SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

MATOSHREE SUMATI CHINTAMANI TIPNIS COLLEGE OF ARTS AND COMMERCE, NERAL

AT-MAMDAPUR, POST-NERAL, TALUKA-KARJAT, DISTRICT-RAIGAD 410101

www.matoshreesctipniscollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

September 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Vidya Mandir Mandal, though started education activity in 1942, got registered as a Charitable Educational Trust with the charity commissioner on 13-05-1953, under number F88,1953, with the main object to cater educational needs of rural/backward students of Maharashtra. It runs following schools and colleges:

1. **Dadar Vidya Mandir, Mahim, Mumbai.**
2. **Sarvajanik Secondary Night High School, Mahim, Mumbai.**
3. **Dadar Vidya Mandir, Jr. College of Commerce, Mahim, Mumbai.**
4. **Sarvajanik Night Jr. College of Commerce at Mahim, Mumbai.**
5. **Neral Vidya Mandir, Secondary High School at Village Mamdapur, Neral.**
6. **Neral Vidya Mandir, Jr. Colleges of Arts, Commerce and Science,Mamdapur-Neral.**
7. **Matoshree Sumati Chintamani Tipnis College of Arts & Commerce Mamdapur-Neral.**

In 2008, the Government of Maharashtra approved the recommendation of Mumbai University to permit the Trust to start the Arts and Commerce College. Vidya Mandir Mandal's, Matoshree Sumati Chintamani Tipnis College of Arts and Commerce is established with intent of imparting higher education in rural area of Mamdapur- Neral. Maharashtara This is the first senior college established in the rural area covering Mamdapur-Neral and surrounding villages. Environment friendly atmosphere, good quality infrastructure and qualified experienced staff are the key features of the College. The college conducts two programmes namely B.A. (Bachelor of Arts) and B.Com.(Bachelor of Commerce). With growing importance of information technology, in 2017-18, the college started advance computer courses such as Tally, Hardware Networking, DTP etc. The college organized two Interdisciplinary National Level Seminars in 2016 and 2018 respectively. The faculties also present research papers in different seminars and conferences of other colleges. The College has active NSS (National Service Scheme), and DLLE (Department of Life Long Learning And Extension) through which college organizes various extension activities. It also organizes state level elocution competition. The College has a forum for cultural and sports activities by the name 'NAVHALI' to improve the involvement of students in inter-collegiate activities. Students also participate in 'Avishkar' research convention. The college has well maintained seminar hall for all academic purposes. The entire college is under surveillance of CCTV.

Vision

To introduce quality education in Raigad District by providing and setting good standards with the help of dedicated excellent qualified, experienced and professional faculties.

Mission

To provide, not only the best education, but also to create awareness and importance of education and guidance

on 'Personality Development' for students especially from the rural area, which is essential to meet challenges of the 21st century.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Committed experienced and motivated faculty
- Transparent admission process
- Supportive management
- Qualified teaching and non-teaching staff
- LCD enabled class rooms
- Gymnasium with all equipment
- IDOL (Institute of Distance Open Learning, University of Mumbai) Personal Contact Programme Center
- Good quality infrastructure as per the University Norms for Senior College
- Divyangjan friendly infrastructure facilities

Institutional Weakness

- Facalities releating to latest technology are provided. These need to be upgraded from time to time.
- Response from students concerning consultancy facilities is not enough and needs to be improved.
- At the moment we are unable to introduce new additional certification courses because of poor response from the students, who are mainly from rural areas. We need to educate them in this regard.

Institutional Opportunity

- Well-equipped e-library for students
- Starting new Programs and Courses
- Developing Research Center
- Increase alumni linkage
- Post Graduate Programme
- Skill Development Programme/Courses

Institutional Challenge

- Raising funds for college development
- Competition from other private institutions for Student enrollment.
- Development of higher learning standard for students
- Tie ups with other Universities

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- Awareness amongst parents.
- Attracting industries for placements.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The College is affiliated to University of Mumbai and follows the curriculum prescribed by the Mumbai University.
- The college is offering two UG Programmes B.A. and B.com
- All the UG programmes follow the CBCS/elective curriculum.
- The college ensures effective curriculum delivery through well planned academic calendar, interactive meeting, subject allotment, review of syllabus, Industrial Visits, Workshops, Projects, Group Discussions, Seminars, etc.
- Teachers participate in setting question papers and assessment/evaluation process of affiliating university.
- The college has offered Certificate Courses during the last five years.
- The College organizes Seminars, Workshops, Guest Lectures, and various programs for curriculum enrichment
- The college organizes various activities such as 'self defense program, awareness program about girl's health related issues, Program on gender sensitivity, tree plantation'etc., to make students aware about cross-cutting issues related to gender, environment, human values and professional ethics into the curriculum.
- First Year, Second Year and Third Year students undertake project work as per learning requirements of the subject.
- The feedback is collected from the students, teachers and alumni on the syllabus, and then it is analyzed.

Teaching-learning and Evaluation

- The College is situated in rural area of Raigad District. Students enrolling in this college are from the neighboring villages of Neral. The college fulfils the need of higher education in rural area.
- Students from different caste categories are enrolled in the college.
- After admission, the college assesses advance learners and slow learners amongst students by referring to student's previous year marks and grade obtained by them in previous exams. Various activities are organized for advance learners and slow learners.
- The college has well qualified and experienced full time teaching staff.
- The college organizes various student–centric learning methods and tools such as industrial visits, personal counseling, student presentations, guest lectures, group discussions, ICT enabled classrooms etc. for improving teaching learning processes.
- The college has ICT enabled classrooms and one seminar hall, along with two movable projectors, which are used whenever it's needed.
- The college provides mentor support to every student.
- Learning outcome for all programmes are communicated to teachers.

- Encouragement to teachers to acquire higher qualifications. In our college two teachers are awarded Ph.D.
- Though our college is established in 2008, we still have Ten Years, Nine Years, and Eight Years experienced full time teachers.
- Learning outcome is reflected in a passing percentage in university examinations as well as students achievements at University level, State level, District level competitions.
- The College has transparent, time-bound and efficient mechanism to deal with examination related grievances. Students are given Photo Copies of their answer papers, if student submit a application for revaluation and photocopy of answers script.

Research, Innovations and Extension

- The Institute is very proactive for research, innovation, and extension activities. Since its inception in the year 2008, three Minor research projects from different departments funded by University of Mumbai have been completed.
- The College has conducted Two National Seminars and nine college level workshops.
- The faculties have published four research papers in UGC notified journals.
- The Faculties have published many research papers in various conferences/seminars/workshops.
- The college has National Service Scheme (NSS) and Department of Life Long Learning and Extension (DLLE) units through which the college undertakes extension activities in the neighborhood community and help in the holistic development of students in the nearby areas. This includes 'Swachha Bharat Abhiyaan', AIDS Awareness Rally, Blood Donation Camp in collaboration with various stakeholders of the society.
- The college has conducted extension and outreach programms in collaboration with various stakeholders of the society.
- The college organizes field visits every year.
- The College has two functional MoUs: one collaboration with Educational Institutions and other with Shree. Shubhankar of Sys Computers, Dombivali.

Infrastructure and Learning Resources

- Institute has environment friendly atmosphere with good quality infrastructure and learning resources for all stakeholders. Institute has seminar hall, library, computer centre and ICT enabled classrooms and other learning support facilities for students.
- It has multiple sports facilities to cater diverse needs of sports personnel. The Institute has 764 sq. m ground floor area and 3200 sq. m playground for conducting various sports activities. It also has a well maintained gymnasium.
- Institute has four ICT enabled classrooms and two movable projectors
- Institute has E-Granthalay Software for library. Library is partially automated. Library has sufficient number of books of all disciplines. Library also has three computers with internet connectivity for students. The books purchased after considering the requirements of departments
- The institute continuously updates IT facilities like WiFi, computer software, hardware etc. by

appointing external agencies on contract basis. Institution is currently using 30 mbps internet for all purposes by Nexus Networks, Neral. IT infrastructure is regularly updated by outsourcing.The Institute has one computer centre for students.

- Institute has well established system for maintenance of physical and academic support facilities. Maintenance is carried by contractual agencies. The Institute and The trust spend sufficient amount on maintenance of infrastructure, academic and physical support facilities

Student Support and Progression

- Students of the college are benefited by the scholarship and free ship provided by Government of Maharashtra.
- Institution provides financial assistance to needy and economically backward students through 'Viddyarthi Kalyan Nidhi' specially created for the purpose.
- The college organizes various programs such as skill oriented programme and health and hygiene oriented programme for student's overall development.
- The College provides guidance to students for competitive exam and career counseling through competitive department and counselling cell.
- The college has Anti Ragging Committee, Students Grievance Redressal Committee, Internal Complaint Committee and Women Development Cell as per guidelines of University of Mumbai.
- The college has student's representation on various committees such as College Development Committee, Library Committee, Cultural Committee, Student Council etc.
- The college students have received Awards/Medals in University/State/National and District Level Activities /various cultural and sports events. ie. State Level Elocution Competition, Avishkar, Rangoli, Talvadya , Elocution etc.
- The college has active 'Alumni' support
- Our students have donated an idol of Chhatrapati Shivaji Maharaj, Statue of Mata Saraswati, Hamonium, tabala etc for the college development .

Governance, Leadership and Management

- The vision and mission of the college is to develop Higher Education in Raigad District by providing quality education and 'Personality Development' for students of rural area.
- The institution achieves its vision and mission through various activities of department such as National Service Scheme (NSS), Department of Life Long Learning and Extension (DLLE), WOMEN DEVELOPMENT CELL, SPORTS, CULTURE, etc.
- The college is deploying Perspective Plan effectively with a follow up action .
- The college has adopted a system of Decentralization and Participative Management through various academic and administrative committees.
- The college Principal motivates faculties to participate in Refresher, Orientation, and Faculty Development Programs to achieve higher qualification such as M.Phil and Ph.D.
- Various facilities including financial support and concessions are given to the faculties for attending Seminars, Workshops, and Conferences.We also grant Casual Leave, On Duty Leave for the purpose.

- The college has introduced e-governance in Administration, Finance and Accounts, Examinations, Library etc.
- The institute organizes ICT training Programme for staff.
- For teaching and non-teaching staff the institute is providing various welfare facilities such as Gratuity, Railway Passes etc..
- Performance of the teaching and non-teaching staff is assessed through the Annual Performance Appraisal System.
- Institute organizes Seminars and Workshops.
- Institution conducts external financial Audits regularly.
- Academic Audit is conducted for quality assessment.

