The Annual Quality Assurance Report (AQAR) 2017-2018

Part – A

1   Details of Institution

1.1	Name of the Institution	:	**Sheth T.J. Education Society's Sheth N.K.T. College of Commerce and Sheth J.T.T. College of Arts, Thane.**
1.2	Address Line 1	:	**Kharkar Ali**
	Address Line 2	:	**Behind Thane Collector Office**
	City/Town	:	**Thane (W)**
	State	:	**Maharashtra**
	Pin Code	:	**400601**
	Institution e-mail address	:	**nktdegreecollege@rediffmail.com**
	Contact Nos.	:	**8369621035**
	Name of the Head of the Institution	:	**Prin. (Dr.) P.A. Shah**
	Tel. No. with STD Code	:	**022-25431119**
	Mobile	:	**8369621035**
	Name of the IQAC Co-ordinator	:	**Dr. (Ms.) H A Chande**
	Mobile	:	**7738703957**
	IQAC e-mail address	:	**nkttiqac1718@gmail.com**
1.3	NAAC Track ID	:	**MHOCGN11371**
1.4	NAAC Executive Committee No. & Date	:	**EC(SC)/23/A&A/12.3**
1.5	Website address	:	**www.nktdegreecollege.org**
	Web-link of the AQAR	:	**http://www.nktdegreecollege.org/IQAC.aspx**

1.6   Accreditation Details   :

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	-	2003-04	02.05.2009
2	2nd Cycle	B	2.49	2010-11	26.03.2016
3	3rd Cycle	B+	2.62	2017-18	27.03.2022
4	4th Cycle	-	-	-	-

1.7   Date of Establishment of IQAC   :   **01.07.2004**

1.8   AQAR for the year   :   **2017-18**

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

   a) AQAR 2011-12 Submitted to NAAC on 28-09-2012
   b) AQAR 2012-13 Submitted to NAAC on 28-09-2013
   c) AQAR 2013-14 Submitted to NAAC on 08-08-2014
   d) AQAR 2014-15 Submitted to NAAC on 05.08.2015
   e) AQAR 2015-16 Submitted to NAAC on 16.08.2016
   f) AQAR 2016-17 submitted to NAAC on 01.09.2017

1.10   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 ☐

1.11   Type of Faculty/Programme   :   **Arts** ☑ **Science** ☑ **Commerce** ☑ **Law** ☐

                                                    PEI (Phy Ed) ☐ **TEI (Edu)** ☐ **Engineering** ☐

                                                    Health Science ☐ **Management** ☐

                                                    Others (Specify) (BMS and BBI) ☑

1.12   Name of the Affiliating University   :   **University of Mumbai**

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

           Autonomy by State/Central Govt. / University   :   __
           University with Potential for Excellence   :   __

           DST Star Scheme   :   __

           UGC-Special Assistance Programme   :   __

           UGC-Innovative PG programmes   :   __

           UGC-COP Programmes   :   __

           UGC-CPE   :   __

           UGC-CE   :   __

           DST-FIST   :   __

           Any other (Specify)   :   __

2   IQAC Composition and Activities

2.1   No. of Teachers   :   **6**

2.2   No. of Administrative/Technical staff   :   **2**

2.3   No. of students   :   **3**

2.4   No. of Management representatives   :   **1**

2.5   No. of Alumni   :   **1**

2.6   No. of any other stakeholder and and community representatives   :   **1**

2.7	No. of Employers/ Industrialists	:	**1**
2.8	No. of other External Experts	:	**1**
2.9	Total No. of members	:	**16**
2.10	No. of IQAC meetings held	:	**4**

2.11	No. of meetings with various stakeholders :		**4**
	Faculty	:	**4**
	Non- Teaching staff	:	**4**
	Students	:	**4**
	Alumini	:	**4**
	Others	:	**4**

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

2.13   Seminars and Conferences (only quality related)

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

Total Nos.	:	**13**
International	:	----
National	:	----
State	:	----
Institution Level	:	**13**

(ii) Themes   :

Prezi , Google classroom, Self-defense, Yuvak yuvati vikas, Skill development, Career in MPSC and UPSC, Key to Success in Entrepreneurship, Career in Media Industry, Pot and cloth painting , Achieving personal success, Software testing, Career opportunities after TY, Career opportunities for banking students.

