



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	MS COLLEGE OF ARTS SCIENCE COMMERCE AND BMS
Name of the head of the Institution	Mrs Saima Shoeb Khan
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	022-25490909
Mobile no.	8652755012
Registered Email	mscollege0235@gmail.com
Alternate Email	icprincipalmsc@gmail.com
Address	Habib Educational Complex, M. H. Mohani road Kausa
City/Town	Thane
State/UT	Maharashtra
Pincode	400612

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		MR Yadav Nilesh Inderkumar			
Phone no/Alternate Phone no.		02225490909			
Mobile no.		8652652708			
Registered Email		mscollege0235@gmail.com			
Alternate Email		mscollegeiqac2018@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.hewscity.com/ms/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://www.hewscity.com			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.76	2019	08-Feb-2019	07-Feb-2024
6. Date of Establishment of IQAC			16-Aug-2016		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
Orgaization of Industrial Visits for the Students		30-Jan-2019 01		152	

Certificate Course through BOMBAY STOCK EXCHANGE	21-Jan-2019 15	90
Workshop & Training Program for T.Y Students on topic	19-Jan-2019 01	29
Celebrating Educationa Week through various competition like Poster Competitions, Essay Writing, Exhibitions etc.	17-Nov-2018 06	36
Skill Development Program & Aptitude Test in Collaboration of Maruti Comapany	27-Oct-2018 01	20
Guidance Lecture for Career Growth of Students	13-Oct-2018 01	154
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

IQAC have initiated the Industrial visits for the Students for enhancing the Practical Knowledge. IQAC have started Collaboration with the other Commercial

Organisation like Maruti Suzuki Bombay Stock Exchange for Skill development of Students. IQAC emphasized the Role of Research started Workshop for Students on How to DO Research. IQAC have collaorated with Other Colleges and signed MoU with IQAC Cluster IQAC promoted and motivated Research publication among the Teaching Staff of the College and promoted to take part in National International Conference.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Enhancing Students Participation in Activities	Cultural sports NSS DLLE activities conducted
Motivating Research Publication among teachers	Participattion and publishing of more than Twnety five Research papers in National & International Conferences by Teachers.
Skill Development of Students	Courses through collaboration with Commercial Companies for Students
Career Counselling for Students	Achieved through seminars
Promote Research work among students through workshop	Workshop on HOW To DO Research Conducted
Industrial Visits for pratical knowledge enhancement of students	Industrial Visit successfully organized.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
CDC	09-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

09-Oct-2018

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

17-Feb-2018

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution has a well placed mechanism for curriculum delivery and documentation. The Institution works through number of departments and committees for smooth functioning. Each department is consist of required number of and qualified teachers to implement the curriculum through proper framework and timetable. The following tools are used by the College as institute for effective delivery of Curriculum and documentation: 1. The College have number of Departments with Staff & HODs under Principal. 2. College have various committees for smooth functioning of Academic and extra curricular activities with Chairpersons and members. 3. Principal conducts Regular meetings with Staff, HODs for framing proper work plan semester wise. 4. Departmental meeting, Committee meetings are held for clarity and effective completion of syllabus an other work. 5. Students participation are allowed through Student Council and student members in various committees. 6 A separate time table is prepared and followed by the departments. 7 Teachers Diary, Lecture Plans, filing of activity reports, uploading the notices on Display boards and websites are followed 8. Proper Examination with required time gap directed by the affiliated University is followed. 9. Practicals and Project Work is included to make the Academic Curriculum more comprehensive for the students. 10. Vigilance committee is in place for monitoring the discipline and timely accomplishment of teachers work. 11. The Institute have well equipped Computer Lab for the students of IT, CS and other departments will all facilities like Printers, Internet, free access etc. 12. A well equipped Library with Quality and Quantity Books, Reference Books, reading materials etc is in place for the teachers and Students. 13. For effective delivery of curriculum and for increasing interest of Students the institute organizes Industrial Visits to places for departments. 14. Internship program are in place especially for the Students of Hospitality Studies. 15. Internal Evaluation System is followed as per the guidelines of the affiliated University and also innovative ideas like Field Work, Community work etc. are also implemented for better understanding of the Students. 15. The Students of Third Year and Post graduation are encouraged for more Quality based Research work for their Projects through Workshop on Research. 16. With Classroom teaching, for more effective learning process Students are encouraged for using Smart Tools like Laptops, Smart Phones under the supervision of Teachers. 17. Poster Competition and Exhibition are organised for the students. 18. Use of Social media like Whats-app Group of students and Teachers, Common Blog for Students, Print media like Magazines is followed to make students aware and informed about various activities of the Institutes. 18. Promoting the use of ICT tools like Computers, Projectors among the teachers to make the Teaching Learning process more interactive for the Students. 19. Mocks Viva, PPTs, Use of Digital media, Display Boards are used to increase the knowledge of the students. 20. Group discussion among the Students, Class test module wise are encouraged. 21. E mails created to save the data of activities and also to promote Less use of Paper among Staff.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Course on Capital Market	nil	21/01/2019	2	yes	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	90	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
TALLY	12/01/2019	25
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Industrial Visit	20
BMS	Industrial Visit	35
BSc	Field Visit, Nursery & Forest Dept Visit, Sugar Factory and Sula Vine Visit	45
BSc	IT & CS, Company Visit	52
BSc	Hospitality Studies	50
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No