Institutional Values and Best Practices

- The Institute organizes various programs on gender equity and gender sensitization through Women Development Cell, National Service Scheme, Department of Lifelong Learning and Extension.
- The Institute has adequate safety and security measures for all stakeholders. The Institute provides an independent common room and counseling facilities to girls student. Institute currently has solar energy and LED bulbs facilities for conservation of energy.
- The institute has rain water harvesting plant, bore well, open well and tanks for water conservation. The above said facilities are well maintained by the institution
- Institute has pedestrian-friendly pathway and landscaping with trees.
- Apart from the campus, the institute conducts activities like Tree Plantation, Nirmalya Visarjan etc. in nearby area.
- The Institute has provided lifts, disable friendly washroom and scribe facilities for differently able students.
- The Institute celebrates birth and death anniversaries of national personalities and other important days like Constitution Day, International Women's Day for inculcating human values among students.
- Institution has prepared a code of conduct for students. Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the college campus.
- Institute is taking initiatives for graduating first generation of the rural society in Raigad District.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MATOSHREE SUMATI CHINTAMANI TIPNIS COLLEGE OF ARTS AND COMMERCE, NERAL
Address	AT-MAMDAPUR, POST-NERAL, TALUKA-KARJAT, DISTRICT-RAIGAD
City	NERAL
State	Maharashtra
Pin	410101
Website	www.matoshreesctipniscollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	NANDKUMAR SHANKARRAO INGALE	02148-238443	9822166504	02148-238434	msctipnis@gmail.com
IQAC / CIQA coordinator	SANTOSH ASHRUJI TURUKMANE	02148-7757027785	8087131017	02148-7350077360	jijasantosh@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	13-06-2008

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	AT-MAMDAPUR, POST-NERAL, TALUKA-KARJAT, DISTRICT-RAIGAD	Rural	1.97709	3164

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	H.S.C.	English	132	131
UG	BA,Marathi History Economics	36	H.S.C.	Marathi	132	97

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				4
Recruited	0	0	0	0	0	0	0	0	4	0	0	4
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				8
Recruited	0	0	0	0	0	0	0	0	3	5	0	8
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	3	1	0	4
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	0	0	3
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	2	3	0	5
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	308	0	0	0	308
	Female	288	0	0	0	288
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	9	19	17	14
	Female	20	21	20	13
	Others	0	0	0	0
ST	Male	15	18	20	18
	Female	13	23	30	21
	Others	0	0	0	0
OBC	Male	211	235	213	222
	Female	174	194	208	195
	Others	0	0	0	0
General	Male	60	54	52	57
	Female	63	67	61	60
	Others	0	0	0	0
Others	Male	12	16	14	18
	Female	13	20	16	13
	Others	0	0	0	0
Total		590	667	651	631

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
104	106	104	104	104

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
590	667	651	631	619

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
132	132	132	132	132

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
180	195	181	161	178

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	10	10	10

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	12	12	12

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 13

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

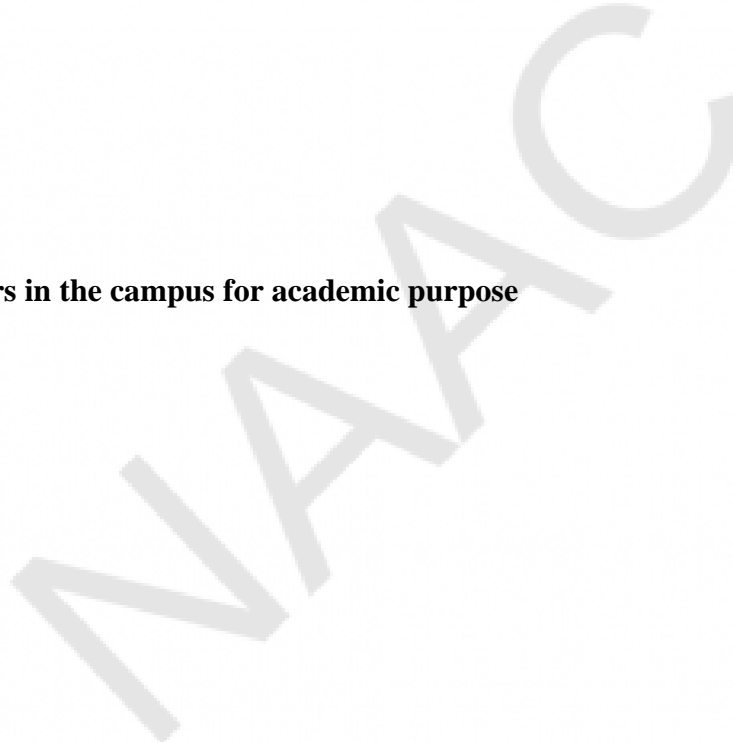| 2018-19	2017-18	2016-17	2015-16	2014-15
107.64	86.95	96.16	73.21	97

4.3

Number of Computers

Response: 28

4.4

Total number of computers in the campus for academic purpose

Response: 18

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Vidya Mandir Mandal's Matoshree Sumati Chintamani Tipnis College is affiliated to the University of Mumbai and follows the curriculum prescribed by the University.

The college ensures effective curriculum achievement through a well-planned and documented process as follows:

1. Planning Academic Calendar and Time Table:

The Institute prepares its own Academic Calendar and Time table in the beginning of the academic year for smooth functioning of curriculum delivery.

2. Interactive Meetings and Subject Allotment:

Institute conducts two streams of education: Arts and Commerce. The Institute has well qualified and experienced faculty for different subjects. In the beginning of each academic year, interactive meetings are held to prepare well organized academic year plan and allot workload to the respective faculty.

3. Academic Review of Syllabus:

Academic review of syllabus is conducted twice in a year. Head of Departments submit review reports of syllabus to the Principal.

4. Curriculum Delivery:

It is ensured that students participate in the Learning Process. Curriculum achievement is ensured to be more effective through:

- Regular Lectures
- Project work/ Assignment
- Class Tests
- Guest Lectures

5. Curriculum Enrichment:

Apart from the syllabus, student centric learning activities such as industrial visits, workshops for students, student debates, group discussions, seminars, student presentation and certificate courses etc. are organized. Teachers also participate in workshops on revised syllabus organized by the University and

different colleges. Previous years question papers are made available in the library for students, for better understanding of the examination pattern and syllabus of all subjects.

6. Feedback

Feedback on curriculum is taken which helps in providing better educational services to students.

7. Result Analysis

Students Performance is reviewed by result analysis to take corrective measures. Accordingly, guidance is given to those students who have poor academic record and need assistance, in particular subjects.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Institution adheres to academic calendar for the conduct of CIE.

- Matoshree Sumati Chintamani Tipnis College is affiliated to Mumbai University, and strictly follows academic calendar published by the University.
- The college also prepares its own academic calendar and makes it available to students and teachers.
- The planning of academic calendar is discussed in staff meeting at the beginning of every academic year
- The academic calendar includes the date of commencement and completion of syllabus, schedules of internal exams. etc.
- Department of examination publishes dates of internal class test and semester end examinations of various classes.
- The schedule of external examination is fixed by the University and the same is displayed on notice board for students.
- The Principal and HODs make sure that the time table is being implemented properly, and reviews are taken by conducting a staff meeting time to time.
- Department of the examination also arranges meetings for better conducting of CIE.
- The college also adheres academic calendar for the following activities

1. Celebration of birth and death anniversaries of national important leaders
2. Cultural and sports activities
3. Schedule of Holidays

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

    1. **Academic council/BoS of Affiliating university**
    2. **Setting of question papers for UG/PG programs**
    3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
    4. **Assessment /evaluation process of the affiliating University**

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS/ Elective course system implemented.**

Response: 2

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 6

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	0	1	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 10.15

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
189	73	0	49	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Institution integrates cross-cutting issues relevant to Gender Equity, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum by organizing following programmes.

Gender

Gender disparity is a serious social issue which needs to be addressed. Keeping this in mind, our professors sensitize students about gender inequality in society through subjects like Foundation Course. Chapters like Overview of Indian society, Concept of Disparity, Growing Social Problems in India are also considered. This topic covers gender related topics and creates awareness on social status of women,

declining sex ratio, portrayal of women in media, female foeticide, violence against the women and measures to stop violence against women.

Institution has organized various programs towards gender sensitization like:

- Awareness program on girl's health related issues on international women day.
- Program on girl's security
- Gender equity poster competition and exhibition
- Self-defence program on international women day
- Program on gender sensitivity
- Skill development workshop

All these programs contribute to create gender awareness amongst students.

Environment and Sustainability:

Subjects like environmental studies and foundation course are the part of curriculum. The objective of these subjects is to understand cause of environment degradation, global warming and impact of sustainable development on society. Sustainable development is essential to attain economic development without compromising ecological balance. Institution makes rigorous efforts through various activities of NSS (National Service Scheme) and other departments to understand various environment related issues and then initiate measures to solve these problems.

The institution contributes towards sustainability of environment by organizing activities such as

- Tree plantation
- Program on Swatch Bharat Abhiyan
- Projects on environmental issues are assigned to students.
- Nest out of plastic waste
- Rain water harvesting

Such activities create awarness in the society on sustainability of environment.

Human Values and Professional Ethics:

The institution tries to enhance human values and professional ethics in students through subjects like Foundation Course, Communication Skills in English, Business Communication and Environmental Studies. Human values are basic inherent values in Humans which includes truth, honesty, loyalty, love, peace etc. Our professors put efforts to imbibe these values through topics such as corporate social responsibility, ethical behaviour, business ethics, channels of Communication, methods of communication etc. Professors follow Professional ethics such as punctuality, discipline, co-ordination etc. Departments like NSS (National Service Scheme) and DLLE (Department of Lifelong Learning and Extension) undertake various activities to inculcate social values. Institute emphasises on over all personality development of students through other programs organized throughout the year. Every year, the NSS (National Service Scheme) department organizes blood donation camp which is helpful for society and students as well.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	
Any additional information	

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.83

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	
Institutional data in prescribed format	

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 58.98

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 348

File Description	Document
Institutional data in prescribed format	
Any additional information	

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: E. None of the above

File Description	Document
URL for stakeholder feedback report	[View Document]()

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: E. Feedback not collected

File Description	Document
Upload any additional information	[View Document]()
URL for feedback report	[View Document]()

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 96.21

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
218	264	264	264	260

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
264	264	264	264	264

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 65.3

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
72	89	92	91	87

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The Institute assesses the learning level of students and determines separate category of advanced learners and slow learners amongst students.

