

Government of Maharashtra
Elphinstone College
Mumbai: 400 032

The Annual Quality Assurance
Report (AQAR) of the IQAC
2015-16

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 22843797

Mobile:

09920720545

Name of the IQAC Co-ordinator:

Dr. Suchita Krishnaprasad

Mobile:

09820 40 4664

IQAC e-mail address:

drsuchk@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN11451

1.4 NAAC Executive Committee No. & Date:

16 September, 2004

1.5 Website address:

www.elphinstone.ac.in

Web-link of the AQAR:

<http://www.elphinstone.ac.in/naac.php>

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 :

01/07/2005

1.8 AQAR for the year

2015-16

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

- | | |
|-------------------|------------|
| i. AQAR 2014-15 | 02/09/2015 |
| ii. AQAR 2013-14 | 14/12/2014 |
| iii. AQAR 2012-13 | 27/11/2013 |

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

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	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held :	06

2.11 No. of meetings with various stakeholders:	No.	<input type="text"/>	Faculty	<input type="text" value="06"/>
	Non-Teaching Staff	<input type="text"/>	Students	<input type="text"/>
	Alumni	<input type="text"/>	Others	<input type="text"/>

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="04"/>
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Total Nos. International National State Institution Level

(ii) Themes

Dengue Awareness program in collaboration with MCGM, Personal Investment planning, Research Meet, Importance of Counselling,

2.14 Significant Activities and contributions made by IQAC

Initiating MoUs for the benefit of students and staff. Health check up program for staff and Students, Inter Institutions Cultural program for teaching and non teaching staff

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
<ul style="list-style-type: none"> To build an interface between students and professional world To enhance harmony among the staff 	<ul style="list-style-type: none"> MoUs were signed with finance company and Instrumentation Company. Free health check -ups conducted for the entire staff. Inter-institutional cultural program conducted for teaching and non-teaching staff.

* 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

N.A.

Part – B

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	03	00	02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02			
Others				
Total	05		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 subjects 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
	37	37	00	00	00

2.2 No. of permanent faculty with Ph.D.

19

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	18	00	00	00	00	00	00	00	18

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

38

8+5

(IT& Bio Tech)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	10	
Presented papers	07	33	0
Resource Persons		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. Field trips and industrial visits, 2. Workshops, 3. Guest lectures, 4. Providing student-friendly study material, 5. Encouraging group learning, 6. Exposing students to the professional world through MoUs.

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)

Independent committees were formed to conduct examination and prepare results for each stream

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 05

2.10 Average percentage of attendance of students 76

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grade in Percentage					
		O	A	B	C	D	Passing %age
B.Com	261	4	45	98	48	4	76.24
B.Sc.& Bio Tech	80	5	25	18	4	4	70
B.A.	88	4	26	16	4	3	60.22
B. Sc. IT	58	01	27	06	01	0	60.34

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.
- Departments prepare student friendly study material, wall papers and posters related to contemporary issues to kindle the interest of students.

2.13 Initiatives undertaken towards faculty development

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

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 (Clerk) 18 (Peon+Lib. attendant) 33	09 02 11	01	
Technical Staff	07 (Lab Asst) 24 (Lab Attd) 31	03 03 06	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 research publications, various fellowships, availing research grants and funds for conduction workshops and seminars. IQAC conducts research meet each year to showcase the most prominent research activity of each staff member.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02	01	
Outlay in Rs. Lakhs		36.98 Lakh	8.00 Lakh	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	03	03
Outlay in Rs. Lakhs	2.25 Lakhs	3.4 Lakh	1 Lakh	6.05 Lakh

3.4 Details on research publications

International	National	Others
20	11	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	03	UGC	8 Lakh	--
Minor Projects	02	BCUD	1 Lakh	1 Lakh
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			9 Lakh	1 Lakh

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	00	00	00	00	00
Sponsoring agencies					

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	
	Granted	01
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

3.18 No. of faculty from the Institution

who are Ph. D. Guides

04

and students registered under them

14

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

02

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

99

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

06

National level

01

International level

3.23 No. of Awards won in NSS:

University level

State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

Students from political science department conducted workshops to sensitise the students in the neighbourhood schools about the Constitution of India and the need to respect it.