Parents

Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The Feedback have been obtained through Survey system from the students of various class. The Feedback obtain is on different Criteria which is related to different aspects of the Institution. The feedback obtained is analyzed by the institutions authorities. The Criteria such as teaching methods, syllabus, performance etc. are considered and analyzed as per the response of the Students. The Students response is analyzed quantitatively and recorded separately. The feedback is utilized by the institution in form of suggestion from the Students. The Field which gets major negativity is reviewed and the reasons are found for taking corrective actions. This feedbacks help to frame the Policies and procedures for the Overall development of the Students. The feedback on syllabus helps the institution to decide the teaching pattern and also to put forward the suggestion to authorities. The management and authorities used the Feedback as the tool of change and improvement. As per the Feedback of the Students the Project Work gains importance as students emphasis is on practical knowledge. The Teachers of respective departments also collect the informal feedbacks from the students regarding the required changes in college working system. The output of the informal feedback obtained by the teachers and IQAC is promotion of research activities in the Academic Year. The improvement in the Quality Quantity of Books, Reference Books and other facilities is one of the output of the Feedback from the Students. The feedback is utilized for overall development of the institution and of the Students. The Employer Feedback is obtained by the institution through Confidential Report. As per the performance of the Employees and as per the observation Employers provide feedback for teaching and non teaching staff at end of the Academic Year. The feedback is prepared in form of report by the management authority. The Feedback from Parents is obtained by the Survey System. The Parents are asked questions in questionnaire format about various aspects of the institution. The parents teachers also have some informal channel of meeting and Formal meetings which is also helpful to obtain the feedback. The Grievances of the Parents if any is properly handled by the concern authorities. The Feedback from all the Stakeholders are analyzed by the Proper authorities of the institution and utilized to implement improvement, changes required if any. The feedback system is an important tool of Participation of various stakeholders in decision making process.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	FYBBI	60	23	23
BCom	TYBAF	60	15	15
BCom	SYBAF	60	50	50
BCom	FYBAF	60	60	55
BCom	TYBCOM	360	183	183
BCom	SYBCOM	360	221	221
BCom	FYBCOM	374	528	371

BA	TYBA	120	9	9
BA	SYBA	120	21	21
BA	FYBA	120	20	20
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1596	119	40	Nil	40

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
40	40	70	3	3	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student Mentoring System is available in our institution. The Teachers act as mentor for the Students in different aspects. The teachers provided Time to time guidance to the students for various topics and Project work. The mentoring system is evident at the time of Project guidance. The close bonding between the teachers and the taught also gets developed through a variety of cocurricular and extracurricular activities in different departments, e.g. departmental functions. This way, faculty members get to know about their personal traits and also the opportunity to perform the role as their informal mentors. The faculty members maintain close rapport with the students (especially the students from the major course) and assist them in various aspects pertaining to their career and personal issues. The mentoring of the students is done to enhance and support their academic career by teachers providing guidance to the Students for their Project Topics for various Departments like BMS, BAF, BBI and PG Students. The Teachers also provide Career Counselling and Personal Counselling to the Students on Departmental and Personal level for the proper guidance of the students. Mentoring is also provided to the Students by helping them for Internship and JOB Placements for the students especially of Hospitality Studies. The institute wills to have much better mentor mentee ratio for the benefit of the Students. The mentoring system helps students to reach out the solution of the problem both academically and personally. The mentoring system help to understand the problem within the students or related to the life of the Students. The Career of the Students are majorly affected in positive way due to Mentoring System.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1715	40	42.87

