

# THE ANNUAL QUALITY ASSUARANCE REPORT



Government of Maharashtra's  
**Elphinstone College**  
156, M.G. Road, Mumbai 400 032

**2013-14**

# THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

## Part – A

### 1. DETAILS OF THE INSTITUTION

1.1 Name of the Institution

ELPHINSTONE COLLEGE

1.2 Address Line 1

156, M. G. Road,

Address Line 2

Fort

City/Town

Mumbai

State

Maharashtra

Pin Code

400 032

Institution e-mail address

elphinstone1856@gmail.com

Contact Nos.

022 22843797

Name of the Head of the Institution:

Dr. Madhuri Kagalkar

Tel. No. with STD Code:

022 284 4060

Mobile:

9920720545

Name of the IQAC Co-ordinator:

Dr. Suchita Krishnaprasad

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (*For ex. MHCOGN 18879*)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	NA	2004	2009
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (*for example 2010-11*)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2012-13\_11submitted to NAAC on 27/11/2013
- ii. AQAR2011-12 11submitted to NAAC on 27/02/2013
- iii. AQAR2010-11 11submitted to NAAC on 23/1/2014
- iv. AQAR\_2009-2010 11submitted to NAAC on 23/1/2014

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other ( <i>Specify</i> )	
UGC-COP Programmes			

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	12
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	00
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	00
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	01
2.9 Total No. of members	17
2.10 No. of IQAC meetings held :	06

2.11 No. of meetings with various stakeholders:	No.	00	Faculty	06	
Non-Teaching Staff	00	Students	00	Others	00

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Enrich the learning process by introducing short term complementary courses	Departments worked on designing short duration courses for an integrated understanding of the subject, such as Skill-based courses, Bridge courses, Value added courses.

\* Please see Academic Calendar of the year in Annexure I

2.15 Whether the AQAR was placed in statutory body  No   
 Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### CRITERION – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	03	00	02	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				02
Others				
<b>Total</b>	03		02	02
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi of various classes were revised by the University of Mumbai with a view to update the knowledge of the learners. As an affiliated institution, the College has implemented the same.

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.: NIL

## CRITERION – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	25	10	00	00

2.2 No. of permanent faculty with Ph.D.

11

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	11	00	00	00	00	00	00	00	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

38 CHB

13 (Contract Basis)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/		10	
Presented papers	07	33	0
Resource Persons		01	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Efforts were made by various departments for a richer learning experience. These include:

1. Field trips and industrial visits, 2. Workshops, 3. Guest lectures, 4. Study material was prepared and made available for students, 5. Encouraging group- learning through study circles, 6. Special guidance was given to physically challenged students.

2.7 Total No. of actual teaching days during this academic year

181

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Coding of question papers and answer-books

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

05 05



## 2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Grade in Percentage				
		A	B	C	D	Passing %age
B.Com	242	10% (25)	24% (57)	18% (43)	23%(56)	75
B.Sc.& Bio Tech	71	30%(21)	18%(13)	.02( 02)	.084(06)	60
B.A.	52	25%(13)	19%(10)	13%(7)	.09	68
B. Sc. IT	59	52%(31)	12%(7)	.06	--	71

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching &amp; Learning processes:

- Members of IQAC are a part of academic committee. This committee periodically goes through the academic diaries to ensure appropriate the coverage of the syllabi including the methodology
- Vigilance committee notes the timely conduct of classes.
- Students' feedback is taken and analysed every year at the college level. Besides, head of the departments ensure conduct of special classes for students with special needs including physically/ visually challenged students, and students with higher aspirations.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	08
UGC – Faculty Improvement Programme	03
HRD programmes	01
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	Principal, 10 peon+6 clerk+	09	00	00
Technical Staff	23 lab atndnt+03 lab asst+ 04lib attendant+01 store keeper+ 01 demonstrator= 32	08	00	00

## CRITERION – III

### 3. RESEARCH, CONSULTANCY AND EXTENSION

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC, in collaboration with research committee, has set up a cell in where teachers can access all the relevant information about contribution to research, including various fellowships, availing research grants and funds for conduction workshops and seminars.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	01		
Outlay in Rs. Lakhs		7,18,000		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03		01
Outlay in Rs. Lakhs	1,50,000	5,21,400		95,000

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	01	00
Non-Peer Review Journals	06	00	00
e-Journals	02	00	00
Conference proceedings	01	03	00

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	7,18,000	500000
Minor Projects	2	UGC	5,21,400	90,000
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy 00

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01 Interdisciplinary Symposium, 03 workshops			
Sponsoring agencies		UGC, ICSSR			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

01

3.19 No. of Ph.D. awarded by faculty from the Institution

N.

