

Annual Quality Assurance Report (AQAR)



Government of Maharashtra's

Elphinstone College

156, M.G. Road, Fort, Mumbai 400 032

(Reaccredited with "A" Grade by NAAC)

2016-17

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 1887) MHCOGN11451

1.4 NAAC Executive Committee No. & Date: 15December, 2016

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	A	3.05	2016	2021

1.7 Date of Establishment of IQAC :

01/07/2005

1.8 AQAR for the year

2016-17

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

- | | |
|-------------------|------------|
| i. AQAR 2012-13 | 27/11/2013 |
| ii. AQAR 2013-14 | 14/12/2014 |
| iii. AQAR 2014-15 | 02/09/2015 |
| iv. AQAR 2015-16 | 15/11/2016 |

1.10 Institutional Status

University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST	<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="15"/>
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="00"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held :	06

2.11 No. of meetings with various stakeholders: No.

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes

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
<ul style="list-style-type: none"> • To build an interface between students and professional world • To provide a platform for present students to interact with the illustrious alumni 	<ul style="list-style-type: none"> • MoUs were signed with finance company and Instrumentation Company. • Alumni Lecture Series has been successfully launched

* 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	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03	00	02	00

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	00
Annual	00

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.

Yes. The syllabi have been revised following the University circulars.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	41	31	10		

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
02	16								

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

42

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	
Presented	06	08	
Resource Persons	02	05	09

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. Producing 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

04		
----	--	--

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	120	3	6	14	17	9
B.Com	240	6	3	41	9	19.19
B.Sc.	73	6	9	17	21	18

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	
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.	01
Others	03

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	33	11	03	03
Technical Staff	30	10	--	03

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	00	
Outlay in Rs. Lakhs		13 lakh	00	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	00	
Outlay in Rs. Lakhs		340000	00	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	02	
Non-Peer Review Journals	01		
e-Journals		01	
Conference proceedings	02		

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	2016-21	ICSSR	8 Lakhs	
Minor Projects				
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		01	8 Lakhs	

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				01	07
Sponsoring agencies				Mumbai University	Elphinstone College

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 : N.A.

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
02	--	01	01	--	--	--

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

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

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="19"/>	College forum	<input type="text" value="11"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="√"/>	Any other	<input type="text"/>

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

- Blood donation camp was organised by NSS cell.
- NSS volunteers have taught street children.

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.	12	00		12
Value of the equipment purchased during the year (Rs. in Lakhs)	16.18 Lakhs	3,88,754	State Plan and UGC	20,06,754
Others (computers & Consumables)	--	5,26, 400	State Plan and UGC	5,26, 400

4.2 Computerization of administration and library

- SLIM software has been implemented for library automation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	56556	-	47	8950	56603	
Reference Books	37142	-	26	56590	37168	
e-Books	--	--	--	--	--	--
Journals/ Magazines	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 Lines, Internet	04	04	01	18	
Added	05	00	00	00	00	00		
Total	295	04	Leased Lines, Internet	04	04	01	18	

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

All 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

3,88,754

iv) Others

1.11 Lakhs

Total :

Rs. 4,99,754/-

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, initiated Book Bank, organised Yoga workshops. IQAC has facilitated MoUs between departments and organisations to provide greater exposure towards

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
1152	00	00	00

(b) No. of students outside the state

20

(c) No. of international students

00

No	%
601	52

Men

No	%
551	48

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
962	222	10	281	08	1483	634	208	08	297	05	1152

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: N.A.

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

5.6 Details of student counselling and career guidance

Placement cell conducts workshops for career guidance. Career fair is organised to acquaint the students regarding various opportunities available to the young graduates

No. of students benefitted

460

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
08	297	12	N.A.

5.8 Details of gender sensitization programmes

Women Development Cell organised the following programs:

International Women's Day.

Sanitary napkin vending machine was installed through the Cell

A talk by Nutritionist, Dr. Shailaja Nimbkar was arranged on International Womens'Day.

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	00	00
Financial support from government	56	5,38, 734
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

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

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. Encouraging peer mentoring. 3. College has renewed membership of American Centre Library 4. Provide special attention to students hailing from vernacular medium, visually challenged 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 preparation of results. Departments conduct practice examinations to enable better performance

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 with Roongta Securities to enable greater exposure of the students to the working of financial markets. Micro Soft certificate course was conducted.

6.3.9 Admission of Students

The College has conducted the admission process with complete transparency following the norms provided by the University.

