



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	MUMBAI PRADESH ARYA VIDYA SABHA'S GURUKUL COLLEGE OF COMMERCE
Name of the head of the Institution	Dr Nandita Roy
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02225015688
Mobile no.	9892625478
Registered Email	gccghatkopar@gmail.com
Alternate Email	rao.janhavi@gmail.com
Address	Tilak Road, Ghatkopar East, Mumbai -400077
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400077
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr Asif Baig
Phone no/Alternate Phone no.	02225254204
Mobile no.	9867414615
Registered Email	gurukuliqac@gmail.com
Alternate Email	gccghatkopar@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://gurukulcollegeofcommerce.com/wp-content/uploads/2020/02/AQAR18.pdf

4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://gurukulcollegeofcommerce.com/wp-content/uploads/2021/03/ACADEMIC-CALENDER-2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.22	2017	12-Sep-2017	11-Sep-2022

6. Date of Establishment of IQAC

05-Apr-2013

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
National Webinar on Blogs and More	13-May-2020 1	192
Collaborative Webinar on Initiatives to enhance Quality in Higher Education	22-Apr-2020 2	49
Workshop on IPR for teaching Faculty	26-Feb-2020 1	25
Workshop on Constitution for Staff	18-Feb-2020 1	26
Academic and Admin Audit Conducted	29-Jan-2020 1	35
Students Exchange Programme in association with Patuk Gala College , Santacruz	20-Jan-2020 3	30
Workshop for students on Today's Youth Leaders of Tomorrow	16-Jan-2020 1	131
National Workshop on Career Dimensions in Physical Education and Sports Science - A Global Perspective	15-Jan-2020 1	70
Faculty Exchange Programme in association with Bharati Vidyapeeth	13-Sep-2019 6	3
Zonal level workshop organized by Women Development Cell in association with University of Mumbai WDC	27-Sep-2019 1	121

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0

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

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

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

No

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

Feedback Overall feedback from stakeholders has been collected. Online feedback from students and manual feedback from parents, alumni and others has been collected. The same has been placed in the IQAC and suggestions has been taken into consideration.

Planning and Execution of IQAC - The IQAC has conducted regular meetings. Considering the Pandemic situation that began from March 2020, IQAC has taken various online meetings and successfully overcome various challenges. The AQAR of 2018-19 was placed in the IQAC, approved in the CDC and submitted well within the scheduled time i.e. 20.12.2019

Steps towards Digitalisation - IQAC has taken initiatives to implement digital attendance as well as contact less form submission. Digital Attendance system was successfully implemented thereby reducing manual work as well as use of paper. Forms of ATKT were automated and given online thereby reducing rush at the counter.

Exchange Programmes and Internships - The IQAC has conducted Student Exchange and Faculty Exchange Programme successfully with atuck Gala College and Bharti Vidyapeeths Insitutte of Management and Research respectively. Also with the initiative of the IQAC a number of studnets were encouraged internships.

Scholarship by Institution - IQAC Proposed to the CDC to provide scholarship to the students. The proposal was accepted and three schemes were introduced for Girl students, for Economically weak students and meritorious students. Around 198 students benefitted from the schemes.

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

Plan of Action	Achivements/Outcomes
Academic and Admin Audit	Academic and Admin Audit was held on 29th January 2020. The team comprised of Dr V S Kannan (Vice- Principal, KES Shroff College and Dr Suhasini Arya Director Mittal College. The suggestions given by the team were implemented swiftly

Signing MOU's for overall growth of the institution	Five MOU's were signed which is as under 1. MOU with SSB Institute for training in Competitive Examination 2.MOU with Brightways for training in softskills and MBA/MMS entrance examination 3. MOU with Technoserve for providing training to enhance employability skills 4. MOU with Patuck Gala College for Student Exchange 5. MOU with Bharti Vidyapeeth Insitute for Faculty Exchange
Strengthening Placement by providing training to students	Training was given to students in various areas like Competitive examinations related to Banking/USC/MPSC, MBA/MMS as well as employability skills. 191 students were placed due to the various initiatives taken by the IQAC and Placement Cell
Exchange Programmes	Faculty and Student Exchange Programmes were conducted as under: Faculty Exchange Programme in association with Bharati Vidyapeeth's Institution of Management Studies and Research was held between 13th September 2019 to 20th September 2019. 3 faculties from each institution conducted sessions for the students on various subjects related to Management, Finance, Communication etc. Students Exchange Programme in association with Patuk Gala College , Santacruz was held between 20th to 23rd January 2020. 30 students were exchanged from each institution and benefitted from the exchange programme
Scholarships by Institution	IQAC Proposed to the CDC to provide scholarship to the students. The proposal was accepted and three schemes were introduced for Girl students, for Economically weak students and meritorious students. Around 198 students benefitted from the schemes
Enhancing Internships	Internship opportunities were given to the students. Students were informed to undertake internships in the vacation so that they can enhance their skills. With this initiative around 119 students undertook internship and certificates have been submitted to the IQAC regarding the same.
New UG/PG Programmes	Application that was made for New Courses BMS, M.Com (Advanced Accountancy and Business Management) and Additional Division of B.Com Acc and Finance to be started wef 201920 was accepted and approved. Thus the college has 6 programmes 4 under UG and 2 under PG.
Conducting Annual Workshops/Conferences for students/Teaching and Non-teaching Staff	The IQAC conducted various workshops towards quality improvement: Zonal level workshop organized by Women Development Cell in association with University of Mumbai WDC held on 27.09.2019 Motivational Session for teaching faculty on "Me to We" held on 15.10.2019 National Workshop on Career Dimensions in Physical Education and Sports Science A Global Perspective held on 15.01.2020 Workshop for students on Today's Youth Leaders of Tomorrow held on 16.01.2020 Workshop on Constitution for Staff held on 18.02.2020
Introduction of Additional Certificate Courses	4 additional Add on Courses was approved by CDC . Thus the college runs 13 value added courses which are as under: 1. Conversational English 2. Yoga Value and Ethics 3. Perosnality Development and Image building 4. Retail Marketing 5. Advanced Excel, Powerpoint and Prezi Presentation 6. Digital Marketing 7. Campus to Corporate 8. Tally ERP9 9. Capital Market 10. Travel and Tourism 11. Investment Management 12. E-Commerce 13. Creative and Corporate Communication
Digital Attendance system	The college adopted a new system of attendance where the students were given RFID cards and thus attendance was taken digitally. This led to less of Manual work by teaching faculty and also less use of paper. The attendance report also was generated through the software thus making the attendance system full proof

