

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 : **12th Lane, Khetwadi, Girgaum, Mumbai – 400 004.**

Academic Year : **2009 – 2010**

Part – A:

1. Plan of Action:

- a. To reset IQAC.
- b. To strengthen Personality Development Cell.
- c. To strengthen BMS section.
- d. To increase activities with the help of officers of Dada Saheb Bhadkamkar Marg Police Station.
- e. To get membership of INFLIBNET and further strengthen internet facility.
- f. To improve infrastructure.
- g. To strengthen Women's Development Cell.
- h. To arrange for book exhibition.
- i. To arrange talent hunt show.
- j. To inculcate among students a sense of harmony.
- k. To inculcate basic human values as we strongly believe in the teachings of Sant Shri Gadge Maharaj.
- l. To encourage students to write for magazine.
- m. To encourage teachers to present papers at seminars, workshops, etc.
- n. To encourage teachers to write articles for magazines.
- o. To modernize office and computerization of result, etc.
- p. To encourage office staff to complete computer course.
- q. To arrange lectures of experts to guide and encourage the faculty for research activities.

- r. To encourage faculty members to update themselves about technological developments in the teaching learning process.
- s. To get Permanent Affiliation.

2. Outcome of the plan:

a. Resetting of IQAC:-

Principal. Shri. V. D. Birajdar- Chairman.

Prof. N. M. Potekar- Coordinator.

Prof. C. Karunanidhi- Member.

Prof. R. R. Shah- Member.

Prof. D. M. Salve- Member.

Prof. R. O. Patil- Member.

Prof. Mrs. Kiran Jani- Member.

Prof. Mrs. A. D. Kulkarni- Member.

Prof. Dr. Rahul Shah- Member.

Prof. V. L. Nandure- Member.

Mrs. Ruhi Kamble- Librarian.

Mr. Shekhar- Member.

- b. Many activities were organized to strengthen personality development cell and women development cell.
 - i. Infrastructural facilities as well as library facilities stood improved.
 - ii. Complete computerization of office.
 - iii. Follow up for getting permanent affiliation.
 - iv. Improvement in infrastructural facilities.
 - v. Automation of library.
 - vi. Complete computerization of office work.
 - vii. All office staff members completed computer courses and passed MSCIT examination.
 - viii. Many teachers participated in seminars, workshops, examination work, writing of articles, etc.

Part – B:

1. Activities reflecting the goals and objectives of the institution:

- a. To enhance the knowledge of computers one day workshop for teachers was organised.
- b. Prof. Ganesh Achwal organised a workshop on career as a Radio Jockey.
- c. Talent Hunt was organized by student's council to find out hidden talent of the students.
- d. Library of the college arranged an exhibition of books available in the library.
- e. BMS section organized a quiz competition on management.
- f. Quiz on Mathematics was also organized for first year B.Com and BMS students.

2. Guest lectures and seminar:

- a. A lecture was delivered on limited liability partnership by Prof. R. R. Shah.
- b. Role of values in personality development lecture was delivered by Mrs. Shailaja Girkar Deputy Mayor of Mumbai.
- c. Lecture on Fundamental Duties of Citizens lecture was delivered by Shri. Arvind Parmar.
- d. A lecture was delivered on development of scientific temper lecture by Mr. Munde.
- e. A lecture on how to balance between material and spiritual goals lecture was delivered by Prof. Iyer.
- f. A lecture was arranged on "Strategies to Build Self Confidence" by Prof. Rege.
- g. A lecture was arranged on various laws related to women by Prof. Advocate Kadam.
- h. A workshop was organised on "Personality Development" by Prof. Santosh Pathare.
- i. A lecture was delivered on "How to Prepare for Interviews" by Prof. Ganesh Achwal.
- j. Seminar was conducted on "Sustainable Development" by Dr. Shahu President of Solid Waste Management – India.

3. Innovation in curricular design and transaction:

- a. Academic curricular is designed as per the University Of Mumbai pattern.
- b. Teachers are using LCD and OHP for teaching. Students are also encouraged to make use of modern techniques for presentation.
- c. Guest lecturers were invited.

- d. Industrial visit was organized at Pepsi Company (Roha) for BMS and B.Com students.
- e. Shri V. D. Birajdar Principal guided students on examination and its preparation.

