improve industrial productivity
		Workshop on Export Marketing	Nirmala Foundation, Kandivali	26-07-2010
		Workshop on MHRM	Ramniranjan Jhunjhunwala College	30-07-2010
		Faculty Development Workshops	S.G.M. College and ACRT, Pune	17-08-2010
		Workshop on Credit System	Hinduja College	August 2010
3.	<b>Prof. N. M. Potekar</b>	<b>Workshop:</b> Attended one day workshop organised by J M Patel College, Malad, Mumbai on 25 <sup>th</sup> September 2010. Theme : Syllabus Revision		

4.	<b>Prof. V. L. Nandure</b>	<b>Workshop:</b> Attended workshop On Aids Awareness organised by MDACS on 7 <sup>th</sup> July 2010.
5.	<b>Prof. R. R. Shah</b>	<b>Workshop:</b> Attended workshop organised by Western India Regional Council on Internal Audit on 15 <sup>th</sup> November 2010. Attended workshop organised by Western India Regional Council on “Taxation of Business and developers” date: 17 <sup>th</sup> December 2010.
6.		<b>All teachers participated in Faculty Development Programme organised by SGM College on 17<sup>th</sup> and 18<sup>th</sup> September 2010.</b>

**8. Total no. of seminar and workshops:**

02

**9. Research project teachers are asked to undertake minor and major research project:**

Prof. Patil and Prof. Salve are pursuing Ph.D. Degree.

**10. Patents Generated:**

NIL

**11. New collaborative research programmes:**

NIL

**12. Research grants received for various agencies:**

NIL

**13. Detail of research scholars:**

Prof. Patil and Prof. Salve are pursuing Ph.D. Degree.

**14. Citation index of faculty members and impact factor:**

NIL

**15. Honors/Awards to the faculty:**

NIL

**16. Internal Resources generated:**

NIL

**17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST) / DST, FIST and other programmes:**

NIL

**18. Community Services:**

This year we have enrolled 100 students' as N.S.S volunteers. We have conducted the following activities.

**a. Area Based Projects:**

**i. Health Project:-**

Under this project our students participated in pulse polio programme Door to Door campaign was also conducted in Girgaum area and also in Kemps Corner area. Thalesamia awareness and check-up project was undertaken 98 students participated in that project. Blood donation drive was also undertaken, and 42 bottles of blood was collected.

Under the guidance of Medical Officer Dr. Rathod from D ward Municipal Corporation, we have organized Malaria awareness and detection project, 28 students participated n that project Malaria awareness was conducted at Bane Compound.

- ii. Our second area based project was Disaster Management Training Programme was conducted in our college for six days under the guidance of Deputy Commissioner Civil Defence 26 students successfully completed the training and have received certificates.

- iii. Our third area based project is AIDS Awareness project (R.R.C). We have an active R.R.C club in our college and we have conducted various programmes under the guidance of MDACS. Lecture was organized by Dr. Vellar of Nair Hospital on the issue of HIV AIDS for our students. The lecture was followed by question and answer session. Friendship band were distributed members from MDACS presented a street play in our college also performed street play in Khetwadi area Students also participated in universal AIDS Day Rally at Azad Maidan on 1<sup>st</sup> December 2010. Posters and essay competition were also organized.
- iv. Another area based project is Traffic safety programme it was organized by Deputy Commissioner of Police (South) Traffic Headquarters Worli Mumbai. From 12/08/2010 to 19/08/2010. And 30 students participated in this project.
- v. Another area based project was cleanliness awareness project. Every year we celebrate Sant Gadge Maharaj week and important theme was cleanliness. We had Rangoli and Posters exhibition and Cleanliness drive was led by Smt Shailaja Girakar Deputy Mayor of Mumbai. A lecture on demonstration on Anhashraddha Nirmoolan was organized we had distributed Jhunka Bhakar and Prasad to students and nearby area people.

**b. University Level Project:-**

Under university level projects our students participated in various programmes organized by NSS Unit of Mumbai University and NSS unit of colleges in South Mumbai.

Important projects Tree Plantation, Attending SRD and NRD Selection Camp, National Level NSS Camp, Selling of Flags manufactured by mentally retarded children, Examination on Gandhian Studies were some of the other themes we worked on this year.