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14. Whether AQAR was placed before statutory body

Yes

?	
Name of Statutory Body	Meeting Date
College Development Committee	11-Feb-2021
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	21-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College has a partial MIS for monitoring admission Database and Fee structure. The students fill all data in the admission link given in the website and the data is automatically received in the software which can be easily accessed by the office administration. The data is then used for generating various reports to be submitted to relevant authorities. This has reduced the burden of manual work. The same data is carry forwarded to the result software and for generating various reports of results. The data received is directly incorporated in the result MIS thus making Result declaration and generating various reports in an effective and smooth manner

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

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

At the closing of each semester, the review of the current academic year is conducted by the HOD's with the their respective departments and the planning of the next academic year regarding curriculum delivery and documentation is done. This is further discussed in the HOD and Principal Meeting and finalised accordingly. The meeting is convened by the Principal in which the objectives of the curriculum are highlighted and discussed. The departmental activities are planned revolving around the objectives of the curriculum. The HOD's and faculty members together ensure that the objectives of the curriculum are fulfilled by maintaining Daily Report. Students are assigned projects in topics relevant to the objectives of the curriculum. Also, Faculty meeting under the chairmanship of the Principal is held at the end of each academic year where in the workload, academic planning and other activities are discussed for the subsequent academic year. Academic Calendar is drafted under the guidance of IQAC and finalized in consultation with the Time Table Committee. Periodic staff and Departmental Meetings are conducted to assess the progress of syllabus and reports are submitted to the Principal. Head of Departments/Co-ordinators monitor the compliance with academic/teaching plan periodically. Members of Board of Studies are invited to interact with faculty members on curriculum. Teaching Plan is prepared semester wise by the Heads of Departments and the respective department faculty members. Principal and faculty members interact with students through open house to get a feedback on curriculum delivery. Library Committee meets regularly and takes stock of available resources in the library from time to time for effective curriculum delivery. Faculties and students recommend books, periodicals and journals for

enrichment of the library. The college is affiliated to the University of Mumbai and thus, the syllabus designed by the University of Mumbai is followed by the College.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in E-COMMERCE	NIL	02/08/2019	15	Yes	Yes
Certificate Course in Investment Management	NIL	03/08/2019	15	Yes	Yes
Certificate Course in Creative and Corporate Communication	NIL	02/08/2019	15	Yes	Yes
Certificate Course in in Travel and Tourism	NIL	16/01/2020	15	Yes	Yes

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Business Management	15/06/2019
MCom	Advanced Accountancy	15/06/2019
BMS	Management Studies	15/06/2019

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BMS	Management Studies	15/06/2019
MCom	Accountancy	15/06/2019
MCom	Business Management	15/06/2019

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

	Certificate	Diploma Course
Number of Students	996	Nil

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Technoserve Campus to Corporate	25/07/2020	27
Certified Mehndi Course by Jan Sikshan Sansthan Recognised By MHRD	17/02/2020	21

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Regular	505
BCom	Accounting and Finance	256
BCom	Banking and Insurance	140
BMS	Management Studies	40

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback has been obtained from all stakeholders. The same has been collected through online mode. The feedback form has been discussed and designed in consultation with the IQAC. The feedback has been analysed and placed in the IQAC meeting. The suggestions received therein have been implemented and necessary action has been initiated on the same.

