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)

2017-18

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:**
   (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)

| 15 December, 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	1st Cycle	A	NA	2004	2009
2	2nd Cycle	A	3.05	2016	2021

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

| 01/07/2005 |

1.8 AQAR for the year

| 2017-18 |

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

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
v.   AQAR 2016-17   26/2/2018

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   12

2.2 No. of Administrative/Technical staff   02 Narvekar

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and
       community representatives   00

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts

2.9 Total No. of members   18

2.10 No. of IQAC meetings held :   04

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [04]

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 [1]   Institution Level [01]

Yoga

(ii) Themes | The Academic Performance Index For College Teachers: Current Amendments & E Content |

2.14 Significant Activities and contributions made by IQAC

| Creating awareness among the teaching staff about the new challenges in higher education and the relevant performance indicators |

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
1. Introduce an interdisciplinary mode of teaching 2. Encouraging the faculty to undertake research projects	1. Teaching at Tandem method was introduced with commendable success 2. Many younger faculty members have submitted their research proposals

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

| Nil |

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	05	00	02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02			
Others				
Total				

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
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.

Nil

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
00	16	00	00	00	00				

2.4 No. of Guest and Visiting faculty and Temporary faculty

00		42		08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	03	06	33
Presented papers	07	06	02
Resource Persons	06	03	02

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

Introduced Teaching at Tandem for a holistic understanding of subjects

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)

University introduced on-line assessment system. The College provided the necessary infrastructure

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

77%

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	223	(31) 13.9	(71) 31.83	(50) 22.42	(44) 19.73	87.89%
B.Sc	60	(10) 16.66	(09) 15	(12) 20	(02) 3.33	60%
B.A.	65	(22) 33.84	(20) 30.76	08 12.30	02 0.03	80%
B. Sc. IT	69	(40) 57.97	(05) 7.24	(0)	(0)	65.21%
Bio Tech	33	(12) 36.36	(4) 12.12	(9) 27.27	(1) 3.03	78%

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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	02
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	30 (Syllabus revision workshop)

Others (Foundation Course for Gazetted Officers at YASHADA, Pune) 20th February 2018 to 2nd April 2018	09
Short term Course (UGC Sponsored)	01

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	25	8	0	4
Technical Staff	35	05	00	1

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		01 RH		
Outlay in Rs. Lakhs		8 Lakh RH	8 Lakh RH	

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	02	00
Non-Peer Review Journals	03	00	00
e-Journals	01	00	00

Conference proceedings	02	03	00

3.5 Details on Impact factor of publications:

Range | 0 to 5.7 | Average | 3.24 | h-index | 17.8 | Nos. in SCOPUS | 2

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	2017-19	ICSSR	8.0 Lakhs	8.0 lakhs
Minor Projects				
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)	Two Months	ILO	Rs. 1.Lakh	
Total				

3.7 No. of books published   i) With ISBN No. [   ]   Chapters in Edited Books [01]

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 /workshops

organized by the Institution

Level	International	National	State	University	College
Number			03		01
Sponsoring agencies			ICSSR,		

[04]

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

3.13 No. of collaborations   International `--`   National `--`   Any other `01`

3.14 No. of linkages created during this year   `01 WWF`

3.15 Total budget for research for current year in lakhs :

From Funding agency `NA`   From Management of University/College `NA`

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
--	--	01	--	02	--	01

3.18 No. of faculty from the Institution
who are Ph. D. Guides   `04`
and students registered under them   `08`

3.19 No. of Ph.D. awarded by faculty from the Institution   `01`

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 `25`   State level [   ]

National level [   ]   International level [   ]

`04`

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   --   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   05   Any other   03

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

NSS: (No of Projects 05)

1. NSS Unit organized a Blood Donation drive where 30 volunteers participated.
2. NSS volunteers participated in a tree plantation drive organized by Univ. Of Mumbai.
3. NSS students volunteered in teaching children from under-privileged section of society at Prem Daan School, Colaba.
4. NSS volunteers participated in the following rally organized by Univ. Of Mumbai; World peace rally, Rally for River, Gandhi jayanti, Ekta divas, Organ donation.
5. NSS volunteers participated in Youth festival organized by Mumbai University.