2.14   Significant Activities and contributions made by IQAC   :

- **Certificate course in Meditation techniques through scientific approach conducted in association with S.M.A.R.T, ICT training for faculty, Workshops, participation in Youth Festival and University level sports competition.**
- **Well-equipped women gymnasium was developed.**

- **Evaluation of teachers by taking feedback from students and analysis of the feedback.**
- **Building of three low dams (Embankment) at N.S.S. camp site as social responsibility, Inter collegiate competition, A short film on 'Anti-terrorism' by Ex-student association with Thane Police Commissionerate and Anti-terrorism Cell, Program of women Development Cell,**

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	Achievements
To prepare for NAAC reaccreditation IV Cycle	**To initiate compliance of NAAC Peer Team Recommentations.**
To organise workshop & seminars.	**Workshops on Prezi , Google classroom, Self-defense, Yuvak yuvati vikas, Skill development, Career in MPSC and UPSC, Key to Success in Entrepreneurship, Career in Media Industry, Pot and cloth painting , Achieving personal success, Software testing, Career opportunities after TY, Career opportunities for banking students, Swachata Abhiyan.**
To plan Co-curicular and extra-curricular activities	**NSS conducted activities such as construction in villages, Disaster management, Human Rights, Tree plantation and constructing Vanrai Bandhara** **WDC conducted International Yoga day** **Workshop on Smart Investors was conducted by Bombay Stock Exchange** **CGPC organized workshop on Career planning** **Heath awareness programs were organized.**
To strengthen the Mentor System	**Mentor system was reviewed and effectively implemented**
To strengthen Academia Industry Partnership	**Guest Lectures, Workshops and campus interviews were conducted by Career Guidance and Placement Cell and Alumni Association**
To strengthen teaching learning	**Wi-Fi enabled classrooms, 15 classrooms**

process through ICT	are enabled with Projectors.

* Attach the Academic Calendar of the year as Annexure.

2.16   Whether the AQAR was placed in statutory body?   :   **Yes** ☑   No ☐

Management   :   ☑

Syndicate   :   ☐

Any other body   :   ☐

Provide the details of the action taken :

The AQAR was discussed and approved by Statutory Bodies.

The Plan for next year was discussed.

Part – B

Criterion – I

1   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 programme	Number of value added / Career Oriented programmes
PhD				
PG			01	
UG	02		03	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	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., BSc(IT), BCom(B&I), M.Com.
Trimester	
Annual	

1.3   Feedback from stakeholders (on all aspects) :   Alumni - ✓   Parents - ✓
Employers -   Students - ✓

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.
Yes, as per the University norms.

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	Asst. Professors	Associate Professors	Professors	Others
22	12	08	0	02

2.2   No. of permanent faculty with Ph.D   :   **10**

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**
12	**0**	**08**	**0**	**-**	**-**	**02**	**-**	**-**	**-**

2.4   No. of Guest and Visiting faculty and Temporary faculty :   [ ]   9   21

2.5   Faculty participation in conferences and symposia   :

No. of Faculty	International level	National level	State level
Attended	**13**	**4**	**-**
Presented papers	**13**	**3**	**-**
Resource Persons	**-**	**-**	**-**

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

- **For effective implementation of the curriculum, the classroom teaching is supplemented**

- with projects, case studies, group discussion, presentation, values clarification exercises, buzz words, field visits/study tours, moot court, documentaries, movies, confidence building program, personality development program, skill development program, workshops.

- Eminent experts from industries and academics are invited to guide on specific topic/subject, to empower the students for raising their employability. And the research-oriented activities for faculty.

- The co-curricular and extracurricular activities are also designed to supplement the effective implementation of the curriculum.

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, Photocopy, Online Multiple Choice Questions) :

The schedule for examinations is conveyed to the teachers in advance through Annual planner and academic calendar made available to them in the beginning of the academic year.

- **When the University introduced Choice based credit system (CBCS) in 2016-17 our faculty attended the workshops on the same and shared the learning gained with colleagues.**

- **Any circular related to evaluation method is sent to the examination committee which circulates the same to the faculty members.**

- **The circular is also put up on the notice board and college website for the students and faculty.**

- **Department displays notices on notice board regarding question paper pattern, portion for the respective exams and question bank.**

- **The faculty and students are encouraged to access the University of Mumbai Website for information related to examination.**

- **Details are given in prospectus.**

- **Evaluation procedure is communicated to the faculty in staff meeting, and Head of Department meeting An orientation is conducted for the FY students at the beginning of the year to communicate evaluation procedure explaining ATKT rules and emphasizing on the minimum marks to be scored in each paper.**

- **Principal and Examination Committee chairperson orient students about examination rules and reforms.**

- **In addition to this, the teachers also explain the evaluation method to the students in their respective classes.**