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="00"/>	State level	<input type="text" value="00"/>
National level	<input type="text" value="00"/>	International level	<input type="text" value="00"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="00"/>	College forum	<input type="text" value="00"/>	
NCC	<input type="text" value="00"/>	NSS	<input type="text" value="05"/>	Any other <input type="text" value="00"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- NSS volunteers worked on road construction in Dongarpada village, Raigad district, during their 10 day residential camp.
- Blood donation camp was organised.

## CRITERION – IV

### 4. INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5500 sq. meter	00		5500 sq. meter
Class rooms	21	00		21
Laboratories	07	00		07
Seminar Halls	01	00		01
No. of important equipments purchased ( 1-0 lakh) during the current year.		06	DPDC and STATE PLAN	06
Value of the equipment purchased during the year (Rs. in Lakhs)		12.98 LAKH (6 Instruments)	DPDC and STATE PLAN	
Others				

#### 4.2 Computerization of administration and library

1. Office automation has been undertaken using Vriddhi software along with internet facility
2. SLIM software has been implemented for library automation.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	91333		751	133140	92743	1,59,148/-
Reference Books			11	36032		
e-Books	00		00		00	00
Journals	5		00	11060	5	11060
e-Journals	00		00			
Digital Database	00		00		00	
CD & Video	00		45		45	--
Others (specify) Maps	40	00	00	00	40	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	250	04		04	04	01	10	
Added	40	00						
Total	290	04		04	04	01		

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Various departments have access to internet facility. Students also have access to internet facility in the library.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	A technical person has been appointed for maintenance
ii) Campus Infrastructure and facilities	Maintained by PWD
iii) Equipments	1.53 lakh
iv) Others	00
<b>Total :</b>	1.53 lakh



## CRITERION – V

### 5. STUDENT SUPPORT AND PROGRESSION

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has supported and guided the functioning of Placement cell, Student counselling unit, setting up of Fitness Centre, as well as various welfare schemes such as Earn and Learn, Book-banks at department level.

#### 5.2 Efforts made by the institution for tracking the progression

Progression of students within the institution is assessed in terms of their performances at entry level and graduation. Departments keep track of the graduate students who take up employment or pursue higher studies thereafter.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1380	N.A	N.A	N.A.

#### (b) No. of students outside the state

37

#### (c) No. of international students

01

Men	No	%	Women	No	%

Last Year 2012-13						This Year 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
873	158	nil	114	02	1164	876	199	13	286	06	1380

Demand ratio 456.06 Dropout % 00

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

College conducted special coaching to aspiring students for entry into competitive examinations. The training sessions were scheduled in both terms to ensure that do not clash with the regular classes. External experts were invited to chair special sessions.

#### No. of students beneficiaries

49

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

College has a professional counsellor to attend to various socio-psychological issues faced by the students, who visits the institution thrice every week during the academic sessions. She conducted special sessions for students to deal with examination-related stress.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	60	05	40-45 %

### 5.8 Details of gender sensitization programmes

Women Development Cell organised the following programs:		
Date	Title of program	Resource person
25/09/2013	Menstrual problems and Womens' Health	Dr. Prema Kania, Dept. of Obstetrics and Gynaecology , Bombay Hospital
2'nd -4'th January 2014	Workshop for girls on Techniques of Self defence	Mr. Sachin Sherkhane, Lodha Foundation, Mumbai
11/02/2014	Expression: Speak for Safety of Women	Majlis (NGO) Mumbai
8/3/2014	Celebration of International Womens' Day	Staff- Student interaction
The Cell maintains a wall papers towards improving awareness about womens' issues, and to spread information about special scholarships/ schemes available for girls pursuing in higher education		

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Scholarships from institution	07	360
Scholarship from government	94	3,81,337
Scholarship from other sources	30	13,000
Number of students who received International/ National recognitions	00	00
Financial Support from Govt.	495	37, 58, 485/-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## CRITERION – VI

### **6. GOVERNANCE, LEADERSHIP AND MANAGEMENT**

6.1 State the Vision and Mission of the institution

The Vision of the College is: To kindle the spirit of learning among the youth, irrespective of socio-economic differences, to consistently pursue excellence preserving the tradition of high reputation while meeting the challenges of globalised world.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

Strategy: To provide a well-rounded learning experience using the existing resources. Action: Many departments designed and conducted bridge courses, skilled oriented and value addition courses, all of which were aimed at enriching the learning experience

#### 6.3.2 Teaching and Learning

Strategy: To detail the process teaching along with the expected learning outcome to ensure standardisation. Action: Preparing academic weekly planning along with mode of teaching and references including the useful links.

