

Ref. No. : NKTC/IQAC/236 /14-15

Date : 7<sup>th</sup> August, 2014

The Director,  
National Assessment and Accreditation Council,  
P.O. Box No.1075,  
Nagarbhavi,  
Banglore – 560 072

Respected Sir,

Sub. : Submission of AQAR 2013-14

We are forwarding the AQAR for the year 2013-14 in the format available on NAAC website.

Please acknowledge and do the needful.

Thank You,

Yours Sincerely,

PRINCIPAL,

Sheth T. J. Education Society's,  
Sheth N.K.T.T.College of Commerce &  
Sheth J.T.T. College of Arts,  
Kharkar Ali, Thane (W.) – 400 601  
State - Maharashtra

**PART – A**

**I. Details of the Institution**

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City / Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the

Institution  
Tel. No. with STD Code

Mobile

Name of the IQAC Co-ordinator

Mobile

IQAC e-mail address

1.3 NAAC Track ID

1.4 Website address

1.5 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C	--	2003-04	
2	2 <sup>nd</sup> Cycle	B	2.49	2010-11	26.3.2016

1.6 Date of Establishment of IQAC DD/MM/YYYY

1.7 AQAR for the year

..2..

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR – 2011-12 submitted to NAAC on 28.09.2012
- ii. AQAR - 2012-13 submitted to NAAC on 28.09.2013

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved institution Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant- in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

Type of Faculty / Programme

Arts  Science  Commerce

Law  PEI (Phy.Edu.)  TEI (Edu.)

Health Science  Management

Others

..3..

..3..

1.11 Name of the Affiliating University	<input type="text" value="Mumbai University"/>		
1.12 Special status conferred by Central / State Government – UGC/CSIR/DST/DBT/ICMR etc.			
Autonomy by State / Central Govt./University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC – Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC – Innovative PG Programmes	<input type="text"/>	Any other	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		
2. <u>IQAC Composition and Activities</u>			
2.1 No. of Teachers	<input type="text" value="08"/>		
2.2 No. of Administrative / Technical Staff	<input type="text" value="02"/>		
2.3 No. of students	<input type="text" value="03"/>		
2.4 No. of Management representatives	<input type="text" value="02"/>		
2.5 No. of Alumni	<input type="text" value="02"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers / Industrialists	<input type="text" value="01"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="20"/>		
2.10 No. of IQAC meetings held	<input type="text" value="04"/>		
2.11 No. of meetings with various stakeholders	<input type="text" value="02"/>	Faculty	<input type="text" value="05"/>
Non-Teaching Staff	<input type="text" value="03"/>	Alumni	<input type="text" value="04"/>
Others	<input type="text" value="01"/>		

..4..

2.12 Has IQAC received any funding from UGC during the year ? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 1) Suggested infrastructural changes
2) Suggested Seminars / Workshops

2.15 Plan of Action by IQAC / Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhanced by the end of the year.

Table with 2 columns: Plan of Action, Achievements. Rows include: To offer career oriented Add On Courses, To organize effective placement services, To establish linkages with industries, To involve alumni in resource mobilization, Enhancing ICT enabled teaching learning process, To initiate Gandhian study centre, Infrastructural changes, Value based programmes, Promoting 'Research Culture' among faculty. All most all the activities were conducted.

2.15 Whether the AQAR was placed in statutory body Yes  No  Management  Syndicate  Any Other Body

Provide the details of the action taken 1) Infrastructural changes were made. 2) Ad-on courses are going to start.

## Part – B

## Criterion – I

## I. Curricular Aspects

## 1.1 Details about Academic Programmes

Level of the programme	Number of existing programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.				
P.G.			01	
U.G.	02		03	
P.G. Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	02		04	
Interdisciplinary				
Innovative				

## 1.2 i) Flexibility of the Curriculum : CBCS / Core / Elective option / Open options

## ii) Pattern of programmes :

Pattern	Number of programmes
Semester	B.COM., B.A., B.M.S., B.Sc.(I.T.), B.Com.(Banking & Insurance, M.Com.
Trimester	
Annual	

## 1.3 Feedback from stakeholders

(On all aspects)

Alumni  Parents  Employers  Students   
 Online  Manual  Co-operating schools

## 1.4 Whether there is any revision / update of regulation or syllabi, if yes, mention their salient aspects.

Yes

## 1.5 Any new Department / Centre introduced during the year. If yes, give details

No

**Criterion – II****2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent Faculty

Total	Assist. Professors	Associate Professors	Professors	Others
22	15	06	--	01

2.2 No. of permanent faculty with Ph.D.

6
---

2.3 No. of Faculty positions Recruited (R) And Vacant (V) during the year

Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest - NIL	Visiting - 04	Temporary 16
-------------	---------------	--------------