CRITERION II - TEACHING- LEARNING AND EVALUATION**2.1 - Student Enrolment and Profile**

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Regular	1370	2012	1060
BCom	Accounting and Finance	372	701	340
BCom	Banking and Insurance	192	324	182
BMS	Management Studies	60	92	60
MCom	Advanced Accountancy	60	60	57
MCom	Business Management	60	30	25

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1642	82	23	Nil	7

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
27	27	17	12	1	2

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

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

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

Yes. The college has a mentoring system where students are divided between the available full time faculties. The mentors continuously interact with the students. The mentors evaluate the attendance of students and take corrective measures in case of absenteeism. The performance of the students is also monitored by encouraging them to actively participate in various activities ensuring holistic development. The mentors are approached by the mentee

in case of any personal, career or any other challenges. The mentor, then addresses these issues and also maintains regular interaction with parents as and when required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1642	23	1 : 71

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	27	Nil	4	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Nil	NIL

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College is affiliated to the University of Mumbai and thus follows the norms prescribed by the University. All examinations are conducted as per the instructions provided by the University. The set guidelines for internal evaluation has been followed by the college. The same is monitored by the HOD. To enhance digitalisation, the college has prepared a software for Online Examination and Online assessment. Students of Accounting and Finance, Banking and Insurance and BMS gave their internal exam through online mode. The evaluation of students is also monitored on the basis of their overall performance. The concerned faculty takes initiative to continuously monitor the performance of students through various class tests and other competitions. The college also conducts prelim examination to monitor the performance of Third Year students. Projects are also given to the students as a part of their continuous evaluation system. Tutorials are conducted to monitor and give practice sessions to the students. Performance is also evaluated during practicals for subjects like computer system and Applications

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

Academic Calendar is prepared in the beginning of the year as per the dates of commencement and academic calendar issued by the University of Mumbai. The same is placed in the CDC and IQAC meetings and informed to the staff in the staff meeting. The dates of Commencement are declared by the University of Mumbai for all programmes. As the College is an affiliated college, examinations are held as per the dates declared by the University

2.6 - Student Performance and Learning Outcomes

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

<http://gurukulcollegeofcommerce.com/wp-content/uploads/2021/03/Programme-OutcomesNew.pdf>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

2C00146	BCom	Regular	266	256	96.24
2C00456	BCom	Accounting and Finance	73	73	100
2C00346	BCom	Banking and Insurance	59	53	89.83
2C00145	BCom	Regular	267	165	61.80
2C00455	BCom	Accounting and Finance	73	69	94.52
2C00345	BCom	Banking and Insurance	59	37	62.71

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2.7 - Student Satisfaction Survey

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

http://gurukulcollegeofcommerce.com/wp-content/uploads/2021/03/Student-Feedback-Analysis_March-2020.pdf

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	100000	0

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Hand on experience in advance Excel/Tally/GST	Accountancy	27/01/2020
How to maintain Business Ethics in changing Economic Scenario"	Economics	14/09/2019
Career Opportunity in Banking Insurance Sector	Banking and Insurance	18/02/2020
Cyber Crime and Ethical Hacking	Accounting and Finance	09/08/2019
Mantra for Stress Relief	Banking and Insurance	03/02/2020
Industrial Motivational Campaign in association with MSME	BMS	11/02/2020
Training in Fashion and Designing, Jewelry Designing in association with Lemark School of Art Design Mumbai	Entrepreneurship Development Cell	16/07/2019
Career Counseling Webinar Series	Placement Cell and Entrepreneurship Development Cell	26/04/2020
IPR with 360 Degree Approach	Commerce and Allied Subjects	24/01/2020
Seminar on How to Manage Money and How to be Smart Investor	Commerce and Allied Subjects	14/01/2020
Seminar on Participating learning and problem solving	Commerce and Allied Subjects	30/08/2019
Student Counselling and Mental Illness	Commerce and Allied Subjects	11/12/2019
Dynamics of financial system in the digital era.	Accountancy	07/12/2019
Career Goal Setting	Accountancy	20/01/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Economics	1	6.2
International	Commerce and Allied Subjects	3	6.2

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

Department	Number of Publication
NIL	Nil

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3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	2	6	2
Presented papers	16	12	Nil	Nil
Resource persons	Nil	Nil	Nil	2

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3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Say No to Drugs	Watsapp Slogan Competition	State Government	1
Best Volunteer	Swami Vivekananda Best NSS Volunteer	Chhatra Bharti	1

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				

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3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	30	Institution	3
Faculty Exchange	3	Institution	6

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Employability Training	Campus to Corporate	Techno Serve (Hiral Somani 8169604127)	25/07/2019	24/10/2019	27
Internship	Sales Executive	Hitachi (Mr Rameez Khan- 7045466618)	27/01/2020	26/05/2020	14
Internship	Sales Executive	Bajaj Finance (Mr. Shyam Mishra - 9167904876)	27/09/2019	15/11/2019	58

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2200000	1535600

4.1.2 - Details of augmentation in infrastructure facilities during the year

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

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4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBERTY	Fully	2.0	2014

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13133	1698564	1053	159110	14186	1857674
Reference Books	2191	2221384	14	6643	2205	2228027
Journals	34	528424	Nil	Nil	34	528424
e-Journals	6000	Nil	Nil	Nil	6000	Nil
Digital Database	1	35400	Nil	Nil	1	35400
Library Automation	1	61950	Nil	Nil	1	61950
Others (specify)	1750	126986	9	2417	1759	129403