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

Curriculum Restructuring	Member of BoS	Curriculum Development Workshop
01	01	10

2.10 Average percentage of attendance of students : **82%**

2.11 Course/Programme wise distribution of pass percentage :

Result of Sem-VI

Title of the programme	Total no. of students appeared	Division								
		O	A	B	C	D	E	F		
T.Y.B.A.	71	0.00	26.76	28.17	15.49	8.45	1.41	19.72		
T.Y.B.Com.	388	0.00	11.08	21.39	29.38	19.59	1.29	17.27		
T.Y.B.M.S.	106	0.00	4.72	21.70	43.40	10.38	0.00	19.81		
T.Y.B.B.I.	59	0.00	18.64	33.90	25.42	16.95	0.00	5.08		
T.Y.B.Sc.(IT)	55	1.82	14.55	21.82	34.55	1.82	0.00	25.45		
M.Com.		O	+A	A	+B	B	C	D	E	F
M.Com.(I)	72	0.00	9.72	19.44	13.89	11.11	2.78	0.00	0.00	0.00
M.Com.(II)		Result Awaited								

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

- **Preparing the Academic Calendar**
- **Encourage Departments to prepare Teaching Plan and review it in the meeting of the Department .**

- **Give suggestion to Learning Resource Centre about updating of stock as per the syllabus.**

- **Designing feedback questionnaires for teacher evaluation by students.**

- **Providing information of conferences, seminar organized by various colleges.**

- **Giving suggestions for the infrastructure in the college which impacts the teaching learning process.**

- **Encouraging the faculty to pursue research as part of teaching learning process.**

- **Encouraging departments to organize workshops, seminars and conferences for teachers and students.**

- **Suggests co-curricular and extra-curricular and extension activities to be conducted by the departments.**

2.13   Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty
Refresher courses	--
UGC – Faculty Improvement Programme	-
HRD programmes	01 (STC)
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops,Syllabus revision workshops).	-
Others	01
Staff training conducted by our institution	40

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	0	0
Technical Staff	0	0	0	0

Criterion – III

3   **Research, Consultancy and Extension**

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

The Researchers are provided with Library facilities including internet, reprographic facilities.

Separate space and infrastructure is made available to researchers.

Library time extended from 5 pm to 6 pm to enable the students to use resources.

Faculty pursuing research are allowed to purchase books for their Research from research funds.

Staff members are encouraged to recommend purchase of books and subscribe for journals and periodicals relating to their research topics.

Information regarding Worshops/Seminars/Conferences is disseminated to the faculty and students.

Information pertaining to funding agencies related to research is provided to the faculty.

The fees paid by the faculty and students towards participation in Seminars and Conferences are reimbursed.

3.2   Details regarding major projects   :

	Completed	Ongoing	Sanctioned	Submitted
Number		NIL		
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects   :

	Completed	Ongoing	Sanctioned	Submitted
Number	01		01	
Outlay in Rs. Lakhs	30,000/-		20,000/-	

3.4   Details on research publications   :

	International	National	Others
Peer Review Journals	05	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	10	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 organisations   :

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	1 Year	University of Mumbai	20,000/-	
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7   No. of books published   :

      i) With ISBN No.   :   02   **Chapters in Edited Books** ----

      ii) Without ISBN No.   :   ---

3.8   No. of University Departments receiving funds from :

      UGC-SAP   :   NA   **CAS**   :   NA   **DST-FIST**   :   NA

      DPE   :   NA   **DBT Scheme/funds :**   NA

3.9   For Colleges :

      Autonomy :   NIL   **CPE :**   NIL   **DBT Scheme/funds :**   NIL

INSPIRE : NIL   **CE :** NIL   **Any Other (specify) :** NIL

3.10   Revenue generated through consultancy: **nil**

3.11   No. of conferences organized by the Institution : Nil

Level	International	National	State	University	College
Number	—	—	—	—	—
Sponsoring Agencies	—	—	—	—	—

3.12   No. of faculty served as experts, chairpersons or resource persons   :   **2**

3.13   No. of collaborations   :
        International   ----
        National   ----
        Any other   ----

3.14   No. of linkages created during this year   :   **2**

3.15   Total budget for research for current year in lakhs :

    From Funding agency   :   --

    From Management of University/College   :   **86,725/-**

    Total   :   **86,725/-**

3.16   No. of patents received this year   :

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 | 01 |
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- 234 **State Level – Nil**
National Level – Nil **International Level - Nil**

3.22 No. of students participated in NCC Events :

University Level - Nil **State Level – Nil**
National Level – Nil **International Level – Nil**

3.23 No. of awards won in NSS :

University Level- 02 **State Level – Nil**
National Level – Nil **International Level - Nil**

3.24 No. of awards won in NCC :

University Level- Nil **State Level – Nil**
National Level – Nil **International Level - Nil**