2.5 Faculty participation in conferences and symposia

No. of Faculty	International Level	National Level	State Level
Attended	2	4	5
Presented papers	2	4	5
Resource Persns	--	--	--

2.6 Innovative processes adopted by the institution in Teaching and Learning

ICT, Teaching Plan
--------------------

2.7 Total No. of actual teaching days during this academic year

180
-----

2.8 Examination / Evaluation Reforms initiated by the Institution (for example : Open Book Examination, Bar Coding, Double Valuation, Phtcopy, Online Multiple Choice Questions)

--
----

2.9 No. of faculty members involved in curriculum restructuring / revisions / syllabus development as member of Board of Study / Faculty / Curriculum Development workshop

Restructuring	Revision	Syllabus
--	01	04

2.10 Average percentage of attendance of Students

80%
-----

## 2.11 Course / Programme wise distribution of pass percentage

Title of the Programme	Total No. of students appeared	Grade					
		O	A	B	C	D	E
B.Com.	444	31	131	156	93	09	03
B.A.	52	00	02	09	22	17	01
B.M.S.	107	00	05	09	16	09	00
B.Sc.(I.T.)	56	03	06	16	03	00	00
B.Com. (B. & I.)	49	00	07	11	05	01	00

## 2.12 How does IQAC Contribute / Monitor / Evaluate the Teaching &amp; Learning processes

## 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefited
Refresher courses	4
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	5
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	4
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	19	02	00	09
Technical staff	22	00	00	16

**Criterion – III****3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing / Promoting Research Climate in the institution**

<ul style="list-style-type: none"> <li>❖ By organizing one day workshop in Research Methodology</li> <li>❖ Forwarding research proposals</li> <li>❖ Participation in International and National Conferences</li> <li>❖ Encouragement for Short Term Courses</li> <li>❖ Providing information regarding Workshops &amp; Seminars on Research Methodology in other institutions</li> </ul>
--

**3.2 Details regarding major projects**

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

**3.3 Details regarding minor projects**

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

**3.4 Details on research publications**

	International	National	Others
Peer Review Journals	10		
Non-Peer Review Journals			
e-Journals			
Conference proceedings	01		

**3.5 Details on Impact factor of publications :**

Range  Average  h-index  Nos. in SCOPUS

**3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations.**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University / College				
Students research projects (Other than the compulsory by the University)				
Any other (specify)				
Total				

3.7 No. of books  
Published

i) With ISBN No.

02

Chapters in Edited Books

02

i- b) Without ISBN No.

06

3.8 No. of University  
Departments  
receiving funds from

UGC-  
SAP

-

CAS

-

DST-FIST

-

DPE

-

DBT  
Scheme/funds

-

3.9 For colleges

Autnomy

-

CPE

-

Dbt Star  
Scheme

-

Inspire

-

CE

-

Any  
other  
(Speficy)

-

3.10 Revenue generated  
through  
consultancy

-

3.11 No. of conferences  
organized  
by the Institution

Level	International	National	State	University	College
Number	-	1	1	-	2
Sponsoring agencies	-	-	-	-	-

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

05

3.13 No. of collaborations

International

-

National

10

Any  
other

-

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs

From Funding agency	<input type="text" value="-"/>	From Management of University / College	<input type="text" value="50,000/-"/>
Total	<input type="text" value="50,000/-"/>		

3.16

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialized	Applied	
	Granted	

3.17 No. of research awards / recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist.	College

3.18 No. of faculty from the Institution who are Ph.D. Guides

And students registered under them

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

3.20 No. of Research scholars receiving the fellowships (Newly enrolled + existing ones)

JRF	<input type="text" value="-"/>	SRF	<input type="text" value="-"/>	Project Fellows	<input type="text" value="-"/>	Any Other	<input type="text" value="-"/>
-----	--------------------------------	-----	--------------------------------	-----------------	--------------------------------	-----------	--------------------------------

