

**The Annual Quality Assurance Report (AQAR)**  
**of the**  
**Internal Quality Assurance Cell (IQAC)**

**Name of the Institution** : **The Bharat Education Society's  
Sant Gadge Maharaj College of Commerce &  
Economics, Mumbai.**

**Address of the Institution** : **12<sup>th</sup> Lane, Khetwadi, Girgaum, Mumbai – 400 004.**

**Academic Year** : **2008 – 2009**

**Part – A:**

**1. Plan of Action:-**

- a. To strengthen BMS section by appointing qualified teachers and faculty.
- b. To further improve infrastructural facilities.
- c. To conduct various programmes for students.
- d. To provide coaching to students for the preparation for competitive examination.
- e. To strengthen the activities of Alumni.
- f. To continue automation of library.
- g. To provide basic knowledge of computers to those students who are not opting for computer.
- h. To organize educational/environmental visit.
- i. To start book exhibition.
- j. To complete computerization of office work.

**2. Out Come of the Plan:**

- a. We have appointed qualified teachers and faculty for B.M.S section.
- b. There is vast improvement in infrastructural facilities.
- c. Improvement in library facilities.
- d. All office staff members have passed computer examination and full computerization of office work.
- e. Many teachers participated in various seminars/workshops, etc.
- f. Special coaching was given to students for the preparation of competitive exams.

- g. Past students taught basic computers to other students.

## **Part – B:**

### **1. Activities reflecting the goals and objectives of the institution.**

- a. Various activities like seminar, workshops, guest lectures, and industrial visit were organised.
- b. To improve result:-  
To improve results periodic class tests, Home assignments, terminals and preliminary exams were conducted. Remedial lectures were conducted. Personal interactions with students to monitor them to perform better Revisionary lectures were conducted to solve the problems of students. Special attention was given to T.Y.B.Com students.
- c. College made sincere efforts to monitor students to develop their overall personality through several extra-curricular and other activities several programme were organised under the banner of NSS, Students Council, Sports Committee, etc.
- d. To inculcate human values among students following programmes were conducted.
- i. Lecture on communal harmony by Mr. Diwan of Mumbai Sarvoday Mandal.
  - ii. Our student visited Mani Bhawan.
  - iii. Examination is conducted for the students on Gandhian studies.
  - iv. Students participated in the debate Gandhiji- Relevance to today's world.
  - v. College organised sports day and college annual day.
  - vi. Many students participated in inter-college sports competitions.
  - vii. Many students participated in inter-college cultural activities (music, drama, street plays, etc). Activities conducted to create awareness about AIDS, Leprosy, etc.
  - viii. Various health services were undertaken.

**2. Guest lectures and seminars:**

- a. A lecture was organised on yoga and concentration by Dr. Hemant Pednekar.
- b. A lecture was organised on direct tax code by Prof. R. R. Shah.
- c. A lecture was organised on types of insurance by Manish Zodgekar.
- d. A seminar was organised on career guidance by Mr. Shevde Ravindra.
- e. A seminar was organised on career opportunities for commerce students.
- f. Role of youth in nation building activities by Mrs. Shobha Raul Mayor of Mumbai.

**3. Innovation in curricular design and transaction:**

- a. Academic curricular is designed as per the University Of Mumbai pattern and followed strictly.
- b. In order to keep a pace with changing needs and acquiring knowledge of information technology, college encourages the teaching in office staff to use modern techniques.
- c. Teachers and office staff are encouraged to complete computer course.
- d. Industrial visit was organized at Parle Biscuit Factory and Parle Bottling Factory for B.M.S. and B.Com students.
- e. Shri V. D. Birajdar Principal guided T.Y.B.Com students on examination pattern.

**4. Inter-disciplinary programmes started:**

Preliminary exam for T.Y.B.Com students conducted.

**5. Examination reforms implemented:**

- a. As our college is affiliated to University Of Mumbai we conduct examinations of FY, SY and T Y.B.Com as per University instructions.
- b. We follow the instructions of University will conducting examination providing grace marks and finalizing results.
- c. To maintain secrecy in Examination we use coding system.