4. Inter-disciplinary programmes started:

NIL

5. Examination reforms implemented:

- a. As our college is affiliated to University Of Mumbai we conduct examinations of FY, SY and TY B.Com as per University guidelines.
- b. We follow the instructions of University while conducting examination providing grace marks and finalizing results.
- c. To maintain secrecy in Examination we use coding system.
- d. The Examination committee has decided to introduce masking system instead of coding and decoding system to reduce the workload of the coding committee and also to reduce the error.
- e. It was also decided to give question bank by subject teachers to improve the performance of the students in their examination.

6. Candidate qualified net/set:

NIL

7. Initiative towards faculty development programme:

Many teachers attended seminars and workshops.

Sr. No.	Name of the Teachers	Details of seminars and workshop attained.				
1.	Prof. Rajashekhar O. Patil	<p>Seminars:-</p> <ol style="list-style-type: none"> 1) Sirajuddin Horaginmani, Ravi Chandran M., Rajashekhar .O. Patil and P. R. Suresh “Environmental Impact on Foreign Direct Investment.” UGC Sponsored National Seminar on issues of FDI in India 27th and 28th January 2010. Bharati Dassan University Bimonthly International Journal. 2) Sirajuddin Horaginmani, Ravi Chandran M. and Rajashekhar O. Patil “Sustainable Development and Rural Areas” UGC-UPA National Seminar on Rural Development in India 28th and 29th October 2010. Madhurai Kamaraj University, Madhurai. <p>Workshops:-</p> <ol style="list-style-type: none"> 1) The Role and Function of Union in 21st Century- BUCTU and Dept. of Civics Mumbai University, 19th June, 2010. 				
2.	Prof. N. M. Potekar	<p>Workshops:-</p> <ol style="list-style-type: none"> 1) Attended workshop on revised syllabus of T.Y.B.M.S (O.R.) course organized by Mulund College on 28th August, 2010. 				
3.	Prof. V. L. Nandure	<p>Workshops Attended:-</p> <ol style="list-style-type: none"> 1) Participated in workshop on faculty development programme held by Asian centre for research & training at S.G.M College on Sept 2010. 2) Participated in Advocacy Workshop on HIV & Red Ribbon Club for NSS Programme officer held on 7th July, 2010 by MDACS. 				
4.	Prof. D. M. Salve	<p>Seminars and Paper presentation:-</p> <table border="1" data-bbox="395 1910 1460 2022"> <tr> <td data-bbox="395 1910 754 2022">Chetana’s National Conference on Stress</td> <td data-bbox="754 1910 1007 2022">Chetana College & Prachi</td> <td data-bbox="1007 1910 1214 2022">11-09-2009 &</td> <td data-bbox="1214 1910 1460 2022">Stress Management in</td> </tr> </table>	Chetana’s National Conference on Stress	Chetana College & Prachi	11-09-2009 &	Stress Management in
Chetana’s National Conference on Stress	Chetana College & Prachi	11-09-2009 &	Stress Management in			

		Management	Institute	12-09-2009	Academics
		Seminar - Indian Financial Systems Challenge of change	University of Pune	06-011-2009 to 07-11-2009	Future of Indian Banking in Post Recession Era
		State Level Conference Transformation of Mills to Malls	Kirti College	05-02-2010 to 06-02-2010	Transformation of Employment pattern
5.	Prof. R. R. Shah	<p>Workshops :</p> <p>Attended workshop organised by CPE Study circle on 14th June, 21st June 2009 Theme: Formation of LLP and Amendment under VAT.</p> <p>Attended workshop organised Western India Regional Council, 25th June 2009 on Stress Management.</p> <p>Attended workshop organised Western India Regional Council, 26th December 2009 on Accounting and Auditing.</p>			
6.	Mrs. R. D. Kamble	Attended training programme on “Installation and Operation of SOUL” jointly organised by R K Talreja College and INFLIB Centre on 14 th and 18 th September, 2009.			

- a. Prof. Ms. Kiran Jani, Mrs. Kulkarni, Mr. Shah, Mr. Karunanidhi, Mr. R. O. Patil, Mr. N. M. Potekar, Mr. D. M. Salve worked as moderators for moderation of answer books of S.Y. and F.Y. B.Com examination in various colleges.
- b. Mrs. Kulkarni worked as a chairman of Vigilance Squad appointed by University of Mumbai.
- c. Prof. Kulkarni worked as member of Vigilance Squad appointed by University of Mumbai.
- d. Prof. R. R. Shah worked as chairman of Vigilance Squad appointed by University of Mumbai.

