

Government of Maharashtra
Elphinstone College
Mumbai: 400 032

**The Annual Quality Assurance
Report (AQAR) of the IQAC
2014-15**

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Elphinstone College, Mumbai: 400 032
AQAR 2014-15**

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:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | A | NA | 2004 | 2009 |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th 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 ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2013-14_11 submitted to NAAC on 27/11/2013
- ii. AQAR 2012-13_11 submitted to NAAC on 27/11/2013
- iii. AQAR 2011-12_11 submitted to NAAC on 27/02/2013
- iv. AQAR 2010-11_11 submitted to NAAC on 23/1/2014
- v. AQAR_2009-2010_11 submitted 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)

University of Mumbai

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 (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 04

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students

Alumni

Others

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 02

(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 conducting workshops and seminars | Departments of Chemistry, Microbiology, Statistics, Mathematics and English conducted UGC sponsored national and State level seminars and workshops. |

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Criterion – I

1. 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 | 05 | 00 | 02 | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 01 | | | |
| Others | | | | |
| Total | 06 | | | |
| 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 |
| | 34 | 34 | 00 | 00 | 00 |

2.2 No. of permanent faculty with Ph.D. 18

| | | | | | | | | | | |
|---|------------------|----|----------------------|----|------------|----|--------|----|-------|----|
| 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 | 17 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 17 |

2.4 No. of Guest and Visiting faculty and Temporary faculty 00 38 12 (IT& Bio Tech)

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 02 | 01 | 05 |
| Presented papers | 02 | 05 | 04 |
| Resource Persons | 00 | 03 | 01 |

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

Efforts were by various departments for a richer learning experience. These include:
 1. Workshops, 2. Guest lectures, 3. Special guidance to visually challenged students, 4. Organising seminars for better exposure

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) Bar Coding, Double Valuation, Photocopy, Centralised paper-setting

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 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 | 203 | 23 | 99 | 36 | 02 | 79% |
| B.Sc. | 51 | 21 | 11 | 12 | 00 | 75% |
| B.Sc. Bio Tech | 23 | 05 | 10 | 04 | 03 | 95% |
| B.A. | 48 | 11 | 06 | 08 | 05 | 63% |
| B. Sc. IT | 53 | 20 | 04 | 06 | 00 | 56% |

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

- Members of IQAC are a part of academic committee. This committee periodically goes through the academic diaries to ensure timely coverage of the syllabi.
- Vigilance committee ensures the timely conduct of classes.
- Students' feedbacks are taken and analysed every year at the college level. Besides, department heads 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 | 05 |
| UGC – Faculty Improvement Programme | 01 |
| HRD programmes | |
| 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 | 00 |

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 | 15 | 08 | 01 | 05 |
| Technical Staff | 30 | 08 | 00 | 01 |

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 get all the relevant information about accessing funds for research project, publishing research work, scholarship schemes, conduct of seminars etc.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|------------|------------|-----------|
| Number | 00 | 02 | | 00 |
| Outlay in Rs. Lakhs | | 4,70,000/- | 3,65,000/- | 00 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 14 | 00 | 00 |
| Non-Peer Review Journals | 00 | 00 | 00 |
| e-Journals | 01 | 00 | 00 |
| Conference proceedings | 02 | 04 | 00 |

3.5 Details on Impact factor of publications:

| | | | |
|-------|---------|---------|----------------|
| 0-5 | - | 0-6 | - |
| 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 | 4 | UGC | 7,18,000 | |
| Minor Projects | 2 | UGC | | |
| 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

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|------------|-------|------------|---------|
| Number | | 03 | 02 | | |
| Sponsoring agencies | | UGC, ICSSR | UGC | | |

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.A. |
|------|

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

| | | | | | | | |
|-----|------|-----|------|-----------------|------|-----------|--|
| JRF | N.A. | SRF | N.A. | Project Fellows | N.A. | Any other | |
|-----|------|-----|------|-----------------|------|-----------|--|