**6. Candidate qualified net/set:**

NIL

## 7. Initiative towards faculty development programme:

a. Many Teachers attended seminar and workshops at different colleges.

Sr. No.	Name of the Teachers	Details of seminars and workshop attained.			
1.	<b>Mrs. R. D. Kamble</b>	Attended state level Seminar on “Re-accreditation and Quality Enhancement in Library Services”, at Vaze College on 18 <sup>th</sup> February 2009.			
2.	<b>Prof. D. M. Salve</b>	Seminar Banking Through Turbulence	University of Pune	20-12-2008 & 21-12-2008, Pune	CRM in Banking
		International conference	University of Mumbai	29-01-2009 & 30-01-2009, Mumbai	Management Strategies for Banking and Financial Sector- case study of Bank of Maharashtra
		National Seminar HRM in Post Globalisation Era Issues and challenges	Modern College, Vashi	17-01-2009 & 18-01-2009, Mumbai	Challenges in Banking Sector
		State Level Conference Symposium on role of Banks in employment Generation & Development of Trade & Comm.	S.P.M. College, Sawantwadi	7-02-2009	Role of Bank in Employment Generation

		State Level	Shivaji Arts & Commerce College	06-02-2009 Amravati	Enhancing employability of Commerce Graduates (Paper Published)
		State Level	Kirti College	18-02-2009 Mumbai	Financial Problem of Marathi Film Industry
		National Level, Creative & Innovative Practices in Banking, Marketing & Management	Dr. B.N. Purandare Arts & Gupta Com. College	27-02-2009 & 28-02-2009, Pune	Innovative Strategies in Banking
		State Level, Customer Oriented Public services	Pune Institute of Management Sciences & Entrepreneurship	21-11-2008 & 22-11-2008	Participation
		District Level, I.T. Governance: A Managerial Perspective	Pune Institute of Management Sciences & Entrepreneurship	22-10-2008	Participation
43.	<b>Prof. V. L. Nandure</b>	<b>Workshop:</b> Attended workshop Revision of Syllabus at Vivek College, Mumbai on 26 <sup>th</sup> June 2008.			

- b. Mrs. A. D. Kulkarni worked as a chairperson of Rural Marketing paper at T.Y.B.Com examination.
- c. Prof. K. L. Thakkar, Prof. R. R. Shah and Prof. Karunanidhi worked as examiners for Accountancy and Commerce papers at T.Y.B.Com examination.
- d. Prof. Mrs. Kiran Jani worked as chairperson of English Literature paper at T.Y.B.Com examination.

e. Prof. D. M. Salve worked as examiner in the subject of Export Marketing at T.Y.B.Com examination.

f. Prof. D. M. Salve completed Refresher Course with Grade “A” conducted by UGC Academic Staff College, Gujarat University, Ahmedabad from 19.11.2007 to 09.12.2007.

**8. Total no. of seminar:**

01

Seminar on Retail Management by Karma institution was conducted a good number of students and teachers participated.

**9. Research project Teachers are asked to undertake minor and major research project:**

NIL

**10. Patents Generated:**

NIL

**11. New collaborative research programmes:**

NIL

**12. Research grants received for various agencies:**

NIL

**13. Detail of research scholars:**

Prof. R. O. Patil and Prof. D. M. Salve are Pursuing for Ph.D. Degree.

**14. Citation index of faculty members and impact factor:**

NIL

**15. Honors/Awards to the faculty:**

NIL

**16. Internal Resources generated:**

NIL

**17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST) / DST, FIST and other programmes:**

NIL

**18. Community services:**

- a. Blood donation camp was organised with the help of Nair hospital.
- b. Pulse polio.
- c. Aids awareness with PSI following programme conducted.
  - i. Street play by PSI members.
  - ii. Film show and question answer session.
  - iii. Street play was presented by our students.
  - iv. Distribution of pamphlets.
  - v. Our students participated in rally.
- d. Free medical check-up camp was conducted at Kotwal wadi for Ashram school children and community harmony.
- e. National integration and communal harmony.
  - i. Our students visited Mani Bhawan.
  - ii. A lecture was organised by Mumbai Sarvoday Mandal.
  - iii. Examination on Gandhian studies.
  - iv. Celebration of 15<sup>th</sup> Aug and 26<sup>th</sup> Jan.
  - v. Students Distributed Tri colour flag as volunteers.
  - vi. NSS Unit organised a competition on national integrity various groups represented their culture.
  - vii. Teachers and Officers newly recruited.