8. Total no. of seminar and workshops:

01

Economic Crisis and its Impact on Indian Economy.

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

Prof. Patil and Prof. Salve are pursuing Ph.D. Degree.

10. Patents Generated:

NIL

11. New collaborative research programmes:

NIL

12. Research grants received for various agencies:

NIL

13. Detail of research scholars:

Prof. Patil and Prof. Salve are pursuing 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:

This year we have enrolled 56 students as N.S.S. volunteers. Our adopted area for community work is Khetwadi, Mumbai. We have undertaken following community projects.

a. Regular Activities:-

- i. Health Project: Our students participated in Pulse Polio Project under the guidance of Medical Officer Health Department Mumbai, Municipal Corporation. This project was completed in four phases throughout the year on 28th of June 2009 and on 13th of November 2009.
- ii. For Leprosy awareness a film show and talk was organized by ALERT India on 24th of November 2009.
- iii. A lecture on General Health Care was also organized on 18th of November 2009. Dr. Prachi guided our students.
- iv. Thalesamia awareness lecture was also organized.

b. Aids Awareness Project:-

Under R.R.C. we organised various programmes on Aids Awareness:-

- i. Lecture and question-answer session by PSI on 16th of November 2009.
- ii. Preparation of Posters and Slogan on AIDS on 17th of November 2009.
- iii. Posters Exhibition was held on 18th of November 2009.
- iv. Street Play was performed by students on 19th of November 2009.
- v. Community Awareness and distribution of Pamphlets on 20th and 21st of November 2009.

c. Sant Gadge Maharaj Anniversary Week:-

- i. A meeting was conducted for organising entire programme on 14th of December 2009.
- ii. A lecture was delivered on Limited Liability Partnership by Prof. Shah on 15th of December 2009.
- iii. A lecture was delivered on Thalesamia Awareness, Cleanliness Campaign, Rangoli and Poster Exhibition was held on 16th of December 2009.
- iv. A Blood Donation and Thalesamia check-up camp was conducted on 17th of December 2009.

- v. A lecture was delivered on Cyber Crime by Sr. Inspector of Police, Dada Saheb Bhadkamkar Marg police station on 18th of December 2009.
- vi. A lecture was delivered on Special N.S.S. Campaign activities by Prof. Bhandare.
- vii. Prasad and Zunka Bhakar were distributed to students.

d. School Teaching at Municipal school:-

N.S.S. Volunteers participated in this programme and taught English and Maths to Municipal School children in Khetwadi Municipal School.

e. College Level Projects:-

Our college N.S.S. Unit conducted following activities in our college:

- i. Orientation meetings for S.Y. and T.Y. on 27th of June 2009 and for F.Y. on 11th of August 2009.
- ii. We celebrated Independence Day on 15th of August 2009.
- iii. Teachers Day was celebrated on 5th of September 2009.
- iv. Essay Competition was conducted on 20th of October 2009.
- v. A Talk Show on the issue of Linguistic Disparity was organised on 26th of October 2009.
- vi. Rangoli Exhibition cum Competition was organised on 22nd of October 2009.
- vii. Sports Day was held on 8th of January 2010.
- viii. College Day was held on 10th of January 2010.
- ix. Republic Day was celebrated on 26th of January 2010.

f. University Level Project:-

Our N.S.S. volunteers always participate in University level projects in large numbers, as our college is located in South Mumbai. Our students participated in following University level projects.

- i. Peace Rally on 6th of August 2009.
- ii. State level N.S.S. Award Function was held on 11th of August 2009 at V.V.B Churchgate.
- iii. International Non-Violence Day was celebrated on 2nd of October 2009.

- iv. Leadership Camp was conducted from 19th of September 2009 to 23rd of September 2009.
- v. Anti-Corruption Rally was held by our students on 6th of November 2009.
- vi. World march for Peace and Non-Violence was taken on 15th of October 2009.
- vii. Selling of Flags manufactured by mentally retarded children on 15th of August 2009.
- viii. Energy Soil Conservation Rally was held by our students on 28th of January 2010.
- ix. Red Ribbon Club Camp was held at Badlapur.
- x. At Mamdapur under tree plantation, our students planted one hundred saplings.