Procedure for the Assessment of Slow Learners and Advance Learners:

Slow learners and Advance learners are identified from their marks which they have scored at their previous examinations and also their performances in the classroom. Students are also identified on the basis of their participation in various curricular and co-curricular activities conducted by the institute as well as outside institutes. The Institution organizes the following programs for slow learners and advance learners respectively:

Programs for Slow Learners:

1. Guidance and motivation during the regular lectures.

2. Remedial Coaching

3. Guest Lectures

4. Written Notes

5. Language assistance

6. Industrial visits

Programs for Advance Learners:

1. Guidance and motivation for participating in various events organized at various levels such as 'Avishkar Research convention, Youth festival, Inter collegiate competition etc.
2. Debate Competition, Group D iscussion, Elocution Competition are organized.
3. Motivate students to attend seminars and workshops organized by the Institutes
4. Thought-provoking assignments/projects.
5. Lectures by Guest Professors on curriculum topics.
6. Facilities of Book Bank for all students
7. Industrial Visits

The Institute's efforts lead to:

1. Improvement in academic performance as seen in the students result.
2. Increase in number of students securing high grades .
3. Winning awards in various competitions

File Description	Document
Upload any additional information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 59

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Institute ensures students' active role in learning process by following student's centric methods for improving their skills with reference to specific subjects. This leads to effective learning.

Conventional Teaching Practices:

- Regular lectures are conducted.
- Sharing information that is not easily found elsewhere.
- Generating interest in subject topics.
- Learners are encouraged to use E-resources for study.

1. Experimental Learning:

- Students are involved into in-depth study of topics for preparing essay and speech in various competitions
- Students are directly involved in the discussion on the current issues during lectures.
- Industrial visits are organized to get first hand information about industries.
- Interactive sessions are conducted.
- Audio – Visual/ PPT Presentation
- Experiences are shared by organizing lectures of person from different fields.

2. Participative Learning/ Collaborative Learning

* Folk songs presentation on various events
* Group Assignments/Projects.
* Students are encouraged to participate in poster making on various issues faced by the society.
* Workshops on different topics are organized.
* Debates on different topics are conducted.
* Group discussions amongst students are also arranged.

3. Problem Solving Methods of learning

* Counseling of students
* Asking thought provoking questions and suggestion during lectures

* Students are asked to identify errors in mathematical problem during mathematic lectures.

Teachers play a role of facilitator and guides to students.

File Description	Document
Upload any additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT (Information and Communications Technology) enables self learning through various tools such as online assignment, computer application etc. This method of teaching/learning is more productive and meaningful. ICT keeps students updated .It also enhances close contact between the teacher and the student. Teachers use internet, Audio Visual Learning, Whatsapp Groups for instant information and study material. Program like 'Audio-Visual Union Budget' is conducted every year.

Considering the importance of ICT (Information and Communications Technology) in effective teaching and education, the professors use projectors, Laptops, social networking sites like YouTube, Google and Shodhganga etc. Institute uses E-Granthalaya Software for library.

  Teachers in the college use PPT (Power Point Presentation) in their respective subject if required. This helps students to overcome their doubts and learn and understand the concepts easily. We have two movable projectors and inbuilt class rooms projector for effective use of ICT.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 59

2.3.3.1 **Number of mentors**

Response: 10

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 83.33

File Description	Document
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 13.33

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	1	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 5.6

2.4.3.1 **Total experience of full-time teachers**

Response: 56

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The Internal Assessment Process in our institute is developed by following guidelines prescribed by the University of Mumbai. Internal Assessment Process is classified in two parts namely Project Assessment and Answer book Assessment.

Mechanism of internal assessment

A] Project Assessment

1. As per the guidelines of Mumbai University, some subjects have internal projects for which marks are prescribed by the University
2. Topics are selected by Teachers for Assignments/Projects as per the guidelines given by the University. Every student prepares projects within time limit provided by teacher. After evaluating project work and presentation of students, marks are allotted by maintaining transparency in the whole assessment process.

B] Answer book Assessment

1. While Examining the answer papers, complete transparency is maintained by following Model Answer Key provided by the University.
2. Students grievances are handled by Exam Grievance Committee by redressing grievances of students in given time frame.

3. Photocopies of assessed answer books are provided to students who apply for the same for reviewing the results.
4. Forms for revaluation of answer sheets are made available in office after declaration of results to ensure transparency in evaluation process.
5. Answer books are moderated by the moderators for securing maximum transparency in assessment process.
6. Entire college is under CCTV surveillance
7. CCTV camera is set up in examination room for downloading question paper as per University guideline.

File Description	Document
Any additional information	[View Document](#)

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

Our Institute has maintained full frame mechanism to deal with exam related grievances by department of examination with efficient time frame.

Redressal mechanism for grievances before Exam:

1. Grievances like non-issuance of hall ticket, correction in name, the students can apply to the Principal or exam chair person and immediate action is taken on students problems.
2. Seat numbers are properly displayed and if any student having problem in locating seat number, the said grievance is immediately attended, and the student is directed to his correct seat number
3. Last date of submission of examination forms is displayed well before on notice board and such notices are circulated in classrooms also.
4. Physical facilities like electricity, fans are checked and repaired, if necessary, before arrangement of seat numbers in classrooms.
5. Exam forms are verified by administrative staff and students themselves before submitting.

Redressal mechanism for grievances during Exam.

1. Any doubt relating to question paper, if raised, are reported to chief conductor of examination immediately by supervisor and then respective subject faculty clears doubts as per guidelines of chief conductor .
2. Correction in questions papers are downloaded and conveyed to students in time during examination
3. University unfair mean committee visits college time to time
4. If physical facilities are not working, then those issues are immediately tackled by exam department
5. Drinking water and other aids are provided as per requirements of students.

6. 'Divyangjan' students are provided facility of scribe, if required by him. This facility of scribe is provided as per university norms.

Redressal mechanism for grievances after Exam

1. Model Answer key is made available in library for students to ensure maximum transparency.
2. After declaration of Exam results, students can apply for Answer Book photocopy or revaluation within ten working days in the standard format prescribed by the University.
3. New examiners are appointed for revaluation of answer book.

For transparent, efficient and time bound mechanism to deal with examination related grievances our exam department is well equipped with adequate manpower with learner centric mind set and other IT resources.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Program outcomes describe what students are expected to learn and able do by the time they graduate. These programs enable students to acquire skill, knowledge and behavior. Course Learning Outcomes are statements which clearly describe the specific level of new learning by students.This helps students to achieve the strength to reliably demonstrate their attitude by the end of the course. Institution strives hard to achieve these for the benefit of all stakeholders. Program and Course outcomes are designed and drafted in consultation with all teachers keeping in view the instructions of the Mumbai University. The Mumbai University insists on ethical values, environmental consciousness and character building of students. For overall development of students and career enhancement, the institute has prepared Program Specific Outcomes. Our Institution is affiliated to Mumbai University. Program outcomes, program specific outcomes and course outcomes are available on website of the Institute and also disseminated amongst students through orientation programs.

File Description	Document
Paste link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

For achieving academic, professional and social development of students,   it is necessary to measure attainment of program outcomes and course outcomes through various qualitative and quantitative methods. The Institute measures program outcomes through quantitative analysis of results and students performance in various subjects. By qualitative evaluation of projects and assignments, teachers of respective courses assess program and course outcomes. Students provide feedback about the knowledge, skills and aptitude required for their field of specialization. Feedbacks of students on Programs are analyzed for determining success of program outcome. The attainment of program outcomes is revealed through participation of students in various college and inter collegiate activities. Student's performance is also evaluated through their academic attainment. Our institute graduates are working in different level of society which indicates the success of program specific outcomes.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 73.66

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
124	150	143	97	101

2.6.3.2 **Total number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
175	190	170	151	144

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.41

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0.54

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0.44	0.10

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 15

3.1.2.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	2	1

3.1.2.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 11

3.1.3.1 **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	2	0

File Description	Document
Report of the event	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.1

3.2.1.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.4

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	9	0	5	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

In pursuit of its services to the community and the society, Matoshree Sumati Chintamani Tipnis College of Arts and Commerce has set up a N.S.S (National Service Scheme) in 2009 and DLLE (Department of Life Long Learning and Extension) which carries out extension activities. The vision of the Institute reflects the same.

Extension activities are carried out in the neighborhood community:

Matoshree Sumati Chintamani Tipnis College carries out extension activities which encourage students to participate and to enhance and strengthen the institution community network. The N.S.S and DLLE units have undertaken various activities like Tree Plantation,Yoga training, Swachh Bharat Abhiyan, Street Play on Social Issues, AIDS Awareness Rally, Blood Donation Camp, Disaster Management, Nirmalya Visarjan at Ganesh Ghat on the occasion of Ganesh Festival, Distribution of Cloth Bags at Neral area,

Department of N.S.S organizes seven days residential camp, for developing character and discipline amongst the students. In this residential camp various activities are carried out, where community interaction, personal and leadership development, personal hygiene, Yoga training, motivational lectures, social works, cleanliness drive etc are arranged.

Student's holistic development and impact of activities:

The College has organized several awareness programmes on health, environment and social consciousness.

The impact of these activities has resulted in the increased awareness about social issues like water pollution, environment problems, health and hygiene problems, disposal of waste, water scarcity etc. The camps and awareness programs have improved their understanding of various social issues.

File Description	Document
Upload any additional information	[View Document](#)

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 25

3.3.3.1 **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	7	4	4

File Description	Document
Reports of the event organized	[View Document](#)
Institutional data in prescribed format	[View Document](#)

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 82.02

3.3.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
470	564	793	368	407

File Description	Document
Report of the event	[View Document]
Institutional data in prescribed format	[View Document]

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 4

3.4.1.1 **Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of linkage related Document	[View Document]
Any additional information	[View Document]

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 2

3.4.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The Policy of the Institution is primarily to develop adequate infrastructure for effective teaching and learning in tune with the vision and mission.

The institute, at present, is sufficiently well equipped in terms of physical infrastructure for existing academic programs and administration. With the growth of the Institute, it is imperative to develop the infrastructure. To keep pace with growing demand for higher education, the institute has significantly enhanced the infrastructure. On Sunday Morning to Evening, if required, all classrooms are utilized to conduct, correspondence lectures on PCP (Personal Contact Programme) for IDOL (Institute of Distance Open Learning) prescribed by University of Mumbai. The academic session is so designed that our classrooms are occupied from morning till evening. Regular campus activities ensure that our Seminar Hall is utilized for entire academic year. The Institute has adequate infrastructure facilities for conducting Arts & Commerce lectures.