**19. Teaching – Non Teaching Staff ratio:**

2 : 2.25

**20. Improvement in Library Services:**

Our college library was established in 1972. Total number of books we were having at that time was 789. Now we have 14283 numbers of books.

Our college library is providing excellent service to the students, teachers as well as staff member of our college, school and management members. We have special

collection of books on Sant Gadge Maharaj and special collection of bhajan cassettes of Sant Gadge Maharaj in addition.

**a. Total Collection of the Library:**

<b>Total Collection of the Library</b>	
Books	14283
Periodicals	14
Back Volume	40
CD's / Tapes	30
Audio Cassettes	810
News Papers	08
Projects	31

**b. Library Automation:**

Library automation is a continuous process. The data entry of all books is entered in the SOUL software. The bar-coding of books is in process. The library is computerized with all major activities namely Acquisition, Cataloguing, Circulation, Serial Control, and OPAC (Online Public Access Catalogue).

**c. Collection Development:**

Every year new books are added to the library collection. This year i.e. 2008-2009 we have purchase 533 books & 14 periodically subscribed for the library out of the available fund Rs. 86344/- & 41 books from the grant of Rs. 6361/- received from university of Mumbai for Book Bank Scheme for backward class students, and 75 books were donated. So over all 649 books were added to the collection in 2008-2009.

**d. Library Facilities:**

i. Computers:

The library has six computers with 100mbph bandwidth internet connection. Four computers for students and staff availing free internet facilities for the completion of their project and research work and to search the OPAC (Online



Public Access Catalogue). Two computers are being operated by library staff for circulation and for housekeeping operation.

ii. **Book Bank:**

The library provides sets of books from Book Bank scheme to the Backward Class Students, Economically Backward and needy students for one academic year at a time.

Notice is sent to every class room and also put up on notice board regarding Book Bank Facility and students collect the form from the library for the same and apply accordingly.

Students have to return set of books within a week after their final examination.

We have also received grants from University of Mumbai, Dept. of Social Welfare for Backward Class students for Book Bank Scheme, from that we have purchased 04 sets of books and issued to the 04 backward class students.

The following table shows class wise distribution of the Book Bank Scheme sets:-

<b>Class</b>	<b>Number of the Students Benefited</b>
F.Y.J.C.	01
S.Y.J.C.	03
F.Y.B.Com	34
S.Y.B.Com	34
T.Y.B.Com	13
F.Y.B.M.S	01
S.Y.B.M.S	01
T.Y.B.M.S	01
<b>TOTAL</b>	<b>88</b>

So on the whole 88 students were benefitted of this scheme for the academic year 2008-09.

**iii. Circulation:**

Books are issued to the students for seven days against home lending card and one book on reference card to refer books, journals, question papers, etc. in library.

**iv. Current Awareness Service:**

Display of current events on the Notice Boards on regular basis.

**21. Unit Cost of Education:**

Unit cost calculated excluding salary component was Rs. 2472/-.

**22. New Books / Journals subscribe and their cost:**

Rs. 11386/-

**23. Courses in which students' assessment of teachers is introduced and action taken on students' feedback:**

IQAC took the initiative to distribute feedback forms to the students and collect information on various teachers, library and other facilities.

Grievance Redressal Cell was formed.

Prof. N. M. Potekar-Chairman.

Prof. R. O. Patil-Member.

Prof. Vijay Nandure - Member.

**No grievance was received.**

**24. Unit Cost of education:**

Unit cost of education calculated excluding salary component Rs.2325/-.

**25. Computerization of Administration and process of admissions and examination results, issue of certificates:**

Computerization of office is already started.