Department of Botany:

Students from the Department of Botany participated and served as World Wide Fund for Nature Interns in the "Ek Prithvi" programme for the academic year 2017-18, during which they visited their assigned Municipal School to teach and mentor municipal school students

one hour every week, using the content and delivery methodologies developed by WWF-India.

Projects under Life Long Learning& Extension: (02)

The study of TDS, pH, Conductance of RO Water and BMC Water.
A survey of school going teenagers of South Mumbai: Present Health Status.

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.	**00**	**00**	**00**	**00**
Value of the equipment purchased during the year (Rs. in Lakhs)	**00**	**00**	**00**	**00**
Others	**00**	**00**	**00**	**00**

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	56603	--	781	87,703/-	57384	
Reference Books	37168	--	95	96,634/-	37263	

e-Books	--	--	--	--	--	--
Journals	10(Sub) 24 (free)	14412	--		14412	
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	37	free	40	free	77	free
Others (specify)	36	--	--	--	36	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	290	04	Leased Line 01	01	05	01	18	
Added	-	-	-	-	-	-	-	-
Total	290	04	01	01	05	01	18	

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

Nil

4.6 Amount spent on maintenance in lakhs :

i)   ICT
0.8 Lakhs

ii) Campus Infrastructure and facilities
Maintained by

iii) Equipments
-

iv) Others
-

Total :
0.8 Lakhs

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, setting up of Fitness Centre, initiated Book Bank, organised Yoga workshops. IQAC has facilitated MoUs between departments and organisations to provide greater exposure to the students

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
	N.A	N.A	N.A.

(b) No. of students outside the state

23

(c) No. of international students

00

Men
No	%
947	63%

Women
No	%
542	37%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
634	208	08	297	05	1152	774	304	09	397	05	1489

Demand ratio: 1:5.2   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   N.A   SET/SLET   N.A.   GATE   N.A.   CAT

IAS/IPS etc   State PSC   UPSC   Others

5.6 Details of student counselling and career guidance

Career guidance activities are carried out at the department level.

No. of students benefitted   137

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
17	148	15	NA

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level   50   National level   03   International level   01

No. of students participated in cultural events

State/ University level   200   National level   00   International level   00

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

Sports: State/ University level | 01 | National level | 04 | International level | 01 |

Cultural: State/ University level | 04 | National level | 00 | International level | 00 |

Students' Achievements in other fields:

Department of Bio -Technology :

- Students Secured 1st position and Prize of 25,000rs at National level research poster presentation Competition STUDENT OUTREACH PROGRAM 2018 held at University of Mumbai Kalina campus. Student Authors and Presenters: • Ruchi Modgekar (S. Y B.Sc. Biotech) • Harshita Bhanushali (S. Y B.Sc. Biotech) • Nayna Guddeti (T. Y B.Sc. Biotech)
- **Secured 2nd position** in intercollegiate oral PowerPoint research work presentation competition **Jigyaasa 2018, Kishinchand Chellaram College.**
- Secured 3rd position in intercollegiate oral PowerPoint research work presentation competition Jigyaasa 2018, Kishinchand Chellaram College Presenters: Manaswi Dekate (S. Y B.Sc. Biotech) Hrishikesh Bendale (S. Y B.Sc. Biotech)
- **Bio-tech students** Presented a poster in Research meet of Indian academy of Neurosciences with collaboration with different colleges 2017 Cuttak.
- Bio-Tech Students participated as student Mentors and resource persons in CUBE (Collaborative Undergraduate Biology Education) in collaboration with HBCSE TIFR for the Diwali workshop on simple model systems for research. 1) Nayna Guddeti (T. Y B.Sc. Biotech) 2) Harshali Dagade (S. Y B.Sc. Biotech) 3) Neelakshi sinha (S. Y B.Sc. Biotech) 4) Shradha sonawne (T. Y B.Sc. Biotech) 5) Zainab Sayeed (T. Y B.Sc. Biotech) 6) Ruchi Modgekar (S. Y B.Sc. Biotech) 7) Harshita Bhanushali. (S. Y B.Sc. Biotech)
- Article on Epigenetics was written in a Science education magazine called Spectrum for popularizing science in School and Undergraduate colleges. Tejashree Patel (T.Y.B.Sc Biotech)