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

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

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	198	162	3	4	0	7	7	50	8
Added	0	0	0	0	0	1	0	0	13
Total	198	162	3	4	0	8	7	50	21

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

10 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video, Audio, Head phones, Webcam, Tripod, Open source tools	http://gurukulcollegeofcommerce.com/videos/

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1000000	360661	240000	785085

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

The college prepares the budget for maintenance and utilisation of physical, academic and support facilities before the beginning of the academic year which is approved in the Trust Board meeting and College Development Committee Meeting. The following maintenance procedure is being followed from time to time. • Inhouse electrician, I.T. technician and plumbing services are available • Security services are outsourced and are available 24/7 • Regular maintenance of furniture is undertaken from time to time. • The computers are upgraded every three years and regular maintenance of machines is undertaken. • AMC for the following has been made available: • Housekeeping • Library software • Admission and Result Software • Copier and Xerox Machines • AirConditioners • Pest Control Services • Water purifier • Gymkhana Equipment's •Website

<http://gurukulcollegeofcommerce.com/wp-content/uploads/2021/03/Procedures-and-Policies-for-Maintaining-Physical-Facilities.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Kanya Unnati Yojna and Chhatravrutti Yojna	167	167000
Financial Support from Other Sources			
a) National	Samaj Kalyan	20	210350
b) International	NIL	Nil	0

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Course	15/11/2019	5	Institutional
Remedial Coaching	23/09/2019	160	Institutional
Advanced Learners	19/09/2019	100	Institutional
Yoga	17/06/2019	7	ICYHO Kaivalyadhama
Campus to Corporate	25/09/2019	23	Techno serve

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

Year	Name of the scheme	Number of benefited students for	Number of benefited students by career	Number of students who have passed in	Number of studentsp
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		competitive examination	counseling activities	the comp. exam	placed
2019	Competitive Examinations and Career Counselling	45	882	4	1

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
03	178	89	1	42	30

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	5

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 - Student Participation and Activities

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

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

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

The college has a very active student council formed as per the norms of the Maharashtra State Government Act and University of Mumbai. The students take active part in various activities. They display their organisational, leadership and managerial skills towards their personal skill development and growth of the college. The members of the council are part of the academic and administration bodies of the college 1. College Development Committee 2. Sports/Cultural/NSS/Women Devp Cell./

DLLE 3. IQAC 4. Library 5. All other statutory representations. Regular meetings of the student council are conducted and feedback is obtained from them for the betterment of the institution. they play a key role in maintaining discipline and managing various activities of the college. The members of the Student Council also participate in the Indian Youth Parliament annually that is held in Pune, Maharashtra. They represent the college at various institutions and Universities. Thus, the student council ensures active participation of the students in college activities.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

400

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

41050

5.4.4 - Meetings/activities organized by Alumni Association :

Regular meetings of the Alumni Association is conducted in the college. The Alumni are invited to deliver lectures as a source of motivation to the students. Distinguished Alumnis are also invited as Judges to Judge various events. Alumni also participate in various events like Blood Donation, Inter Collegiate Fest etc. Alumni has also contributed by organizing Career Counseling sessions for our students. This makes a strong connect of the alumni with the college.

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Practice 1: Decentralisation in Day to Day functioning: The college has divided the faculties into committees considering the area of interest and expertise of each of the faculty. The college has more than 40 functional committees. Regular meetings are held at the beginning of every academic year. Planning of each committee is discussed in the first meeting and the outcome and measurement of the plan is measured towards the end of the academic year. Every faculty is given opportunity to come up with innovative ideas and activities in the interest of the institution and students. The initiatives taken by the committees are informed to the Management authorities through meetings and interactions. Also faculty members are given autonomy to plan and execute teaching methods as per the teaching plan and subjects. Faculties in every department and departmental heads have freedom to execute innovative activities within the budget provision. Practice 2: Involvement of all staff in decision making: The Principal, Vice-Principal and IQAC Co-ordinator ensure participation of all staff teaching, admin and support staff in decision making. Opinion and suggestion of all staff is taken into consideration during staff meetings. The Principal seeks participation from all staff and accordingly appropriate decision is taking as and when required with the consent of all the staff members in the matter concerned to each one of them

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

Partial

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> The college is affiliated to the University of Mumbai and hence, the curriculum is prescribed by the University The college deputed faculties to syllabus revision workshops Members from the Board of Studies are invited to interact with the faculty and students and therein suggestions are given for further improvement. Aspects related to Curriculum are discussed in Department meetings. Curriculum Development is undertaken by faculties in Add on/Certificate programmes like Capital Markets, Yoga Ethics and