#### 6.3.3 Examination and Evaluation

Strategy: Expediting the result process. Action: Setting up in- house computerised result preparation unit to expedite preparation of results.

#### 6.3.4 Research and Development

Strategy: To promote the culture of higher pursuits. Action:1. Various workshops were conducted to improve skills of data analysis among the faculty. 2. National level symposium was organised involving faculties from science and humanities.3. Workshop on hands-on training on HPTLC & PCR was conducted to ignite the interest among students as well.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Strategy: To upgrade the facilities for students and staff. Action: 1.Computers were set up in library for the benefit of the students. 2. Installation of wi-fi and LAN were initiated. 3. Various laboratories were upgraded by procuring sophisticated instruments.

### 6.3.6 Human Resource Management

Strategy: To motivate the staff for better performance and commitment. Action: 1. Staff was introduced to Vipassana meditation. 2. Three week Yoga training was given to the staff and students

### 6.3.7 Faculty and Staff recruitment

Interviews are conducted each year to appoint best faculty in the self-financed courses. 2. Persistent follow up is done with the higher authorities for regular recruitment.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

Admissions are done as per the rules and regulations of the university.

## 6.4 Welfare schemes for

Teaching	Fitness Centre.
Non-teaching	Fitness Centre.
Students	Earn & Learn, Mentoring, Professional Counselling, HEPSN cell

## 6.5 Total corpus fund generated

Rs. 90,05,002/-

## 6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	India Today	Yes	IQAC
Administrative				

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

- Self-authored books by some of the eminent alumni have been donated to the Library.
- Mentored and financially assisted a meritorious student.

6.12 Activities and support from the Parent – Teacher Association

PTA meetings are held at department level to communicate parents about the academic progress of their wards. Inputs from parents offer an added insight to the teachers complementing their efforts.

6.13 Development programmes for support staff

- Vipassana sessions were conducted for all the staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Exhibition of medicinal plants conducted by Botany department

## CRITERION – VII

### 7. INNOVATIONS AND BEST PRACTICES

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Complementary courses such as bridge courses, short term certificate courses, workshops and value added courses were designed and implemented by various departments to stimulate the students' interest.

Fit ness centre was started for the benefit of students and staff.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action: Provide a holistic support system for the students, teaching and non-teaching staff.

ATR: 1. Vipassana sessions were introduced to the students, their parents and staff members

2. Fitness centre was introduced.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Fitness centre, Professional counsellor, Music library, Language laboratory

*Details of two best practices attached in annexure –II*

7.4 Contribution to environmental awareness / protection

Botany department has maintained terrace garden with medicinal plants. NSS students regularly participate in tree plantation drives.

7.5 Whether environmental audit was conducted? No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength: 1. Great reputation. 2. Student support activities.  
3. Heritage structure.

Weakness: 1. Space constraint. 2. Bureaucratic delays in recruitment.  
3. Transferable jobs.

Opportunity: 1. Networking with the Institutions in the Neighbourhood.

Challenges: 1. High institutional density. 2. Scarcity of seats  
3. Allotted in Govt. hostel

## **8. Plans of institution for next year**

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1. Setting up vermi-compost plant | 2. Renovating the auditorium |
| 3. Upgrading the class rooms      | 4. Implementing Wi-Fi.       |

