

**ST. GONSALO GARCIA COLLEGE OF  
ARTS & COMMERCE, VASAI**

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)  
OF THE IQAC  
2011-2012**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year (for example 2013-14)

2011- 12

### I. Details of the Institution

1.1 Name of the Institution

St. Gonsalo Garcia college of Arts  
and Commerce

1.2 Address Line 1

Behind Municipal Cricket Ground

Address Line 2

-----

City/Town

Vasai (W)

State

Maharashtra

Pin Code

401201

Institution e-mail address

gonsalogarcia@yahoo.com

Contact Nos.

0250-2326469/ 0250-2321840

Name of the Head of the Institution:

Dr. Solomon Rodrigues

Tel. No. with STD Code:

0250-2326469

Mobile:

09422385050

Name of the IQAC Co-ordinator:

Capt. Jose George

Mobile:

9158088102

IQAC e-mail address:

ggcollegeiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN 10869

**OR**

1.4 NAAC Executive Committee No. & Date:

16 Feb 2004

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

ggcollege.ac.in

Web-link of the AQAR:

[http://ggcollege.ac.in/cms/index.php?option=com\\_content&view=article&id=135:aqar&catid=34:about-us&Itemid=53](http://ggcollege.ac.in/cms/index.php?option=com_content&view=article&id=135:aqar&catid=34:about-us&Itemid=53)

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+		2004	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC:

17/12/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2007-08 submitted to NAAC on 20/03/2009
- ii. AQAR 2008-09 submitted to NAAC on 01/10/2010

iii. AQAR 2009-10 submitted to NAAC on 01/10/2011

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

(eg. AICTE, BCI, MCI, PCI, NCI)

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

University of Mumbai

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="----"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-----"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="----"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="----"/>	Any other ( <i>Specify</i> )	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="----"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="04"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>		
2.3 No. of students	<input type="text" value="Nil"/>		
2.4 No. of Management representatives	<input type="text" value="02"/>		
2.5 No. of Alumni	<input type="text" value="Nil"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="09"/>		
2.10 No. of IQAC meetings held	<input type="text" value="02"/>		
2.11 No. of meetings with various stakeholders:			
	Faculty <input type="text" value="03"/>		
Non-Teaching Staff <input type="text"/>	Students <input type="text" value="--"/>	Alumni <input type="text" value="Nil"/>	Others <input type="text" value="02"/>

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

- IQAC has taken initiative in working out modalities of UGC affiliation and took initiative in contacting Principal Dr. Ancy Jose of Nagindas Khandwala College.
- Newly permitted M.com course begun with the commerce faculty
- Newly permitted B.com with Banking and Insurance, B.com with Accounting and finance brought on track under Self-finance streams
- Recommendation of the IQAC on Sound proofing has done in the third floor enabling the class rooms to function without disturbance from other class rooms
- Suggestions for Sports coaches were implemented to improve in the areas like cricket, volleyball, boxing, football
- Special emphasis has given in the training of theatre, dance and music which resulted in achieving prizes at intercollegiate and regional competition
- Improved staff common room preparation were initiated
- Safety and security measures were enhanced
- More qualitative and innovative departmental activities initiated

### 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 enhancement and the outcome achieved by the end of the year \*

Plan of Action	
<p>1) This year academic concentration must be on introducing CBGS:</p> <p>a) Faculty to be sent for various workshop organized by the University.</p> <p>b) To conduct an orientation for the faculty of our college and nearby colleges.</p> <p>c) Conduct an orientation programme for students on CBSGS.</p> <p>d) Workshop for office staff regarding the introduction of CBSGS and the new documentation relating to the change.</p> <p>2) To expedite UGC affiliation and plan the visit to UGC office if required.</p> <p>3) Complete the formalities relating to the acquisition of land in the name of the trust so that new building plan can be submitted for approval.</p> <p>4) Initiate action for digitalizing attendance and improve the class ambience. New</p>	<p>University introduced CBSGS, the college also made the required preparation to start the CBSGS at FY level. College involved in changing the annual pattern to semester based system</p> <p>Faculty from all departments attended various workshops conducted by the University</p> <p>Inhouse orientation was conducted by the IQAC to prepare for the CBSGS system</p> <p>Class wise orientation programme was conducted to inform and prepare students for the new semester pattern</p> <p>Office staff were given induction training programme to acquaint with the new software introduced by the university in relation to CBSGS</p> <p>The Principal and the IQAC worked out various modalities for the UGC affiliations</p> <p>The trust officials expediated the formalities required for the land acquisitions and most part of the land becomes the property of the trust.</p> <p>Initiated the drafting of the new building plan</p> <p>Bio-metric attendance for college staff introduced</p> <p>New equipments were introduced during the year</p>