3.21 No. of students Participated in NSS events:

| | | | |
|------------------|----|---------------------|----|
| University level | 14 | State level | 00 |
| National level | 00 | International level | 00 |

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 | 00 | State level | 00 |
| National level | 00 | International level | 00 |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|----|---------------------|----|
| University level | 00 | State level | 00 |
| National level | 00 | International level | 00 |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|----------------------|---------------|---------------------------------|-----------|---------------------------------|
| University forum | <input type="text"/> | College forum | <input type="text"/> | | |
| NCC | <input type="text"/> | NSS | <input type="text" value="20"/> | Any other | <input type="text" value="01"/> |

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

- NSS Unit organized a Blood Donation Camp in our College Staff Room with the Collaboration of St. George's Hospital. We were successful to collect 77 units of Blood.
- Cleanliness drive was carried out in Kala Ghoda area.
- Campaign against noise pollution and promotion of eco-friendly Ganesha idol was carried out.
- NSS volunteers in collaboration with Akshara, NGO, conducted a rally to spread awareness against harassment of women.
- NSS volunteers helped in construction of stone wall to prevent water-logging in Sonawale village.

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.m | 00 | | |
| Class rooms | 21 | 00 | | 21 |
| Laboratories | 07 | 00 | | 07 |
| Seminar Halls | 02 | 00 | | 02 |
| No. of important equipments purchased (\geq 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 Vridhhi 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 | 92743 | 00 | 566 | 69,066 | 93372 | 1,59,148 |
| Reference Books | | | 63 | 90,082 | | |
| e-Books | 00 | 00 | 00 | 00 | 00 | 00 |
| Journals | 00 | 00 | 00 | 00 | 00 | 00 |
| e-Journals | 00 | 00 | 00 | 00 | 00 | 00 |
| Digital Database | 00 | 00 | 00 | 00 | 00 | 00 |
| CD & Video | 45 | 00 | 00 | 00 | 45 | 00 |
| Others (specify) Maps | 40 | 00 | 00 | 00 | 40 | 00 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------------------|------------------|------------------|--------|-------------|--------|
| Existing | 290 | 04 | | 04 | 04 | 01 | 10 | |
| Added | 00 | 00 | Leased Line 2mbps | | | | | |
| Total | 290 | 04 | | 04 | 04 | 01 | 10 | |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (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 | 1.24 lakh |
| iv) Others | 00 |
| Total : | 1.24 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 |
|------|-----|--------|--------|
| 1401 | N.A | N.A | N.A. |

(b) No. of students outside the state

26

(c) No. of international students

01

| | | | | | |
|-----|----|-----|-------|----|----|
| Men | No | % | Women | No | % |
| | 01 | 100 | | 00 | 00 |

| No | % |
|----|----|
| 00 | 00 |

| Last Year 2013-14 | | | | | | This Year 2014-15 | | | | | |
|-------------------|-----|----|-----|-----------------------|-------|-------------------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 876 | 199 | 13 | 286 | 06 | 1380 | 894 | 209 | 00 | 298 | 09 | 1401 |

Demand ratio 4.56 % 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 (IT), | 60(IT), | 11(IT) | 40-45 % |

5.8 Details of gender sensitization programmes

Women Development Cell organised the following programs:

| Date | Title of program | Resource person |
|----------------------------|---|----------------------------|
| 6 th Feb 2015 | software for women's safety | I-Ball |
| 6 th Feb 2015 | Expression 2015" competition of poster, wallpaper, skit, story , poems on the subject women's safety, gender equality, women's right. | Majlis NGO |
| 6 th Feb 2015 | Sensitization of legal rights of women | Lawyers through Majlis NGO |
| 9 th March 2015 | Workshop on "yoga for mental health" | Dr, Suchita Krishnaprasd |
| 9 th March 2015 | Workshop on 'Stretching exercises for physical fitness' | Smt. Anita Malge- |