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	550.0Sq.Mtrs	00	00	550.0Sq. Mtrs
Class rooms	21	00	00	21
Laboratories	07	00	00	07
Seminar Halls	02	00	00	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	11	01	State Plan	01
Value of the equipment purchased during the year (Rs. in Lakhs)	12.98	3.20	State Plan	16.18
Others	--	--	--	--

4.2 Computerization of administration and library

1. SLIM software has been implemented for library automation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	55645	--	911	73462	56556	----
Reference Books	37098	--	44	50734	37142	----
e-Books						
Journals/ Magazines/ Periodicals	34	--	--	--	--	12492
e-Journals						
Digital Database						
CD & Video	33	free	12	free	45	free
Others (specify)Maps	32	--	--	--	32	--

4.4 Technology up gradation (overall)

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

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 computer laboratories.

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 2.06 lakh

iv) Others 0.88 lakh

Total : 2.94 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, organised Health check-ups and Yoga workshops.

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
1483	N.A	N.A	N.A.

(b) No. of students outside the state

21

(c) No. of international students

--

Men	No	%
	755	51

Women	No	%
	728	49

Last Year 2014-15						This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
894	209	00	298	09	1401	962	222	10	281	08	1483

Demand ratio **1: 5.35**

Dropout %

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

Library has a separate section of books to help students prepare for competitive examinations

No. of students beneficiaries

N.A.

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. The counsellor visits the institution twice every week during the academic sessions. She has conducted special sessions for students to deal with examination-related stress. Departments guide students about career options available after graduation

No. of students benefitted

34

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
04	64	29	N.A.

5.8 Details of gender sensitization programmes

Women Development Cell organised the following programs:

International Women's Day.

Workshop on Skin and hair care

Sanitary napkin vending machine was installed through the Cell

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
Financial support from institution	05	15000
Financial support from government	79	7,60,075
Financial support from other sources (<i>Earn & Learn</i>)	06	7,500
Number of students who received International/ National recognitions	--	--

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: **03**

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 additional short term courses for further value addition aimed at enriching the learning experience

6.3.2 Teaching and Learning

Strategy: To reach students with diverse needs and abilities. Action: 1. conducting remedial classes. 2. Various departments have designed and implemented bridge courses and other short term courses and workshops to stimulate the interest among students. 3. Encouraging peer mentoring. 4. College has acquired membership of American Centre. Library. 5. Field visits are arranged for better exposure of the students.

6.3.3 Examination and Evaluation

Strategy: Expediting examination, evaluation and preparation of results. Action: Setting up independent committees for different streams for examination, assessment and result

6.3.4 Research and Development

Strategy: To promote the culture of higher pursuits. Action:1. Department of Statistics conducted workshop on R for staff and students. . 2. Research meet was organised on the Foundation Day of the College.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Strategy: To upgrade the facilities for students and staff. Action: 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. Health check up was conducted for teaching and non-teaching staff. 2. Indoor games were held for teaching and non-teaching Staff to encourage team spirit. 3. Workshop on Personal Investment was conducted to guide the staff about management of personal finances. 4. Workshop was held on counselling to sensitise the staff about mental health and the role of counselling

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

MoU was undertaken between Roongta Securities and Department of Commerce to enable greater exposure of the students to the working of financial markets.

MoU was also undertaken between Aetron (Industrial Equipment Supplier) and Department of Biotechnology.

6.3.9 Admission of Students

Strategy: Facilitating admissions to reach wider student community. Action: Following the 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. Fitness Centre, Book Bank

6.5 Total corpus fund generated

Not Applicable

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

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

For UG Programmes

Yes

No

N.A.

For PG Programmes

Yes

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?

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.
- An alumnus delivered a talk on introduction to Start Ups.
- Energy audit was conducted by an alumnus Mr. Bapat, who assessed the electricity bills of the College and prepared a proposal of reducing the same significantly by switching over to LED bulbs.
- A young graduate meet was organised at degree distribution ceremony, and a veteran member of alumni Dr. Ramdas Bhatkal was the chief guest for the same.

6.12 Activities and support from the Parent – Teacher Association

Parents meets were organised at department level to synergise the efforts of teachers, learners and parents for the benefit of learners.

6.13 Development programmes for support staff

- Stress management workshop was conducted by Ms. Shweta Nanawati.
- Cultural program was held for recreation of the office staff.
- Health check up was conducted.

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

1. It is proposed to replace ordinary tube lights with LED tube lights to reduce carbon footprint.
2. NSS conducted cleanliness drive in the College.

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.

To reduce the consumption of electricity, IQAC suggested replacement all the mercury tube lights by the LED

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

A survey was conducted to assess the number of tube lights in use. A proposal was given to the DPDC for approval of funds to implement this plan.

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

- College has appointed a professional counsellor to help students to cope up stress and anxiety.
- College has a language laboratory to upgrade language skills.
- College has music and film library to promote good tastes among students and staff.