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	40	Nil	Nil	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	2C00533	PART 2	10/01/2019	06/03/2019
MCom	2C2C00531	PART 1	07/01/2019	28/02/2019
BSc	1S00251	FIRST	31/10/2018	25/01/2019
BSc	1S00141	FIRST	10/12/2018	25/01/2019
BMS	2M00151	FIRST	10/12/2018	25/01/2019
BCom	2C00141	FIRST	10/12/2018	25/01/2019
BA	3A00142	FIRST	10/12/2018	25/01/2019
MA	3A00531	PART 1	02/01/2019	28/01/2019
MA	3A00533	PART 2	04/01/2019	06/03/2019
BA	3A00143	SEM 3	03/11/2018	03/01/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institution as affiliated to University of Mumbai is following the rules of Examination prescribed by the University from Time to time. As in Choice Based System Courses like BMS, BAF, BBI, BSC.IT BSC CS, BSC HS have internal Evaluation system. For B. Com, BSc, BA, Foundation Course is a subject which have direct 25marks Internal Evaluation System. The Post Graduate Section also have a 40 marks Internal Assessment System and 100 marks Project System. Apart from University Rules and Procedures our Institution is trying to bring some new reforms in Internal Assessment System. Some of the Procedures of Reforms or new initiative on Internal Assessment System adopted by institution in Academic Year 2018-19 are as follows:

- Special Project Topics are given to Students for their Practical Knowledge enhancement.
- Class Test in many fractions are conducted Unit or module wise for making Internal Examination easy for Students.
- Objective based Questionnaire is prepared by the Teachers for making the Internal Examination comprehensive.
- For Subjects like EVS, Political Science, Foundation Course Social Activities linked to community development have been included.
- Project Topics related to Research for the Students of Third Year BMS, BAF, BSC IT, CS of Post-graduation M.Com have been initiated.
- Teachers are specially appointed as Guide for the Group of Students for proper Guidance for Projects.
- Mock Viva Voce for the Students are arranged for preparing them for University Internal Assessment.
- Students can get access to the Library, Computer Labs for the Preparation of Internal Examination.
- Science Practical's have been divided in convenient topics and

batches for better evaluation of Students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar of the Institution is prepared under the Active supervision of the I.Q.A.C. The Academic Calendar is prepared after publication of the Academic Calendar of the affiliated University so that the work of college can be conducted with proper coordination of University. The Academic Calendar is approved by the proper authorities and is displayed on the official website of the Institution for viewing of the all stakeholders. The Academic Calendar of the institute is consisting of all the Holidays, List of Days, and tentative dates for Examination both Internal and External. The Departments do follow the Academic Calendar for their activities. The IQAC and the other departments of the Institutes play an active role in preparing, implementing following the Academic Calendar. However, emergency events or functions do happen with a very short notice is excluded from Academic Calendar. All major activities of various departments including Students Council is included in academic Calendar. The institute is planning to Print the Academic Calendar in Institution Diary for better reference. The Institute is planning to have a departmental Academic calendar which can be prepared by the Department in accordance to the Academic Calendar of the Institutes.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.hewscity.com/ms/courses>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00531	MCom	MCOM PART I	69	50	72.46
1S000146	BSc	TYBSC SEM VI	37	13	35.13
1S00145	BSc	TYBSC SEM V	37	8	21.62
2C00456	BCom	TYBAF SEM VI	15	11	73.33
2C00455	BCom	TYBAF SEM V	15	9	60
2M00156	BMS	TYBMS SEM VI	45	30	66.67
2M00155	BMS	TYBMS SEM V	45	18	40
2C00146	BCom	TYBCOM SEM VI	183	49	26.78
2C00145	BCom	TYBCOM SEM V	183	35	19.21
3A00145	BA	TYBA	9	2	22.23

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.hewscity.com/ms/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
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No Data Entered/Not Applicable !!!

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Awareness About IPR	Dept. of Commerce	12/11/2018
Collaborative Education between Industry Academics: A Need of Hour	Dept of BMS	21/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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No Data Entered/Not Applicable !!!

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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No Data Entered/Not Applicable !!!