3.25 No. of extension activities organized :

University Forum – Nil

College Forum – 01

NCC – Nil

NSS – 03

Any Other (DLLE) – 1

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

- **Tree plantation**
- **Street play-'Discrimination against Women' Drug de-addiction**
- **Participation in various raliy: AIDS awareness and Voters' Day Rally, Peace March on world friendship day**
- **The associations organize celebration of voters' Day, National Integration campaign, Good Governance Day, Constitution Day, Birth death anniversaries of national leaders and social reformers, PAN card drive**
- **Celebration of 125th Birthday of Dr Babasaheb Ambedkar.**
- **Guest lecture on Cervical cancer.**
- **Organisation of Yoga Training session.**
- **Swachta Abhiyan**
- **Celebraion of NSS Day.**
- **Blood donation drive**
- **Vyasan mukti rally**
- **AIDS awareness rally**
- **Construction of 3 Bandhara on the river around campsite**
- **Bagged gold medal in campus awareness programme**
- **Donation of Wheel Chair & Donation to cancer patient by Alumni and Staff members**

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	31	----	----	
Laboratories	01	----	----	
Seminar Halls	01	----	----	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	1193	49	----	
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 58,12,116/-	53.79	College account	
Others		50.13		

4.2 Computerization of administration and library

- **Library is fully automated with SOUL 2.0**
- **Office is fully automated with CAS**
- **All Books are bar-coded**
- **Renewed N-LIST subscription**
- **Library Website is developed with WEBO PACK LINK for users**

4.3 Library Services :

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17907	2123007	2100	288527	20007	2411534
Reference Books	8706	3257358	299	159683	9005	3417041
e-Books	135000+ N-list	5900	Renewal	5900	135000+	11800
Journals	25					
e-Journals	6000+ (N-list		Renewal		6000+(N-List)	
Digital Database	01 (through N-List				01 (through N-List	
CD & Video	266		03	Free with books	269	
Others(specify) [Bound Volumes of Serials]	460	Every year subscribe	71	Every year subscribed Serials	531	Every year subscribed Serials

\# Journal subscribed every year

N-list subscription includes with E-books and E-journals

4.4   Technology upgradation (overall) :

	Total Computer	Computer Labs	Internet	Browsing	Computer Centres	Office	Depart-	Others
Existing	**84**	**01**	**04**	**04**	**02**	**10**	**12**	**00**
Added	**27**	**01**	**01**	**01**	**01**	**03**	**01**	**11**
Total	**111**	**02**	**05**	**05**	**03**	**13**	**13**	**11**

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

- Internet WIFI access for teaching staff in staffroom
- Internet access available for students in Library and Computer lab

4.6   Amount spent on maintenance in lakhs (Rs.) :

i)   ICT   :   336975/-

ii) Campus Infrastructure and facilities   :   629264/-

iii) Equipments   :   101374/-

iv) Others   :   97741/-

      Total :   :   2045354/-

Criterion – V

5   **Student Support and Progression**

5.1   Contribution of IQAC in enhancing awareness about Student Support Services

- **IQAC motivates departments and activity centers to conduct Guest lectures of eminent personalities from industry or Professional Institute to increase employability**

- **Mentor system is strengthen to support average students and slow learner and also to motivate above average students.**

- **Through Career guidance Cell students are made aware of various career options**

- **Alumni plays its vital role by organizing lectures of experts and sharing their experience with students.**

5.2   Efforts made by the institution for tracking the progression :

The institution encourages students to participate in various activities through following strategies of identifying their talents, enlisting them on the basis of their area of interest and through creating competitive spirit among the students.

5.3   (a) Total Number of students   :

        UG –   2618

        PG –   124

        Ph.D. –   -----

        Others –   -----

(b)   No. of students outside the state : 06

(c)   No. of international students : ---

Men	
No.	Percentage
1148	41.87%

Women	
No.	Percentage
1594	58.13%

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenge	Total	General	SC	ST	OBC	Physically Challenge	Total

2097	242	30	296	2	2637	2085	201	28	354	00	2742

Demand ratio 1 : 1 . 9   Dropout % Negligible

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

- **The CGPC organizes lectures on career opportunities. It invites companies for campus recruitment. It also motivates students to opt for civil service examinations. Students are recommended for job in different organizations.**
- **CGPC conducts workshops for stress management, personality, interview and communication skills. Faculty also guides students regarding career avenues open to them especially in their respective fields. The college arranges the guest lectures for the preparation of Civil Service Examination.**
- **The alumni engages guidance lectures on preparation for competitive exams for benefit of current students**
- **Session on Competitive examination were also conducted.**

    No. of students beneficiaries: 265

5.5   No. of students qualified in these examinations : NA

NET- ----   **SET/SLET -** ---   **GATE -** ----   **CAT –** ----

IAS/IPS - ----   **State PSC -** ----   **UPSC -** ---- **Others -** ---

5.6   Details of student counseling and career guidance :

Academic Counseling:

        Students are helped with time-table management and learning techniques through Mentoring system, One   to one counseling and Parent teacher meetings.