-SD--

*DR. Suchita Krishnaprasad*

*Signature of the Coordinator, IQAC*

SD-

*Dr. Madhuri Kagalkar*

*Principal, Elphinstone College*

*Signature of the Chairperson, IQAC*



## Annexure I

### Elphinstone College, Mumbai-32

#### College Calendar academic year 2013-14

Month And Week	Activity
June 11 <sup>th</sup> 2013	College begins, admission process for S.Y. and T.Y classes started
June 3 <sup>rd</sup> week  17 <sup>th</sup> to 23 <sup>rd</sup>	Lecture for S.Y. and T.Y. B.A , B.Sc , B.Com begins.
June 4 <sup>th</sup> week  24 <sup>th</sup> to 29 <sup>th</sup>	Orientation for F.Y. B.Sc , B.A and B.Com. Lectures started.  <b>Day celebrated</b> -Birth Anniversary of Rajarshi Shahu Maharaj by Ranade society  June 2013 to December 2013 - Fahareen Tai ( T.Y.B.A.) - student of Department of History completed a certificate course (Research Methodology in History) at <i>Heras Institute of Indian Historical Research</i> , St. Xavier's College, Mumbai..
<b>July</b>  1 <sup>st</sup> week  1 <sup>st</sup> to 6 <sup>th</sup>	
2 <sup>nd</sup> week  8 <sup>th</sup> to 13 <sup>th</sup>	IQAC workshop on “ Managing Academic Workshops”  July 10 <sup>th</sup> 2013 -Students and staff from the Department of History attended TIFR foundation Day Lecture-Dr.Romila Thapar, an eminent historian, organized by Tata Institute of Fundamental Research,
3 <sup>rd</sup> week  15 <sup>th</sup> to 20 <sup>th</sup>	

4 <sup>th</sup> week  22 <sup>nd</sup> to 27 <sup>th</sup>	<b>Day celebrated</b> - Death Anniversary of Jaghanath Shankar Sheth by Ranade Society 31-07-13
<b>August</b>  1 <sup>st</sup> week  1 <sup>st</sup> to 4 <sup>th</sup>	
2 <sup>nd</sup> week  5 <sup>th</sup> to 10 <sup>th</sup>	IQAC workshop on 'Short duration Courses'
3 <sup>rd</sup> week  12 <sup>th</sup> to 17 <sup>th</sup>	<ul style="list-style-type: none"> <li>• 14<sup>th</sup> August Industrial visit of commerce atudents to Yusuf Meherally Centre.</li> </ul>
4 <sup>th</sup> week  19 <sup>th</sup> to 24 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Internal exams for F.Y. , And S.Y. B.com, B.Sc , B.A. will be conducted and T.Y. B.Com</li> <li>• Department of Physics students visited seminar on ' Empowering India through Atomic Energy, organized by B.A.R.C.&amp; DAE at Wilson College on 19<sup>th</sup> August</li> </ul>
5 <sup>th</sup> week  26 <sup>th</sup> to 31 <sup>st</sup>	Internal exams for T.Y. B.Sc , B.A. will be conducted  31 <sup>st</sup> August 2013-Visit to Numismatic exhibition organized by the Department of History
<b>September</b>  1 <sup>st</sup> week  1 <sup>st</sup> to 7 <sup>th</sup>	<ul style="list-style-type: none"> <li>• National Level Workshop on Research Methodology by Department of Sociology.</li> <li>• National level workshop organized by Department of Geography.</li> <li>• Markets and Competition : Talk by Sanjay Bahadur, IRS, on 5/9/2013, Planning Forum.</li> <li>• A month long Industrial training program for better employability of IT students.</li> </ul>
2 <sup>nd</sup> week  9 <sup>th</sup> to 14 <sup>h</sup>	
3 <sup>rd</sup> week  16 <sup>th</sup> to 21 <sup>st</sup>	Tentative Semester end practical exams for F.Y. and S.Y. B.Sc.