<p>Blackboard and teaching aids to be purchased as requisitioned by departments.</p> <p>5) Frame policy for M.com admission</p> <p>6) Counseling activities to be continued as usual.</p> <p>7) Invite eminent speakers from industry/ theatre and film/ literature/ sports/ fine arts - for programmes.</p> <p>8) Take initiative towards more practical orientation for students through visits, tours etc.</p> <p>9) To strengthen cultural and sports activities for better performances.</p>	<p>IQAC recommended the merit policy to be adopted for M.Com admission due to heavy demand for the programme</p> <p>The counselling department continued its initiative in conducting various programmes in schools and colleges.</p> <p>Eminent personalities were invited to interact with the students at seminars, workshops etc.</p> <p>Tours and visits for students conducted.</p> <p>Coaches trained students enabling them to participate</p> <ul style="list-style-type: none"> <li>• in international events (athletics)</li> <li>• under 19 Mumbai cricket team,</li> <li>• National level Nokia India Fest.</li> </ul>
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\* Attach the Academic Calendar of the year as Annexure. – Hand book copy / Prospectus

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management       Syndicate       Any other body



Provide the details of the action taken

Expediting the various plans and schemes put forward by the IQAC

1. Introduced CBSGS successfully
2. Faculty were trained through workshops and orientations\
3. Bio-metric attendance system installed
4. New equipments like black boards projectors bought
5. New policy adopted for M.Com admission
6. Counselling department continued usual initiatives
7. Invited to interact with the students at seminars, workshops etc.
8. Tours and visits for students conducted.
9. Coaches trained students .
10. In house orientation by the IQAC to prepare for the CBSGS .
11. Class wise orientation programme conducted to inform and prepare students for the new semester pattern.
12. Office staff given training of the new software for CBSGS.

## 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
PhD				
PG			03	
UG	02		05	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>02</b>		<b>08</b>	
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

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

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	28	16	10	01	01

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	01	--	--	--	--	--	--	--	01	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	24	08
Presented papers	01	08	11
Resource Persons		04	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Projectors used in the class room, presentations, group discussions, practical and oral tests. English department has brought the awareness culture to the students through film\documentary making .

DLLE took practical requirements of today as their motto for the year . This helped the students, parents and other community members to involve in PAN & KYC drive.

The students were familiarised with the jobs in the world of Banking / investor awareness

2.7 Total No. of actual teaching days

206

during this academic year

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

Class test, MCQ, Question Banks, presentations/projects

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

02      02      02

2.10 Average percentage of attendance of students

84%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	GRADES					
		'O'	'A'	B	C	D	E
F.Y.BCOM	575	--	37	99	128	63	04
F.Y.B.A.	264	--	10	35	50	62	11
F.Y.B.M.S.	60	--	27	16	06	03	--
F.Y.B.A.F.	56	--	21	12	10	04	--
F.Y.B.B.I.	42	--	08	12	08	--	--
F.Y.B.SC.IT.	70	10	18	14	14	03	--
F.Y.B.F.M.	07	--	01	04	02	--	--
S.Y.BCOM	551	--	17	79	87	82	16

S.Y.B.A.	222	--	20	53	57	33	18
S.Y.B.M.S.	59	05	32	15	04	02	--
S.Y.B.A.F.	56	01	24	13	04	01	--
S.Y.B.B.I.	38	04	14	07	04	--	--
S.Y.B.SC.IT.	72	18	27	14	04	02	--
S.Y.B.F.M.	07	--	01	02	03	--	--
Title of the Programme	Total no. of students appeared	GRADES					
		'O'/ DIST	'A' I	'B/C/D' II CLASS		'E' PASS	
T.Y.BCOM	523	--	318	127		04	
T.Y.B.A.	284	--	64	149		29	
T.Y.B.M.S.	51	--	37	--		06	
T.Y.B.A.F.	--	--	--	--		--	
T.Y.B.B.I.	--	--	--	--		--	
T.Y.B.F.M.	25	13	08	--		03	
T.Y.B.SC.IT.	65	--	21	--		10	
M.COM	14	--	02	07	03		
M.A.	15	--	07	06	01		
M.SC.IT.	05	--	--	01	04		