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	11	60.4

International	COMMERCE	5	27.5
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
COMMERCE	16
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	10	Nil	Nil
Presented papers	5	11	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Yoga Day	NSS Unit	2	35
Anti Plastic Awareness Drive	District Level Activity (SICES College)	2	23
Crowd control and Road safety Drive	Mumbra Police	4	25
Voter Awareness Voter Id Formation Campaign	Election Commission	2	30
HIV/Tuberculosis	D Shivaji Govt	2	50

Awareness Seminar	Hospital		
Blood Donation Camp	Thane Civil Hospital	5	50
Skit Play on Women Harrasement Drug Addiction at Mumbra Station	Mumbra Police	2	17
DIGI Thane Swachta Awareness	Thane Municipal Corporation	2	10
Gender Sensitization Orientation Seminar	NSS Unit	2	15
VAN Mahotsav - Tree Plantation	NSS Unit	4	20
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	Certificates from Civil Hospital	MUNICIPAL CORPORATION	30
Skit Play Competition	1st Prize	UNIVERSITY OF MUMBAI	10
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
DLLLE	DLLE UNIT OF M S COLLEGE ,MUMBRA	ORIENTATION ON GENDER SENSITIZATION	2	73
DLLLE	DLLE UNIT OF UNIVERSITY OF MUMBAI	SKIT PLAY POSTER COMPETITION	2	95
DLLE	DLLE UNIT OF M S COLLEGE ,MUMBRA	KERALA RELIEF FUND	2	92
DLLE	ELECTION COMMISSION OF INDIA DLLE UNIT OF M S COLLEGE ,MUMBRA	VOTER ID CAMPAIGN	2	78
DLLE	DLLE UNIT OF UNIVERSITY OF MUMBAI	DLLE INTERNAL ORIENTATION	2	76
NSS	Mumbra Police	Skit Play on Women Harrasement	2	17

		Drug Addiction at Mumbra Station		
NSS	Thane Municipal Corporation	DIGI Thane Swachta Awareness	2	10
NSS	District Level Activity (SICES College)	Anti Plastic Awareness Drive	2	23
NSS	Thane Civil Hspital	Blood Donation Camp	5	50
NSS	Election Commission	Voter Awareness Voter Id Formation Campaign	2	30
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Co operation., Promotion, Networking fir Standarization of Policies procedures	MoU between Multiple Institutes	IQAC Cluster Mumbai	27/10/2018	31/12/2019	19

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
IQAC CLUSTER MUMBAI	27/10/2018	Co operation., Promotion, Networking fir Standarization of Policies procedures	2

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1000000	1062779

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E granthalay	Partially	3.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	810	151519	1524	232462	2334	383981
Reference Books	63	15391	51	36732	114	52123

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	80	1	16	5	1	1	8	0	0
Added	2	0	0	0	0	0	0	0	0
Total	82	1	16	5	1	1	8	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
COLLEGE WEBSITE YOUTUBE CHANNEL	http://www.hewscity.com/ms/student_zone/e-learning#headtop

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7000000	5548620	785000	50000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Procedures and policies for utilizing physical facilities are different for different places. The Institutes of number of Class rooms which are located from Ground Floor to Third Floor. The Classrooms are divided among the Departments and also on the basis of number of Seats available for a Programme. There are separate N.S.S DLLE Rooms, Boys and Girls common Room respectively, Gymkhana, Sports room etc. for utilization of the Students. The Class rooms and other department rooms are well equipped with the required number of Fans, Tube lights and with proper entry and exit door, ventilation etc. Library: The College as well-equipped library with required space and good number of Books. The students can access the Library for their need of Books, Reference books, and other materials. The library is open for the Students and students by following the rules and procedures can avail all the services of the Library. The Library also consist of the Project Books, Research articles for reference of the Students. Library cards are available for the Students. Library also consist of Research helping material for teachers and students. A Section of Library have 4 Computers for using of Students for their Research work. E contents and Current Newspapers are always available for the Teachers and Students for keeping them update about the Current affairs. Laboratory: The College have a spacious Science laboratory divided into different section for Botany, Zoology, Chemistry and Physics. A well-equipped Science laboratory is available with Lab asst. is important factor for development of Science

Student. The batches are categorized as per the requirements. Laboratories are operated under the Strict observation of Head of Departments. Computer Lab: The College have well equipped spacious Computer Lab with capacity of accommodating more than 110 students at a time. A computer Lab with more than 80 Personal Computers and full fledge Internet Facilities are available for all the Students especially for the Students of B.Sc. IT CS. A Computer lab is in continuous observation of CCTV cameras and Computer Lab Asst. Printing facilities are too available for the Students in Computer Lab. A Lab equipped with ACs and Projector are available for all departments. Other Facilities: The College have own Sports area for outdoor sports. Institute also has Sports room equipped with various necessary sports instruments and materials. Solar lamps are also present in the campus which helps to save the Electricity to certain extent. A Canteen facility, proper Restrooms on each floors, Staff Common Room, Conference Room, Reading Room, First Aid Room etc add to the infrastructure of the institution.