4 <sup>th</sup> week 23 <sup>rd</sup> to 28 <sup>th</sup>	29/9/2013: Visit to RBI organized by the Planning Forum
<b>October</b> 1 <sup>st</sup> week 1 <sup>st</sup> to 5 <sup>th</sup>	
2 <sup>nd</sup> Week 7 <sup>th</sup> to 12 <sup>th</sup>	External theory exams for F.Y. , S.Y., And T.Y. B.Sc , B.A. , and B.Com.
3 <sup>rd</sup> week 14 <sup>th</sup> to 19 <sup>th</sup>	<ul style="list-style-type: none"> <li>• External theory exams for F.Y. , S.Y., And T.Y. B.Sc , B.A. , and B.Com.</li> <li>• Certificate course in horticultural practices by Department of Botany 17<sup>th</sup>-31<sup>st</sup> October</li> <li>• Certificate course in Advanced Spoken English by Department of English 14<sup>th</sup> to 29<sup>th</sup> October Certificate course in Introduction to Indian Archeology 19<sup>th</sup> October to 7<sup>th</sup> December- Lecture by Miss Urvi Chheda on 22<sup>nd</sup> October 2013 -Topic-Metal-material, technology and conservation</li> <li>• Certificate course in Basics of Research Methodology by Department of Sociology 18<sup>th</sup> October to 31<sup>st</sup> October</li> </ul>
4 <sup>th</sup> week 21 <sup>st</sup> to 26 <sup>th</sup>	Assessment of Semester end exams and Results processing.  <i>Skill Based Activities</i> –For the students in Diwali vacation (Map Drawing, Chart making & Book Review) by Department of History
<b>28<sup>th</sup> October to 17<sup>th</sup> November</b>	Diwali Vacations
4 <sup>th</sup> week 18 <sup>th</sup> to 23 <sup>rd</sup>	Second / fourth/ Sixth Semester begins .Lectures for F.Y. , S.Y. and T.Y. begins  Re-exam for Sem- I and III,
5 <sup>th</sup> week 25 <sup>th</sup> to 30 <sup>th</sup>	Assessment and result process  Day celebrated - Death Anniversary of Mahatma Jotiba Phule by Department of History on 28-11-2013

<b>December</b>	December 2013 to February 2014
1 <sup>st</sup> week 2 <sup>nd</sup> to 7 <sup>th</sup>	Bridge Course organized by department of History
2 <sup>nd</sup> week 9 <sup>th</sup> to 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>• 14<sup>th</sup> December Department of Physics organized seminar &amp; quiz</li> <li>• 10<sup>th</sup> December History- National Archeological day</li> <li>• Department of History organized Visit to Archaeology Exhibition on Archaeology Day on Wednesday 11<sup>th</sup> December 2013 University of Mumbai Students Participated in Mock Excavation and Stone tools preparation.</li> <li>• Ajay Salukhe ( T.Y.B.A.) student of Department of History participated ‘ Stone Tools Workshop’ Conducted by Dr. Tashabant Pradhan, at Mumbai University, by Center for Extra Mural studies, at Mumbai University, on 10<sup>th</sup> and 11<sup>th</sup> December 2013.</li> <li>• Ajay Salukhe ( T.Y.B.A.) and Fhareen Tai ( T.Y.B.A.) - students of Department of History attended’ 50<sup>th</sup> Heras Memorial Lecture’ conducted by Prof. Romila Thapar on 11<sup>th</sup> and 12<sup>th</sup> December 2013 at Heras Institute.</li> </ul>
3 <sup>rd</sup> week 16 <sup>th</sup> to 21 <sup>st</sup>	<ul style="list-style-type: none"> <li>• 20<sup>th</sup>-21<sup>st</sup> December. “Techtsar” intercollegiate festival of IT students.</li> <li>• A three month certificate course in Microbiological Techniques by deptment of Microbiology starting from 14<sup>th</sup> December</li> <li>• Day celebrated - Death Anniversary of Saint Gadage Baba by Department of History on 20-12-2014</li> </ul>
4 <sup>th</sup> week 23 <sup>rd</sup> to 28 <sup>th</sup>	X Mas vacation
<b>January</b>	
1 <sup>st</sup> week 1 <sup>st</sup> to 4 <sup>th</sup>	
2 <sup>nd</sup> week 6 <sup>th</sup> to 11 <sup>th</sup>	Inter-collegiate festival Maharashtra Utsav.
3 <sup>rd</sup> week 13 <sup>th</sup> to 18 <sup>th</sup>	<p>16<sup>th</sup> and 17<sup>th</sup> January 2014.Elphinomics two day festival of Economics. MOCK STOCK workshop by Purv Shah</p> <p>16<sup>th</sup> January 2014 -Department of History and Ranade Society organized Ranade Memorial Lecture -Topic- ‘<i>Contribution of Justice M.G.Ranade</i></p>