 Following are details of infrastructure facilities

Instructional facilities:

Instructional Area	Count
Classroom	12
Library and Reading Room	01
Seminar Hall	01
Computer Center	01
Principal Office	01
Board Room	01
Office all inclusive	01
Central Stores	01
Exam Control Office	01
Girls Common Room	01
Cafeteria	01
Gymnasium	01
NAAC Room	01
NSS Room	01

- Existing classrooms are well maintained and utilized for teaching and learning purpose.
- Institute's library was set up in 2008. Library is well equipped with 3308 books.
- Institute has well maintained Seminar Hall for all academic purpose
- Institution has two bore wells to supply adequate water for entire building.
- Drinking water facility is available in college.
- The College provides purified drinking water facility to the students in the campus. Cold water

facility is also available in campus. One water cooler is installed at ground floor.
- Well - equipped sports department and gymnasium are established in the College Campus
- Well maintained lift facilities are available for all stakeholders.
- Ramp facility is provided at the main entrance.
- Fire Safety Equipments are installed on every floor
- The College Campus is covered under CCTV Surveillance.
- Inverter facility is available in the institution.

File Description	Document
Upload any additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Sports develop physical as well as athletic abilities amongst various students. The physical activities result in better physical stamina and improve reflexes along with other advantages. This creates memorable moments of college life. The Institute has well-maintained sports facilities including gymnasium so that the students' love for sports would increase. Sports facilities cater the needs of sports enthusiasts. The cultural department of the institute is most active department. It organizes various activities throughout the year.

- The Institute has 764 sq m. open area on the ground floor of the new building
- In addition Institute has the open play ground 3200 sq m.
- The open area on ground floor provides facilities for conducting indoor games and cultural activities.
- Classrooms are also utilized for conducting cultural activities such as drama, dance etc.
- The institute provides indoor game facilities such as chess, carom etc. The playground and the open space on ground floor of the building is utilized for cultural activities and outdoor sports like Football, Cricket, Kabbadi, Kho-Kho, Athletics and a Badminton, Volley Ball etc.
- The Institution has adequate open area for yoga and cultural activities. The institute celebrates Yoga day for benifit of students.
- The Cultural Department of Matoshree Sumati Chintamani Tipnis College works with the objective of developing the academic and cultural talents of students, improving their capabilities to work as team and raising their level of self confidence in interacting with fellow students and peers.
- The College has a forum for cultural and sports activities by the name 'NAVHALI 'which enable students to participate in cultural and sports activities to improve their involvement in all inter-collegiate activities.
- The Institute has well equipped gymnasiam for students.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 46.15

4.1.3.1 **Number of classrooms and seminar halls with ICT facilities**

Response: 6

File Description	Document
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 2.6

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
2.19	2.31	2.67	2.80	1.68

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Institute has adopted paperless functioning through use of e-**Granthalay by using e- Granthalay**

software.

- **Salient features of e-GRANTHALAYA**:

1. **Billing:** This function allows the Librarian to process bills

2. **Issue/ Receive books:** Issue/Receive books records are maintained properly.

3. **Search Engine (OPAC):** OPAC (Online Public Access Catalogues): As soon as new books are purchased and processed, their bibliographic description is added in the OPAC. It can be accessed through Internet.

4. **Reports:** Various reports required by the Librarian can be generated using this software. The Library has converted all the physical list of books in electronic form. Even the new records are updated.

5. **Annual Stock Verification:** The Software in use generates the reports like the availability of number of books, issued, returned and purchased per year.

The Library working hours are between 9.00 am to 4.00 pm   The internet connection is provided for browsing information. College Library has 3 computers with internet connectivity for students' utilization. Adequate number of text books and reference books are available in the Library.

- **Book Bank:**

Book Bank facility is available for the needy and poor students. All records relating to this facility are maintained properly.

- **Physical Records**:

 Accession Book Number Register, Issuing Book Register, students' physical attendance are maintained.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: E. None of the above

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.56

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0.56	0.50	0.59	0.63	0.50

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 6.64

4.2.4.1 **Number of teachers and students using library per day over last one year**

Response: 40

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has been implementing the ongoing upgradation with the intention to provide the best services to all stakeholders. The college provides sufficient number of latest core i3 3rd Generation Computers to

all faculties and provides the same for administrative purpose. We have separate Wi-Fi connections to faculties and also for the administrative purpose.

To facilitate use of Technology, the College has sufficient number of computers with LAN connection in computer lab for benefit of students. Computers are also provided in the library for fulfilling requirements of students.

On ongoing basis, the Institute updates IT facilities like WiFi, computer software, hardware etc. by appointing external agencies on contract basis. Local repair service providers are also considered if any emergency need. Institution is currently using 30 MBPS internet for all purpose by Nexus Networks and updates IT infrastructure by outsourcing. The Institution has well maintained computer centre. The Institute has contract with Shree. Shubhankar. Maintenance work relating to computer centre is carried by Shree. Shubhankar, and it is mentioned in the point number 6.0 of the agreement.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 33:1

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

File Description	Document
Upload any additional Information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 25.11

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
29.14	29.12	24.53	21.87	9.32

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The Institute has adequate physical, academic and support facilities for all stakeholders. Maintenance and optimum use of these facilities is ensured by implementing various procedures and systems for benefit of all stakeholders.

Maintenance of Physical Infrastructure, Academic and Support facility:

The Institute believes in maintaining the campus as a necessary prerequisite to achieve a healthy environment. In view of this, Local management committee (LMC)/ College Development Committee (CDC) ensures that the maintenance of the physical, academic and support facilities are carried out in a planned and systematic manner as per the standard policies developed by the Institute. For this purpose, the maintenance committee has been formed.

Routine Maintenance:

- Cleaning, Dusting, Sweeping and Mopping of all areas is undertaken daily by the contractual housekeeping staff.
- The Institute has maintained progressive maintenance records.
- The housekeeping staff is given appropriate instructions on the various aspects of maintenance.
- For minor repairs, the Institute has a contractual workforce of Carpenters, Masons, Electricians and Plumbers.
- Stock registers are maintained and maintenance of computers is done by the technicians.
- Sufficient amount of drinking water is stored.

Sr. No.	Details	Maintenance with	Frequency
1	Computers	Contractual Agency	As and when required
2	Printer & Scanner	Contractual Agency	As and when required
3	Projectors	Contractual Agency	As and when required
4	Xerox Machine	Contractual Agency	As and when required

5	Water Purifier	Contractual Agency	As and when required
6	Fans and tube lights other Maintenance.	Contractual Agency	As and when required
7	Fire safety Equipment	Contractual Agency	As and when required
8	CCTV	Contractual Agency	As and when required
9	Lift	Contractual Agency	As and when required
10	Water Tank	Contractual Agency	Quarterly

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 63.57

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2018-19	2017-18	2016-17	2015-16	2014-15
392	402	493	448	275

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document]
Institutional data in prescribed format	[View Document]

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Upload any additional information	[View Document]
Institutional data in prescribed format	[View Document]

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 35.17

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
513	365	58	77	81

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 15

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 27

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 8

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	1	5	0

File Description	Document
Institutional data in prescribed format	[View Document]
e-copies of award letters and certificates	[View Document]

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

The college has constituted a Student Council as per the Rules framed by University of Mumbai. The elected students participate in all college activities. In the college, Active Student Council and representation of students are as follows:

Presence of an active Student Council:

Institute has Active Student Council which participates in following activities

Cultural Activities:

- The Institute organizes various activities through cultural department like, Dancing, Singing, Rangoli, Mehandi, Drama, Cooking competition, Debate, Elocution, Drawing etc. throughout the year. Members of the student's council take active participation in organizing the said activities.

Sports activities:

- Different Sports activities, like Carrom, Chess, Kabbadi, Kho-kho are organized by the sports department with the help of Active Student Council. Students also participate in the events organized by the University

Navhali :

- The Institute organizes 'Navhali' cultural and sport festival every year. It helps to build personality & development of students. The Student council members actively support organization of Navhali festival.

Representation on the Academic Committees:

Class Representative:

- Every class has a seperate representative for boys and girls. The Class representatives inform Teachers about student's grievances and informal feedback on class notes, teaching, study material and other programs.

Representation on the Administrative Committees:

- Members of Student Council actively participate in different administrative work of college.

Alumni Association: Alumni Association is in the process of formation.

NSS: Institute has set up NSS to create awareness towards societal issues and community services. Students actively participate in all NSS activities throughout the year.

Anti-Ragging Committee:

- Anti- Ragging committee has been formed as per the University Regulation. Class representatives help teachers to handle all ragging problems of students. Initiative taken by this committee has made our institute 'ragging free'.

College Development Committee (CDC):

- The College Development Committee includes student's representative. This ensures student's input on various college development functions like academic facilities, infrastructure facilities and academic facilities.
- Inclusion of student's representative in the committee results in better understanding and co ordination between students and college management.

Women Development Committee:

- This committee looks after woman related issues like eve-teasing, molestation, harassment, gender bias etc. This committee works for women empowerment and celebrates International Women Day by organizing various activities.

Library Committee:

- Library is soul of every educational organization. The College Library Committee consist student's representative who look after requirement of students and convey the same to librarian.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 6.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	9	6	7	7

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

At present institute Alumni Association registration is under process of formation. However, the members of the Alumni meet regularly to improve Institutes activities.

Alumni contribution is as follows:

Alumni Meets:

In our Institute Alumni Meets are regularly conducted every year and whenever required. It helps to know student's progress in various fields. Some students of college go for higher education in various institutes. Some students start their own activity and some work at different level in different industries in society. The alumni shares the experiences of members with current students of the Institute.

Financial and Other Assistance:

Those students who are financially sound contribute by giving donations in terms of money or by providing other academic aids to the Institute. Musical instruments such as Tabla and Harmonium are donated by the alumni. Statues of Goddess Saraswati and Chhatrapati Shivaji Maharaj were also donated by our alumni students.

Experience Sharing:

Alumni students share their experience with current students of institute. Alumni give their valuable inputs regarding current trends in industry, competition in market, practical learning experience in society etc. This helps college students for selecting their career path and confidence building.

Alumni Guest Speaker:

Alumni are invited as Guest Speaker for college students. Some Alumni students work as trainer in NSS camp. Alumni who are invited as Guest Lecturer's show their gratitude towards Institution.

Alumni Feedback:

Alumni provide their valuable feedback on college, learning experience in formal and informal way. Such feedbacks are very important for improvement in the college. The suggestions given by the alumni are considered for appropriate actions.

Support and organization of activities:

Various activities are conducted by the college. The Alumni supports for the success of these activities by providing assistance of manpower, equipments needed to conduct activities and other help when required.

The alumni of this college consist of teachers, advocates, social worker, business man, and journalist and from all various fields of employment.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The Vidya Mandir Mandal established Matoshree Sumati Chintamani Tipnis College in 2008, with the following Vision and Mission:

Vision: To introduce quality education in Raigad District by providing and setting good standards with the help of dedicated excellent qualified, experienced and professional faculties.