**c. College Level Project:-**

In our college we always organize various programmes which benefit our students and community at large we have programme on career guidance, information technology faculty development programmes and development programme were also organized. We also

celebrated Independence Day and Republic Day students also participated in large numbers in Spots activities and Cultural activities on College Annual Day Celebration.

**d. Rural Camp:-**

This year we have conducted 7 days residential camp at Bhatsai, from 15<sup>th</sup> Feb 2011 to 21<sup>st</sup> Feb 2011 for 44 students, 2 lecturers and 1 assistant we have undertaken the following activities:

- i. On the first day we visited the locality and planned various activities to be conducted during the camp. In the evening formal inauguration programme was organized and chairperson of Gadge Maharaj Ashram school Shri. A. Thakur guided our students.
- ii. This year our main theme was cleanliness and construction of Bandhara. Cleanliness drive was undertaken in the Sant Gadge Maharaj Ashram School ground and nearby area.
- iii. A small Bandhara was constructed on the river with the help of local people Shri. Sathe helped us a lot and provided all materials for construction of Bandhara.
- iv. We also organized various lectures on different issues keeping in view the broad objective of N.S.S. i.e. overall Personality Development of students. Dr. Satish Kolte of K.C. College addressed our students and enlightened them on the role of students in N.S.S. Prof. Mrs. Kiran Jani guided students on Women's Development.
- v. We have also organized a lecture on Andha Shraddha Nirmoolan by Mrs. Sushila Munde. The lecture also involved practical demonstration. There was a group discussion on preparation for competitive exams. This session was presided by Shri. Mishra. Students asked question related to competitive examination which was clarified by Mishraji.
- vi. Keeping in view the final examinations which are scheduled from 1<sup>st</sup> March 2011. We conducted Study Camp for students every day. We highly appreciate the efforts of

Prof. Potekar, Prof. Salve, Prof. Mrs. A. D. Kulkarni of S.G.M College and Prof. Pagare of Poddar College for taking lectures and for the help and guidance.

- vii. One of the most important programmes which we organize every year is Medical Camp. Free Medical Checkup was organized on Sunday 20<sup>th</sup> February, 2011. Dr. Mayekar and his team worked very hard for the said camp. We are highly thankful to Dr. Mayekar, Dr. Kulkarni and Dr. S. S. Mavlankar Chairman of Bharat Education Society for helping us lot in conducting this camp. Free medicines were also distributed. On the same day, eye check up camp was organized 266 Patients and 60 School Children were given free medicines. Eye check up for 159 people and distribution of spectacles to 92 people.
- viii. For School Children we have conducted Games, cultural programmes preparation of Charts and Posters and distribution of Sweets and Pencils sets.

**19. Teachers and Officers newly recruited:**

NIL

**20. Teaching – Non Teaching Staff ratio:**

1:1.76

**21. Improvement in Library Services:**

Our college library is providing excellent service to Junior and Senior college students, faculty, research scholars, as well as members of our college, management and school teachers. The library functions on “**Open Access System**” for the readers.

The library is automated from December, 2007 with SOUL library software developed by INFLIBNET. It is upgraded to SOUL 2.0 in 2010.

The college library has a separate seating arrangement for girls and boys. Total sitting capacity is 70 students at a time. The library is open to the students and staff between 9.00 am and 5.00 pm on all working days.

**a. Total Collection of the Library:**

<b>Total Collection of the Library</b>	
Books	15124
Periodicals	18
Back Volumes	51
Online Journals	02
CD's / Tapes	40
Audio Cassettes	810
News Papers	08
Projects	52

**b. New periodicals added: 06 new periodical were added in 2010 – 2011:**

- i. Yojana
- ii. Nokari – Sandharbh
- iii. Amrit
- iv. Lokrajya
- v. The journal of entrepreneurship development.
- vi. Reserve bank of India bulletin (Print out and Online)

**c. Lingua-phone:**

Lingua-phone software was purchased in 2010 and 2 computers were installed to enable students to improve their communication skills in English; students can record their speech and hear themselves.

**d. Barcode Printer:**

Purchased Barcode Printer in October, 2010.

**e. Fully Computerized Library:**

The library has been using the SOUL2.0 library software for last six years. The library is fully computerized with all major activities namely Acquisition, cataloguing, circulation, and serial control and OPAC (Online Public Access Catalogue) and free Internet Facilities are made available to the teachers, Research Scholars' and students. The students are being given computerized barcodes borrowing library cards since 2010.