	<p>Conducted by Dr. Kamini Gorge Department of Philosophy, University of Mumbai On on the occasion of Death Anniversary of Justice M.G. Ranade</p>
<p>4<sup>th</sup> week 20<sup>th</sup> to 25<sup>th</sup></p>	<p>One day workshop ‘Wake up to Sleep’ organized by the IQAC in collaboration with International Institute of Sleep Sciences, Mumbai, on 25/01/2014. Followed by neuro-psychology test of staff members who participated in the event.</p>
<p>5<sup>th</sup> week 27<sup>th</sup> to 31<sup>st</sup></p>	<p>Department of Physics organized exhibitions Electronics Projects and chart prepared by students.</p> <p>30<sup>th</sup> January- Quiz competition - organized by the department of history to pay Tribute to Mahatma Gandhi on his Death Anniversary.</p> <ul style="list-style-type: none"> <li>• 28/01/2014-1/03/2014 Add on course ( Hardware and Software)for Commerce students</li> </ul>
<p><b>February</b> 1<sup>st</sup> week 3<sup>rd</sup> to 8<sup>th</sup></p>	<ul style="list-style-type: none"> <li>• Pre- campus recruitment program for IT students on 1<sup>st</sup> February by Seed InfoTech Ltd.</li> <li>• Month long value added course in Hard ware and Soft ware by Department of Commerce starting from 1<sup>st</sup> February.</li> <li>• 07- 08/02/2014 PRIMERS: an intercollegiate festival hosted by the Biotechnology department. Hands on training in HPTLC and PCR.</li> </ul> <p>4<sup>th</sup> February 2014-Department of History organized Lecture for XIIth std. students- Conducted by Prof. Lata Kulkarni from Vikas Junior college, Vikroli, Mumbai on. She is an examiner and moderator for XIIth std state board examination.</p> <ul style="list-style-type: none"> <li>• 8/2/2014 industrial visit of Commerce students to Alibaug</li> <li>•</li> </ul>
<p>2<sup>nd</sup> week 10<sup>th</sup> to 15<sup>th</sup></p>	<ul style="list-style-type: none"> <li>• <b>One Day International Symposium of Academicians in Humanities</b> organized by Dept. of Sociology, Statistics, History, English and IT of Elphinstone College in collaboration with office of the Vice- President for Global Relations East Theatre Trinity College, Dublin, Ireland on 13<sup>th</sup> February, 2014. <b>Guest Speaker- JANE OHLMEYER</b> is Erasmus Smith's Professor of Modern History at Trinity College, <b>Dublin</b>, and Vice-Provost for Global Relations, (<b>Topic- “European Digital Libraries</b>)</li> </ul> <p>December 2013 to 15<sup>th</sup> February 2014 -Sarang Parekh(S.Y.B.A.) from the Dept of history completed certificate course on’ Heritage</p>

	Management and Conservation' organized by Wilson College in association with K.R.Cama oriental Institute
3 <sup>rd</sup> week 17 <sup>th</sup> to 22 <sup>nd</sup>	
4 <sup>th</sup> week 24 <sup>th</sup> to 28 <sup>th</sup>	Tentative Semester end practical exams for F.Y. and S.Y. B.Sc. 28 <sup>th</sup> February 2014 - visit to the <i>Chhatrapati Shivaji Vastu Sangrahalaya</i> , by the Department of History.
<b>March</b> 1 <sup>st</sup> week 3 <sup>rd</sup> to 8 <sup>th</sup>	
2 <sup>nd</sup> week 10 <sup>th</sup> to 15 <sup>th</sup>	External theory exams for F.Y. , S.Y., And T.Y. B.Sc , B.A. , and B.Com.
3 <sup>rd</sup> week 17 <sup>th</sup> to 22 <sup>nd</sup>	External theory exams for F.Y. , S.Y., And T.Y. B.Sc , B.A. , and B.Com.
4 <sup>th</sup> week 24 <sup>th</sup> to 29 <sup>th</sup>	External theory exams for F.Y. , S.Y., And T.Y. B.Sc , B.A. , and B.Com.
<b>April</b> 1 <sup>st</sup> week 1 <sup>st</sup> to 5 <sup>th</sup>	Assessment of Semester end exams and Results processing.
2 <sup>nd</sup> week 7 <sup>th</sup> to 12 <sup>th</sup>	Re-exam for Sem- I and III
3 <sup>rd</sup> week 14 <sup>th</sup> to 19 <sup>th</sup>	Department of Physics conducted Bridge Courses for F.Y. and S.Y.B.Sc. students on basic electronics (15-25 April).
4 <sup>th</sup> week 21 <sup>st</sup> to 26 <sup>th</sup>	Assessment and result process

5 <sup>th</sup> week 28 <sup>th</sup> to 30 <sup>th</sup>	Assessment and result process, Admissions started
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## **Annexure II: BEST PRACTICES**

### **BEST PRACTICE I**

**TITLE OF PRACTICE:** Appointing professional counsellor for student support

**GOAL:**

To facilitate personality development of students through better understanding of oneself with the help of professional counsellor.