#### Grade details

'O' GRADE >70%

'C' GRADE 50 TO 55%

'A' GRADE 60 TO 70%

'D' GRADE 45 TO 50%

'B' GRADE 55 TO 60%

'E' GRADE 40 TO 45%

How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

To create awareness among the faculty to maintain attendance records, modulate teaching in accordance with the need of individual students, to assess students according to their potential ability, framing teaching plans, and follow up, filling Self Assessment Form.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
39 Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	32
Orientation programmes	--
Faculty exchange programme	--

Staff training conducted by the university	---
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	32
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	18			--
Technical Staff	09			--

### Criterion – III

## 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC sensitises through the LMC / management stressing the need to promote research activities through grant of funds, duty leave, and library /internet facilities. It tries to create an ambience for favourable work conditions and a healthy environment for teaching and learning.

#### 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	01	--	01	01
Outlay in Rs. Lakhs			0.25	01

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings	05	03	09

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS2

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects	1 yr	University of Mumbai(UGC)	25,000	25,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International  National  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  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	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
	--	-	-		01	--

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  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="01"/>	State level	<input type="text" value="52"/>
National level	<input type="text" value="16"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

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 NCC:

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="-"/>
NCC	<input type="text" value="08"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text" value="04"/>

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

AIDS awareness, women emancipation and gender sensitisation, Thalessemia detection, planting trees and rural development programmes

Banking and financial literacy programme

NCC conducted MaujMasti with handicapped kids, Eco-conservation week, Drive safety Rally, Blood donation camp



## 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	11 acres	--	--	11 acres
Class rooms(Platforms)	36	--		
Laboratories(Computers)	32	--		
Seminar Halls	-	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. (Invertors-02,Batteries-06)	-	-	--	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-			-
Others(Cupboards/Chairs)	-			-

#### 4.2 Computerization of administration and library

The office and library activities are computerised

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7760	1020036	402	42042	8162	1062078
Reference Books	15600	2715000	1426	615653	17026	3330653
e-Books						
Journals	54	11,410			54	11,410
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	32	04			08	04	02
Added	--	--	--			--	--	--
Total	46	32	--			08	04	02

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

Internet access in the office, library, and computer lab

4.6 Amount spent on maintenance in lakhs :

i) ICT

₹ 69,049

ii) Campus Infrastructure and facilities

₹ 29,013

iii) Equipments

₹ 28,566

iv) Others

₹ 7,500

**Total :**

₹ 134128

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Information boards were placed in the campus and the building: mentioning the Examination schedules both Internal (within college) and University. Highlighting student achievements .Focussing on Departmental and Extramural activities and National integration and Women safety measures, support departments to organise student support programmes like Workshops, seminars, group discussions etc., conduct tours and visits

5.2 Efforts made by the institution for tracking the progression

Faculty met ex-students on different occasions and enquired of their job status and involvement, provided counselling and guided them for further studies.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Othe.rs
3174	135		

(b) No. of students outside the state

04

(c) No. of international students

01

Men

No	%
1677	50

Women

No	%
1632	50

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2705	78	103	418	03	3307	2927	61	101	220	--	3309

Demand ratio - 1.74 : 1      Dropout % - 3%

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

The faculty invites experts from various arenas to address students about different enterprises and career opportunities. Faculty members and also the DLLE tries to coach students for competitive examinations.(UPSC-MPSC). Also relevant books are available in the library.

No. of students beneficiaries

50

#### 5.5 No. of students qualified in these examinations

Details not available

NET       SET/SLET       GATE       CAT   
IAS/IPS etc       State PSC       UPSC       Others

#### 5.6 Details of student counselling and career guidance

Faculty members guide the students on subject/career choices and also offer counselling seminars to students at various levels

No. of students benefitted

300

#### 5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	350	Not available	Not available

## 5.8 Details of gender sensitization programmes

Women's Cell had conducted workshop on Gender Issues in India in collaboration with Maharashtra State Women & Child Welfare Commission, our college students and also from seven other colleges attended. Eminent women social workers, lady police officers ACP, DSP's, staff members and students participated in the question answer session.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	9595
Financial support from government	40	289095
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

SWAPRAKASHEN DIPPYATAM (Let thy Light Shine)

St. Gonsalo Garcia College is committed to the integrated development of the youth, for individual and societal transformation through education and self realisation.