<http://www.hewscity.com/ms/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga Day	28/06/2018	35	Yogaansan Inst. Of Yoga
Guidance Lecture for Career Growth of Students	13/10/2018	154	MET Life Co. Ltd
Certificate Course through BOMBAY STOCK EXCHANGE	21/01/2019	90	Bombay Stock Exchange
Skill Development Program Aptitude Test in Collaboration of Maruti Company	27/10/2018	20	Maruti Suzuki Company

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2018	NIL	Nil	Nil	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	Nil	Nil	000	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	22	M.S COLLEGE	BAF B.COM BMS	M.S. COLLEGE	M.COM
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Dodge ball { girls }	college level	24
Kho-Kho { girls }	college level	24
Tug of War {Girls }	college level	22
Box Cricket Match { Girls }	college level	18
Carrom { boys }	college level	44
Chess {boys }	college level	18
Kho-Kho {boys }	college level	72
Tug of War {boys }	college level	56
Kabaddi { boys }	college level	60
Box Cricket Match { boys }	college level	78

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

M.S College established Student Council Board in 2016-17 in order to enhance the leadership quality of student and inspire them to take initiative to participate in various events throughout the year. This will develop sense of responsibility and confidence in students for better future. The Objectives of the Students Council of M.S.College can be stated as follows: 1. To create a favourable and conducive environment among students. 2. To provide a platform for development to the Students of the college. 3. To assist the students and staff for various activities. 4. To fulfil the Statutory provision on University of Mumbai. 5. To act as link between the management and the students. 6. To solve academic problem of the Students if any. 7. To develop team spirit and sense of cooperation among the students. 8. To provide equal opportunity of representation to every stream of Students. 9. To create awareness about the democratic process through proper elections. 10. To nominate the representative of Students Council in various functioning committees of the college. The Student Council is selected through proper Election Procedure which is held Class wise and accordingly the members are elected and the elected representative from Student Council. The Participation of the Student Council is active in various administrative levels and in various committees of the institutes. The members of the Student Council are nominated for various committees of the college. The President, Secretary, Women Representative are elected among the representative of Student Council. The Composition of Student Council includes Principal as the Chairperson, One Teacher as Co Ordinator and all elected Student Representatives as members. The Student Council play very active role in activities of Cultural, Sports, NSS, DLLE, WDC etc. The Student Council is active in IQAC and also other academic departments of the institution. The meetings of student Council is conducted by the nominated and elected representative and is recorded accordingly. The Decision of Student Council are not subjected to any interference by the Management or any other College authority.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