- **Issues related to stress and depression due to self-induced or parental pressure is helped with.**

- **Guidance of academic nature is provided. Plan of study is given at the beginning of year, reference books for different papers are suggested, and guidance is provided for the preparation of the notes. Teachers give information about weightage to different chapters in different papers and also discuss about the nature of questions on the each topic. Remedial classes are conducted for the weaker students. Question bank are prepared and made available to the students. Synoptic answers are given to students.**

- **Teacher in Psychology department and other teachers offer counseling to students**

Personal Counseling:

Teachers also help the students to solve their personal problems, if any such as Relationship issues, family issues interaction between students and parents. The College has Women Development Cell which organizes programs related to gender issues. Career counseling: Students are given knowledge about the various careers and opportunities available suitable to their attitude. Various career oriented guidance lectures are also conducted through Career Guidance and placement Cell.

Women Development Cell is established and reconstituted every year as per the directives of University of Mumbai to deal with the problems encountered by female students and staff. It organizes programs focusing on career options. Guest lectures are organized to train students on how to prepare for competitive examinations.

No. of students benefitted: 252

5.7   Details of campus placement :

Sr.No	Description 2017-18	Date	No of Benefaries
1	Guest lecture on 'Career opportunities in civil services'	15th June 2017	38
2	Guest lecture on 'Preparation of MBA entrance examination'	14th July 2017	70
3	Guest lecture on' Preparation of CLAT (Common Law Aptitude Test)' entrance examination	5th August 2017	16
4	Guest lecture on 'Preparation of Bank Examination'	9th August 2017	69
5	Guest lecture on 'Career in web designing'	9th September 2017	23
6	Seminar on ' Skill Development'	8th December 2017	44
7	Seminar on ' Career in MPSC and UPSC'	19th December 2017	All students
8	Guest lecture on ' Career in Special education (B.Ed.)'	18th January 2018	72

9	Campus interview in association with WNS -Global Business Process Management company	2nd February 2018	28
10	Seminar on 'Key to success in Entrepreneurship '	3rd February 2018	72
11	Seminar on ' Career in Media Industry'	22nd February 2018	40
12	Career Guidance and Counseling session for Third year students	14th March 2018	73

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	28	08	-

5.8   Details of gender sensitization programmes :

WDC has carried out workshops and talks on gender sensitization (both male and female), health of girl students, pre-marital counseling, gender issues, legal aspects related to women, female feticide, domestic violence and women, women empowerment and self-defense.

WDC in association with NGO Swami Vivekananda Kendra Thane arranged seminars related to women issues.

5.9   Students Activities :

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

> **State / University Level – 110**
> **National Level – Nil**
> **International Level – Nil**

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

> **State / University Level – 30**
> **National Level – Nil**
> **International Level – Nil**

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

Sports :   State / University Level – Nil

National Level – Nil

International Level –Nil

Cultural :   State / University Level – 06

National Level – Nil

International Level –Nil

5.10   Scholarships and Financial Support

	Number of	Amount
Financial support from institution	-	-
Financial support from government	329	34,80,600/-
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 : **02**

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 Institute :

Vision- Committed and persuasive efforts towards holistic education.

Mission- To impart education based on values, justice and equality among students from all strata of society. To enable to students to grow intellectually, professionally and ethically throughout their lives.

Objectives-
- To encourage, spread and facilitate higher education among all sections of society in general and among Guajarati speaking community in particular irrespective of class, caste and creed. To mould their character, to make them good and responsible citizen.
- To inculcate the sense of discipline and develop a holistic approach among students.
- To develop students intellectually and socially.
- To sensitize realization of students potential for excellence.
- To instill moral values and to mould students into excellent human being.

Quality Policy

Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts shall impart education to the students and instill in them respect for values, justice, equality, ethics, social sensitivity, gender sensitization and environmental consciousness for the betterment of society and self through optimum utilization of available resources. The college Vision, Mission, Objectives and well-defined Quality Policy are made known to the students, teachers, staff and other stakeholders in a variety of ways such as board displays, prospectus, notices, orientation lectures and parent teachers meetings. Besides this, it is disseminated globally/locally though college website (www.nktdegreecollege.org). It is displayed at the   main entrance, LRC, Gymkhana, Common rooms and every floor of the college building. The Logo of the college "Knowledge is Adorned by Modesty" reflects the core values being practiced by the college to impart holistic education.

6.2   Does the Institution has a management Information System   :   **Yes**

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

6.3.1   Curriculum Development :

- **The College makes sincere efforts to enhance and enrich the professional development of its teaching and non-teaching staff. Some of them are as follows:**

- **Staff members are deputed for Orientation and refresher courses.**
- **Faculty development programs in various areas and subjects are conducted in the college.**
- **Faculty members are encouraged to attend seminar and conferences and workshops conducted by the University.**
- **Experts from the industry and academia are called to address the students. Faculty members are encouraged to take up Minor and Major research projects.**

6.3.2 Teaching & Learning

Principal holds regular meetings with faculty to get feedback on the progress made on the planned programs. The College maintains the record of the faculty in Faculty Profile detailing education, experience and training.