**THE CONTEXT:**

Youth is a period of transition and turmoil. Especially modern day youth finds itself in various sorts of contrasting pressures from peers, expectations from family, and the wider society. Temptations run high too, endangering physical and mental health of the young adults, apart from leaving an adverse drag on their career and life in future. In our society visit to counsellor is still a matter of stigma or shame. It is therefore a very important step taken by the College to appoint a professional counsellor to enable the students to cope up with their stress in an easy and unobtrusive manner. Hence the GOAL as a counsellor is to achieve the above results by building trust through confidentiality.

**THE PRACTICE:**

Any new initiative takes time to find roots. Initially to build trust and rapport was important. Once the students started warming up to the idea of having an in-campus counsellor, they started coming to counsellor for the issues they faced like lack of concentration , low motivation, relationship issues, family and peer pressures and one or two severe cases of self harm, physical abuse and suicidal thoughts.

The counsellor started by paying class visits encouraging students to discuss their doubts. These visits helped to build rapport. Special sessions were conducted for XII Science students who face tremendous pressure as they go through their most important career-determining phase. At times parental counselling is found necessary to complement the efforts, and that was also done with appropriate discretion.

**EVIDENCE OF SUCCESS:**



The cell has had a continuous inflow of students from various classes and faculties seeking help and useful tips from the counselor. The success stories range from students who have learnt time management, thereby performing better both in academics and their pursuit of passion, to students with clinical disorders such as depression and even schizophrenia finding a wise and compassionate friend, confidante and a savior. Especially in the latter cases, parents, teachers and even class mates were oriented for an empathetic behavior towards such students. All these efforts have significantly alleviated the agonies of the students, and this success is impossible to quantify.

**PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

Though the counseling cell has had a significant success, space is a constraint, especially when groups are involved. In some cases parental intervention/ counseling, though necessary, may not be possible either because of the distance, inadequate communication between the student and the parents, or lack of readiness among parents to seek advice. More awareness programmes need to be conducted by observing 'Mental health week'. Inviting psychiatrists to talk about various disorders would also help.

**NOTES:**

The counsellor wishes to mention here with great satisfaction that the college is one of the very few colleges in Mumbai, which provides counselling facilities to the students. With many more interactive programmes, we will be able to make our students more confident with a healthy self- belief.

The entire teaching staff has been extremely cordial and even ready to reach out to every student. They have accepted the counselor in their programme whole- heartedly and it is their proactive response which makes the cell so successful.

**CONTACT DETAILS:**

NAME OF THE PRINCIPAL: Dr. MRS. MADHURI V. KAGALKAR

NAME OF THE INSTITUTION: ELPHINSTONE COLLEGE

CITY: MUMBAI

PINCODE: 400032

ACCREDITED STATUS: A

PHONE: 022-22844060



## **Best Practice: II**

**TITLE OF PRACTICE:** Setting up fitness centre

**GOAL:** To Enable better physical fitness among students and staff

### **THE CONTEXT:**

India has the largest young population at present. The much-talked of demographic dividend can become effective only if the young are mentally sharp and physically fit. Besides there is an increasing incidence of life-style diseases among the middle- aged population. So the College has set up fitness centre for students and staff to improve overall fitness of the most important stake holders.

### **THE PRACTICE:**

The centre has a trainer. The equipments set up are:

- Two tread mills.
- Foot massager
- Weights
- Multi benches
- Arm machine.
- Lat pull-down machine

Students are allowed to use the center at their free time.

### **EVIDENCE OF SUCCESS:**

The centre has been set up next to the canteen and the hang out area of the students, which makes it easily accessible to the students.

### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

1. Space is a constraint which restricts the number of users at any given time.
2. Appointing a well trained trainer is neither easy nor economical.
3. Maintenance of the equipments is another daunting issue.

### **NOTES:**

Despite the difficulties, it cannot be overemphasized that fitness centre is a valued innovation of the College, and efforts to support the same amount to a significant value-addition.

CONTACT DETAILS:

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