#### 6.2 Does the Institution has a management Information System

Yes, the students and staff give feedback through class representatives, staff – secretary, HODs.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

The syllabus as recommended by the Mumbai University is adhered to. The strategies adopted:

Plan the additions or deletions required in the future development of the syllabus (communicate to the Board of Studies)

##### 6.3.2 Teaching and Learning

1. Planning syllabus on monthly basis helps to finish in time.
2. Chalk & Talk, Questionnaires, PPT, group discussion, assignments.
3. Implement improvement in students' performance
4. Corrective teaching
5. Appraisal of performance

##### 6.3.3 Examination and Evaluation

1. Examination dates announced in calendar of events.
2. Additional examination for students who missed their exam
3. Supervision charts displayed on notice boards
4. Time allotted for evaluation of paper
5. Faculty from other colleges invited for Moderation
6. Conduct university examinations
7. Faculty members participated in Paper setting and evaluation of papers for university
8. Examination control room established with CC TV

#### 6.3.4 Research and Development

1. Faculty participating in workshops, seminars, conferences and research projects granted duty leave , registration expenses .
2. Motivate teachers to do PHD
3. Help the teachers to get minor project funding from the university
4. Internet facility in the library.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Up gradation of library systems,
2. Lecture rooms to be provided with Projectors
3. Utilise the Library funds for new books and Journals.
4. Improved boards in the classrooms.

#### 6.3.6 Human Resource Management

1. Sensitise teachers towards Quality culture aiming for excellence.
2. Staff members assigned task on the basis of aptitude, attitude and skills.
3. Existing staff given responsibilities in new courses viz M.Com.

#### 6.3.7 Faculty and Staff recruitment

1. For new appointments preference given to fully qualified faculty.
2. Advertisements and other formalities are followed as stipulated by University.
3. List of interviewed candidates are kept for filling emergency vacancies.

#### 6.3.8 Industry Interaction / Collaboration

1. Departments conduct industrial visits periodically
2. Industrial experts invited for seminars workshops and student interaction

#### 6.3.9 Admission of Students

1. Online admissions procedure followed
2. Admission committee scrutinises the applications

6.4 Welfare schemes for

Teaching	LTA/ Gifts given by Management
Non teaching	LTA/Gifts provided by management
Students	Group insurance/scholarships//bus and railway concessions

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	--	--
Administrative	yes	Accountant general	yes	Management

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

University decentralised the CAP centre in to clusters through which nearby colleges are grouped together for evaluation of papers

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

First year / second year examinations/paper setting /evaluation/moderation and declaration of results are conducted by the college

#### 6.11 Activities and support from the Alumni Association

No official Alumni ,but batches of ex-students meet-together for NCC on 15 Aug & 26 Jan. and motivate the new cadets and share their experiences outside the college. Alumini of old batches meet together separately

#### 6.12 Activities and support from the Parent – Teacher Association

Parents and teachers meet the Principal and concerned teachers regarding progress of their ward

#### 6.13 Development programmes for support staff

1. Computer training given to the support staff.
2. Encourage staff to complete short term courses. And also take up further studies

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

Designer dustbins placed at required spaces as needed by students. Seating spaces built under trees. Created some gardens patches.

## **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.

1. It was innovative on the part of the English language and literature department to celebrated Hundred Years of Cinema and creates awareness on popular culture. A seminar on documentaries and film making was arranged. Well known film actor and professor at FTII Pune, Prof. Raza Murad, Hindi -Film Script writer Mr. Yunus Sajawal, Mr.Vinod Nair International Documentary Film Maker interacted with the students.
2. DLLE the Department of Lifelong Learning & Extension started functioning with 59students with two objectives Career projects (CP) Status of Women in Society( SWS) Student Manager( SM).