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	72	907900
Financial support from other sources	-	-

Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs   : State/ University level | 02 | National level [ ]   International level [ ]

Exhibition: State/ University level [ ]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students

4(NSS) + 02 DLLE + 1 Botany

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

> nil

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

> Strategy: College conducted semester examinations as per the University circulars

6.3.4 Research and Development

> Strategy: To promote the culture of higher pursuits.
>
> Outcome: many faculty members have submitted their proposals

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 latest equipments

6.3.6 Human Resource Management

> Strategy: To motivate the staff for better performance and commitment.
> Action: Staff club conducted excursion to an Agro resort near Mumbai.
> Yoga workshop was conducted.

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

> Workshop on cyber security was in collaboration with Microsoft.

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.

| Teaching | Fitness Centre. |

Non teaching	Fitness Centre.
Students	Mentoring , Fitness Centre

6.4 Welfare schemes for

6.5 Total corpus fund generated

Dpdc: Rs. 55 lakh

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	-	-		
Administrative	Yes	A.G. Mumbai	Yes	P.A.O. Mumbai

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

For UG Programmes   Yes ☐   No √

For PG Programmes   N.A   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?

College is a part of the proposed cluster University under RUSA

6.11 Activities and support from the Alumni Association

- Self authored books by some of the eminent alumni have been donated to the Library.
- Scholarships are awarded to the meritorious students in the memory of the Alumni

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

> Yoga and Meditation workshop was conducted on the International Yoga Day.

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

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> Teaching at Tandem: an innovative teaching practice was introduced.

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

> The Goal: To encourage the faculty to prepare E Learning Modules.
> Action Taken: State level workshop was held to 20'th November State Level by IQAC on Current Amendments in Academic Preformance Indicators (API) For College Teachers & Developing E Content
> The Goal: To enhance the joy of learning by introducing an interdisciplinary approach to class room teaching.
> Action Taken: Teaching at Tandem was introduced.

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

> - Elphinstone Alumni Lecture Series
> - Teaching at Tandem

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

7.4 Contribution to environmental awareness / protection

> - Department of Botany organized a workshop on "Making of Eco-Friendly Ganesha idol" in collaboration with Paryavaran Dakshata Mandal, Thane (8th August 2017) to create awareness among the students for a clean environment.
> - The project on The study of TDS, pH, Conductance of RO Water and BMC Water conducted under Life Long Learning & Extension was useful in creating awareness about potability of water and the pollutants

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
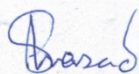
> - The College has been consistently receiving a top-rank among institutions of higher education in Mumbai.
> - The College has a rich legacy of alumni.
> - The College Building is a Grade I heritage building.
> - The heritage structure restricts the process internal modifications and construction.
> - Large number of vacant posts restricts the overall functioning.