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 |
|--------------------------------------|--------------------|----------|
| Financial support from institution | 00 | 00 |
| Financial support from government | 137 | 8,60,406 |
| Financial support from other sources | 03 | 6750 |

| | | |
|--|----|----|
| Number of students who received International/ National recognitions | 00 | 00 |
|--|----|----|

6 students (DSO Scholarship) Rugby Bronze medal 8900/- each

02 Students (National Team) Rugby 3 lakh cash prize

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: Departments conducted remedial classes to facilitate a richer learning experience.

6.3.2 Teaching and Learning

Strategy: To detail the process teaching through record in academic diaries. Action: Preparing academic weekly planning along with mode of teaching and references including the useful links.

6.3.3 Examination and Evaluation

Strategy: Ensuring greater secrecy and integrity in process of paper setting. Action: Setting up centralised paper setting and printing cell.

6.3.4 Research and Development

Strategy: To promote an environment conducive to research. Action:1. Various workshops were conducted to engage staff and students in research activities. 2. Members of the staff submitted research proposals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Strategy: To upgrade the facilities for students and staff. Action: 1. Wi-Fi connectivity is available in library. 2. Various laboratories were upgraded by procuring sophisticated instruments. 3. Seminar hall was upgraded.

6.3.6 Human Resource Management

Strategy: To motivate the staff for better performance and commitment. Action: 1. Staff was introduced to Yoga for mental fitness.

6.3.7 Faculty and Staff recruitment

Strategy: To retain quality staff on vacant posts, and to expedite regular recruitment through proper channel. Action: 1. Persistently following up with the higher authorities for regular recruitment.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Strategy: Facilitating admissions to reach wider student community. Action: Initiating process of on-line admissions during the stipulated period.

6.4 Welfare schemes for

| | |
|--------------|--|
| Teaching | Fitness Centre. |
| Non teaching | Fitness Centre. |
| Students | Earn & Learn, Counselling through professional counsellor. |

6.5 Total corpus fund generated

Dpdc, welfare fund

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 | No | | Yes | IQAC |
| Administrative | No | Ministry of Education | Yes | Certified Auditor |

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

For UG Programmes Yes No

For PG Programmes Yes N.A. No N.A.

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?

6.11 Activities and support from the Alumni Association

- Self authored books by some of the eminent alumni have been donated to the Library.

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

Nil

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

- Botany department has initiated Vermi-composting unit for waste management.
- The department has trained students in green audit.

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.

Various departments organised National and State level workshops and seminars which contributed to activating interest for academic pursuits, among staff and students.

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

Conducted National and State level workshops sponsored by UGC.

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

Professional counsellor, Music library, Language laboratory

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

NSS Conducted Save Water Rally, Cleanliness Drive, Tree Plantation Program, Gram Swachta Abhiyaan.

7.5 Whether environmental audit was conducted? Yes No

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

Strength: 1. Government institution, 2. Eminent and supportive alumni.3. Ranked in top 10 colleges in Mumbai. Weakness: 1. Space constraint, 2. Transferrable staff. Opportunity: 1. Networking with institutions in the neighbourhood, 2. Involving alumni in enriching the overall experience of students. Threat: 1. High institutional density.

8. Plans of institution for next year

1. Renovating the auditorium, 2. Upgrading the class rooms, 3. Upgrading laboratories, 4. Facelift of canteen. 5. Upgrading the lifts, 6. Subscribing E-Journals