	<p>Human values etc. • Feedback for Curriculum Development is taken from the students and stakeholders.</p>
Teaching and Learning	<p>• Regular meetings of the departments are held to monitor syllabus plan and completion. • Use of ICT techniques are adopted to make learning more interesting • Relevant PPT and video presentations are shown to the students • Other teaching techniques like field visits, expert lectures, competitions, role play, case study technique are adopted • Projects are given to students so as to provide adequate exposure to students • Various ICT and other Library resources made available to faculties and students from time to time. • Faculties participate in workshops/Orientation/Refresher Programmes organized by industry and UGC HRDC • Departmental Library and Book Bank facility are given to students • Addon/ Certificate Programmes are conducted for overall Development.</p>
Examination and Evaluation	<p>• The college conducts First Year and Second Year examinations on behalf of the University. • The institution follows and conducts examinations as per the rules prescribed by the University • Continuous evaluation of students are monitored by giving class test, projects, internal examination, •College has set up a Micro CAP Centre for assessment of Online Papers for Third Year students. • Unfair Means Committee has taken measures to reduce practices of unfair means by interacting with students, campaigns of No copy, Be happy etc. • Regular notices and information is disseminated to the staff for assessment of answer books to enable declaration of results on time.</p>
Research and Development	<p>• Faculty Development Programmes on aspects related to research are held. • Research Publication in reputed Peer Reviewed conference proceedings/Journals are published/presented by 90 percent of faculties. • Annual Research Conference is held every year •Participation of students in Avishkar University Research Convention • Annual Student Research Journal Shodh Sagar is released where students contribute their research ideas. • Minor Research Project grant has been received from the University of Mumbai • Expert sessions on Research for students and staff are also conducted.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>•Requisition is given by HOD's and Faculties for recommending new books in the library and order is further placed by the Librarian • Library is automated with Liberty software • OPAC facility is available for staff and students • Ecorner is created for students where they can access eresources and also find the list of books available in the library with printer facility • Separate reading room is made available for the staff with computer internet and printer facility • Library orientation was given to the students. • Library Committee consisting of staff and students has conducted book exhibition • The college provides book bank facility to economically weak students free of cost. More than 100 students have benefitted from this facility. ICT and Physical infrastructure: • The institution has a centralised IT department that looks into upgradation of ICT facilities in the college. The college has planned phase wise upgradation of ICT facilities. Adequate maintenance of software and hardware is undertaken. • Regular maintenance and repair of physical infrastructure is undertaken • Budgetary provisions are made for the same.</p>
Human Resource Management	<p>• Faculty and staff recruitment is conducted as per the norms of the University of Mumbai as and when vacancy arises. • Once the appointment is made, necessary formalities and procedure is being followed for approval of the staff. • The institution has competent and qualified staff with high retention • Staff are constantly encouraged to attend workshops/seminars/orientation/refresher courses • The Management organizes training/health programmes for the staff • Recreation activities are also organized for the staff members •Performance appraisal of staff is conducted through feedback collected by students, which is placed in the IQAC and further discussed by the Principal on a one on one basis with the staff. •Also, staff is appreciated by the Management for various achievements and efforts put in by staff. • Two way communication</p>

	and continuous interaction of staff with Principal, and Management is held for smooth functioning of the institution • Celebrations of festivals and other occasions are held to keep staff motivated.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • Industrial visits and Field trips are organized to have an industry academia interface • MOU with repeated institutions was signed for free coaching of competitive exams as well as for enhancing employability skills • Placement Cell organized workshop on soft skills to enhance employability opportunities • Companies were invited for campus placements and summer internships for students • Departments organized expert sessions by inviting industrialists to impart hands on experience to the students.
Admission of Students	<ul style="list-style-type: none"> • Once results are declared the college issues notice regarding admission dates and the details are also displayed on the website • The admission process is conducted as per the norms of the University of Mumbai • Prospectus is issued to the students wherein all details of admission procedure is mentioned. • Online admission Procedure is adopted for easy access to database • New software of admission and online fee payment (Partial MIS) has been implemented. • Members of the Student Council help the new admission students to fill forms and explain the admission process • Counseling of students is being conducted by faculty members for selection of course • Feedback from students are undertaken regarding admission procedure

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

E-governance area	Details
Planning and Development	IQAC has prepared google forms for collecting information from faculty regarding research papers, workshops, seminars and other departmental and committee activities. This has enabled quick generation of reports and required information at once.
Administration	Student data of all courses are filled online and submitted to the University. Affiliation reports, details of staff like general information, approval details etc are filled and submitted online. Statutory payments like examination dues, examination dues are done through Net banking
Finance and Accounts	Professional Taxes, TDS and Provident Fund are filed online. Internal and External Communication takes places via email. Reports and vouchers are generated via Tally software
Student Admission and Support	Admission Procedure and fees are held online through our website. All data related to students is collected via online admission. This eliminates physical entries of student data. Fees is also paid online by students. Student feedback is taken through the online mode for overall improvement. All relevant information and updates are displayed on the website regularly
Examination	The internal examination for students is taken online with the help of an online examination software. Students have to attempt objective as well as theoretical questions. Assessment and results of the same are also generated online.