41

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings organized by the Alumni on 15th August, 2018 has a normal practice followed by the Alumni. Alumni also participated in the BLOOD DONATION CAMP organized by NSS participated in KERELA RELIEF FUND Program conducted by DLLE Dept.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization through Various Departments is followed in the institution. The Institution have various Departments and sub departments for smooth functioning of Academics and other curricular activities also for maintaining the records of the events. The Departments are categorized as B.Com, BSc, BMS, BSc IT CS, BA are in place for their respective department work. The Departments have their respective Head of Departments to conduct and monitor all the academic, administrative and other curricular activities of the departments. Further as for more effectiveness the Departments like Commerce and Science are divided into sub departments. The Commerce department is divided into Bachelor of Commerce (Accounting Finance), Bachelor of Commerce (Banking Insurance) and Science Department is divided into Chemistry, Physics, Botany, Zoology and Math Departments. This sub division of Departments helps to achieve the Academic outcomes with specialization. Every Department have their Own Time table and Academic Plan to attain the academic Objectives. The teachers of each department work in coordination with the Heads of Departments in accordance to the Time Table drawn and the time frame decided by the departments. The institution have number of Committees in place for other Academic, administrative other curricular activities. The following are the Academic, administrative other Committees of the institution for smooth functioning: 1. Admission Committee. 2. Examination Committee. 3. Result Committee. 4. Attendance Committee. 5. Unfair Means committee. 6. Research Committee. 7. Women Development Cell. 8. Grievance Committee. 9. Counselling Cell. 8. Career Guidance and Placement Committee. 10. Library Committee. 11. Scholarship Committee. 12 Magazine Committee. 13. Purchase Committee. 14. Discipline Committee. 15. Anti ragging Committee. 16. National Service Scheme. NSS 17. Department of Life Long Learning Extension. DLLE 18. Vigilance Committee. 19. Student Council. 20. Non teaching Staff Welfare Committee. 21. Cultural Committee. 22. Sports Committee. 23. Internal Quality Assurance Cell (IQAC) 24. College Development Committee. 25. Staff Welfare Committee. The IQAC have proposed to Principal and Management to form Staff Welfare Committee and Non teaching Staff welfare committee in the meeting of IQAC held on 29th November, 2018. The Decision of forming the above mention two committees taken by the Principal in accordance with the Suggestion of NAAC PEER TEAM which they put forward in their visit of October, 2018. The institution have a good trained staff to handle administrative work. The work is divided among the Non teaching staff with Registrar as Head of the Non teaching staff. The work of Admissions, enrollments, examinations documentations etc. are conducted by the non teaching staff. The institution have Accounts sections for proper conducting and recording of the Financial Transactions and records. The institute have in a Place a well structured Student Council in which student representatives are elected. The Student Council members are placed in each academics and extra curricular activity committee for encouraging and respecting the Students participation in institutional work. All these Committees and Departments work under the Monitoring of Principal directly through Proper Regular meeting, maintenance of records and through active participation of Principal and CDC in various activities of the Institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
<p>Admission of Students</p>	<p>For making the admission process smooth and hassle free for the Students, the institute have make a sub division namely accounts Section. A separate department work for documentation and accounting process. To make the Procedure understandable to the Students, proper Guidelines and instructions are displayed throughout the campus. The admission process has been made Student friendly by allowing Online Payments. Online submission and verification of forms are also have been started by the institutes. In coming years institute is willing to convert the complete admission process from partially online to fully online.</p>
<p>Industry Interaction / Collaboration</p>	<p>Understanding the Practical importance for Exposure of students to the industries, the institute have taken many steps under IQAC. The organization of Industrial Visit for the students to Commercial Place of Importance is one of such steps taken in Academic Year 2018-19. The Internship Program especially for the Students of Hospitality Department are undertaken. The institute in collaboration with Company like MARUTI SUZUKI conducted Career Guidance, Competitive Exam and Placement assistance Drive. The institute also organize Guest Lecture of Market Expert for more exposure of students. The IQAC conducted a Certificate Course on CAPITAL MARLKET in collaboration with BOMBAY STOCK EXCHANGE to develop market skills in the students.</p>
<p>Human Resource Management</p>	<p>The institute have number of professional and personnel working under teaching and non teaching staff. The institute have Qualified teachers and various head of department. The institute is determine to appoint more Qualified teachers by attracting more applications from such candidates. The non teaching staff of the institute is engaged with administrative work. The IQAC have proposed and Principal, CDC have approved and formed a Non teaching Welfare Committee and Staff Welfare</p>

Committee for development of the Human Resources recruited in the Institute.

Library, ICT and Physical Infrastructure / Instrumentation

The institute have a spacious library with required number of Books, reference Books, Online Journals etc. Students and teachers have free access to Library and it resources. The reference books have improved as per the advice of NAAC PEER TEAM during their visit. The Library also has other facilities like Newspapers, Magazines etc for Students and Teachers. ICT resources of the college are available for the Students and teachers. The institute have Computer Lab with 80 Personal Computers, Projector, Free Internet access with 50 MBPS. The Library is also acquitted with ICT resources. The Administration Department have number of ICT tools for their smooth functioning. Use of Smart Phones, LAPTOPS and other ICT tools for learning purpose is allowed under the supervision of the staff.. The Institute has Classrooms equipped with the required resources. The institute has other important Rooms like NSS DLLE ROOM, Common Rooms for boys and Girls respectively, Laboratories, Labs, Restrooms, Sport Rooms, WDC, IQAC Cells etc. The institute has Auditorium, Conference Room, Staff Room, The Institute is planning to increase the space of laboratories and adding some more number of Classrooms through expansion and improvement of existing infrastructure.

Research and Development

The institute had promoted the Research work among teaching staff. The Staff is encouraged to take part in National and International Conferences, seminars, Workshop by the institute by providing them fund through fees, travelling allowance for the same. The Staff is also provided with the free access to Internet and Computers for Research Work. IQAC have conducted seminar for the Students on Topic "HOW TO DO RESEARCH" for improvement in quality of Projects made by students. The Students of Science and IT especially are encouraged to undertake various projects through Research and Development.