8. Plans of institution for next year
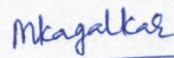
- To ensure preparation of E Modules by the faculty.
- Encourage research activities among the faculty.
- Renovate the auditorium
- Making the campus plastic-free

Name : Dr. Suchita Krishnaprasad

Name : Dr. Madhuri Kagalkar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Elphinstone College, Mumbai-32
Calendar for Academic Year 2017-18

Month	Week	Activity
June	First	5'th June: World Environment day
	Second	College begins, admission process for S.Y. and T.Y classes started, Lectures for Second and Third Year Start. Bridge course- SYBA/TYBA by Department of English
	Third	Admissions to F.Y. B.Sc , B.A and B.Com begin
	Fourth	29.06.17 National Statistics Day Celebration Inauguration of Statistics Society. Seminar by students on Administrative Data
July	First	Orientation for F.Y. B.Sc , B.A and B.Com Lectures begin
	Second	Population Day Celebration by Departments of Sociology and Economics: 11'th July 15'th July: Screening of the Documentary: !857 Revolt, organized by department of History 17'th July : Chart making activity on Maratha & Medieval Indian History by Department of Histiry
	Third	Bridge course for FYBA/BCOM by Department of English
	Fourth	Parent-teachers' meet for SYBSc, & TYBSc. Students organized by Department of Chemistry on 22/07/2017 22 nd July 2017 The Department of Mathematics celebrated "Pi Approximation Day": quiz competition power point presentation on "Golden Ratio – History and Applications" 29'th July Career In Sociology- Workshop And Exhibition 29'th July : Inauguration of Chemistry Fusion Club and Guest lecture by Dr. Ravindra Tayade, Head, Department of Chemistry, Institute of Science, Mumbai. 29'th July : Elphinstone Alumni Lecture Series: Talk by Jerry Pinto on A Life In Language: On Winning The Sahitya Akademi Award, the Windham-Campbell Award and others" Pie Day celebrated by Department of Mathematics
August	First	8th August workshop on "Making of Eco-Friendly Ganesha idol" by department of Botany
	Second	9'th August Inauguration of English Literary Association- : Poetry Recitation Competition by Department of English 10'th August: Screening of the documentary Hiroshima, Organized by Department of History
	Third	Internal Examinations 18'th August Tribute to Netaji Subhash Chandra Bose & Bajirao Peshwa I: Chart Making and Group Discussion, Organized by Department of History
	Fourth	Ganapati Vacation

	Fifth	
September	First	Lectures Begin 5'th September: Teachers Day
	Second	8'th September: Visit to Dutch & German stamp exhibition held in St. Xavier's College Mumbai, Organized by Department of History GIS & Remote Sensing (Three Month) Course: New Batch starts, Organised by Department of Geography. Industrial visit by Department of Statistics Certificate course in English for Employability by Department of English 9'thSeptember – 10'th December Hindi Diwas celebrations "Abhwyakti-Saptatshi" 14'th September. 12'th, 16'th September Seminars on Analytical Chemistry by Students. 15'th September Doordarshan Day celebration: Chart Making Oraganised by Ranade Society 16'th September: Ozone Day 16'th September: Civilization on the bank of river, Organized by Department of History 21'st September: Quiz competition Oraganised by Ranade Society
	Third	A.T.K.T. Examinations
	Fourth	Remedial / revision classes 23'September: Seminar on Inorganic Chemistry by students of department of Chemistry.
October	First	S.Y./T.Y. B.A./B.Sc./B.Com University examinations Sem. III/V Central Assessment Programme begins 6'th October& 11'th October : Seminar on Inorganic Chemistry by students of department of Chemistry
	Second	9'th October " Higher Education in India Should be Privatised" debate organized by the Department of Economics. Short Story writing competition by Department of English 15'th October: Wachan Prerana Din in memory of Hon. APJ Abdu Kalam 13'th October : Visit to Lavasa organized by Department of Geography, and GIS student
	Third	Diwali vacation
		20.10.17 Problem Solving Contest (International Statistics Day) Department of Statistics
November	First	F.Y. B.A./B.Sc./B.Com University examinations Sem I Central Assessment Programme begins
	Second	Lectures begin
	Third	17'th November Student Seminar on Plant Tissue Culture and Animal Tissue Culture & its Applications, Organised by Department of Microbiology. 20'th November State Level Workshop organized by IQAC on Current Amendments in Academic Preformance Indicators (API) For College Teachers & Developing E Content
	Fourth	26'th November: Constitution Day: Reeading of the Preamble & Group Discussion Oraganised by Ranade Society
December	First	4th and 5th Dec 2017"One Day Workshop on Big Data and Hadoop" conducted by Department of Statistics collaboration with Robokart.com and Innovative Cell, UMIC, IIT Mumbai. 4th Dec Workshop by Mrs. Urmila Sarkar on Making of Terrarium