Mission: To provide not only the best education but also to create awareness and importance of education and guidance on 'Personality Development' for students especially from the rural area, Which is essential to meet challenges of the 21st century.

Leadership of the Governing Council as well as Managing Committee of Vidya Mandir Mandal, and Matoshree Sumati Chintamani Tipnis College of Arts & Commerce, is dedicated to impart higher education to students of Raigad District, in particular backward area of Karjat Taluka which is inhabited by economically and socially backward classes of the society. The institute desires and aims to uplift the downtrodden in the Society since its foundation in 2008. The Institute is imparting higher education to the downtrodden students from this local area. This is evident from the enrollment of students who come mainly from backward and reserve class. We have pleasure to note that Matoshree Sumati Chintamani Tipnis College of Arts & Commerce has transformed the local area by education.

The Teaching faculty is involved actively in C.D.C/ L.M.C (College Development Committee/ Local Management Committee) being main decision making body. The Governing council and management take active part in making policy decisions with the help of Principal of the Institute.

The governing body always prefers to appoint qualified and experienced teaching staff to provide quality education in rural area. The governing body also provides Scholarship to poor students of the college, so they can achieve higher education.

Though the Institution is in rural area and is running on unaided basis, the governing body fulfills all infrastructural facilities through which students can achieve quality education and develop their personality.

To fulfill the vision and mission of the college, many committees are established like Anti Ragging Cell, Student Council, Exam Committee, and Women Development Cell to look after the problems faced by the students. Women Development Cell specially looks after the female student and guides them throughout the academic year. The girl students who do not achieve higher education because of the marriage, our teachers guide and convince such students to get admission. Students belonging to backward class are also convinced to achieve higher education for the betterment of their future.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The administration of the Institution is decentralized in the sense that the day to day management of college is administered by heads of departments collectively under supervision of the Principal. Regular meetings of staff are convened by Principal to discuss the problems. Problems relating to management of the Institution are then discussed by the Principal with the governing council and the management.

The Principal:

The Principal, academic and administrative head, monitors the overall function, and has powers for regulating academic, administrative, finance and institution's growth. The faculty performance appraisals are initiated in every academic year.

1. **Department Heads:**

The Heads of Departments are authorised to decide academic/administrative/curricular/extra-curricular activities. Such decentralisation strengthens administrative skills with professional responsibility and accountability that ensures broader participation in decision-making process.

1.**Librarian:**

Development of Library is always a priority for the Institute, and it always ensures that the Library is adequately equipped. The Librarian takes initiative for improvement of Library by reviewing:

1.New books'requirement as per syllabus revision,

2.Competitive examination books

3. Vadhdivas (occasion of birthday)Dyandivas celebration.

4. Rare books collection etc.

Librarian arranges regular meetings of Library Committee headed by the Principal.

In the course of meeting of library committee, suggestions on functioning of library including suggestions

on books and periodicals are considered and noted. The librarian then takes steps to procure new books and periodicals, if required.

4. Administrative office:

Administrative Committee frames admission policy in consultation with the Principal. The College displays online process of admission along with various circular notifications of the University and Government for the respective academic year by putting on the notice board of the college.

5. College Development Committee:-

The College Development Committee (CDC) is constituted by all heads of departments to discuss the various issues concerning the academic as well as administrative problems. The CDC consists of the Chairman, Joint Secretary and a Managing Committee Member of the Institute and also includes members from various fields as per university norms. The CDC looks after overall development of the college provides necessities to the college. The committee meets regularly in an academic year mainly to take care of requirements of the college, e.g. to purchase, maintenance, up gradation and upkeep of all the hardware, software, ICT devices, Laptop, Projectors, and Internet services etc. for all departments.

It also discusses the issues raised by the teaching staff in the meeting in respect of their areas of teaching. This helps to improve their performance.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Institute perspective plan from 2015 to 2020 was prepared by the governing body of the Institution.

Following are specific highlighted points from our perspective plan & Deployment:

Perspective Plan	Deployment
Curricular Aspects	
To encourage the faculty members to participate in curriculum design and review at university level	Some Teachers are moderator, examiner and paper setter.
To conduct academic audits	Institute has conducted academic audit.
Propose to enhance academic infrastructure	Institute has enhanced its academic facilities like ICT enable classroom, Book bank facility, Seminar Hall
To introduce vocational courses, new career oriented	Institute has started courses like Tally, DTP and

courses, short term courses, value added courses, self finance courses	Hardware Networking
Teaching Learning and Evaluation:	
To bring innovation in evaluation methods	Evaluation methods are updated as per the University Guideline
To begin different student centric teaching methods	Teachers use student centric teaching methods like group discussion, Industrial visit
To reinforce the Self Appraisal System for teaching and non- teaching staff	Institute has its Self Appraisal System for teaching and non teaching staff
To make ICT enabled Classroom	Institute has 4 ICT enabled classrooms and 2 movable projector.
To organize Guest Lecture	Institute has organized various guest lecturers every year
Research Consultancy and Extension:	
To Organize National Seminar, Conference and Workshop	We have already conducted two national seminars and it is proposed to hold similar seminars in coming academic year/s.
To enhance research facilities	New reference books, magazines are purchased every year.
To organize outreach programme on various social issues with the help of NSS	Various outreach programme on various social issues are conducted by NSS
Infrastructure and Learning resources:	
To make improvement in infrastructure facilities like construction of New Building for senior college, laboratories, instrumentation facility, Computer Lab., construction of indoor sports facility and gymnasium, hostel facility in the campus etc.	Construction of new building is complete and is occupied
To provide Wi-Fi facility to the students and the staff	Computers with internet connectivity are available in computer centre and in library. Wifi facility is available in staff room.
Increase of the sports infrastructural facilities like Gymnasium, Gymkhana etc.	Well equipped gymnasium is available for students.
To set up Well equipped Seminar Hall .	Institute has one well equipped Seminar hall.
Support and Progression:	
To introduce soft skill development programme for students	Certificate course in Communication Skills, Barclay's employability programme, good handwriting workshop are conducted
To organize study tours, industrial visits, field visits	The respective department of institute organizes industrial visits.
Governance Leadership and Management:	

To establish of e-governance	The Institute uses e-governance for exam, staff attendance, office administration
To organize Faculty development Programme and motivate the faculty to participate.	Institute has organized faculty development programme. Teachers of institute also participate in FDP of other institute
To recruit qualified Staff	Institute has recruited qualified staff
To provide Financial Support to attend Seminar, Conference and workshop	Institute provides financial support to attend Seminar, Conference and workshop

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

The institute, is run on no financial aid basis, the qualified staff is appointed on regular basis. However, unqualified staff is appointed for the academic year only and if found eligible, is reappointed for next academic year, this process is followed every year. During the academic year, all public holidays, casual leaves as per rules of the University Mumbai are followed. The college is managed by the Governing Council and Administrative Committee of the Trust (in short referred as the Trust) along with College Development Committee constituted as per the guidelines stipulated by Mumbai University to govern the Institution. The Trust discusses and decides policies and action plans for fulfilment of the stated mission. The College has decentralised its operations and has delegated authority at various levels to ensure good governance. The Principal is the academic and administrative head who monitors the overall functioning and has powers for academic, administration, finance and institute's growth. For efficient functioning, the day to day administration is coordinated by the Principal. Each department has a designated head (HOD) to carry out successfully programmes entrusted to him and then report to the Principal.

Service Rules: The institute follows the service rules according to the norms of University of Mumbai and Government of Maharashtra

Recruitment: A detailed recruitment procedure for staff is advertised in News paper and on Website.

Promotional policies:- The Institute follows the prescribed norms of the University of Mumbai.

Procedures & Functioning:

The Institute has a team of leaders in all departments. The policies relating to students, academic as well as co-curricular activities are mutually discussed by the team. Decisions are promptly taken and implemented for the benefit of students. Faculty members organize various development activities, seminars, workshops, industrial visits for the benefit of students. Reports about the various activities are submitted to the Principal and Heads of Departments.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Progress of an Institution depends on its employees. The Institute believes that one can give his/her best when he/she is happy with work culture. This, in turn, has a positive impact on the student community.

The Institute has effective welfare schemes for the benefit of its teaching and non-teaching staff.

1) Welfare Schemes for Teaching Staff:

- **Fee Reimbursement for /Paper Publications:** Considering rapid changes in multi disciplinary areas at global level, the Institute encourages it's staff in acquiring the latest skills by deputing them to various programs /conferences /seminars. The Institute has established policy to reimburse fees paid for such Workshops by the participants.
- **Empowering teachers with personal computation facility:** The Institute provides 01 laptop and 04 computers to all faculties and encourages them to use modern teaching aids.

- **Fee Reimbursement for Workshop/Training:** Fee reimbursement is given as per norms which are published in the policy document

2) Welfare Schemes for Non-Teaching staff:

The Institute believes in overall development of its administrative and support staff. It strives to maintain personal approach with all administrative and teaching staff

All facilities/benefit which are allowed for teaching staff are also allowed to non-teaching staff.

Sponsorship/Fee Reimbursement for Workshop/Training: Fee reimbursement is given as per norms which are published in the policy document

3) General Welfare Schemes for all staff:

- **Leave:** The Institute provides casual leave to all teaching and non teaching staff.
- **Gratuity:** All staff is eligible for LIC Gratuity scheme which entitles staff members to receive gratuity after completion of minimum   05 years continued service.
- **Travelling Concession: Principal and non-teaching** are provided with travel concession forms as per the norms of Railways and State Transport.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Upload any additional information	[View Document]()
Institutional data in prescribed format(Data template)	[View Document]()

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	[View Document]()

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 6.67

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	2	0

File Description	Document
Upload any additional information	[View Document]()
Institutional data in prescribed format(Data template)	[View Document]()

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

- **Performance Appraisal** is the systematic evaluation of the performance of employees. This enables to understand the abilities of a staff member for his further growth and development. Institute has its own Performance Appraisal System to provide growth opportunities to employees.
- **Appraisal System for Teaching and non Teaching Staff:- (Confidential Report Form)**
- Performance Appraisal Form is designed separately for teaching and non teaching staff, based on following components.
- 1. Academic Involvement
- 2. Research Work
- 3. Participation in extracurricular activity
- 4. Professional Development
- 5. Involvement in the college development

Institute has its Appraisal form based on above mentioned criteria. At the end of academic year principal does performance appraisal of the staff and submit the same to the management. The required guidance is also given to the staff. Principal's appraisal is done by the management independently.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- Statutory audit is conducted once in each year by the External Auditor as per the guidance note issued by the Institute of Chartered Accountants of India (ICAI) with reference to provisions of the Income Tax Act applicable to Educational Institute. External auditor is appointed by governing body of the institution after following guidelines relating to his appointment. Books of accounts, voucher files and bank statement are audited at the end of each financial year by the external auditor. The observations and remarks of the auditor are duly complied to his satisfaction. The Books of Accounts of the Trust and institutes show complete transparency.