6.4 Welfare schemes for

Teaching	Fitness Centre.
Non teaching	Fitness Centre.
Students	Fitness Centre., Book bank, Counsellor

6.5 Total corpus fund generated

DPDC: 40 Lakhs

6.6 Whether annual financial audit has been done

Yes No

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?: N.A.

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?

--

6.11 Activities and support from the Alumni Association

- Self authored books by some of the eminent alumni have been donated to the Library.
- A young graduate meet was organised at degree distribution ceremony. A veteran members of alumni Dr. Milind Malshe and Mr. Maneck Davar, addressed the gathering.
- An alumnus Mr. Romiel Samuel, an entrepreneur in finance and real estate industry, provided apprenticeship to a fresh graduate Mr. Abhishek Guha during his post graduation.

6.12 Activities and support from the Parent – Teacher Association

Parents' meets were organised at College as well as at the department levels 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.
- Health check up was conducted.
- Dr. Shailaja Nimkar held an interactive session on Nutrition and Balanced Diet.
- 3 day Yoga workshop was conducted in association with Patanjali Yoga Peeth

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

Vermi -compost unit has been installed

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.

Alumni lecture series has been introduced this year. As a part of this initiative, Padmashree Dr. Nirupam Bajpai , Prof, Columbia University addressed the young students.

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

Last year's objective: To increasingly engage alumni in the overall activities of College development.

Action taken:

- Alumni Lecture Series initiated
- Attempts made to involve alumni in providing apprenticeship to the students.

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.
- Alumni Lecture Series has been initiated.

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

7.4 Contribution to environmental awareness / protection

- Setting up vermi-composting unit.
- Holding eco-friendly Ganapati-making workshop.
- 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.

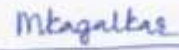
8. Plans of institution for next year

Introducing innovative practices in teaching, like teaching at Tandem.

Encouraging teachers to introduce E-Learning modules



Dr. Suchita Krishnaprasad
Coordinator, IQAC



Dr. Madhuri Kagalkar
Chairperson, IQAC

Annexure I:

Academic Calendar 2016-17

Month	Week	Activity
June	6-11	College begins, admission process for S.Y. and T.Y classes started, Lectures for Second and Third Year started
	13-18	17 th June Death Anniversary observed of Gopal Ganesh Aagarkar by Department of History
	20-25	
	27-30	29 th June National Statistics Day
July	1-9	
	11-16	11 th July International Population Day: Investing in Teen Age girls Wall paper display by Women Development Centre. 16 th July Screening of the Documentary ' <i>Korean war</i> ' by Department of History
	18-23	
	25-30	27 th July Poetry Recitation Competition Department of English 29 th July Career In Sociology- Workshop And Exhibition
August	1-6	01. August Premchand Jayanti Samaroh by Department of Hindi 04 th August Remembering Shakespeare 4 th August Bridge Course on Sociological Thinkers for F.Y.B.A. by Department of Sociology 5 th August Guest Lecture – Regression Department of Sociology 05 th August Inauguration of Chemistry Fusion Club & Seminar on Safety Handling of Glassware by Umashankar Verma, Manager- International Sales & Education, Borosil Glass Works Ltd
	8-13	14-19 AUGUST Short Course on SPSS AND Quantitative Research Techniques, Department of Sociology 11 th and 12 th of August. ELPHINOMICS: Festival of Economics, By Department of Economics. Mock-Stock: Simulation of Stock Market functioning By Mr. Purv Shah, Free lance trainer, BSE 11 th August Screening of the documentary on World War II By Department of History 13 th August Chemistry Quiz Competition 14 th -16 th August Student Seminar held by Department of Chemistry on Solid Materials