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

7.4 Contribution to environmental awareness / protection

- NSS conducted cleanliness drives both within and outside college.
- Tree plantation drive was conducted by NSS volunteers.

7.5 Whether environmental audit was conducted? Yes No

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

- The College has been consistently receiving a top-rank among institutions of higher education in Mumbai.
- The College has a rich legacy of alumni.
- The College Building is a Grade I heritage building.
- The heritage structure restricts the process internal modifications and construction.
- Large number of vacant posts restricts the overall functioning, though the College continues to attract talented teachers due to reputation.
- The College proposes to join cluster university under RUSA.

8. Plans of institution for next year

- To increasingly engage alumni in the overall activities of College development.
- Placing LED tube lights.

Name : Dr. Suchita Krishnaprasad

Name: Dr. Madhuri Kagalkar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I: Academic Calendar

**Elphinstone College, Mumbai-32
College Calendar academic year 2015-16**

Month	Week	Activity	
June	8 -13	College begins, admission process for S.Y. and T.Y classes started, Lectures for Second and Third Year started	
	15- 20		
	22- 30	Orientation for F.Y. B.Sc , B.A and B.Com. Lectures started.	
July	1- 4		
	6-11		
	13 -18		
	20-25		
	27-31		
	August	1-8	2 nd August: Visit to Mahim Nature Park
		10-14	
17-22		20-25	
24-31		Internal Examinations	
September	1-5		
	7-12		
	14-19	14 th September: Hindi Diwas: “ <i>Abhiwiyakti- Saptarshi</i> ” Oct	
	21-30	19 th Spt- 14 th : Semester Examinations	
October	1-10		
	12-17	21 Sept-20 th Oct Centralised Assessment Program	
	19-24	26 th Oct- 15 th Nov :Diwali Vacation	
November	16-21	18 th -22 nd November: Botanical Excursion to Panchmarhi	
	23-30	30 th November-5 th December 2015: Certificate Course in Skills in Horticulture By Department of Botany	
December	1-5		
	7-12		
	14-19	14 th December: Dry Flower Arrangement Competition by Department of Botany	
	21-24		
		25 th Dec-1 st Jan :Christmas Vacatiom	
January	2-9		
	11-16	12 th January Flower arrangement competition by Department of Botany	
	18-23	20 th -27 th	
	25-30	Internal examinations	

		28 th January Orientation on Basic Understanding of Entrepreneurship and Start Ups By Sagar Bhosale Dir. MFC Pvt. Ltd.
February	1-6	
	8-13	1 th February: Visit to Go Green Nursery at Yusuf Meherally Center by Department of Botany
	15-20	
	22-29	22 nd February-3 rd March : Practical Examinations 27 th February: International Science Day celebrated by all science departments
March	1-5	
	7-12	9 th Mar-1 st Apr :Semester Examinations, 10 th Mar: Centralised Assessment Program
	14-19	
	21-26	
	28-31	
April	1-9	Research Meet organized by IQAC on Foundation Day of the College, 1 st April.
	11-16	
	18-23	
	25-30	II nd Term Ends.

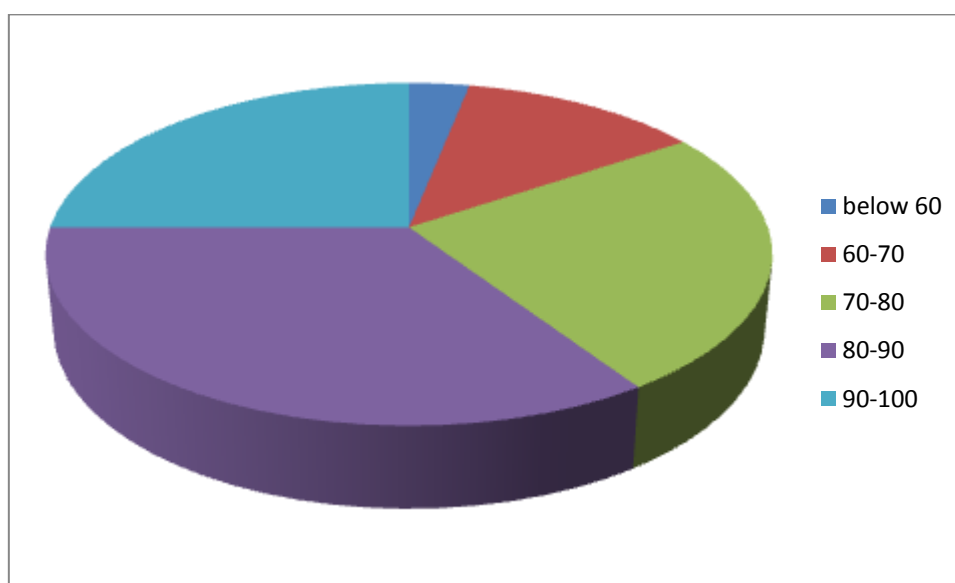
Annexure II: Student Feedback

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.