File Description	Document
Upload any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 14.5

6.4.2.1 **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
2.85	0.92	4.09	0.41	6.23

File Description	Document
Institutional data in prescribed format(Data template)	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution acquires funds from various sources like students' fees, seminars and workshop fees, donations received by local people. The collected funds are used for physical and academic facilities, building maintenance, C.C.T.V, Fire Extinguisher, and lift maintenance. The college organizes various workshops and seminars every year and the expenditure on such workshops and seminars provided by the Trust. The institute collects fees from students. Scholarship and free ships for reserved category students are paid by the Government of Maharashtra, and the remaining balance fees are collected directly from the student. The institute is not approved for NAAC accreditation and therefore is not entitled to UGC grants under 2F and 12B Rules. The Trust receives donations which are utilized for increasing the infrastructure and for day to day operations.

Institutional strategies for mobilisation of funds and the optimal utilisation of resources are as follows

- The funds are utilized for approved academic expenses and administrative expenses as per the norms laid down by the authorities.
- Major proportion of funds is allocated for remuneration to the teaching and administrative staff.
- Institute mobilises the financial resources and allocates funds to meet certain expenditures on priority basis as follows:
- To conduct activities related to staff welfare,
- To conduct workshops, programs that ensures quality education.

- Adequate funds are utilized for development and maintenance of infrastructure of the institute, repairs and maintenance of administrative areas, library, classrooms, gymkhana etc.
- The funds are allocated to conduct Guest lectures.
- University expenditure towards eligibility fees, enrolment fees, registration fees etc. are paid.
- Examination expenses including remuneration to examiners are paid.
- Funds are allocated to encourage research and development activities
- Requisite funds are utilised for enhancing library facilities like on Books/Journals/ Periodicals/ Magazines/ Newspapers each year.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The Institute has not completed first cycle of NAAC Accreditation, so at present institute does not has Internal Quality Assurance Cell. Institution follows IQAC norms and guideline through following work processes. These work processes have significantly contributes towards development of institution as well as quality assurance of work.

1. LMC/CDC :

Local Management committee/ College Development Committee meetings are conducted as and when required in academic year.Resolutions passed in the meetings are followed and implemented in the institution.

2. Staff Meetings:

Staff Meetings are conducted as and when required. Different qualitative decisions are taken in staff meeting for improvement and betterment of the institution.

3. Examination Committee:

Examination committee look after all work related to exams. Adequate number of manpower is provided for transparency and smooth functioning of exam work. Preparation of schedule of examination, distribution of hall tickets, seating arrangement, supervisor allocation, result display, moderation, solve exam related grievances are carried out by examination committee

4. Admission Committee:

Admission committee looks after admission work. It is established with the purpose of increasing

enrolment of students in the college. This committee plans all the admission related work like advertisement of college, admission form distribution, form collection, display of notices and list of students etc.

5. Student Grievances and Redressal Committee:

For handling students grievances and to take immediate action on it student grievances and Redressal committee has been formed in institute which operate throughout year.

6. Student Council Committee:

Student Council works for the welfare of students.This committee helps to bring coordination among Teachers and students.It also helps students to resolve their problems**.**

7.Anti Ragging Committee:

Anti Ragging committee is formed as per university guidelines.This committee works throughout the year for handling issues relating with ragging.

IQAC guidelines have also contributed following

- Preparation of perspective plan
- Academic Calendar
- Academic Audit
- Workshop and Seminars
- Development of research culture
- ICT enable Classrooms
- Disable friendly infrastructure

IQAC guidelines are also useful for developing systematic work culture in the institution and ensure smooth functioning of overall work processes.

File Description	Document
Upload any additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Institution has its own system of reviewing the teaching and learning process as follows

Feedback about Teacher

We collect feedback about regarding communication skills, preparation of the subjects, and delivery of lecture, punctuality, class control etc. of Assistant Professor from Students regularly. After analysing the feedback received from students appropriate instruction, if necessary, are issued to Assistant Professor.

Result Analysis:

Student academic performance is reviewed by doing result analysis. Result Analysis outcomes are communicated to respective Assistant Professor to improve/method of teaching so that students can get appropriate instruction.

Projects and Assignments evaluation:

Different projects and assignments are given to students which are evaluated by Assistant Professor. This evaluation helps Assistant Professor to determine students' capacity to learn specific topics.

Self Appraisal form

Institution has self appraisal system. Every year Self appraisal forms are collected from all teaching and not teaching staff. These appraisal forms with remark of the Principal are forwarded to the management for performance appraisal.

File Description	Document
Upload any additional information	[View Document]

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document]
Upload any additional information	[View Document]
Institutional data in prescribed format(Data template)	[View Document]

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Institute organizes various programs on gender equity and gender sensitization through Women Development Cell, National Service Scheme, Department of Lifelong Learning and Extension.

Foundation Course subject of F.Y.B.A and F.Y.B.Com contain topics like gender disparity, violence against women, and portrayal of women in media, measures to promote gender equity and to stop violence against women. Institute Professors take efforts to promote gender equity and make students aware about women's problems like female feticide, domestic violence, health issues of women etc.

Department of WDC conducts various programs like guest lectures on girls physical and psychological health related issues, Poster competition on gender related issue and gender equity, self-defense program on International Women day, Girls Security program, skill development program etc .

Specific Facilities Provided for Women in terms of :

a) Safety and Social Security

All employees, students, and users of services at the College have a right to a safe working and learning environment. The Institute strives to meet the safety and social security requirement of all employees and students. Institute is committed to gender equality which is evident by the Programmes it has undertaken in the past few years. Institute believes in affirmative action when it comes to equality, inclusivity and diversity by providing equal opportunities to its students and staff without any discrimination on the basis of gender, religion, caste, provincial, urban-rural grounds. Various activities and workshops are organized to sensitize and promote gender equity among students and staff.

following adequate precautions are taken to ensure safe and secure Campus for all students and staff:

- Well-trained security guards are deployed at key locations.
- Identity cards are mandated for everyone on campus.
- 64 High end CCTV cameras are installed at prominent locations as well as in most classrooms.
- First Aid boxes are made available.
- Women faculty members accompany girl students whenever they participate after college hours in outdoor or in- house activities.
- Institute has fully automated fire alarm system along with fire extinguishers.
- Institute also ensures social security through Anti-Ragging Committee, Grievance Redressal Committee. Suggestion Boxes are also placed. Institute ensures that there are absolutely no

instances of ragging or sexual harassment on the campus.

Safe and Secure Campus environment is Outcome of above efforts taken by Institute.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Waste Management at Campus

Institute always takes efforts towards sustainable environment. In line with the GOI's Swachha Bharat Abhiyaan, the college gives priority to cleanliness on campus and encourages students and staff to follow effective waste management practices which include process of 4Rs REFUSE, REDUCE, REUSE and RECYCLE before disposal. College has a well-defined mechanism for waste disposal and sensitizes students and staff regularly in different ways as follows:

Solid Waste

Towards Solid Waste Management, College has taken the following steps:

- Initiated drive to AVOID plastic usage.

Solid waste is segregated at source. Organic waste is collected in green dustbins. There is no biomedical waste in the campus as the college conducts Arts and Commerce Streams only and not Science Stream. The waste pickup and collection is done by Housekeeping staff. The Grampanchayat staff collects dry waste.

- Students use newspaper bags to avoid use of plastic bags. Students also recycle the waste papers for preparing posters for exhibition. Students use the unused papers of notebooks and prepare independent notebooks by binding such unused papers for donating to needy students and also for use in the classrooms.
- Provision for segregating dry waste as paper waste, plastic waste and metal waste which is given to vendors for recycling
- Rallies, Skit Plays, Poster Competitions etc. are organized to educate students and public at large for non-use of plastic material in the college campus and surrounding area of the Institute.

Liquid Waste

- Liquid waste includes waste water generated by washrooms, regular cleaning and mopping and canteen waste water.
- The soakage pit or absorption pit, is a pit dug in the ground to receive sewage from kitchen, toilet, washrooms and to allow the liquid to seep, leach or percolate into the ground.
- Since Mamdapur Grampanchayat is not providing pipe facility for toilets, we use septic tanks for toilet waste. These septic tanks are cleaned as per requirement.

E -waste management

- Institute takes efforts to minimize e-waste. Regular maintenance by technical staff and reutilization of spare parts of discarded electronic devices is a common practice.

File Description	Document
Any other relevant information	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling

5.Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

1.**Restricted entry of automobiles**
2.**Use of Bicycles/ Battery powered vehicles**
3.**Pedestrian Friendly pathways**
4.**Ban on use of Plastic**
5.**landscaping with trees and plants**

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1.**Green audit**
2.**Energy audit**
3.**Environment audit**
4.**Clean and green campus recognitions / awards**
5.**Beyond the campus environmental promotion activities**

Response: D.1 of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1.**Built environment with ramps/lifts for easy access to classrooms.**
2.**Divyangjan friendly washrooms**
3.**Signage including tactile path, lights, display boards and signposts**
4.**Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5.**Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The Institute provides inclusive environment which supports intellectually and academically to all students, regardless of their identity, learning preference and education**.** Inclusive environment is sustained through various initiatives taken by the Institute. Teachers work with students for academic excellence. The Institute Infrastructure is built after considering needs of disable students which reflect positive initiative taken towards inclusiveness of learning environment. The Institute's admission procedure is strictly as per norms of University of Mumbai and government of Maharashtra. Facilities provided by the Institute are accessible to all stakeholders regardless of any discrimination. Teachers consider a variety of areas to promote inclusivity, including syllabus, discussion method and personal style. Foundation course's topics like regional, religious and linguistic diversity in India, fundamental duties and responsibilities in the constitution of India focuses on inculcating values such as unity in diversity, tolerance, harmony, equality and fraternity amongst students. Institute is imparting quality education to first generation learners. Higher enrollment percentage of other backward community confirms that institute is working for rural and backward class of students.

The Institute believes in harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities. The Institute conducts various activities throughout the academic year where students belonging to different regional, linguistic, communal socioeconomic and other diversities take active participation. The Institute promotes regional and cultural diversity through programs like traditional day, celebration of Navhali cultural week and cultural festival like Guru Pournima, Garba Dance, and celebration of Birth and death anniversaries of great national personalities. The Institute inculcates values of tolerance through active implementation of its already constituted code of conducts for students, teachers and other stake holders.