Name: Dr. Suchita Krishnaprasad

Name: Dr. Madhuri Vasant Kagalkar

Sd. Signature of the Coordinator, IQAC

Sd. Signature of the Chairperson, IQAC

& Principal, Elphinstone College

Annexure I: Academic Calendar

| Month and week | Activity |
|--|--|
| June 2 nd week 9 th to 14 th | |
| June 3 rd week 16 th to 21 st | English- Intra-collegiate workshop on TYBA Revised Syllabus of English Literature for students. |
| June 4 th week 23 rd to 28 th , 30 th | History- Birth Anniversary of Rajarshi Shahu Maharaj English- Orientation for S.Y.B.A. and T.Y.B.A. students. |
| July 1 st week 1 st to 5 th | History- American Revolution Day celebration English- Orientation for FYBA students |
| July 2 nd week 7 th to 12 th | Sociology- World Population Day Celebration |
| July 3 rd week 14 th to 19 th | History- French Revolution Day English- Orientation for FYBCom students. Chemistry- Bridge Course for F.Y.B.Sc. students |
| July 4 th week 21 st to 26 th | English- Workshop on Appreciation of literature for FY/SY/TY students. |
| July 5 th week 28 th to 31 st | History- Death Anniversary of Jaganath Shankar Seth English- Inauguration of film society and English Literary Association. |
| August 1 st week 1 st to 2 nd | Economics and Commerce- visit to the Bombay Stock Exchange |
| August 2 nd week 4 th to 9 th | History- Educational Trip to Nehru Planetarium- Discovery of India History- Visit to Sanyukta Maharashtra Movement Museum, Dadar, Mumbai. History- Screening of Documentary- Attack on Pearl Harbour. English- Screening of Shakespeare's Hamlet. |
| August 3 rd week 11 th to 16 th | Botany- Guest Lecture on "Scopes in Plant Sciences" History- Indian Independence Week celebrations English- Seminar of TYBA students on Unit I. |
| August 4 th week 18 th to 23 rd | English- Literary Quiz for College students. 20/8/14- 23/8/14- Internal examinations (Sem I, III, V) |
| August 5 th week 25 th to 30 th | History- Visit to Chatrapati Shivaji Maharaj, Vastu Sangrahalaya, Mumbai. English- Inauguration of wall magazine. English- Guest lecture. |
| September 1 st week 1 st to 6 th | English- Remedial Classes |
| September 2 nd week 8 th to 13 th | Sociology- field visit activity PTA meeting for T.Y.B.Sc. Chemistry students |
| September 3 rd week 15 th to 20 th | Department of Mathematics organised a One Day State Level Workshop on 'Topics in Ring Theory' on 19 th September 2014, sponsored by UGC. |

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| | <p>Statistics- Two days National Level Workshop on 19 & 20 September 2014</p> <p>History- Quiz Competition</p> <p>English- Elocution Competition</p> <p>History- Poster Exhibition on Important Personalities</p> |
| September 4 th week 22 nd to 27 th | <p>English- Parents meeting</p> <p>Chemistry- Remedial course for FYBSc and SYBSc students</p> <p>External examinations 26/9/14- 13/10/2014</p> <p>27/9/14 C.A.P. Starts</p> |
| September 5 th week 29 th to 30 th | English-Essay competition |
| October 1 st week 1 st to 4 th | |
| October 2 nd week 6 th to 11 th | <p>English-Visit to American Library</p> <p>English-and History Visit to Museum</p> <p>Microbiology- 10 research projects were carried out by SY.B.Sc. and T.Y.B.Sc students.</p> |
| October 3 rd week 13 th to 18 th | <p>15/10/14 C.A.P. ended</p> <p>18th October to 9th November Diwali vacation</p> |
| October 4 th week 20 th to 25 th | |
| October 5 th week 27 th to 31 st | |
| November 2 nd week 1 st , 3 rd to 8 th | |
| November 3 rd week 10 th to 15 th | |
| November 4 th week 17 th to 22 nd | <p>Botany- Long Excursion to Pachmarhi, Madhya Pradesh.</p> <p>English- National conference</p> |
| November 5 th week 24 th to 29 th | <p>Botany- Long Excursion to Pachmarhi, Madhya Pradesh.</p> <p>Geography- Field visit to Vajreshwari</p> |
| December 1 st week 1 st to 6 th | <p>Microbiology- a State level Workshop, sponsored by UGC, on- Microbial Frontiers in Health and Hygiene Awareness.</p> <p>English- certificate course in basic English grammar</p> <p>Chemistry- department level seminar held by students T.Y.B.A.</p> <p>Physics- Gravity.. intra-collegiate festival of Physics</p> |
| December 2 nd week 8 th to 13 th | <p>History- Screening of Documentary- Raja Dinkar Kelkar Museum, Pune.</p> <p>History- Visit to Archaeological Exhibition to Center for Extra Mural Studies, University of Mumbai</p> <p>IT- "Techsar": intercollegiate festival</p> |
| December 3 rd week 15 th 20 th | <p>Mathematics- visit to TIFR</p> <p>Physics- visit to TIFR for S.Y.B.Sc & T.Y.B.Sc. students.</p> |