		was organized by the department of Botany. 5th Dec 'Career options in Botany' lecture delivered by Dr. Umesh Kakde organized by the department of Botany. 6'th December: Visit to School of Sciences to study bioinstrumentation, Molecular Biolology Techniques, etc., organized by Department of Microbiology.
	Second	Zeal Sports festival & Annual Day Visit to Rock, Mineral and Archiological Antiquities Exhibition at University of Mumbai, Organized by Department of History.
	Third	Maharashtrostav/ Techstar/ Primer/ Zeal Intercollegiate festival 'Color Chemistry' an event organized by Department of Chemistry under Chemistry Fusion Club on 16'th December. 22'nd December: National Mathematics Day 18'th December: Student Seminar Organized by Department of History
	Fourth	25'th Dec-1'st Jan :Christmas Vacation
January	First	Lectures begin 3'rd January: Savitribai Phule Birth anniversary, Chart Making Oraganised by Ranade Society
	Second	Internal examinations 12'th January: Birth anniversary of Rajmata Jijabai and Swami Viviekananda Student Seminar and exhibition of Paintings by students Oraganised by Ranade Society
	Third	15.01.18 Project Competition by Department of Statistics 20'th January: Quantitative Research Analysis in Social Sciences ICSSR workshop by Department of Sociology January 18'th: Visit to Srujan BioTech organized by Department of Microbiology 18'th January: Book Review activity, Organized by Department of History 18'th January: Debate on Student Activism & Importance of Regional Languages Oraganised by Ranade Society
	Fourth	Guest lecture-and workshop on -molecular biology experiments by Department of Microbiology Remembering Rabindranath Tagore :Department of English
February	First	A.T.K.T. Examinations
	Second	9'th FebruaryVisit to CSMVS Exhibition on India and World Organized by Department of History
	Third	16'th-21'st February: Poster exhibition on Maratha Navy and Sea Ports, Organized by Department of History 16'th February: Guest Lecture on Significance of Maratha Navy by Shri Raghuji Raje Angre (9'th Decedent of Sarkhel Kahnoji Angre, Organized by Department of History 26'th February: Study Tour to Lonavala by Department of Geography. Marathi Bahsha Gaurav din: 27'th February (*Kavi Kusumagraj Jayanthi*)
	Fourth	Science Day celebration
March	First	5'th March Student Seminar on 'How Financial Markets Work', organized by department of Economics
	Second	Women's Day Celebration

		12/03 2018 State Level workshop on Women Empowerment, held by WDC 14'th February- 16'th February Ground Level Survey in collaboration with Sathye College, Ville Parle Mumbai. 15/03/2018: Teaching at Tandem by Department of Marathi, Sociology and economics: Agrarian Issues and Farmers' Suicide
	Third	S.Y./T.Y. B.A./B.Sc./B.Com University examinations Sem IV/VI
	Fourth	Remedial and Revision classes for F.Y. B.A, B.Sc. & B.Com
April	First	Research Meet organized by IQAC on Foundation Day of the College, 1st April.
	Second	F.Y. B.A./B.Sc./B.Com University examinations Sem II Central Assessment Programme begins
	Third	21'st April Dr. Babasaheb Ambedkar Memorial Lecture Series: Talk by Dr. Bhagawan Ingle , Organised by Department of Marathi 22'nd April: Earth Day
	Fourth	Result declaration & Admissions to S.Y./T.Y. B.A./B.Com/B.Sc.