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

1. English department innovated the process of Learning with the celebration of 100 years of Cinema
2. DLLE reached out the students and the community at large
3. All round development of students worked out

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. English department provided practical exposure to creation of documentaries, films and popular culture through screening a film and discussing the basic techniques of film and documentary.
2. The DLLE took up financial literacy PAN –KYC drive

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Each department highlights importance of environmental balance through elucidation of their syllabus enunciated in the classroom teaching.

NSS organises Tree plantation programme, NCC organised eco-conservation week. Rural development department and NSS adopted theme of organic farming .

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

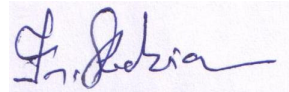
Annexure ( iii)

## 8. Plans of institution for next year

1. Prioritise the UGC affiliation formalities
2. Increase the efficiency of NCC, NSS, DLLE
3. Find out and solve issues relating to semester pattern and the credit based grading system
4. Plan the chances of online examination
5. Finalise and initiate the new building
6. Department activities as per the plans of the department the as per the schedule published in Prospectus

Name Prof .Jose George

Name: Dr. Fr. Solomon Rodrigues



\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

\_\_\_\_\_\*\*\*\_\_\_\_\_

**Title of the practice:**

**1) Introduction and Awareness on Popular Culture and Cinema conducted by the English**

**Department:**

**Goal:** The English language and literature department celebrated Hundred Years of Cinema ( 2011-2012 ) , conducted seminar on documentaries and film making.

*To familiarise the students with the finer aspects of documentaries/ film making and also highlight how Cinema, particularly popular Hindi cinema has contributed toward National Integration*

**Context:**

English department provided practical exposure to documentaries, films and popular culture through screening a film and discussing the basic techniques of film and documentary .The use of language both at the esoteric and the mundane level in the making of documentaries and films was highlighted through practical exposures to different frames \ shots in the film “Singham”. For Indian English language students use of languages by itself carries more contextual meaning, the example of the use of Marathi/English words in the film was highlighted.

Documentary Film Makers interacted with the students. It was an innovative venture arranged by the students, well known film actor and professor at FTII Pune, Prof. Raza Murad, and Hindi film Script writer Mr. Yunus Sajawal, Mr.Vinod Nair International documentary maker could get the entire student group involved in the programme.

It was a thought provoking experience to watch students from different streams and faculties united in thought process- almost parallel while discussing different aspect of film /documentary making. Each speaker was besieged with questions and statement that needed patient explanations and analysis.

Prof. Film actor Mr. Raza Murad explained the rigours of the process of film making –which by itself is no easy task to act in a film; one has to perform with regards to the dictate of the plot/ story of the film as per the Directors vision keeping the script in mind enacting with realism. The tough aspects of repeated acts till perfected and the tougher situations in unknown locales and climes, only the film unit and the script being familiar to the actor. But creating a documentary proves more challenging because the situations are often uncontrollable as enunciated by International Documentary maker Mr. Vinod Nair

1. Usually the Learners are exposed to the subjects as formulated in the syllabus stipulated by the Mumbai University. The learning of English language is a difficult task for students from native language schools. By the time they reach the college level, much that is not correct English language exists in their approach to the English language At the college it becomes more remedial teaching.
2. At the college through the aegis of various departments and their activities language skills are enhanced. Participation in the activities viz Economics forum, Commerce forum, History Forum, Wallpapers in English are encouraged
3. Participation in Cultural forum, sports teams, Women's Cell, Economics forum, Commerce encouraged forum, History Forum, Wallpapers in English, Marathi Hindi and language-based activities are e.
4. The faculties assigned for various activities interact with the learners.

5. Various activities were planned taking into consideration the objectives in mind and the talents available.
  - a. Events by the DLLE, English Department are listed in the calendar of events.
  - b. Various programmes planned by the department are executed accordingly or changes are made as required.
6. Regular group interactions/ remedial Practice sessions are held, this helps the faculty to encourage the students and bring out their hidden talents.
7. Seminars and workshops conducted.
8. Articles for the wall-paper, elocution, handwriting essay competitions are arranged.
9. projectors and computer facilities are also provided to the students for their presentations

### **Constrains & Limitation**

The constraint which the department face is the availability of space and requisite time for various activities . This is aggravated due to the credit based semester system which demands continuous evaluation of students, paper setting examination evaluation etc,

With the new building the present problem of space will be solved.