3.21 No. of students Participated in N.S.S. events	University Level	<input type="text" value="30"/>	State Level	<input type="text" value="-"/>
	National Level	<input type="text" value="-"/>	International Level	<input type="text" value="-"/>
3.22 No. of students participated in N.C.C. events	University Level	<input type="text" value="-"/>	State Level	<input type="text" value="-"/>
	National Level	<input type="text" value="-"/>	International Level	<input type="text" value="-"/>
3.23 No. of Awards won in N.S.S.	University Level	<input type="text" value="-"/>	State Level	<input type="text" value="-"/>
	National Level	<input type="text" value="-"/>	International Level	<input type="text" value="-"/>
3.24 No. of Awards won in N.C.C.	University Level	<input type="text" value="-"/>	State Level	<input type="text" value="-"/>
	National Level	<input type="text" value="-"/>	International Level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University Forum	<input type="text" value="-"/>	College Forum	<input type="text" value="-"/>		
N.C.C.	<input type="text" value="-"/>	N.S.S.	<input type="text" value="14"/>	Any other (D.L.L.E.)	<input type="text" value="03"/>

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

- Blood Donation Camp
- Snehankit Centre
- Financial Support
- Tree Plantation
- AIDS Awareness rally
- Coaching for civil services
- Street plays on social awareness
- Paper bag making & distribution in adopted area
- Pulse polio immunization drive
- Eradication of superstitions
- 7 – day residential camp
- Consumer Guidance workshop
- Eco-friendly Ganpati awareness rally

**Criterion – IV****4. Infrastructure and Learning Resources**

## 4.1 Details of increase in infrastructure facilities :

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.5 acre	--	--	--
Class rooms	27	--	--	--
Laboratories	01	--	--	--
Seminar Halls	01	--	--	--
No. of important equipments purchased (> 1-0 lakh) during the current year			--	--
Value of the equipment purchased during the year (Rs. In Lakhs)				
Others				

## 4.2 Computerization of administration and library

CAS programme has been developed for Administrative, Accounts & Examination related works
---

## 4.3 Library services :

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12495	14,67,670/-	1970	2,61,980/-	14465	17,29,650/-
Reference Books	8500	24,12,900/-	396	2,12,702/-	8,896	26,25,602/-
e-books						
Journals	24	22,656/-	26	17,798/-	50	40,454/-
e-journals						
Digital Database						
CD & Video	237	2,695/-	02	600/-	239	3,295/-
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	75	30	4	1	1	10	35	--
Added				1				
Total	75	30	--	--	--	10	35	--

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

Tally, D.T.P., Hardware Networking Web-designing UNIX
---

4.6 Amount spent on maintenance in lakhs :

i) ICT	2,41,922/-
ii) Campus Infrastructure and facilities	2,47,000/-
iii) Equipments	15,85,132/-
iv) Others	2,03,500/-
<b>Total :</b>	<b>22,77,554/-</b>

**Criterion – V**

5. Students Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- through Students' Council awareness created
- through Women Development Cell awareness was created
- list of activities recommended for committees

5.2 Efforts made by the institution for tracking the progression

- through Alumni Association
- Records kept

5.3 a) Total Number of students

UG	PG	Ph.D.	Others
2356	113	--	--

b) No. of students outside the state

11

c) No. of international students

--

Women	No.	%
	--	--

Men	No.	%
	--	--

2012-13						2013-14					
General	SC	ST	OBC	Phy.Chall.	Total	General	SC	ST	OBC	Phy.Chall.	Total
2082	160	18	264	03	2527	1977	178	25	285	04	2469

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Weekly lectures organized – 17 lectures 2 hours duration
- Workshops
- Inspirational videos
- Face book page

No. of students beneficiaries - 123

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc.	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of students counseling and career guidance

- Appt. of counselor - Counseled 29 students
---

No. of students benefited - 29

5.7 Details of campus placement

On campus			Off campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	55	28	05

5.8 Details of gender sensitization programmes

- Workshops conducted on gender sensitizations.
- Essay writing competition, poster making and short film making on women related issues.
- Organized Anand Mela to encourage entrepreneur skills of girls students

5.9 Students Activities

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

State/University level	<input type="text" value="105"/>	National level	<input type="text"/>	International level	<input type="text"/>
------------------------	----------------------------------	----------------	----------------------	---------------------	----------------------

No. of students participated in cultural events

State/University level	<input type="text" value="100"/>	National level	<input type="text"/>	International level	<input type="text"/>
------------------------	----------------------------------	----------------	----------------------	---------------------	----------------------

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

Sports	State/University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>
Sports	State/University level	11	National level	<input type="text"/>	International level	<input type="text"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International / National recognitions		

5.11 Students organized / initiatives

Fairs	State/University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>
Exhibition	State/University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>

5.12 No. of social initiatives undertaken by the students

05

5.13 Major grievances of students (if any) redressed :- 2 cases of Eve teasing reported. Counseling done.

**Criterion – VI**

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision - Committed efforts to acquire ability to think holistically, communicate persuasively and to act morally.  
Mission - \* To impart education based on values, justice and equality among students from all strata of society.  
\* To enable to students to grow spiritually, intellectually and professionally throughout their lives.