**f. Collection Development:**

Every year new books are added to the library collection. This year i.e. 2010-2011 we have purchased 356 books and 18 periodical subscribed for the college library out of the available fund Rs. 75217/-. Added 06 donated books, total 362 books, 11 bounded volumes, and 01 online journal (online free with print subscription-Reserve Bank of India Bulletin) was added.

**g. Library Facilities:**

**i. Computers:-**

The library has seven computers with 100mbps bandwidth internet connection. Five computers for students and staff availing free internet facility for the completion of their project and research work and to search the OPAC (online public access Catalogue). Two computers for library staff for circulation and for housing keeping operation.

**ii. Book Bank:**

The library provides sets of books from Book Bank scheme to the Backward Class Students, Economically Backward and needy students for one academic year at a time. Notice is sent to every class room and also put up on notice board regarding Book Bank Facility. Students can collect the form from the library for the same. Students have to return set of books within a week after their final examination.

**iii. Circulation:**

Books are issued to the Students' for seven days against home lending card, and one book on reference card to refer books in the library.

**iv. Current Awareness Service:**

Display of current periodicals on rack. Clipping like current events, jobs, articles on the subjects like Economics, Commerce, Management, and Environmental Studies, etc.

**v. Bibliographic Service:**

It is a demand based service. List of books is provided to the faculty as well as students whenever demanded by them, also the list of arrivals is put up on staff and students Notice Boards.

**vi. Inter-Library Loan facility:**

The college library provides Inter Library Loan Facility to its readers to cater to the extra reading needs of its reader.

**vii. OPAC and Card Catalogue:**

Online Public Access Catalogue and Card Catalogue (Author, Title, and Subject) have been provided to have an easy access to the collection of library.

**viii. Library Orientation:**

Every year library conducts Library Orientation program for new comers in order to make them aware of the library facilities available for them. Students are also shown the technique of browsing OPAC and online Journals.

**22. New Books or Journals subscribed:**

Rs. 20, 767/-

**23. Courses in which student's assessment of teachers is introduced and action taken on student's feedback:**

IQAC took the initiative to distribute feedback forms to the students and collect information on various teachers, library and other facilities. The feedback is analyzed.

**24. Grievance Redressal Cell was formed:**

Prof. N. M. Potekar-Chairman.

Prof. R. O. Patil-Member.

Prof. V. L. Nandure-Member.

**No grievance was received.**

**25. Unit Cost of education:**

Unit cost of education calculated excluding salary component Rs. 5917/-.

**26. Computerization of Administration and process of admissions and examination results, issue of certificates.**

Office was fully computerized. All staff members have passed government computer course examination (MSCIT).

**27. Increase in infrastructural facility:**

- a. New common room for girl's students was provided on 2<sup>nd</sup> floor of society building.
- b. New room for admission counter provided on ground floor of society building
- c. Computer with printer was provided in admission counter room.
- d. New chamber for the principal was provided with internet facility and furniture.
- e. New board room was provided with internet facility and for administrative work.
- f. New Panasonic photo copier machine was purchased for examination work.
- g. New A4 size photo copier of Canon with fax and scanner was purchased for administrative office
- h. New Barcode printer and reader provided in college library.
- i. Three A/C were provided in administrative office i.e. principal, board room and college office.

- j. Two HCL Language programme was purchased for English subject.
- k. Renovation of college building (external) and compound was carried in 2010.
- l. One computer was provided in staff room for teachers and free internet facility.
- m. Two new computers with printer and internet facility were purchased in office for administrative purpose.
- n. Biometric machine was purchased for staff attendance.
- o. CCTV camera was increased by 5 and total cameras in 2010 are 23.

**27. Technology up gradation:**

New computers and Printer was purchased. Biometric machine was installed.

**28. Computer and internet facility provided to staff and students:**

Almost all teachers are computer savvy and use computer and internet.

**29. Financial aid to students:**

- a. Concession in fees (Full free ship/Half ship fee) is provided to needy and deserving students.
- b. Facility of paying fees in installments.
- c. For economically backward students books are made available by the library for one year under the book bank scheme.
- d. Financial aid is provided to poor students from charitable trust.

**30. Support from Alumni Association and its activities:**

Alumni association has been actively supporting to the regular activities of college and during rural camp. Alumni association is our strength. Members of Alumni help students in learning basic computers, yoga, etc.