Examination and Evaluation

Examination System of the Institution is conducted as per the guidelines of the affiliated University. There is

limited scope in case of External Evaluation but in case of Internal Evaluation System, the institute has initiated some improvements. The Internal Evaluation system along with the guidelines of affiliated University focus on Practical Evaluation. The Live Projects, Field Work, activity participation, accomplishment of task related to the subject knowledge, covering the topics out of the books for better practical understanding have been included in the Internal Evaluation System. Project Guidance, Research Work, Mock Viva Voce exam are conducted for better internal evaluation of Third Year Students.

Teaching and Learning

The IQAC have advised the Departments of various streams of institution to give emphasis to practical study. The Proper lecture plans, more interactive teaching sessions, use of Internets and ICT tools like projectors by teachers are part of improving teaching Learning process. The teachers were asked to simply the explanations for the Students of vernacular medium if required. The identification of Slow Learners and remedial lectures for them has been made mandatory for the every department. The teacher was asked to produce list of books which they required for better teaching.

Curriculum Development

For Curriculum Development, the institution have followed the specialization of the departments by sub dividing the departments which have large number of students and workload, The step is taken for attaining the Goal of institution more effectively. Along with it the institute have put emphasis on Internal Assessment System of Students, Project Guidance and making Internal Evaluation system more practical orientated and informative. The number of seminars, workshops, Guidance programs are also conducted for Curriculum development. On advice on NAAC PEER TEAM during their Visit improvements in availability of Reference Books has initiated. The IQAC have organized Industrial Visit for the Students as per their subjects.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area

Details

Planning and Development	The institute is planning to implement a Common server which can help to centralized the details, information and data. After the implementation all important forms, formats and other can be shared by the departments.
Administration	The Administration is already using the Portal of affiliated University .Beside this the institute have own registered and official website. Online forms and formats are encouraged to make less use of papers. Social media groups on Whatsapp of HODs, Staff is initiated for quick functioning. Important notices and circular are circulated through such groups in case of emergency.
Finance and Accounts	The College is following the ERP process already used by the Department of Accounts. No major change in software and application have took place in the year.
Student Admission and Support	The College is registrating the Students on the Official website of the College. The fees Payment system is also connected to Online Payment. The admission records are maintained and fees transaction are recorded through the use of software.
Examination	The institute use Portal of examination purpose. The Portal guidance is provided by affiliated university and Question papers are accessed and downloaded through Portal. The Examination Room have separate set of ICT Tools. The Inwards and generation of halltickets are done through the exam portal of the institute.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mr Rahul Jaiswal	National Conf.	Other Colleges	2000
2018	Mr. Ramiz Khan	Workshop	Unv of Mumbai	1000
2018	ME Krishna Jambekar	Workshop	Unv of Mumbai	1000

2018	Ms kausar Fatima	Workshop	Unv of Mumbai	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	LEADERSHIP SKILLS FOR TEACHERS	LEADERSHIP SKILLS FOR TEACHERS	28/12/2018	29/12/2018	30	5

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
DLLE TRAINING PROGRAM	1	20/08/2018	20/08/2018	6
IQAC CLUSTER UNIVERSITY OF MUMBAI, UNDERSTANDING OF NEW CRITERIA AS PER NAAC	1	16/07/2018	22/07/2018	8

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
40	40	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
YES	YES	YES

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts the Internal and external Audit regular year by year. The Fees system of the College is linked with the Banks. Annual Audit is compulsory for institute. An auditor is appointed by the Statutory body and the management who conduct the audit of the institute. Online System and Software is in place for recording the transactions and to maintain the records.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the

year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
View File		

6.4.3 – Total corpus fund generated

0000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nill	Nill	Yes	PRINCIPAL
Administrative	Nill	Nill	Yes	REGISTRAR

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<ul style="list-style-type: none"> • MEETING ATTAIN BY PARENTS FOR DEVELOPMENT OF STUDENTS. • SUGGESTION PROVIDED BY THE PARENTS FOR VARIOUS ASPECTS. • PARENTS ACTIVELY PARTICIPATE IN NAAC PEER TEAM VISITS.