g. Rural Camp:-

- i. Rural camp was conducted at Adoshi, Mangaon, District Raigad from 20th January 2010 to 26th January 2010.
- ii. The main theme was cleanliness, tree plantation, road repairing and leveling.
- iii. Medical Camp was also organized with the help of Dr. Mayekar of Uran. Shri. Dinesh Kamble Dy Register University of Mumbai guided our students on Governments Education Scheme.
- iv. Prof. Mrs. Kiran Jani spoke on Role of Students in Social Development.
- v. Prof. Rege spoke on Role of Values in Student's Life.
- vi. Republic Day was celebrated on 26th January 2010 the Chief Quest was Shri. Dhaval-Sarpanch, Shri. Gulgule- Dy Sarpanch, Shri. Kashim-Police Patil, Mrs. Khadtar-Head Mistress ZP School. Our students performed cultural activities. We have also conducted a competition on patriotic songs for school children. Prizes and sweets were also distributed.

19. Teachers and Officers newly recruited:

NIL

20. Teaching – Non Teaching Staff ratio:

2 : 2.09

21. Improvement in Library Services.

Our college library is providing excellent service to junior and senior college students, faculty, research scholars, as well as staff members of our college, management, and school teacher. The library functions open access system for the readers.

The library is automated from Dec. 2007 with SOUL 1.0 Library Software developed by INFLIBNET.

The college library has a separate seating arrangement for girls and boys. Total seating capacity is 60 students at a time. The library is open to the student and staff between 9.00 a.m. to 05.00 p.m. in all working days.

a. Total Collection of the Library:

Total Collection of the Library	
Books	14762
Periodicals	13
Back Volumes	40
Online Journals	01
CD's / Tapes	30
Audio Cassettes	810
News Papers	08
Projects	41

b. Fully Computerized Library:

The library is automated from Dec.2007 with SOUL library software developed by INFLIBNET. Library has 07 terminals with OPAC facilities for searching and locating books and journals meant for students use. These PCs can be used by students for their project work, searching information etc. Students and faculty can search the Online Public Access Catalogue (OPAC) and access library service via the computer network in college campus.

The library is fully computerized with all major activities namely Acquisition, Cataloguing, Circulation, serial control, and OPAC (online public access Catalogue).

Bar-coding of text book is done for other books it is in process.

c. Automation Training:

Our librarian Mrs. Kamble has attended the training programmed on “Installation & Operation of SOUL 2.0” jointly organized by R. K. Talreja College and INFLIBNET Centre at 2R. K. Talreja College, Ulhasnagar on 14th & 18th Sept. 2009.

d. Collection Development:

Every year new books are added to the library collection. This year i.e. 2009-2010 we have purchased 429 books & 13 periodical subscribed for the college library out of the available fund Rs. 85258/- 41 books from the grant Rs.6361/- received from University of Mumbai Book Bank Scheme Grant for the Backward Class Students, (for the year 2008-2009 received on the ending of academic year 2009 so used in 2009-2010) and 10 books were donated. So over all 429 books were added to the collection in 2009-2010. Total 13 journals were subscribed. One encyclopedia is added with 12 volumes. 02 volumes received, remaining is in process of printing.

e. Library Facilities:

i. Computers:

The library has seven computers with 100mbph bandwidth internet connection. Five computers for students and staff availing free internet facility for the completion of their project and research work and to search the OPAC (online public access Catalogue). Two computers are for library staff for circulation and for housing keeping operation.

ii. Book Bank:

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

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

Students have to return set of books within a week after their final examination. Total 83 students were benefited of this scheme for the academic year 2009-2010.

iii. Circulation:

Books are issued to the B. Com. Students' for seven days against home lending card and one book on reference card. BMS students get two books for home lending for seven days.

iv. Current Periodicals Awareness Service:

Display of current periodicals on rack. Clipping like current events, jobs, articles on the subjects like Economics, Commerce, Management, & Environmental Studies, etc.

v. Bibliographic Service:

It is a demand based service. List of books is provided to the faculty as well as students whenever demanded by them, also the list of arrival is put up on staff & students Notice Boards.

vi. Inter-Library Loan facility:

The college library provides Inter Library Loan Facility to its readers to cater to the extra reading needs of the readers.

vii. OPAC and Card Catalogue:

Online Public Access Catalogue and Card Catalogue (Author, Title, and Subject) have been provided to have an easy access to the collection of library.

viii. Library Orientation:

Every year library conducts Library Orientation program for new comers in order to make them aware of the library facility available for them. The students are also shown the technique of browsing OPAC and online Journals.

22. New Books / Journals subscribe and their cost:

Rs. 23, 532/-

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

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

24. Grievance Redressal Cell was formed:

Prof. N. M. Potekar-Chairman.