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| | Economics- A talk on Union Budget: Its Mechanics and Analysis English- Guest lecture. English- Unit Test T Y B A |
| December 4 th week 22 nd to 27 th | English- Unit Test T Y B A CHRISTMAS BREAK |
| December 5 th week 29 th to 31 st | CHRSTMAS BREAK |
| January 1 st week 1 st to 3 rd | Chemistry- Departmental level research project undertaken by FYBSC students on Comparative Study of Antioxidant Activity of Fermented and Non-Fermented Teas (Camellia sinensis) Using Green Method History- Remedial classes for F.Y.B.A & S.Y.B.A. |
| January 2 nd week 5 th to 10 th | English- Poetry Recitation Competition History- Remedial classes for T.Y.B.A |
| January 3 rd week 12 th to 17 th | English-Hand writing competition Botany- Flower Arrangement exhibition. PTA meeting for T.Y.B.Sc. Chemistry students |
| January 4 th week 19 th to 24 th | Chemistry- One day UGC sponsored national workshop on Green Chemistry inaugurated by Dr M M Salunkhe, Vice Chacellor. YCMOU. English-seminars on career opportunities |
| January 5 th week 26 th to 31 st | Zoology- Guest Lecture. English- Interviews Technique Mock Interviews 27/1/15 to 31/1/2015 Internal Exam of Sem II, IV, VI |
| February 1 st week | Economics- Remedial classes in Economics for visually impaired students |
| February 2 nd week 2 nd to 7 th | Botany- Visit to Exhibition on Bonsai, fruits and vegetables at Jijamata Udyan, Mumbai . Microbiology- visit for T.Y.B.Sc. students to the Plant Tissue Culture laboratory by Mr Vaibhav Jawalekar, Dombivili. |
| February 3 rd week 9 th to 14 th | English- National conference on Recent Trends in Science Fiction. English- Remedial Lectures for T.Y.B.A. Microbiology- visit to instrumentation laboratory, Institute of Science, Mumbai. Microbiology- Demonstration practical on Techniques in molecular biology 10/2/15 – 28/2/15 Centralised paper-setting |
| February 4 th week 16 th to 21 st | Microbiology- visit of T.Y.B.Sc. to Bombay Veterinary College, Mumbai. |
| February 5 th week 23 rd to 28 th | History- Heritage walk : Important Landmarks in South Mumbai, Followed by quiz based on the same theme. |

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| | Physics- Visit to B.A.R.C. for S.Y.B.Sc. & T.Y.B.Sc. students. |
| March 1 st week | |
| March 2 nd week 2 nd to 7 th | Economics- “Role of Banking and Finance Sector in the Recent Future in India” guest talk. |
| March 3 rd week 9 th to 14 th | 9/3/2015- 24/3/2015 Sem II & IV examinations, 10/3/15 C.A.P. starts |
| March 4 th week 16 th to 21 st | English- T Y B A Preliminary Exam |
| March 5 th week 23 rd to 28 th 30 th , 31 st | 30/3/2015 C.A.P. ended. |
| April 1 st week 1 st to 4 th | |
| April 2 nd week 6 th to 11 th | |
| April 3 rd week 13 th to 18 th | 15/4/15 result declaration. |
| April 4 th week 20 th to 25 th | 20/4/2015-30/4/2015 S.Y. & T.Y. admissions |
| April 5 th week 27 th to 30 th | |