Navhali Festival :

The Institute organizes Navhali cultural festival. In the said festival, the Institute conducts Traditional Day, Sari Day, in which students depict all states and languages, regional and communal diversity. This shows that the institute makes efforts for creating an inclusive environment.

Admission Process:

At the time of admission, the institute strictly follows the rules of admission and gives admissions to all students who belong to divert societies. As per given guideline, students from any caste and religion are admitted in the college.

Constitutional Day Celebration:

On 26th November each year we celebrate Constitutional Day . On this day all students and teachers read the preamble of the constitution followed by the lecture.

Birth and Death Anniversaries Celebration:

The institute organizes the birth and death anniversaries of the great Indian personalities. Birth and death anniversaries of Mahatma Gandhi, Dr. B. R. Ambedkar, Mahatma Phule, Chatrapati Shivaji Maharaj, Dr. A. P. J. Abdul Kalam, Dr. Sarvpalli Radhakrushnan, 'Marathi Bhasha Din', etc. are organized to create values amongst the students.

File Description	Document
Any other relevant information.	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The Institute is established with the objectives of providing quality education and for overall development of students to become good citizen of India and good human being. Development of ethics and qualities amongst students are given priority by the institution.

The Constitutional day is celebrated by the Institute every year. On this day, guest lecture of renowned personality is arranged to imbibe constitutional values amongst students. Thoughts of great Indian personalities are imbibed into young minds through Exhibition and Programmes conducted on celebration of National festivals. Every year, the institute organizes the national festivals and birth / death anniversaries of the great Indian personalities. National festivals observed at institute include Gandhi Jayanti, Independence Day and Republic Day. Institute commemorates the birth and death anniversaries of great personalities and offers tributes to them.

N.S.S department of institute is most active department which holds various activities like voter awareness rally, aids awareness rally, street dramas on topics like women education, eradication of superstition, Nirmalya Visarjan, Blood donation, nest out of plastic waste, Tree plantation etc. Our students actively participate in these activities which help to develop overall development.

Department of Lifelong Learning and Women Development Cell actively conduct activities related to gender equity which promote constitutional value of equality. Teachers and students work together for achieving learning objectives. During regular lectures, teachers follow code of conduct and discipline in Institute so that learning environment will inculcate values to bring over all development of students for being responsible citizens.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View Document](#)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: D. 1 of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

National Festivals are celebrated with enthusiasm. Our students are on a mission towards better India. Students come together breaking boundaries of religion and caste. Thoughts of great Indian personalities are imbibed into young minds through programs conducted on these days. The Institute commemorates the birth and death anniversaries of great personalities and offers tributes to them.

Republic Day:

Students and staff of Institute assemble every year on 26 January on the occasion of Republic Day and attend flag hoisting followed by a systematic parade. Special Speakers are invited to give lectures on various topics of national importance and on Fundamental Duties and Rights. Patriotic songs on the sacrifices made by freedom fighters are sung.

Independence Day:

Independence Day is celebrated every year on 15 August. Flag hoisting ceremony is followed by a systematic parade of students. Inspirational speeches are delivered to promote Unity and harmony. Patriotic songs are sung by students.

Gandhi Jayanti:

Gandhi Jayanti is celebrated in a unique manner in the memory of late Mahatma Gandhi. Remembering his

principles and acting on it, institute organizes several programmes like Swachh Bharat Abhiyan.

Marathi Bhasha Din:

Marathi BhashaDiwas is celebrated by our Students on 27 February every year to commemorate the birth anniversary of the eminent Marathi poet, playwright, novelist 'Kusumagraj', Shri V.V. Shirwadkar.

Various features of Marathi language are observed in the form of programmes arranged on that day.

Chhatrapati Shivaji Maharaj Jayanti:

On 19 Feb every year, the institute celebrates Chhatrapati Shivaji Maharaj Jayanti. In 2018-19 Resource Person was invited to elaborate on the life of Shivaji Maharaj and his legacy.

Other significant commemorations:

The Institute celebrates Birth Anniversary of the "People's President" Dr. A.P.J. Abdul Kalam. This day is celebrated as "Wachan Prerana Din.'' On this day students are encouraged to increase reading habits.

Teachers' Day:

Teachers' Day is commemorated as the birth anniversary of Dr. Sarvepalli Radhakrishnan, a great teacher and the President of India. Institute organizes an inspirational lecture by the Principal. Students celebrate Teachers' Day in their own way by wishing teachers by offering flowers, greeting cards and organizing some informal programs

International Women Day

Women Development Cell of the institute celebrates International women day every year. On this day, various programs like girl's security, self-defense training, guest lectures on gender equity etc are organized for gender sensitization.

Aids Awareness Day:

N.S.S and D.L.L.E department of the institute organize aids awareness rally and street play for spreading awareness amongst society about that disease.

World Population Day:

World population day is celebrated by the Economics Department of the institution to focus on human resource of the world by arranging. Various competitions and guest lectures.

World Environment Day:

The N.S.S Department of the institute undertakes tree plantation program in the vicinity area of institute for inculcating environment consciousness among students.

File Description	Document
Geotagged photographs of some of the events	**View Document**
Annual report of the celebrations and commemorative events for the last five years	**View Document**

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICES 1

1. **Title of the Practice**: Financial Relief through installments of fees

2**. Objectives of the Practice**:

- No one should deprive of higher education because of financial problem.

- To provide monetary support to economically backward students through installment facility.
- To promote welfare of society by fulfilling higher education needs.
- To create co- operative and co-ordinate learner centric environment.

3. **The Context feature:**

- Institution is situated in Mamdapur-Neral where large numbers of students who are belonging to backward classes get enroll for higher education.
- Students from economically backward class can avail this benefit of installments in payment of fees
- This relief supports students whose financial burden shift in small installments which results into continuation of higher education

4. **The Practice:**

At the beginning of every academic year those students who are having financial problems apply to the Principalfor installments in payment of fees by written application. After considering economic condition of student The Principal allows installments facilities in payment of fees. Generally students are requested to pay fees before ending of second term in suitable installments. Proper records of these students are maintained by administration departments.

5. **Evidence of Success:**

The Number of students who have availed this benefit in last Five Years is as follows –

Year	2018-19	2017-18	2016-17	2015-16	2014-15	Total
Number of students benefited	88	80	33	15	12	228

6. **Problems Encountered and Resources Required**:

- Institute is running on unaided basis hence it is difficult to provide such kind of facility.
- Sometimes Recovery of balanced fees from students become challenging and may cause to bad debts for Institution but for the welfare of society the Institution is providing this facility
- Since number of students who have applied for installments in payment of fees was more so it was difficult to select needy students.
- As far as Recourses required for scheme most important was money management and needy students data was important.

BEST PRACTICES 2

1**. Title of the Practice**: Assistance in Online Scholarship Form Filling

2. **Objectives of the Practice**:

- To provide assistance for online application of scholarship and freeship to students by filling their form in Institution.
- To aware and educate student about online scholarship form filling.
- No one should miss opportunity of higher education because of financial problem.

3. The Context feature:

The institute is located in vicinity of Mamdapur-Neral whichcomes under rural area. Students who are take admission belong to economically backward familie**s**. Many of them are the first graduating students from their family. The parents and students are not aware about online process of applying scholarship or freeshipof Maharashtra Government. Assistance in online scholarship form filling is given to students who want to apply for scholarship and freeship form.

4. The Practice:

The students who belong to reserve category are convinced to apply for government of Maharashtra Scholarship and freeship so that they can be benefited by these schemes of Maharashtra government. We analyzed that many students don't have resources to fill online forms like computer, internet facility, and

they are not aware about the procedure of filling form. After considering all these reasons, Institution has decided to assist students for filling their online scholarship and freeship form in the institution. Those students who are eligible for scholarship and freeship of Maharashtra government need to apply online through official website https://mahadbtmahait.gov.in/. The Institution provides assistance to such students through filling their online forms before the last date of online form submission so that they can get benefited by government scholarship. The institution administration department takes responsibility of filling forms in time. After successful submission of scholarship forms, the Institution takes follow up and if any queries arise then it is solved by administrative department. We found out that by offering such assistance, number of students applying for scholarship and freeship forms have been raised considerably.

5. Evidence of Success:

Year	2018-19	2017-18	2016-17	2015-16	Total
Scholarship forms fill by institution	93	201	72	57	423

6. Problems Encountered and Resources Required:

- Some students fail to submit their documents in time so they don't get that benefit.
- Awareness issue amongst first year students

File Description	Document
Any other relevant information	[View Document](#)
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Matoshree Sumati Chintamani Tipnis College is located at nearby Matheran, which is one of the well-known hill stations of the India. It is situated on the Western Ghats range at an elevation of around 800m above sea level. It is the first Institute situated in the rural area of Mamdapur-Neral and in other surrounding villages. The Institute campus area is 8001sq.m with adequate number of infrastructure facilities.

The Institute is surrounded by diverse vegetation which provides pollution free and healthy environment for all stakeholders. This distinctive feature is not only added the beauty of the Institute but also it helps in creating natural enthusiastic learning environment to develop a sense of conservation of environment among all students. The Institution promotes sustainable development of environment through its various environment conservation activities conducted by different departments.

The Institute is established in such an area where earlier the higher education opportunities were totally unavailable. The students of this institute are coming from remote area such as Kalamb, Damat, Shelu, Dahivali, Poshir etc. Most of these students have completed their primary and secondary education in vernacular medium. Therefore to educate them, professors are taking efforts in delivering lectures in bi-lingual language. It is aimed at imparting higher knowledge and skills among students. Students' need of education is also addressed by using E-Learning Resources.

The institute is working on the following vision and mission.

Vision:

To introduce quality education in Raigad District by providing and setting good standards with the help of dedicated excellent qualified, experienced and professional faculties.

Mission:

To provide not only the best education but also to create awareness and importance of education and guidance on 'Personality Development' for students especially from the rural area, Which is essential to meet challenges of the 21st century.

Following are the distinctiveness area of the college:

 Graduating First Generation Of The Society:

As per, vision of Vidya Mandir Mandal Trust, Matoshree Sumati Chintamani Tipnis College is Graduating the first generation of families. The college was established on 13 June 2008 with aims to provide the quality education to the rural people in Raigad district. The college is providing higher education to the students belonging to the economically and socially backward community**.**

A first generation graduate student is one who is the first person in the family pursuing a graduate degree. We are proud to support our first generation graduates students. Most students who decide not to go to college because of financial conditions, the Institution encourage such students, economically by 'Vidyarthi Kalyan Nidhi' (students' welfare fund for economically backward capable students). Through Vidyarthi Kalyan Nidhi, The management provides financial assistance to all talented and poor students. Those students belong to open category who do not get any government scholarship are also benefited by this scheme. This scholarship is started since 2008. Many recipients of Vidyarthi Kalyan Nidhi have successfully completed their education. They are having great esteem respect and regards towards Vidya Mandir Mandal, the Management.