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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						teaching staff)
2019	Motivational Session on "Me to We"	NIL	10/10/2019	10/10/2019	26	Nil
2020	FDP for Teaching Faculty for Video Lectures to Enhance E-Learning	Workshop on Basics of Computer	15/04/2020	15/04/2020	22	5
2020	NIL	Training on Biometrics and Salary Software	10/03/2020	14/03/2020	Nil	6
2019	Website Designing and Blogging	NIL	14/12/2020	14/12/2020	26	Nil
2020	Basics of Fitness and Diet	Basics of Fitness and Diet	02/05/2020	02/05/2020	26	11

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	2	1	2

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Reimbursement of expenses for workshops, conferences, Gratuity, PPF, Employee Group Insurance, Regular leaves and special leaves if required, Gymnasium facility and health seminars. Increments to faculty completing their Ph D has also been given.	Reimbursement of expenses for workshops, conferences, Gratuity, PPF, Insurance, Regular leaves and special leaves if required, Gymnasium facility and health seminars, Reduction of fee for ward of employee studying in the same school.	Reimbursement of registration fees for events, Insurance, Scholarships, Meritorious Scholarships, Book Bank facility where books are provided free of cost to the students.

6.4 - Financial Management and Resource Mobilization

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

The Institution appoints internal auditor and Statutory auditor to audit the books of accounts every financial year. The audit is undertaken half yearly. The audited reports are approved in the Annual General Meeting of the Trust. Audit Report is then duly signed by the concerned authorities and given to the college for recording.

6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Institutions and Trusts	324427	College Fest and Fees

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6.4.3 - Total corpus fund generated

13777888

6.5 - Internal Quality Assurance System**6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?**

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Experts	Yes	IQAC
Administrative	Yes	External Experts	Yes	IQAC

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

1. Regular meetings of the Parent teacher Association conducted twice a year 2. Regular interaction with parents regarding attendance and results of students 3. Participation of parents in activities like Blood Donation Camps and other social activities.

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

1. Organised recreation activities and competitions for support staff 2. Training programme on Basics of Computers by in house IT Department. 3. Workshop on Constitutional Rights

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

1. Increase in the number of Add on Programmes for Holistic Development 2. Training programmes for students and enhancing campus placements as well as internships 3. Strengthening Collaborations and MOUs towards quality improvement of students as well as staff members 4. Enhancement of Research Culture in the organisation by increase in the number of Research paper Presentations and consistently receiving grants for Minor Research Projects from the University of Mumbai.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Faculty Exchange Programme in association with Bharati Vidyapeeth's Institution of Management Studies and Research	13/09/2019	13/09/2019	20/09/2019	3
2019	Zonal level workshop organized by Women Development Cell in association with University of Mumbai WDC	27/09/2019	27/09/2019	27/09/2019	121
2020	National Workshop on Career Dimensions in Physical Education and Sports Science - A Global Perspective	15/01/2020	15/01/2020	15/01/2020	70
2020	Workshop for students on Today's Youth Leaders of Tomorrow	16/01/2020	16/01/2020	16/01/2020	131
2020	Students Exchange Programme in association with Patuk Gala College, Santacruz	20/01/2020	20/01/2020	23/01/2020	30
2020	Academic and Admin Audit Conducted	29/01/2019	29/01/2020	29/01/2020	35
2020	Workshop on Constitution for Staff	18/02/2020	18/02/2020	18/02/2020	26
2020	Workshop on IPR for teaching Faculty	26/02/2020	26/02/2020	26/02/2020	25
2020	Collaborative Webinar on Initiative to Enhance Quality in Higher Education	22/04/2020	22/04/2020	23/04/2020	49
2020	National Webinar in Association with ICA on Blogs and More	13/05/2020	13/05/2020	13/05/2020	192

[View File](#)**CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)**

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
AWARENESS TO OPERATE VENDING MACHINE	03/06/2019	10/06/2019	300	Nil
ATTENDED MAVA SESSION ON GENDER AWARENESS	10/09/2019	10/09/2019	10	Nil
SELF DEFENCE WORKSHOP	16/09/2019	18/09/2019	30	Nil
SELF CONFIDENCE AND HYGINE SESSION BY HUL	18/12/2019	18/12/2019	250	Nil
POSTER COMPETITION /ESSAY/ SLOGAN ON GENDER SENSITIZATION	20/01/2020	20/01/2020	10	Nil
SELF DEFENCE WORKSOP	27/01/2020	29/01/2020	30	Nil
SEMINAR CONDUCTED ON PSYCHO SOCIO AND LEGAL ASPECT ON WOMEN BEHAVIOUR	30/01/2020	30/01/2020	107	Nil

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

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

1. Installation of Solar Panels is under process 2. Use of LED lights

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	2	26/07/2019	2	Tree Plantation Drive	Environment	32
2019	Nil	1	01/08/2019	15	Swachh Bharat Abhiyan	Cleanliness	180
2019	1	Nil	27/08/2019	1	Disaster Management Workshop	Disaster Training	120
2019	Nil	1	01/08/2019	14	Hand Made Book Donation	Distribution to underprivileged	700
2020	1	Nil	28/01/2020	4	Volunteering at Gurukul Center for Special Children	Conduct of Sports day for Special Children	15
2019	1	Nil	11/08/2019	4	Bamboo Rakhi Selling	Help to Adiwasi Ladies	10
2019	Nil	1	30/08/2019	2	Registration of Voter ID card	Voters Awareness and Encourage students to cast their vote	12
2019	Nil	13	12/11/2019	7	Literacy Campaign,	Development of Adiwasi Pada at	125