Prof. R. O. Patil-Member.

Prof. V. L. Nandure-Member.

No grievance was received.

25. Unit Cost of education:

Unit cost of education calculated excluding salary component was Rs. 7196/-.

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

Office was fully computerized.

27. Increase in infrastructural facility:

- a. New A/C classroom provided on 3rd floor in society building for extra internal lectures.
- b. One A/C was purchased for classroom.
- c. Three new computers were provided in library with one printer and free internet facility.
- d. Three new computers purchased in laboratory, total computers in lab in 2009 are 28.
- e. Unlimited free internet facility provided to library and computer lab and rest of department by installing Hathaway Broad Band with monthly expenses of Rs.5200/- monthly beared by college.
- f. Two water coolers purchased for students and installed in college library and in college building 2nd floor.
- g. One water cooler purchased for staff member and installed in staff room.
- h. CCTV Camera increased by 8 cameras in campus and total CCTV Camera available in 2009 are 18.
- i. New 8 channels DVR machine were purchased for CCTV recording 24*7 hrs.

28. Technology up gradation:

New 3 Computers were purchased. Internet facility is made available to staff members and students.

29. Computer and internet facility provided to staff and students:

Almost all teachers are computer savvy and use computer internet.

30. Financial Aid to students.

- a. Concession in fees (Full free-ship /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 to poor students from trust.

31. Support from Alumni Association and its activities:

Alumni association has been actively supporting to the regular activities of college and during rural camp. It also undertakes enrollment of students on Alumni's. Members of Alumni help students to learn basic computers.

32. Support from parent teacher association:

We don't have formal parents' teacher association but we meet parents on several occasions.

33. Health Services:

- a. Blood donation camp.
- b. Free medical check-up camp.
- c. Thalesamia awareness.
- d. Leprosy awareness.
- e. Pulse polio.

34. Sports Activities:

We started the sports activities of the year July 2009-2010. Students have actively participated on inter collegiate sports activities. The degree college cricket team participated in the University tournament. Number of students went to the other colleges to take part at University level sports events.

The Annual Sports Day was conducted on 8th of January 2010. The main events of the day were 100 meters, 200 meters, 400 meters, 800 meters running for boys and girls, Disc throw for boys and girls. Indoor games were also conducted for boys and girls the events were Table-Tennis, Carom, and Chess large numbers of students participated.

35. Students Achievements:

- a. Performance in academics:-
Passing percentage of T.Y.B.Com – 58.96%

b. **Activities of Students' Council:-**

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 also participated at Josh Competition conducted by NSS College. Council members also conducted a Talk Show, a Debate Answer Group Discussion. Students also participated in teacher's day, traditional day celebration.

36. Activities of Personality Development cell:

- a. Workshop was organised on Personality Development by Dr. Satish Kolte.
- b. A lecture was given on Self Confidence by Prof. Iyer Ex-director of IDBI.
- c. A lecture was delivered on how to prepare for interview by Dr. Amrish Bhatt.

37. Women Development Cell:

- a. A lecture was delivered on Laws related to women's by Dr. Ramkrishna Nayak Dean Department of Law, Shivaji University.
- b. A lecture was delivered on career opportunities for women by Dr. Rekha Mahadeshwar.
- c. "Social Security for Women", a lecture was delivered by Mr. Gosavi, Senior Inspector of D.B. Marg Police Station.
- d.

38. Environmental Project:

- a. Survey was conducted by BMS students at Dharavi.
- b. A visit was organised to Shaguna Baug, near Kotwalwadi.
- c. A lecture was organized on Solid Waste Management by Dr. Sahu President – Solid Waste Management India.

PART – C:

1. To appoint new principal.
2. To get permanent affiliation.
3. To improve infrastructure facilities.
4. To enhance library facility.
5. To install bio metric.
6. To strengthen NSS & Students Council.
7. To Set Up Nature Club.
8. To set up industry & business linkages.
9. To motivate faculty & students to pursue research reading to Ph.D. Degree undertakes research project participate & present papers at seminars and publish papers.
10. To publish magazine.
11. To sensitize students to social issue.
12. To encourage students to perform better in academics, felicitated toppers at T.Y.B.Com & T.Y.BMS examination in order to.
13. To set up placement cell.
14. To motivate faculty members to undertake research project.

Professor N. M. Potekar
Coordinator

Shri V. D. Birajdar
Principal

Date: 15th April 2010