More than 32 percent of students graduating from the Institute are identified as first graduate in their family. The survey of first generation graduating students was conducted by collecting forms from students of the Institution studying in current academic year. The forms were collected under the title of 'Graduating First Generation Of The Society' consisting personal information of students like full name of the student, birth date & birth place, mobile No., Adhar card No., email-id of the student, caste, sub-caste & religion, native place etc. Such students have also filled the information about father, mother, other family members name & their education respectively. Students also write down their family income.

The data collected from this survey was analyzed as below

CLASS	TOTAL NO. OF FORMS COLLECTED FROM FIRST GENERATION GRADUATING STUDENTS	CASTE					
		SC	ST	VJNT	OBC	SEBC	Open
F.Y.B.Com	39	06	02	01	21	01	08
S.Y.B.Com	51	04	-	01	30	11	05
T.Y.B.Com	09	-	-	-	08	-	01
F.Y.B.A	36	03	03	05	17	05	03
S.Y.B.A	33	02	02	-	28	-	01
T.Y.B.A	21	02	02	01	16	-	-
Total	189	17	09	08	120	17	18

The above data gives description about classification of students according to class and category wise. This data reveals that near about 189 students which are estimated to be one third of total number of students' strength of the Institution are first generation graduating students. The students of the Institution come from nearby rural areas. We are proud to mention that our institution is the first to set up Senior College in Mamdapur-Neral. These students are benefited because the Institution is located in the rural area of Mamdapur-Neral and in other surrounding villages.

  We organize convocation ceremony every year for these students as per the university guidelines. These students become ideals for society and also for their families for taking higher education. Their family members motivated to pursue higher education for overall development.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

5. CONCLUSION

Additional Information :

Vidya Mandir Mandal's Matoshree Sumati Chintamani Tipnis College is located at Mamdapur, Neral. The college is surrounded with naturally beautiful landscape area and it is situated between the beautiful mountains of Matheran. The natural surrounding resulted into an enjoyable learning atmosphere. It is easy for the students coming from different villages like Kalamb, Manivali, Shelu, Vangani, Vanjardpara, Bhadwal, Poshir, Borle and Kashele to reach at college because of its suitable location. Even though the college is permanently un-aided, all the learning facilities are given which creates good quality learning environment. Institution has well maintained four storey building, library, gymnasium, girls common room and lift for the differently able students. The institution encourages its students to participate in different competitions at the university and inter-collegiate level, for overall development of their personality. As a result many students have achieved great success. Students participate in different competition at various levels under guidance of teacher.The college has inspired many students of nearby villages to get higher education and this has resulted to create educational reform in this area of Mamdapur-Neral.

Concluding Remarks :

The establishment of Vidya Mandir Mandal's Matoshree Sumati Chintamani Tipnis College in Mamdapur Neral has benefited for providing higher education to students of this rural area.Many students from SC, ST and NT categories have graduated from this college and are currently working in society at higher post. Students graduated from this college are working as lawyers, news reporters, teachers and they also take initiative in social work. The enrollment of girl students is higher in this college. Earlier, there was no higher educational facility available in this area therefore; many girls were deprived of higher educational opportunities. Another reason for the deprivation in education is restrictive mindset of their parents.The location of this college helped to provide higher education to those girls who are not allowed to go outside cities for higher education. This has resulted into raising social and economic standard of the community living in this area.The college provides partly fees facility and Vidyarthi Kalyan Nidhi scholarship so that no one should be deprived of higher education.Our college also helps in online form filling of students.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
1	1	1	1	0 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
2	3	0	1	0	 Remark : Communication skills in English during 2015-16 and three add on courses Tally, DTP and Hard ware networking during 2017-18, and only Tally and DTP during 2018-19 are considered as per supporting documents. Collaboration program cannot be considered as certificate program conducted by the institution.
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
87	39	52	49	0 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
189	73	0	49	0	 Remark : Revised as per the certificate programs accepted in 1.2.2
1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15	

20	8	4	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	4	4	4

Remark : Only 3rd Year BA have 4 Project works as per SOP and documents provided in extended profile Metric 1.1

1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 450 Answer after DVV Verification: 348 Remark : It appears from Metric 2.6.3, the number of students appear for Final year BA is 87. So, 87X4 =348
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: E. None of the above Remark : Signature of the stakeholders is not available in the sample filled feedback forms and those are also not authorized by the Principal.
1.4.2	**Feedback process of the Institution may be classified as follows:** **Options:** 1. **Feedback collected, analysed and action taken and feedback available on website** 2. **Feedback collected, analysed and action has been taken** 3. **Feedback collected and analysed** 4. **Feedback collected** 5. **Feedback not collected** Answer before DVV Verification : A. Feedback collected, analysed and action taken and

	feedback available on website
	        Answer After DVV Verification: E. Feedback not collected
	    Remark : The input cannot be considered with respect to the option chosen in 1.4.1

2.1.1	**Average Enrolment percentage (Average of last five years)**
	
	    2.1.1.1. **Number of students admitted year-wise during last five years**
	        Answer before DVV Verification:
	
	    2.1.1.2. **Number of sanctioned seats year wise during last five years**
	        Answer before DVV Verification:
	
	    Remark : 2.1.1.1 Considered only number of students admitted in First year of BA and BCOM. 2.1.1.2 Considered only sanctioned seats for first year.

2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**
	
	    2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**
	        Answer before DVV Verification:

2.1.1.1 Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
590	667	651	631	619

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
218	264	264	264	260

2.1.1.2 Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
744	744	744	744	744

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
264	264	264	264	264

2.1.2.1 Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
466	546	534	514	504

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
72	89	92	91	87

	Remark : Revised considering the admitted students against seats earmarked, rest of the students may be treated as GM.

2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**
	
	   2.3.3.1. **Number of mentors**
	   Answer before DVV Verification : 11
	   Answer after DVV Verification: 10
	
	   Remark : Revised w.r.t the no. of full-time teachers as considered in 3.1 of extended profile.

2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**
	
	   2.4.3.1. **Total experience of full-time teachers**
	   Answer before DVV Verification : 88
	   Answer after DVV Verification: 56
	
	   Remark : Revised considering data for the latest completed academic year as per the data template.

3.2.1	**Number of papers published per teacher in the Journals notified on UGC website during the last five years**
	
	   3.2.1.1. **Number of research papers in the Journals notified on UGC website during the last five years.**
	   Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	2	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	0

Remark : Web link is not provided for all the research papers on UGC website. Research paper of only Prof. Snehal Deshmukh is considered for the year 2015-16.

3.2.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**
	
	   3.2.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**
	   Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

| 2 | 11 | 2 | 8 | 1 |

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	9	0	5	0

Remark : Revised as per the proofs found for which this HEI is the Affiliating Institute at the time of publication.

3.4.2	**Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years** 3.4.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0 | Remark : MOU is counted only once i.e in the year of signing/introduction of MOU .
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4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
299.67	310.08	13.52	39.84	10.76 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
2.19	2.31	2.67	2.80	1.68 | Remark : Revised considering expenditures for infrastructure augmentation only as per the income expenditure statement of the HEI.
4.3.3	**Bandwidth of internet connection in the Institution**

	Answer before DVV Verification : B. 30 MBPS – 50 MBPS Answer After DVV Verification: E. < 5 MBPS Remark : Nexus network is a broadband connection so it cannot be accepted. E-copy of document of agreement with the service provider should be attached to prove if the connection is leased line.
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---------	---------	---------	---------	---------
68.77	53.18	69.37	49.66	33.46 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---------	---------	---------	---------	---------
29.14	29.12	24.53	21.87	9.32	 Remark : Considered the expenditures only on maintenance of infrastructure (physical facilities and academic support facilities) of the HEI.
5.1.2	**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years** 5.1.2.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---------	---------	---------	---------	---------
44	17	32	10	5 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---------	---------	---------	---------	---------
0	0	0	0	0	 Remark : Scholarship from Non-Govt agencies is not reflected in the Audited Statement of HEI, so the input cannot be considered.
5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : Workshop on How to become an Entrepreneur and Guest lectures on Health and Hygiene are considered as per the supporting document. Certificate courses cannot be considered here.

5.2.1	**Average percentage of placement of outgoing students during the last five years** 5.2.1.1. **Number of outgoing students placed year - wise during the last five years.** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
16	11	15	17	24 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0 | Remark : There is no evidence from HEI that the placements for private sector jobs are done through placement drive, so the input cannot be considered.
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5.2.2	**Average percentage of students progressing to higher education during the last five years** 5.2.2.1. **Number of outgoing student progressing to higher education.** Answer before DVV Verification : 181 Answer after DVV Verification: 27 Remark : Certificate Courses, Training course should not be considered as progressed to Higher Education. Documents of students joined in IDOL University of Mumbai looks like pasted documents, so those are not considered.
5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15

| 0 | 2 | 2 | 5 | 1 |

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	2	1	5	0

Remark : Revised considering only inter-university/state/national or international achievements.

| 5.3.3 | **Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**
Answer before DVV Verification:

Answer After DVV Verification : |

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	9	7	11	09

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	9	6	7	7

Remark : Revised considering all activities conducted under an event as one event.

| 6.2.3 | **Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : Serial nos. 1, 2 & 4 are accepted as per the attached proofs. |

| 6.3.2 | **Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**
Answer before DVV Verification: |

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	6	4	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Registration fees are highlighted in the audited statement but there is no clarity that belongs to financial support to attend conferences or not and no such certificates of attending those conferences are provided.

7.1.7	**The Institution has disabled-friendly, barrier free environment**
	1. **Built environment with ramps/lifts for easy access to classrooms.**
	2. **Divyangjan friendly washrooms**
	3. **Signage including tactile path, lights, display boards and signposts**
	4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
	5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**
	Answer before DVV Verification : B. 3 of the above
	Answer After DVV Verification: C. 2 of the above
	Remark : Serial nos. 1 & 2 are accepted. For proof of scribe, only request letter from the students is given, permission for providing scribe facility or notice regarding the same is not provided.
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**
	1. **The Code of Conduct is displayed on the website**
	2. **There is a committee to monitor adherence to the Code of Conduct**
	3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
	4. **Annual awareness programmes on Code of Conduct are organized**
	Answer before DVV Verification : C. 2 of the above
	Answer After DVV Verification: D. 1 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
104	104	104	104	104

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

104	106	104	104	104

2.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
124	150	143	97	101

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
180	195	181	161	178

3.1	**Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	12	12	12	12

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	10	10	10