Employment generation, Road Construction, River Bhandara Construction, Awareness Drives, Lectures, Village Gathering	adopted Village
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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	29/05/2019	College prospectus contains information regarding disciplinary rules and regulations and code of conduct
Code of ethics for staff	29/06/2019	The handbook contains the code of ethics for teaching and non teaching staff. It also contains the service conditions and professional ethics to be followed and maintained by the staff
Leaflet for Parents	20/06/2020	The leaflet contains the mission vision and disciplinary rules and regulations of the college. The leaflet is given to the parents in the beginning of every academic year so that they are aware about the details of the college
Leaflet for Gender Sensitisation	09/07/2019	The leaflet contains information related to Women Development Cell Complaint Mechanism and Redressal. It also contains emergency help line numbers for convenience of students

7.1.6 - Activities conducted for promotion of universal Values and Ethics

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

[View File](#)

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

- College has planted the trees campus area to make it more environment friendly. College conducts many tree plantation programs to encourage students and staff for not only plantation of the trees but also adopt and nourish them to maintain environmental balance.
- Workshop on Plastic Recycling and Collection was held by Bottle for Change, Bisleri Factory
- Awareness Drives through street plays was held on keeping the campus eco friendly was held.
- Celebrated World environment day by conducting Poster competition on 05th June 2019.
- Concept of Plastic free and paper free campus was successfully implemented in the college by distributing Cotton Cloth Bags to the staff members and nearby vegetable vendors and shop keepers in the college vicinity area on Teachers Days which made a good contribution towards sustainable environment.
- Use of LED Lights and awareness on saving electricity.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best Practice - I Title of the Practice: Implementing Digital Attendance, thereby reducing use of paper and enhancing environmental protection as well as administrative efficiency Objectives of the practice - To improve the attendance of learners and encourage them to attend lectures. To promote digital India movement promoted by Honourable Prime Minister To reduce use of paper, thus taking an environment friendly step and also save time To generate reports

automatically. The Context - In the modern era and changing times as an innovative measure the college has taken the initiative of introducing digital attendance system. This was taken with a view to keep a regular check on students' attendance and continuous monitoring by parents. The new system of digital attendance ensured that no proxy could be made by students. Parents were informed through PTA about the new system and students were given hands - on training to use the application

The Practice - The management is benevolent to introduce facilities for the betterment of the institution and the students. Students were given RFID cards and each student had to swipe their card in the machine. This was to be done by the students in every lecture. Our support staff was given the responsibility to take the attendance of students which was further monitored by our Attendance Committee.

Each faculty was also given a RFID card with a subject code for each class. The system ensured that students could record attendance only after the swiping of the subject teacher at the beginning of the lecture. An application in the name of our

College was to be downloaded by the students which automatically mapped all information regarding students' daily lecture attendance. The app could be accessed by the Student ID and the same could be monitored by the parents also as it was linked to our website. The application also had the feature of uploading important notices, circulars etc. Evidence of Success - The seriousness of the attendance system increased in the minds of the students. As students and parents both started monitoring attendance through the application, parents could tap their wards attendance. This made the students alert, thereby increasing the student attendance in the classroom. Manual attendance took about 7 to 10 minutes per lecture.

However, Digital Attendance just took about 3 to 5 mins, which was taken by the support staff. This led to increase in the quality teaching time of the subject teacher. Reports were autogenerated which led to reduction in manual work by the teaching faculty. Thus, the concentration on the core area of teaching was enhanced. The reports were generated for the each student subject wise and percentage wise which enabled the attendance committee to take appropriate action against serious defaulters. The system also had the facility to monitor the teacher's attendance in the classroom class wise subject wise. This new initiative increased the alertness of students thus, improving the attendance of students.

Problems Encountered and Resources Required - Initially it was a challenge to make parents aware about the functioning of the application as a few parents did not have compatible devices to access the application and also, they were not aware of the functioning of the same. However, this was gradually taken care by regular interaction of our staff with the parents. Best Practice II: Title of the Practice:

Fostering Community Responsibility and Social Inclusiveness Among Learners

Objectives - One of the notable best practices of Gurukul College of Commerce has been extension and outreach to the society. Our philosophy of education emphasizes reaching out to the marginalized groups with special focus on instilling values of social responsibility in our learners. The institution firmly believes in improving the quality of life of community which has been achieved by conducting numerous extension and outreach activities. The Context -

• Flood Relief Material Collection/Packaging and Dispatch to Kurundwad (Kolhapur) amount worth Rs. 2.5 lacs

• Road Construction during annual residential camp at Adiwashpada, Bhiwali amount spent worth Approx Rs.50,000 The Practice- In the month of June - July 2019,