6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> • SUPPORT OT STAFF THROUGH ENCOURAGING THEM FOR CAREER DEVELOPMENT. • CONSIDERTION IF STAFF IS GOING FOR HIGHER STUDIES. • SPECIAL TRAINING FORMAL INFORMAL FOR BETTER UNDERSTANDING
--

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<ul style="list-style-type: none"> • FORMATION OF NEW COMMITTEES LIKE STAFF WELFARE COMMITTEE. • IMPROVEMENT IN INTERNET ACCESS FOR STUDENTS AND STAFF. • ORGANIZING OF SEMINARS WITH EXTERNAL COLLABORATIONS.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Nill
c)ISO certification	Nill
d)NBA or any other quality audit	Nill

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants
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			Female	Male
WOMEN MENTORING PROGRAMME	09/01/2019	10/01/2019	60	44

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Ramp/Rails	Yes	3
Scribes for examination	Yes	2
Any other similar facility	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	13/09/2018	1	Crowd control and Road safety Drive	ROAD TRAFFIC	25

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• The institute is determine to make the Campus Plastic Free. The various awareness programs by the institute under NSS. Campaign for Plastic free Campus was stated in the College. To involve the community the Students of NSS have distributed Cloth Bags to the nearby Vendors. • The College Campus have proper Dust bin, Garbage bins placed at many places in the College for keeping the premises Clean and healthy. • The NSS Unit and the Other Students have done TREE PLANTATION PROGRAMS for the College Campus and also for the Local area to Promote Greenery and awareness about Ecological Balance. • Students and Staff are encouraged and motivated to use Bicycles instead of Motor bikes. The Pros

and cons are explained of Motor bikes and students are asked to use Bicycle for reducing the Pollution. • SAVE WATER SAVE FUTURE motto is been adopted and the Taps and other outlets of the Water are supervised. Solar Panel for generating electricity from Sun is also been installed.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Mumbra being a Sub urban region is highly populated with the Average earning Muslim Families. The Children mostly of such families occupied the Education from Urdu Medium. Hence most of the Students are basically from Vernacular mediums. The Problem faced by such students are that they are Slow learners and cannot get adjusted to Fast process of Teaching. For the Students of Vernacular medium our Institute have taken a step to teach them the concepts in Easy and simple terms. Easy explanation make such students to understand the concepts and similarly flexibility in Internal Evaluation system will also help slow learners to adopt the things and to face the Exams easily. This kind of effort develop sense of Self Confidence and belongingness in the Students. 2. The Mentoring System is in place. The teacher advice students academically and Students get guidance of the teachers. Beside this Our institute have started Practicing "Student Teacher Friend Relation". A team of Teacher is appointed In which teacher can become a member with his own will and this team help needy students even in their personal problems. The Problems of Students like Fees issues, Suffering from disease, Domestic Help and many more is heard and accordingly help is offered to the Students. Especially in case of Girls students a team of female teachers act as guidance to them in girls related Medical and Social use. Beyond the Professional or academic relation, the institute started Personal relation for Students . College is planning to start programs for developing Human Values and Ethics among the Students like visiting Orphanage Homes, To special Children Schools, Helping such Children's school activities, celebrating festivals and birthday with such children . Such activity will help to develop a sense of belongingness for each other and Value of Humanity.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.hewscity.com/ms/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution though established as a Minority Institution have kept serving number of students from all the community. The academics responsibility of the institutions are fulfilled as per the guidelines of the affiliated University and Management, but the Co Curricular activities of college is focused mainly on Social development and Social Harmony. The Programs, Seminars, Workshops conducted by the institute is for the over all development of students beside the knowledge of book. The College involve in many Community activities which is related to the Local population. The College NSS unit and DLLE unit have organized a KERELA Relief Fund Campaign in which Local community members were involved. Similarly Campaign against the use of Plastic got the involvement and support of the Local Community. College reaches out to the Local community members for serving then as part of Social Responsibility of the College.

Provide the weblink of the institution

<http://www.hewscity.com/ms/>

8.Future Plans of Actions for Next Academic Year

The future plan of action for the upcoming academic year 2019-20 are enumerated below:1) To apply for academic audit of college 2) encourage use of e-resource in academic department 3) to prepare separate activity academic calendar for different courses. 4) to enable online feedback mechanism 5) to encourage fully online admission process. 6) to organize more faculty development programme. 7) to conduct more workshop 8) to tie with companiesfor placement opportunities 9) strengthening the alumni data base. 10) initiative regarding environmental club under IQAC. 11) To submission of AQAR for academic year 2018-19 12) to encourage and conduct guidance session for competitive exams. 13) To extend infrastructure adding more number of class. 14) to set up new science laboratory. 15) To put safety guidelines science laboratory