Annuxre II: Feedback

Annexure II Student Feedback

Feedback Form has been revised and simplified by IQAC. Department of Statistics has been working on analysing the feedback forms after getting their methodology approved by the IQAC members. Forms have been designed to obtain feedback on areas other than teaching such as administration, library, canteen etc.

| | | | | | | | | | | | |
|--|-----------------------------|--|--|--|--|---------------|-----------------------------|-----------------|--------------|----------------------|--|
| | Name of the Teacher: | | | | | | | | | | |
| | Department: | | | | | Class: | | | | | |
| | | | | | | | | | | | |
| | | | | | | | Totally Disagree | Disagree | Agree | Totally agree | |
| 1) The teacher has in-depth knowledge of the topics he/she teaches. | | | | | | | | | | | |
| 2) It is easy to understand what the teacher teaches. | | | | | | | | | | | |
| 3) The teacher engages all the lectures regularly & is present on time. | | | | | | | | | | | |
| 4) The teacher does not discriminate among the students. | | | | | | | | | | | |
| 5) The teacher encourages students to participate in extra-curricular activities | | | | | | | | | | | |
| 6) The teacher creates interest among students about the subject. | | | | | | | | | | | |
| 7) The teacher completes teaching the entire syllabus | | | | | | | | | | | |
| 8) Students can freely ask questions /doubts in the class. | | | | | | | | | | | |
| 9) Teacher gives information on the latest developments in the subject. | | | | | | | | | | | |
| 10) The teacher is a good advisor to students for higher studies & career. | | | | | | | | | | | |
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Method of Evaluation of Feedback Form

The feedback form given to the students for evaluating teacher's performance during the academic year 2014-15 contains 10 questions. These questions are framed to get information on various aspects. The following table gives five different aspects taken into consideration along with the list of corresponding questions in the feedback form and the weights.

| Sr.No. | Aspect | Corresponding Q.No.s | Weight |
|--------|---|----------------------|--------|
| 1 | Teaching Ability | 1,2,3,6,7 | 50 % |
| 2 | Interest in Updating Knowledge | 9 | 10 % |
| 3 | Ability to guide for higher studies or career | 10 | 10 % |
| 4 | Social Behavior and Communication Skills | 4,8 | 20% |
| 5 | Extra Curricular Activities | 5 | 10% |

There are four options given to answer each question. The scores corresponding to each category (option) of answer are as follows:

| Option | Score |
|---------------------|-------|
| “Totally disagree “ | 0 |
| “ Disagree “ | 1 |
| “ Agree “ | 4 |
| “Totally Agree “ | 5 |

The four boxes in the form give the weighted scores for different categories of answers. The maximum score is 1600. After evaluating all the forms for a particular teacher his / her percentage score will be found out.

Sample form showing evaluation of the performance of a teacher is attached herewith.

Feedback of students for administration 20_____.

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|---|------------------|----------|------------|-------|---------------|
| 1 | Staff is available on time in the office | | | | | |
| 2 | Staff has the required knowledge of various procedures. | | | | | |
| 3 | Staff is co-operative | | | | | |
| 4 | Various documents (Scholarship, Transfer/bonafide certificate, transcripts etc) are processed on time | | | | | |
| 5 | Railway/bus Concession forms are readily available | | | | | |

Feedback of students for administration 20_____.