Satara, Sangli and Kolhapur district of Maharashtra was captivated in the floods and much of human and cattle life was at stake. The NSS volunteers collected following material from the teaching, non-teaching staff and students of 17 Gurukul educational institutions over a period of 1 week. Volunteers collected, segregated,

packed and loaded the material into the truck on 17th August 2019 and the truck full material was sent to Kurundwad village of Kolhapur and personally distributed by our staff. SR No. List of supplies 1 225 Litres oil 2 2000 Bottles of Bisleri 3 150 kgs Tea Powder 4 300 kgs Sugar 5 275 kgs Wheat flour 6 2000 Sanitary napkins 7 Toothpaste, Toothbrush and soaps 8 More than 200 bags of rice 9 Dals, biscuits,

clothes, and other essentials The NSS unit had adopted Bhiwali Village, in Ganeshpuri in the year 2017 and from then, our college has maintained its duty towards community service work. In 2019, Gurukul College of Commerce contributed about Rs. 50,000 for road construction at Adiwashpada. The enthusiastic team of 105 NSS volunteers, during their annual residential camp, constructed the road through

'Shramadan'. Volunteers personally arranged material, water and not only created a concrete mixture but also laid the mixture for road construction. Volunteers

continue the annual contribution to society through not only arranging adult literacy programs but also upskilling the adiwasi ladies for self-employment. NSS volunteers also helped the citizens in voter registration during election period and supported security agencies with traffic management. The volunteers did an environmental outreach programme by conducting various activities such as tree

plantation, awareness on plastic, program related health and hygiene etc. Thus our contribution to Society ranges from environmental conservation to health and hygiene, from educational support to upskilling for employment, road safety drives to blood donation camp, voter registration and awareness, conducting various rallies to upholding the spirit of society through celebrations of various national and international days. The contribution to Society by Gurukul College of Commerce is omnipresent and is ongoing. Evidence of Success - There has been an increase in the number of selection of volunteers in various District, State and National level camps. One of the volunteers received 'District Level Best Volunteers Award' in year 19-20. Adequate measures were adopted by the teachers and volunteers to ensure that the relief fund reached the hands of the needy. This gesture was appreciated by the University NSS Director. Problems Encountered and Resources Required - As far as social upliftment is concerned, the college did not encounter any problems nor any shortage of resources. The Management of the college has rendered complete support in this endeavor in the interest of the society at large.

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

<http://gurukulcollegeofcommerce.com/wp-content/uploads/2021/04/Best-Practices-19-20.pdf>

7.3 - Institutional Distinctiveness

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

Gurukul College of Commerce was established in 2001 under the aegis of more than a 100 year old trust Mumbai Pradesh Arya Vidya Sabha. The college is situated in the heart of the Central suburbs of Mumbai. The college has always striven to uphold the ideologies of the parent body by imparting quality education to the economically weaker sections of the society and continuously upgrading the system in all arenas towards holistic growth of the students and faculty members. The college has always focussed on improving the quality of the staff and students by giving them numerous opportunities and constantly encouraging them to build a better future. The faculty members are considered as the asset of the institution and their enthusiasm and team work is the evidence of its growth. The college provides a platform to faculty members to develop their innovative skills by promoting research - based teaching and learning process. The staff is encouraged to conduct research oriented activities like Minor Research Grants, Ph.D, participate in various seminars, workshops, and publish papers in UGC based Journals and present in State, National and International Conferences. Adequate motivational monetary and non - monetary HR measures are taken by the Management towards the staff. This includes appreciation by the management in staff meetings, acknowledging staff in campus social gatherings, Ph.D increment, Duty leaves and special leaves as and when required. Appreciation letters are also given by the Management to the staff for acknowledging the hard work put in by them and further encouraging them to do better. Adequate ICT infrastructure and other resources are made available for enhancing teaching learning techniques like class room enabled projectors and laptops, wifi connection etc. Provision of these resources have definitely enhanced the quality and pedagogy of teaching learning. Recreational activities and other celebrations are regularly held to build team spirit and oneness amongst the staff. The team work of the entire staff has been acknowledged by outsiders, officials and visitors in events conducted in the form of Oral and written feedback received from them. These initiatives have definitely created a healthy work culture leading to job satisfaction which has resulted in retention of the staff for years together. This has created a positive impact on the productivity as well as low retrenchment and has resulted in the development of the institution. The positive attitude of the staff and resulted in conducting various innovative academic as well as non - academic activities for the students that has empowered our students in many ways. The college focusses highly on skill enhancement, employability as well as entrepreneurship. Keeping this in view the faculties plan a number of activities and events to involve maximum students and benefit out of the same.

Provide the weblink of the institution

<http://gurukulcollegeofcommerce.com/wp-content/uploads/2021/04/Institutional-Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. To undertake Student as well as Faculty Exchange Programmes 2. To enhance E-Learning practices in all Departments 3. To strengthen MOU's for activities related to academic and professional development for staff and students 4. To maintain and augment various initiatives towards social inclusion as well as holistic institutional development. 5. To encourage faculty members and students towards Research Oriented activities