Table of Indices of feedback on teaching

Index	Frequency	Percentage
below 60	1	3.125
60-70	4	12.5
70-80	8	25
80-90	11	34.375
90-100	8	25
		100

Pie- diagram of the Indices of feedback on teaching



Feed Back for Canteen: Max Score: 25

Score	Percentage Score
14.25	57.00

Feed Back for Laboratories: Max Score: 30

Average Feedback taken on various laboratories is as under

	Score	Percentage Score
Average	22.96	77.64

Formats of questionnaire are as under:

Questionnaire for feedback on teaching

Name of the Teacher:

Department:

Class:

- 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.

Totally Disagree	Disagree	Agree	Totally agree

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 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 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 pleasant					

Feedback of students for Gymkhana 20_____.

		Totally Disagree	Disagree	Cannot Say	Agree	Totally Agree
1.	Staff is available in 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.	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 (I)

TITLE OF PRACTICE: Signing MoU between Department of Commerce and Roongta Securities Ltd.

GOAL: Objective of proposed collaboration is to undertake activities for investment awareness among students so as to enable them to generate assets even before they take up jobs. The activities will also cover investment education and portfolio management of teaching and non-teaching staff..

THE CONTEXT:

Indian finance sector has been growing rapidly in the recent years. The sector offers huge employment opportunities to the young generation, and is considered as the 'Sunrise' industry of the economy. It is therefore the right time to provide exposure to the students so that they are able to make right career choices.

THE PRACTICE:

As per the MoU,

- * Roongta securities has already conducted series of workshops and seminars in the college for the students and staff of Elphinstone College.
- * Roongta securities has also organised student-visits to Bombay Stock Exchange (BSE)
- * Roongta securities in collaboration with Elphinstone College will design a course to enhance the employability of students at a very reasonable and mutually agreeable cost
- * Roongta securities will also provide necessary clarifications and technical assistance for the successful completion of the above activity, whenever required.

The above activities will be carried out with no financial burden either to the institution or the students.

EVIDENCE OF SUCCESS:

Roongta securities has conducted the programs mentioned in the MoU, and many students have benefitted through their activities. Some have joined the finance sector immediately after their graduation.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

The MoU has been successful and has rolled out without any hindrances.

NOTES:

Roongta securities plans to introduce useful short term courses for the students in future

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: 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 or 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 whole- heartedly and it is their proactive response which makes the cell so successful.

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ACCREDITED STATUS: A

PHONE: 022-22844060

Best Practice (III)

TITLE OF PRACTICE: Setting up fitness center

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

Best Practice (IV)

Title of the Practice: language laboratory to upgrade language skills

THE CONTEXT:

Language skills are crucial to professional development of students. Language lab has been set up with this aim.

THE PRACTICE:

English department conducts sessions to improve diction in English speaking and conversational skills.

EVIDENCE OF SUCCESS:

The lab has been used consistently over the years, and students have found it very useful.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

1. Space is a constraint since the lab is used for many other activities.
2. Appointing regular technical personnel is neither easy nor economical.
3. Maintenance of the equipments is another daunting issue.

NOTES:

Despite the difficulties, it must be mentioned that Language lab has been very useful for the students.

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 (V)

TITLE OF THE PRACTICE: Music and film library to promote good tastes among students and staff

THE CONTEXT:

Music is nourishment to the soul. It's a wonderful stress-buster and rejuvenator. Music library is an interesting innovative step taken by Elphinstone College. Films form the vision, language and expression of the youth today. Exposing them to fine cinema is the objective of the film library.

THE PRACTICE:

Music library has rich and varied collection covering classics, contemporary artists with westerns and regional music. There are distinct genres such as classical, instrumentals, pop, rock-n-roll, gazals, devotional and Sufi. This library serves as a meditative place as there is a special section for spa and meditation music that helps for relaxation.

Film library has collection including feature films, documentaries, short films, education. Corporate films etc. This helps viewers to be acquainted with cinema as an art. This enhances the evaluative ability towards the form of art.

EVIDENCE OF SUCCESS:

The lab has been used consistently over the years, and students have found it very useful.

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 must be mentioned that Film and Music library has been the pride of the College.

CONTACT DETAILS:

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

NAME OF THE INSTITUTION: ELPHINSTONE COLLEGE

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ACCREDITED STATUS: A

PHONE: 022-22844060