	15-20	22 nd August Workshop on Eco-friendly Ganapati by Department of Botany
	22-31	30 th August Student Seminar held by Department of Chemistry on Molecular Spectroscopy Internal Examinations 31 Aug to 3 rd Sept. Bridge course- Topic –Modern India by Department of History
September	1-10	1 st September field trip to Sasoon docks by department of Zoology. 5 th September-14 th September: Ganapathi Vacation
	12-17	14 th September Department of Physics organized field visit to TIFR
	19-24	Hindi Diwas(14 th September): “ <i>Abhiwiyakti- Saptarshi</i> ” : 19 th -20 th September 20 th September Guest Lecture by Smt. Kamlesh Bakshi organized by Department of Hindi.
	26-30	19 th Sept- 14 th : Semester Examinations 30 th September Guest Lecture on HIV Infections by Dr. Rohini Pandhare.
October	1-8	1 st October-22 nd October Sem I, II, III, IV, Regular and ATKT 3 rd October Workshop organized by the department of Zoology - ‘Peer Review of University Books for SYBSc Zoology’ 7 th October Workshop on R conducted by department of Statistics
	10-15	21 Sept-20 th Oct Centralised Assessment Program 15 th October Wachan Prerana Din Celebrating birthday of Dr. A.P.J.Abdul Kalam (Department of Marathi) 18 th October Parent – Teacher Meeting
	17-25	21 st Oct workshop on financial planning by Roongta Securities. 20 th October World Statistics Day was celebrated by Department of Statistics 26 th Oct Visit to BSE arranged by Department of Commerce
		26 th Oct- 15 th Nov :Diwali Vacation
November	16-19	16 th November to 24 th November: Remedial classes for F.Y.B.Com by department of Commerce & Economics
	21-30	29 th November Workshop on Vermicompost by Department of Botany in collaboration with WWF 30/11/17 Field visit to NMIMS Institute, Vile Parle, Mumbai by Department of Microbiology
December	1-10	02 nd December Visit to American Library 6 th TH December MOCK NAAC
	12-17	12 th December Learning Indus Valley Civilization with innovative Kit History and AIC students 14 th December T.Y.B.A. History students visited the Mummy Exhibition at Chhatrapati Shivaji Maharaj Vastusngrahalaya

		15th-17th: NAAC PEER TEAM VISIT
	19-24	21 st -22 nd December Workshop on qualitative research by Department of Sociology
		25 th Dec-1 st Jan :Christmas Vacatiom
January	2-7	1 st January field visit to ACTREC, Kharghar, Mumbai by the Department of Microbiology 5 th January Visit to Bhau Daji Lad Museum by Department of History 3 rd January-5 th January short course on Primary Data Collection by Department of Sociology 9 th January- 13 th January Maharashtra, Techstar, Zeal intercollegiate festival
	9-14	10 th January Vishwa Hindi Diwas Organised by Department of Hindi
	16-21	17 th January 160 Oration Series- Guest Lecture (Dr. Milind Malshe) 20 th January Primers intercollegiate festival 21st January, 2017 Department of Economics deputed students to 17th Gulestan and Rustom Billimoria Youth Seminar on ‘ Demonetisation – a way ahead ’ at the Asiatic Society of Mumbai 18 th January -4 th February Student Seminar held by Department of Chemistry on Nanomaterials, Bio-inorganic and medicinal chemistry.
	23-31	22 nd Jan Department of Information Technology of Elphinstone college arranged visit to IIRS dehradun 25 th January Students of the Department of Economics were taken to attend Talk on ‘How to Read Budget’ by Niranjan Rajadhyksha at Meghnad Desai Academy of Economics 29 th January-5 th February Field Visit by Departments of Botany and Bio-Technology National Bureau of Animal Genetic Resources , Karnal (Haryana), National Dairy Research Institute , Karnal (Haryana), Central Potato Research Institute , Shimla (H.P.) and ICAR-Directorate of Mushroom Research , Solan (H.P.),
February	1-4	1 st -3 rd February Remedial Coaching by department of Sociology
	6-11	
	13-18	14/02/17, field visit to Gujrat University, Department of Life Sciences by Department of Microbiology 15/02/17 field visit to Anand Dairy by Department of Microbiology
	20-28	22 nd February-3 rd March : Practical Examinations 22 nd February: Visit to National Park, Borivili by Department of Geography 27 th February ATKT Examination Sem I, II, III 27 th February Marathi Bhasha Gaurav Din Celebrating the birth anniversary of Kusumagraj. 28 th February: International Science Day Screening of Man Who Knew Infinity. Housie by Department of Chemistry.