6.3.3 Examination and Evaluation

As per the university norms examination reforms are initiated and Evaluation is done.

6.3.4 Research and Development

The College through Research Development Committee promotes research culture. Research and Development Committee of the college motivated teachers to go for Major and Minor Research. This year 1 faculty members got sanction for Minor Research projects. They are also motivated to publish their research papers in recognized journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ➢ **Well-equipped Internet facilities are provided to students for projects preparation and reading e- books.**
- ➢ **Learning Resource Centre facilitates, separate internet zone for faculty members.**
- ➢ **Multimedia facility.**
- ➢ **Library connected to LAN with centralized control.**

6.3.6 Human Resource Management

The institution through its CDC has undertaken some initiatives for the Human Resource Management such as Welfare Celebrations on 5th September, as Teacher's day. The management felicitates each faculty on Teachers Day this occasion. Felicitation of retiring employees on behalf of the management Full time appointments are made as per university requirements and management guidelines Experts from Industry and various other organizations are invited as visiting faculty.

6.3.7 Faculty and Staff recruitment

Recruitment of regular faculty and part time faculty in Aided section is as per the norms laid down by the UGC and in Unaided Section Recruitment is carried out keeping in mind the Industry Interaction / Collaboration requirements. Vacancies generated are filled as per the University and Government norms.

6.3.8   Industry Interaction / Collaboration

Industrial visits are conducted.

Seminars and Workshops are held by some departments where renowned people from various industries are invited to speak.

Placement cell arranges on campus interviews by well-known industries/organizations/ institutions for recruitment of graduate students.

6.3.9   Admission of Students

On-line admission process has been implemented for both the Junior and Degree College, in both aided and unaided sections. All details pertaining to admissions including the merit lists are displayed on the college website.

6.4   Welfare schemes for

Teaching	Medical reimbursement
Non-teaching	Medical reimbursement
Students	Group Insurance, Freeships and Scholarships

6.5   Total corpus fund generated :- -------

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	No			
Administrative			Yes	

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?
       CBGS and Semester pattern are the reforms and OSM

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 :
       Meetings are conducted and they are invited to guide students about career prospects A Short film on Anti -terrorism in association with the Thane Police Commisionerate and Thane Anti -Terrorism Cell Thane City, was made to make the youth aware about the perils of Terrorism. Financial assistance was provided to the needy students.

6.12   Activities and support from the Parent – Teacher Association
       Meetings are convened regularly and feedback is taken

6.13   Development programmes for support staff
       Encourage staff to participate in training programs

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

       Go green committee undertakes various environment based programs. Nature Club observed a Digital Detox day and appealed to students to refrain over use of cell phones. The NSS Unit organized Swachata abhiyan in the college campus to make the campus plastic free.

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.

- **In view of making the premises gender friendly and empowering girl students large number of initiatives in creating awareness, training in self-defense for girls have been initiated by Women Development Cell.**
- **Yoga training and meditation workshop for three months was conducted.**
- **Installation of Solar Panels was initiated.**
- **E Waste bins installation was approved.**
- **Students participation in Avishkar Research Convention**
- **MoU for initiating Skill Development programme was signed.**

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

- **Workshop on Prezi and Google Classroom were conducted.**
- **Remedial Coaching was conducted**
- **Code of Ethics in academic research was developed by RDC.**
- **Bridge courses were initiated.**
- **Internships were offered to students.**

7.3   Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*
1. **Growing Within – Resource augmentation and it's best utilization.**
2. **Nurturing and fostering female students of the college.**

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

BEST PRACTICE -1

1)   **Title of the Practice: Growing Within – Resource augmentation and it's best utilization**

2)   **Goal**

- To achieve physical and intellectual access to information with application of new technological tools.
- To foster research capabilities among students and staff.
- To provide exchange and access of resources.
- To augment LRC resources.
- To augment equipment in the gymnasium.
- To augment the software and infrastructure in computer laboratory.

3)   The Context:

For a holistic and academic growth of the institution, an augmentation of resources and its best utilization needs to be undertaken. Hence, resource sharing and access to the users was emphasized by the Learning Resource Centre. Also, an augmentation of physical resources seemed necessary in the gymnasium and computer laboratory.

4)   The Practice

- Earn and learn scheme.
- External memberships
- Software and operating systems were augmented.
- Women's gymnasium was set-up.

5)   Evidence of Success

- 60 students registered as members in the women's gymnasium
- 62 external memberships were given.
- 52 copies of M S Office software were added.
- 14 copies of M S Visual studio 15 were added.
- 86 desktops, laptops and ICT equipment were added.