6.2 Does the Institution has a management Information System -

Yes

6.3.1 Curriculum Development

As per University and Board of Studies guidelines  
STC / Orientation Course / Refresher Course

6.3.2 Teaching and Learning

Synoptic notes  
Wikimedia, e-content development – ICT, Audio-Visual methods, Industrial visits, Presentations, Group discussions, Remedial and intensive coaching

6.3.3 Examination and Evaluation

Semesters base Credit Grade System as per University scaling down guidelines.  
entire process is computerized

6.3.4 Research and Development

- Research development cell
- Workshops on R.M.
- Promoted faculty for Research.
- Encouraging teachers for faculty development programme.

6.3.5 Library, ICT and physical infrastructure / instrumentation

SOUL software available in Library  
Computer Systems - Printers, Scanner, Copy Printer, Copier provided

6.3.6 Human Resource Management

- Participation in various training programmes
- Faculty members attend National / International seminars and conferences
- Workshops are organized in college to cater to needs of different groups
- E-records of examination information
- Systematic records of attendance
- Alumni details are constantly upgraded

6.3.7 Faculty and staff recruitments

- Fair treatment to both Aided and Self financing courses faculties
- Fare representation in academic and governing bodies
- Periodic revision of pay for S.F.C.
- Service rules are employee friendly

6.3.8 Industry Interaction / Collaboration

Industrial visits and Industrial interactions are arranged by Department of Commerce, Economics and Self Financing Courses

6.3.9 Admission of Students

As per University and Government norms

6.4 Welfare schemes for

Teaching	--
Non-teaching	--
Students	Students Group Insurance scheme is available

6.5 Whether corpus fund generated

No

6.6 Whether annual financial audit has been done

Yes

TM

No

6.7 Whether Academic and Administrative Audit (AAA) has been done? – No

Audit Type	External		Internal	
	Yes / No	Agency	Yes / No	Authority
Academic	--	--	--	--
Administrative	--	--	--	--

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

For UG Programmes	Yes	<input type="text" value="TM"/>	No	<input type="text"/>
For PG Programmes	Yes	<input type="text" value="TM"/>	No	<input type="text"/>

6.9 Whether the efforts are made by the University or Autonomous Colleges for Examination Reforms ?

6.10 What efforts are made by the University to promote autonomy in the affiliated / constituent colleges?

6.11 Activities and support from the Alumni Association

- Regular meetings with existing students
- Annual gathering
- Civil Service coaching / guidance provided free of cost
- Funding for needy students
- Collaboration with NGOs

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

- Green Day
- Say No to Mobile Day
- Say No to Plastic

**Criterion – VII**

7. Innovations and Best Practices

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

- Auditorium modify into Indoor Stadium for conducting Inter-Collegiate Wrestling competition
- Exhibition organized by Women Development Cell to enhance entrepreneurship skills of girl students

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

Plan	Action taken
<ul style="list-style-type: none"><li>• Inter-collegiate competitions</li><li>• Workshop / Seminars</li><li>• Guest lectures</li> <li>• Competitions</li><li>• Blood Donation Camp</li><li>• Meetings of Ex-students</li><li>• Outreach activities</li></ul>	<ul style="list-style-type: none"><li>• Inter-collegiate wrestling completion</li><li>• 2 seminars Conducted by Commerce Dept.</li><li>• Conducted by various Students' Associations &amp; Departments</li><li>• Organized by different students' bodies</li><li>• Organized by N.S.S.</li><li>• Conducted by Alumni Association</li><li>• Conducted by Ex-Students' Association, Snehankit Centre and N.S.S.</li></ul>

7.3 Give two Best Practices of the institution

- Snehankit Centre
- Value education
- Mentor system
- Civil services coaching

7.4 Contribution to environmental awareness / protection

Participation in essay writing, poster making, slogan, rallies, tree plantation, emphasis on re-cycling, say no to mobile,

7.5 Whether environmental audit was conducted

Yes

No

 TM

7.6 Any other relevant information the institution wishes to add

- Skill development programmes.
- Infrastructural changes
- Preparing students of weaker section to face global competition.

**8. Plans of institution of next year**

- To organize International Seminars
- To strengthen Academic Programmes
- To strengthen Research Activities
- To strengthen Social Awareness Programmes
- Submission of research proposals to different funding agencies
- Initiate programmes for improvement of natural environment
- To establish linkages with industries