**31. Support from parent teacher association:**

We don't have formal parents' teacher association. But we meet parents and consider their advice. In most of the cases, elder brother or sisters of students were studying in our college hence we know parents and are having a good rapport with them.

**32. Health service.**

- a. Blood donation camp
- b. Free medical check-up camp
- c. Thalesamia awareness.
- d. Leprosy awareness
- e. Pulse polio

**33. Activities of Personality Development Cell:**

- a. Workshop on personality Development was conducted by Dr. Satish Kolte of K. C. College.
- b. A lecture on yoga and concentration was delivered by Dr. Pednekar of Kirti College.
- c. A lecture on public speaking and leadership development was delivered by Subash Nair.

**34. Students' achievements:**

- a. Passing percentage at T.Y.B.Com students is 51.36%.  
Names of toppers:
  - i. Mishra Manish Kumar.
  - ii. Jambude Ronak Shirish.
- b. Our Students' started preparing for the Youth Festival i.e. University of Mumbai Intra College Competitions:-
  - i. From the Folk Dance Group, Ruhi Mhaske of S.Y.B.Com was selected to represent the Mumbai University team at Inter-University Competition later in the Year.
  - ii. Among other items, our college also participated in the Drama Competitions.
- c. The members of the Students' Council felicitated the lecturers on Teacher's Day and also participated in organizing other events.
- d. We sent entries for the Fusion Competition organised by Akbar Peerbhoy College. In the computer based competitions held by Akbar Peerbhoy College, our S.Y.B.M.S Class participated and won awards.

- i. Ruchika Darandale of SYBMS Class won the 1<sup>st</sup> Prize for ‘Power Point Presentation’.
  - ii. Ali Warasi won 1<sup>st</sup> Prize for ‘Excel’ as well as ‘HTML’ Competitions.
- e. Ruchika Darandale of SYBMS, Vikas Patil and Vinod Waghela of TYBMS attended a Seminar on Leadership Skills at Bhavan’s College.
- f. Manish Kumar and Kevin Dedhia of S.Y.B.Com and Koyana Dedhia of F.Y.B.Com attended a one day workshop on “Leadership in the New Millenium” organised by Public Night Degree College under the aegis of the University of Mumbai.
- g. At Maharashtra Utsav held at Dadar:
- i. Ms. Ruhi Mhaske of S.Y.B.Com won the 2<sup>nd</sup> Prize for Solo Dance.
  - ii. Our Folk Dance Group won a Consolation Prize.
  - iii. Nithesh Shinde of S.Y.B.Com won the 2<sup>nd</sup> Prize in Cookery.
- h. Our Western Dance Group and others participated in Anjuman Islam’s Allana Institute Competitions and the same group won 2<sup>nd</sup> Prize at an open competition at Walkeshwar where many colleges had also participated.
- i. Ms. Ruchika Darandale of SYBMS and Mr. Jabir Shaikh of FYBMS attended Parliament Session as Student’s representative and met the Honorable Speaker Meira Kumari, Honorable Shri. P. Chidambaram and Honorable Shri. Shashi Tharoor in December 2010.

Our students took part in Group Discussions and Talk Shows arranged by the Student’s Council to discuss tropical issues. They attended talks and workshops for Personality Development and Career Guidance from time to time. SYBMS and Degree College Students were taken for Industrial Visit. Some TYBMS students visited Morarji Mills in Nagpur.

### **35. Activities of women's Development Cell:**

- a. A lecture on women empowerment through self-help was delivered by Dr. Mrs. Rangwala.
- b. A lecture was delivered on Safety of women's and girls' by Sr. Inspector D. B. Marg Police Station.
- c. Teachers and students celebrated Women's' Day.
- d. Lecture on female feticides, its causes and consequences given by Dr. Aruna Narayan.

### **Part – C:**

1. To appoint new principal.
2. To get permanent affiliation.
3. To improve infrastructure facilities.
4. To enhance library facility.
5. To install bio metric.
6. To strengthen NSS and Students Council.
7. To set up Nature Club.
8. To set up industry and business linkages.
9. To motivate faculty and students to participate in research present papers at seminars and publish papers.
10. To publish a magazine.
11. To sensitize students to social issue.
12. To extend Women's Development Cell and to increase activities of Women's development.

**Professor N. M. Potekar**  
**Coordinator**

**Dr. K. Y. Shinde**  
**Principal**

**Date: 11<sup>th</sup> April 2011**