**26. Increase in infrastructural facility:**

- a. New T.Y.B.M.S class room was provided on 3<sup>rd</sup> floor, of Society building.
- b. 30 new benches were purchased for T.Y.B.M.S.
- c. New one A/C purchased for T.Y.B.M.S classroom.
- d. New 5 computers were provided to computer lab. Total computer in 2007 in lab is 20.
- e. Two new computer with printer provided in college library for students with free internet facility.

**27. Technology up gradation:**

We had increased number of computers as well as internet facility is also extended for all the students of degree and BMS.

**28. Computer and internet facility was provided to staff and students:**

Provided free of cost to staff members and students.

**29. Financial Aid to students:**

- a. Concession in fees (Full freship/Half Ship fee) is provided to needy and deserving students.
- b. Facility of paying fees in installments.
- c. For economically backward students books are made available by the library for one year under the book bank scheme.
- d. Financial aid is provided to poor students from trust.

**30. Support from Alumni Association and its activities:**

Alumni association has been actively supporting to the regular activities of college and even during rural camp.

**31. Support from parent teachers association:**

NIL

**32. Health Services:**

- a. Blood donation camp.
- b. Free medical check-up camp.
- c. Thalesamia awareness.
- d. Leprosy awareness.
- e. Pulse polio.
- f. Disaster management training.  
Training is given to students by officers of civil defence.
- g. Rural camp.

Rural camp was conducted at Kotwal wadi Neral. The major activities were cleanliness campaign, medical camp, teaching to school children, lectures on social issues, etc.

**33. Performance of sports:**

- a. Two new computers were provided in college library for students with free internet facility.
- b. Five new computers were purchased for computer lab. Total computer in lab in 2008 is 25.

- c. LCD projector with laptop purchased for presentation for B.Com and B.M.S students.
- d. After 26/11 attack CCTV installed in campus for security of students and staff members. Total 10 CCTV cameras installed.

#### **34. Activities of Personality Development Cell:**

- a. A workshop was organised on personality development by Dr. Satish Kolte of K.C. College.
- b. A lecture was organised on Yoga and Concentration by Dr. Pednekar of Kirti College.
- c. A lecture on public speaking and leadership development by Mr. Pankaj Dedhia.

#### **35. Students achievements:**

Passing percentage at T.Y.B.com students is 36.66%. Names of the toppers: 1) Imtihas Hussain, 2) Kamerkar Sonam. Students' participated at the University Youth Festival. Students' also participated in various cultural activities conducted by N. M. College and Sophia College. Students' council conducted competitions for students like essay competition, poster competition, rangoli and mehndi. Students' also participated at Josh competition conducted by NSS College. Council members also conducted a talk show, a debate and group discussion. Students' also participated in teachers' day, traditional day celebration.

#### **36. Activities of Women's Development Cell:**

- a. A lecture was delivered on Women empowerment through self help by Dr. Mrs. Rangwala.
- b. A lecture was delivered on Safety of Women and Girls by Sr. Insp. D. B. Marg Police Station.
- c. Celebration of women's' day by teachers and students.

## **Part – C:**

1. To reset AQAC.
2. To strengthen Personality Development Cell.
3. To strengthen BMS section.
4. To increase activities with the help of officers of Dada Saheb Bhadkamkar Marg Police Station.
5. To get membership of INELIBNET and further strengthen internet facility.
6. To improve infrastructure.
7. To strengthen Women's' Development Cell.
8. To arrange for book exhibition.
9. To arrange talent hunt show.
10. To inculcate among student sense of student harmony.
11. To inculcate basic human values as we strongly believe in the teachings of Sant Shri Gadge Maharaj.
12. To encourage students to write for magazine.
13. To encourage teachers to present papers at seminars, workshops, etc.
14. To encourage teachers to write articles for magazines.
15. To modernize office and computerization of result, etc.
16. To encourage office staff to complete computer course.
17. To arrange lectures of experts to guides and encourage the faculty for research activities.
18. To get Permanent Affiliation.
19. To encourage faculty members to update themselves about technological developments in the teaching learning process.

**Professor C. Karunanidhi**  
**Coordinator**

**Shri V. D. Birajdar**  
**Principal**

**Date: 16<sup>th</sup> April 2009**