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	Percentage
below 60	3
60-70	12
70-80	25
80-90	35
90-100	25
	100

Pie- diagram of the Indices of feedback on teaching
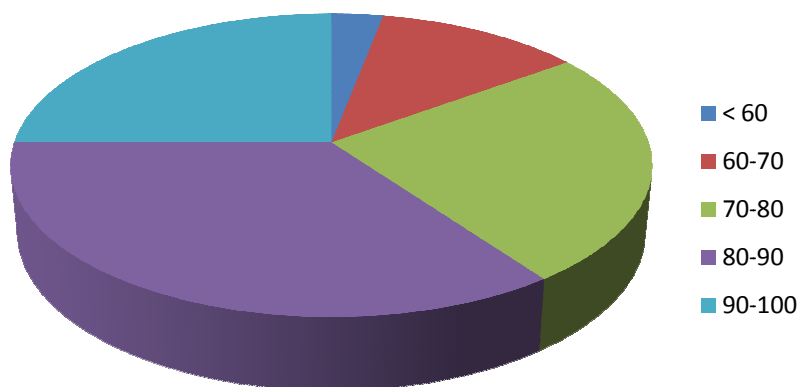
Summary of students' feedback on areas other than teaching

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:**

	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.				

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.

ELPHINSTONE COLLEGE, MUMBAI: 32.

Students' Feedback on Teaching. Academic Year: _____

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.				

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for College 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**					

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for College 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					

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for Library. Academic Year: 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**					

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for Library. Academic Year: 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**					

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for Canteen. Academic Year: 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					

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for Canteen. Academic Year: 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**					

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for Gymkhana. Academic Year: 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 is co-operative.**					

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for Gymkhana. Academic Year: 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 is co-operative.					

ELPHINSTONE COLLEGE, MUMBAI 32

Feedback of students for College Laboratories.

Academic Year: 20_____.

Name of the Department: _____

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

One teething problem is to identify and contact alumni who have made a mark in their respective fields. The College has now embarked upon an ambitious project of forming an **Alumni Association** which will network alumni across the globe to interact with the College on a sustained basis.

Best Practice (II)

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.

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

5. Prepare a report of the session and submit it to the IQAC within a week of the conduct of the session.

EVIDENCE OF SUCCESS:

The fact that the three teachers unanimously appreciated the opportunity to reflect over the issue of the Agrarian Crisis in a wholesome manner speaks about the efficacy of the practice. The learners realized that a topic can be looked at from various perspectives, and that these perspectives are not contradictory but complementary. The students who attended the session were enriched by the experience as the feedback taken at the end of the session revealed.

The teachers too found the experience enriching as it gave them an opportunity to learn from each other and to look at a topic from the point of view of other disciplines. It helped in building bridges across departments and fostering a spirit of collaboration.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

The challenge is to identify topics from the syllabi of different subjects that can be taught at Tandem. It requires a lot of planning and coordination among the departments. Finding a common time slot that is convenient to all the teachers and the students is also a challenge.

Adjusting the sessions without disturbing the routine time table is another difficulty that is encountered while conducting these sessions.

No additional resources are required for the conduct of this practice except the willingness of the teachers to collaborate and the availability of a classroom.

5. Analyse the feedback and document it.

EVIDENCE OF SUCCESS:

The session was attended by all the students of FY and SYBA, whether or not they had opted for all the three subjects: Marathi, Sociology and Economics. It was originally planned for an hour. But the students' response was phenomenal! What followed was an animated discussion between the students over the issues regarding the crisis relating to agriculture and the policy choices.

Students were keen to know about the next session of TaT (Teaching at Tandem)!

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

The beauty of the practice is that it involves no financial cost. It only utilizes the existing man power in a more meaningful manner! But the difficulties arise in terms of adjusting a session within the timetable. The students and staff engaged in different departments may not find it easy to find a common time and place to hold a session that is convenient to all.

NOTES:

This can certainly become a sustainable best practice for an enriching experience for learners as well as teachers.

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 (CGPA- 3.05)

PHONE: 022-22844060