6)   Problems Encountered:

The constraint of space for augmentation of resources could be perceived.

7)   Resources required:

- Trained personnel for handling resources.
- Financial assistance.

8)   Contact Details:

Name of the Principal	:	Dr. P.A.Shah
Name of the Institution:		Sheth Tribhovandas Jamnadas Education Society's Sheth Nanjibhai Khimjibhai Thakkar Thanawala College of Commerce and Sheth Jayantilal Tribhovandas Thanawala College of Arts, Kharkar Ali, Thane (W.) – 400 601 City: THANE Pin Code: 400601
Accredited Status	:	B+
Work Phone	:	022-25431119
Fax	:	022-2536870
Website	:	www.nktdegreecollege.org
E-mail	:	nkttdg@yahoo.co.in
		nktdegreecollege@rediffmail.com

BEST PRACTICE -2

1) **Title of the Practice :Nurturing and fostering female students of the college**

2) **Goal**

   • To achieve Gender sensitization through curricular and extra-curricular activities.

   • To foster women empowerment through workshops, surveys and training programme.

   • To provide hand on training in Self-defense.

3) **The Context**:

   India ranks low in terms of Gender related development index and the literacy rate among women is low in India in relation to the developed nations. Also, the number of female students enrolled for the undergraduate courses have been consistently higher than the male students in the college. Hence the need was identified to foster and nurture the female students of the college.

4) **The Practice**

   The Women Development Cell conducted the following activities:

   - On the occasion of International Women's Day, a guest lecture on Gender Sensitivity was arranged followed by Women's Day celebration.
   - A workshop on Self-defense for women's safety and security was organized.
   - Yoga training session.
   - Swadhya sessions for holistic development.
   - Quiz, debate and elocution competitions conducted on women related issues.

   The Health and Wellness Centre conducted

   - A guest lecture and awareness programme on cervical cancer.

   The DLLE Committee conducted

   - A Cloth painting and Pot painting workshop.
   - Entrepreneurship development through Fun fair.

5) **Evidence of Success**

   - 74 students participated in self-defense workshop.
   - 25 students participated in cloth and pot painting workshop.
   - 15 stalls by students were put up in funfair.
   - About 100 students participated in yoga training session.
   - 60 students benefited from the awareness programme.

6) **Problems Encountered**:

Prejudices, wrong beliefs and notions regarding health and social issues among the female students proved as a hindrance.

7) **Resources required:**

• Sufficient number of trained personnel.

• Financial assistance.

8) **Contact Details**:

Name of the Principal	:	Dr. P.A.Shah
Name of the Institution:		Sheth Tribhovandas Jamnadas Education Society's Sheth Nanjibhai Khimjibhai Thakkar Thanawala College of Commerce and Sheth Jayantilal Tribhovandas Thanawala College of Arts, Kharkar Ali, Thane (W.) – 400 601 City: THANE Pin Code: 400601
Accredited Status	:	B+
Work Phone	:	022-25431119
Fax	:	022-2536870
Website	:	www.nktdegreecollege.org
E-mail	:	nkttdg@yahoo.co.in
		nktdegreecollege@rediffmail.com

7.4   Contribution to environmental awareness / protection

- Swachata Abhiyan, Tree plantation, Construction of Vanrai Bandhra by NSS .
- Digital Detox day
- Guest lectures on Zero waste management and Wetlands and its importance in biodiversity.
- Nature Trail to Biodiversity Park at Kasarvadavli.
- Nature Club visit to Nisarga Udyan at Thane East.
- DLLE Nature Trail to Titwala Runda village wherein students helped in building bandhara, composting and gathered information regarding wildlife and its conservation.

7.5   Whether environmental audit was conducted? : Yes [ ]   No [✓]

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

SWOC Analysis of the college

The college IQAC conducted internal SWOC Analysis every year. The outcome of this analysis is given below.

Strengths :

- Strict adherence to the rules of minority status.

- Qualified and experienced faculty and competent Administrative staff

- Good relationship between students and staff

- Catering to educational needs of diverse students

- Mentor system

- Career counseling

- Location of institution

Weaknesses:

- Constraint of space for further expansion

- Large variance in quality of students at entry level.

- High student teacher ratio

- Less number of Add-on courses and linkages with industries

Opportunities:

- Ample scope for research oriented activities.

- To introduce need based skill oriented courses.

- Ample scope for research oriented activities

Challenges:

- Personal rapport with students with growing students teacher ratio.

- Training students as per the need of industry

- Teaching learning process to be adapted as per changing trends.

- Developing incubation centre

- Student's employability in reputed organisations.