**2) The DLLE unit offers a steady platform for students to develop their talents and enter the job market.**

**Context:** The students are mainly from backward regions tribal fishing/ farm/forest based communities. These communities are facing rampant, ruthless unplanned urbanisation which is creating an imbalance in these areas. Entire lifestyle of the communities is impacted. A massive socio –economic - cultural upheaval is happening .The entire fabric of social interaction has been threatened at the cost of safe human welfare. The youth here is a victim of unemployment and social ills .Traditional families and societies are losing their hold on development .Earlier grooming of children/youth, caring for old n handicapped was done by the caste/community groups within the village .

The main challenge for the institution is to develop an attitude of sensibility/rationality- love and concern for the good values which existed within the traditional culture which is fast losing appeal under the socio –economic pressures of modernity. Our learners are exposed to the metropolis with its activities and white collar jobs and wilfully show disdain and disregard to everything traditional without proper healthy analysis. In this context the DLLE has the onerous task to enable healthy changes .

**Practices:**

1. The college offers various schemes as enunciated by the Mumbai University DLLE
2. The DLLE actually helps render practical exposure to the students as regards banking and financial literacy, empowerment of women and managerial training.
3. Department conducts various drives and practical sessions at the college and sometimes extends their activities to the villages nearby.

4. Department organized Young Investor Awareness, PAN-KYC drive.
5. Students interacted with CP and SWS projects.
6. The students familiarised various banking methods.
7. Financial literacy -Mobile van, stationed at the campus was visited by the students and staff.
8. DLLE students had visited financial help recipients/beneficiaries ( women) at different locations.
9. The students were encouraged to prepare posters /projects based on practical issues which they noted during their visits with the stakeholders in the villages.

### **Constraints & Limitation**

1. The serious constraint which the college faces is the availability of essential personnel for leading various programs.
2. With the present systems the student's concentration is on gaining marks. This sadly makes students' orient all their activities mainly for theoretical learning.
3. The culture of the community being that of the rural belt needs to be bridged with the corporate sector. Therefore modern approaches are to be introduced with proper vibes between student and community interactions.

### **Evidence of Success**

1. The student's interaction with the villagers has probably brought in new vistas of approaches towards women empowerment students career choices and modern banking.
2. Many students have formed/joined NGOs to bring about socio-political- economic – cultural changes with the outlook to keep up the best of their traditions.
3. The institution has helped in the making DLLE an instrument for social upliftment.
4. Some students are also involved in the local government bodies like village grampanchayat, thesildar office etc.,

**Problem encountered and resource**

1. The institution is facing the non-availability of personnel's for conducting and leading the faculty for various programmes.
2. Even though institution is having enough land for practical work on the premises, it is not working out due to the lack of infrastructure and availability of personnel to look after.
3. With paucity of time and intent mulling over modern approaches for such labors are often missing or also the academic pressures limit the student and community interactions.



**SWOT analysis**

**STRENGTHS**

1. Faculty facilitates studious, hardworking and capable students to attain excellence in different competencies.
2. The syllabus completed satisfactorily as stipulated by Mumbai University
3. Faculty ensures discipline for proper implementation and completion of work.
4. Concentration on all round development of students
5. Students groomed for Prizes in Cultural, Sports, Academic excellence, certificates trophies, scholarships, championship.

**WEAKNESSES**

1. The Semester pattern demands teacher to spend time in examination activities curtails faculty involvement in other activities.
2. Place for regular practices not marked for cultural activities affects the performers.
3. Less of space for extracurricular activities also hinders organising student participation.
4. Lack of well equipped Research rooms and conference rooms deters potentiality
5. Lack of good placement system denies opportunities for students

**OPPORTUNITIES**

1. The new building may help the management to begin new courses
2. An assembly hall will help the students to practice for cultural and academic activities
3. Well equipped Library will help foster proper research
4. The awareness of ex-students in developing an Alumnus will help the Image building of the college.
5. With the development of VVMC Palghar zone employment opportunities will open up for the fresher's

## **CHALLENGES**

1. The challenges are related to unforeseen demands of the community around
2. Enhancement of basic language skills of the students
3. Amalgamate the rural and the urban cultural differences
4. Make the syllabus attractive only for student development
5. To focus on the objective of our citizens towards enrichment of knowledge and higher levels of human interaction as enshrined in our constitution.

### 8. Contact Details

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