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|---|------------------|----------|------------|-------|---------------|
| 1 | Staff is available on time in the office | | | | | |
| 2 | Staff has the required knowledge of various procedures. | | | | | |
| 3 | Staff is co-operative | | | | | |
| 4 | Various documents (Scholarship, Transfer/bonafide certificate, transcripts etc) are processed on time | | | | | |
| 5 | Railway/bus Concession forms are readily available | | | | | |

Feedback of students for Library : 20-----

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|--|------------------|----------|------------|-------|---------------|
| 1 | Staff is available on time in the library | | | | | |
| 2 | Staff is co-operative | | | | | |
| 3 | Books are made easily available by the staff | | | | | |
| 4 | Xerox service is available | | | | | |
| 5 | Internet is available | | | | | |

Feedback of students for Library : 20-----

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|--|------------------|----------|------------|-------|---------------|
| 1 | Staff is available on time in the library | | | | | |
| 2 | Staff is co-operative | | | | | |
| 3 | Books are made easily available by the staff | | | | | |
| 4 | Xerox service is available | | | | | |
| 5 | Internet is available | | | | | |

Feedback of students for Canteen 20_____.

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|-------------------------------------|------------------|----------|------------|-------|---------------|
| 1 | Items available are of good quality | | | | | |
| 2 | The prices are reasonable | | | | | |
| 3 | Service is good | | | | | |
| 4 | Variety of items is satisfactory | | | | | |
| 5 | Overall ambience is friendly | | | | | |

Feedback of students for Canteen 20_____.

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|-------------------------------------|------------------|----------|------------|-------|---------------|
| 1 | Items available are of good quality | | | | | |
| 2 | The prices are reasonable | | | | | |
| 3 | Service is good | | | | | |
| 4 | Variety of items is satisfactory | | | | | |
| 5 | Overall ambience is friendly | | | | | |

Feedback of students for Gymkhana 20_____.

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|--|------------------|----------|------------|-------|---------------|
| 1 | Staff is available on time in the Gymkhana | | | | | |
| 2 | Staff is co-operative | | | | | |
| 3 | Gymkhana is well-equipped | | | | | |
| 4 | Sports equipments / material are readily available | | | | | |
| 5 | The staff informs/ encourages students to participate in various sports events outside the college | | | | | |
| 6 | Forms of various sports events are processed on time | | | | | |

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|--|--|--|--|--|

Feedback of students for Gymkhana 20_____.

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|--|------------------|----------|------------|-------|---------------|
| 1 | Staff is available on time in the Gymkhana | | | | | |
| 2 | Staff is co-operative | | | | | |
| 3 | Gymkhana is well-equipped | | | | | |
| 4 | Sports equipments / material are readily available | | | | | |
| 5 | The staff informs/ encourages students to participate in various sports events outside the college | | | | | |
| 6 | Forms of various sports events are processed on time | | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Feedback of students for Laboratories 20_____.

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|--|------------------|----------|------------|-------|---------------|
| 1 | Staff is available on time in the lab | | | | | |
| 2 | Laboratory staff is co-operative | | | | | |
| 3 | Laboratory is well-equipped | | | | | |
| 4 | Consumables and glassware are adequately available on time | | | | | |
| 5 | Safety standards are maintained | | | | | |
| 6 | Equipments/apparatus are well maintained | | | | | |

Feedback of students for Laboratories 20_____

| | | Totally Disagree | Disagree | Cannot Say | Agree | Totally Agree |
|---|--|------------------|----------|------------|-------|---------------|
| 1 | Staff is available on time in the lab | | | | | |
| 2 | Laboratory staff is co-operative | | | | | |
| 3 | Laboratory is well-equipped | | | | | |
| 4 | Consumables and glassware are adequately available on time | | | | | |
| 5 | Safety standards are maintained | | | | | |
| 6 | Equipments/apparatus are well maintained | | | | | |

Annexure III: Best practices

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 counselor wishes to mention here with great satisfaction that the college is one of the very few colleges in Mumbai, which provides counseling 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 wholeheartedly 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

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:

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