8. **Plans of Institution for next year**

- Organize conferences / workshop at National level
- Take up Major and minor research project
- Encourage students to take up research projects
- To develop Online students feedback system
- To conduct Gender Audit

Name Dr(Ms) H.A.Chande   *Name Dr. (Ms) P.A.Shah*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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SHETH N.K.T.T. COLLEGE OF COMMERCE &
SHETH J.T.T. COLLEGE OF ARTS, THANE.
ACADEMIC CALENDAR 2017 - 2018
First Term
5th June 2017 to 16th October 2017 (Both days inclusive)

June 2017

M	TU	W	TH	F	S	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 2017

M	TU	W	TH	F	S	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

M	TU	W	TH	F	S	SUN
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

M	TU	W	TH	F	S	SUN
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2017

M	TU	W	TH	F	S	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Holidays

26th June - Ramzan Id

15th August -Independence Day

17th August - Parashi New Year

2th September - Bakari Id

30th September -
Dassera

2nd October - Mahatma Gandhi
Jayanti

Teaching Days – 93

July - Formation of various committes & Inaugural Function of associations.

August - Foundation Day and various activities.

7th to 12th August 2017 - TYBA/BCom Class Test

25th to 29th August 2017 - break for Mid Term (Both days inclusive)

4th to 9th September 2017 - TYBA/BCom. Additional Class Test.

Sem.- I, II, III, IV & V Exam. & Asessment as per University Time Table

17th October to 8th November, 2017 - Diwali Vacation (Both days inclusive)

SHETH N.K.T.T. COLLEGE OF COMMERCE &
SHETH J.T.T. COLLEGE OF ARTS, THANE.
ACADEMIC CALENDAR   2017 – 2018
Second Term
9th November 2017 to 30th April 2018 (Both days inclusive)

November 2017

M	TU	W	TH	F	S	SUN
	1	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February 2018

M	TU	W	TH	F	S	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

December 2017

M	TU	W	TH	F	S	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 2018

M	TU	W	TH	F	S	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2018

M	TU	W	TH	F	S	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2018

M	TU	W	TH	F	S	SUN
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Teaching Days – 95

4th November - Guru Nanak Jayanti

1st December - Id-e-Milad

26th January - Republic Day

13th February - Mahashivratri

19th February - Shivaji Maharaj Jayanti

2nd March - Holi (2nd Day)

18th March - Gudhi Padva

29th March - Mahavir Jayanti

30th March - Good Friday

14th April - Dr. B. Ambedkar Jayanti

25th April - Shri Ram Navmi

26th Dec.2017 to 1st Jan. 2018 Winter break.(Both days inclusive)

8th to 13th January 2018 - TYBA/BCom Class Test

5th to 10th February 2017 - TYBA/BCom. Additional Class Test.

Sem.- I, II, III, IV, V & VI Exam. & Asessment as per University Time Table

Calendar for the Academic Year 2017- 2018
Term Arrangements 1st Term (5th June 2017 to 16th October 2017)
2nd Term (9th November 2017 to 30th April 2018)

Date/ Month	Event/ Activity
5th June 2017	Opening Day of College
June 2017	FYBCom/BA Admission
	Meeting of IQAC and Staff/ Heads of Departments
July 2017	Orientation address by the Principal
	Meetings of various Students Bodies
August 2017	Independence day
	Talent Competition
	Workshops for Students
	Various activities of committees /Departments
	Class test (Internal examination)
	Inter class Sports Activities (Indoor)
	Midterm Vacation
September 2017	Parent- Teachers Meet
	Mentors meeting with parents
	Meeting of IQAC
	Meeting of IQAC with stakeholders
	CDC/ Governing Body (GB) meeting
	ICT training workshop for teaching faculty
	I, II, III, IV Semester Old Pattern and ATKT Exams
October 2017	University Semester Examination and Assessment as per University Time Table
	Meeting of IQAC with stakeholders
October/ November 2017	Diwali Vacation
November 2017	Re-opening of 2nd term.
	University Semester Examination and Assessment as per University Time Table
	Various activities of committees /Departments
December 2017	N.S.S. Camp
	Festival Week
	Various activities of committees /Departments-Industry visit/Study tours
	Winter break
January 2018	Class test (Internal examination)
	Meeting of IQAC
	Annual Athlete Meet
	Annual Day & Prize Distribution
	Republic Day
February 2018	Marathi Bhasha Din
	Training for non- teaching faculty/Development prog. For support staff
	ATKT Exams
March 2018	Alumni Meet
	I, II, III, IV Semester Old Pattern and ATKT Exams

	University Semester Examination and Assessment as per University Time Table
April 2018	University Semester Examination and Assessment as per University Time Table
	Meeting of IQAC
	Meeting of IQAC with stakeholders
May 2018	Result
	Admission process

IQAC Co-ordinator   PRINCIPAL