		25 th feb. Heritage Walk by Department of History 28 th February Science Day celebration: Screening of 'The Man who Knew Infinity' a biopic on life of Ramanujam
March	1-4	2 nd March Visit to BARC by department of Physics, Mathematics and Statistics. 04 th March Department of English Students and Teachers attended one day Theatre workshop at Chh. Shivaji Museum, Mumbai 4 th March Visit to Pancham aquaculture, District- Palghar by Department of Zoology.
	6-11	8 th March Workshop on Nutrition for Health by Women Development Centre. Poster Display: Pledging for parity. 9 th Mar-1 st Apr :Semester IV Examinations, 10 th Mar: Centralised Assessment Program
	13-18	14 th & 15 th March Two days training program on Bio Statistics, by department of Microbiology. 15 th March Department of Economics deputed students to attend talk on India: Economic Outlook and Challenge by Mr. Andreas Bauer, IMF, at Meghnad Desai Academy of Economics. 18 th March Department of Economics took students to attend talk by Dr. Ajit Ranade on Economic Growth and Inequality at Institute of Chemical Technology.
	20-25	
	27-31	31 st March Department of Economics took students to attend talk by Dr. Alex Tabarrok on See the Invisible Hand at Meghnad Desai Academy of Economics. World Trade Centre, Cuffe Parade 29 th March to 7 th April: remedial classes for F.Y.B.Com. by Department of Commerce 31 st March to 7 th April: Remedial classes for F.Y.B.Com & B.A. by Department of Economics
April	1-8	Research Meet organized by IQAC on Foundation Day of the College, 1 st April.
	10-15	University Examination F.Y.B.A., B.Com & B.Sc. and CAP Talk by Dr. Magre in Dr. Babasaheb Ambedkar lecture series.
	17-22	21 st and 22 nd April International Conference on Legacy of Mount Stuart Elphinstone 21 st April onwards Advanced Excel course organized by Placement Cell.
	24-29	22 nd April Talk by Dr. Mahmood Shah Hanifi on Contribution of Mount Stuart Elphinstone to the Field of Education in India organized by IQAC. 25 th April: Results Declaration of S.Y.B.A, B.Sc & B.Com Admission to T.Y. B.A., B.Com & B.Sc. 29 th April Results Declaration of F.Y.B.A, B.Sc & B.Com

Annexure II:

Student Feedback - 2016-17

Student Feedback has been designed and conducted by IQAC. It has been analysed by the Department of Statistics 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.

Feedback for Teaching

Table of Indices of feedback on teaching

Index	Frequency	Percentage
below 60	1	3
60-70	4	12
70-80	8	25
80-90	11	35
90-100	8	25
		100

Pie- diagram of the Indices of feedback on teaching



Summary of students' feedback on areas other than teaching

Sr. No.	Students feedback	Maximum Score	Average Score	Percentage Score
1.	Administration (Office)	25	14.25	57
2.	Library	25	16.50	66
3.	Canteen	25	14.75	59
4.	Gymkhana	30	24	80
5.	Laboratories	30	22.96	77.53

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 - 2016-17

Best Practice (I)

TITLE OF PRACTICE: Introduction of Alumni Lecture Series

GOAL: To build an interface between the eminent alumnus of the college and the present generation.

THE CONTEXT: Elphinstone College is known for its eminent alumni who continue to contribute significantly in various spheres of society, such as academics, media, law and judiciary, administration, etc. Exposing the present generation of students with these stalwarts can be a very effective way to inspire them to set their goals in their careers and pursue their dreams. Interacting with these personalities, can be a memorable experience for the impressionable youth in search of a good role model.

THE PRACTICE:

IQAC invites an alumnus of such eminence to address the students regarding contributions they have made in their respective fields. This is usually followed by an interactive session through which students can learn how they reached their present reputation and also how the College contributed to this process.

Padmashree Prof. Nirupam Bajpai, Senior Advisor, Sustainable Development, The Earth Institute, Columbia University, was invited on 20th August to speak on Millennium Development Goals: Successes and Failures.

As an economist who was himself a member of the Millennium Development Goals Committee, he was the most suitable person to enlighten the audience about the global scenario in this respect.

EVIDENCE OF SUCCESS:

The lecture was well attended by the students and staff of the College. Besides, many students and staff members from other colleges also came to attend this event. The interactive session was indeed very illuminating.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

It is not very easy to get a suitable appointment from these extremely busy persons.

NOTES:

The success of this practice gives us hope to continue the practice further.

CONTACT DETAILS:

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

NAME OF THE INSTITUTION: ELPHINSTONE COLLEGE

CITY: MUMBAI

PINCODE: 400032

RE-ACCREDITED STATUS: A

PHONE: 022-22844060

Best Practice (II)

TITLE OF PRACTICE: Appointing professional counselor for student support

GOAL:

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

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. While timely counseling is very important, it is still a matter of stigma or shame in our society. Also, considering their poor background, students are unable access such help. It is therefore a very important step taken by the College to appoint a professional counselor on the campus.

THE PRACTICE:

Counselor visits twice a week. She begins with class visits to acquaint students with the benefits of counseling. She sits in a cell near canteen, to ensure better accessibility. Common issues facing the students were: 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 counselor 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 counseling 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. The number of students who visited the counselor consistently throughout the year was 72.

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

CONTACT DETAILS:

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