

CRITERIA-I CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and others stakeholders.

VISION- “Education for all”

MSSION- “Percolation of education to the economically and academically underprivileged and to empower, enlighten and equip them to become responsible citizens.”

Objectives:

1. To impart quality education
2. To provide platform for extracurricular and co-curricular activities to develop students personality
3. To develop versatile personality among the students to make responsible to look after their family, society and nation.
4. To inculcate duty of Indian citizen among the students through curricular, co-curricular and extra- curricular activities like Foundation Course and National Service Scheme and NCC respectively
5. To create employment potential
6. To involve youth in community service and sensitized them
7. To create respect for environment and save natural resource
8. To impart value system among students to respect teachers, non-teaching staff, family members and people in the society

The vision, mission and objectives are communicated to students, teachers, staff and other stakeholder's through

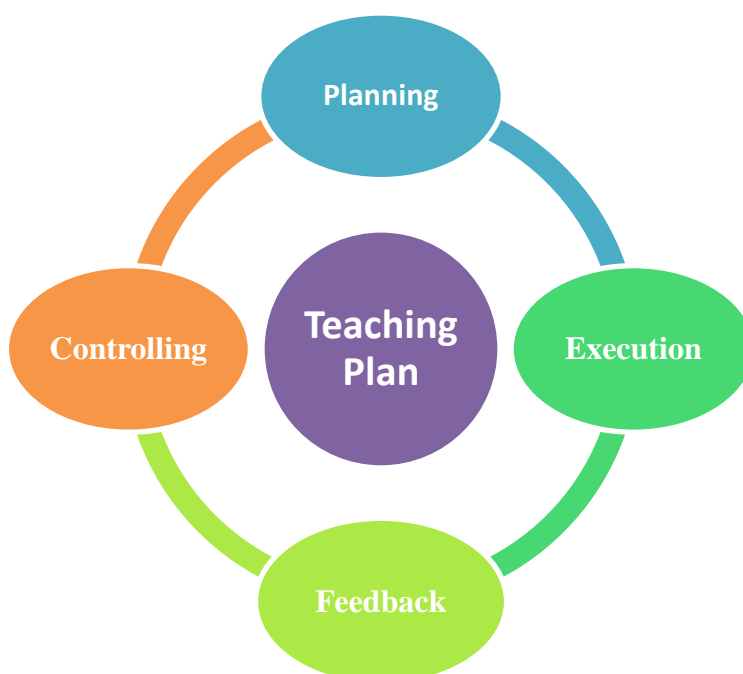
- College web site
- Prospectus
- Orientation and Induction to newly admitted students
- Extra-curricular activities
- Alumni meet
- Notice Board
- Class Notice Book
- Students' Council
- Parent Teachers Meeting
- Faculty Meeting

- Department wise Notice
- Academic calendar
- Announcement in the class
- During Lecture
- College magazine
- Display board of vision and mission

1.1.2 How does the institution develop and deploy action plan for effective implementation of the curriculum? Give details of the process and substantiate through specific examples(s).

Our institute develop plan of action well in advance i.e. during year end meeting of every academic year. Following strategies apply to ensure effective implementation of the curriculum

- Academic calendar
- Feedback of the students
- Teaching plan is prepare by all faculty members as per the syllabus of the respective subjects prescribed by University of Mumbai. Extra lectures are also arranged on holidays and during vacation to complete syllabus. Time table committee also prepare need based time table whenever there is need of extra lecture. The teaching plan is prepared by faculty members and monitor by principal and oral as well as written feedback also taken by the principal from the students about syllabus completion
Following method is adopted to ensure effective implementation of teaching plan



A sample of teaching plan is as follows

TEACHING PLAN

SEMESTER I

Subject:-

Month:

	Lectures	Modules planned
Week 1		
Week 2		
Week 3		
Week 4		

Signature of the Principal

Signature of Teacher

- All the faculty members are required to maintain semester wise logbook. Teachers are required to fill the details of lecture and topic covered in the logbook and obtained signature on it from the Principal. Contents of the logbook as follows
 - ✓ Personal Information
 - ✓ Time Table of Academic Year
 - ✓ Information of Leaves taken
 - ✓ Appointments on various committees
 - ✓ Orientation/Refresher/Seminar/Workshop/conference attended
 - ✓ Synopsis of Teaching
 - ✓ Entry of topic covered
 - ✓ Report of test/assignment/tutorials
 - ✓ Progress reports
 - ✓ Activity reports
 - ✓ Observation by Principal

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/ or institution) for effectively translating the curriculum and improving teaching practice?

The University of Mumbai updates all the information related curriculum and examination through web-site, email to Principal and by courier. All the programmes related to teacher training, workshop related to change in syllabus and conferences are communicated by the university authority through mail and by updating web-site.

University of Mumbai conducts following programmes to improve teaching practice

- Human Resource Development Centre of University of Mumbai organizes Refresher and Orientation programmes for college and university teachers to improve their teaching practice.
- Conferences, workshops and seminars organised by Board of Studies of respective courses.
- University invites application from faculty members of affiliated colleges for Minor Research Projects to inculcate research atmosphere among the faculty members
- Organises competition programmes like “Avishkar” to present research work carried by faculty members and students from affiliated colleges
- Invites application for recognition of post graduate teachers and Ph.D supervisors

The institute provides following facilities to improve teaching practice and translate curriculum effectively

- Facility of ICT in class rooms for teaching and learning practice
- Wi fi enabled campus
- Library facility
- Teachers are encourage to participate in workshops related subject change conducted by Board of Studies members
- Teachers are encourage to undertake research projects and papers
- Academic Performance Index form
- The institution Conduct conferences and seminars to enhance the teaching and research skills
- Teachers are encourage to participate and present research papers in International and National Conferences
- Mahatma Education Society’s has a common platform for all institution under the aegis of Mahatma Education Society’s for conducting quality research work

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by affiliated University or other statutory agency.

- Academic activity calendar prepared well in advance so that maximum weightage given to lecture
- Individual department prepare their teaching plan according to lectures allotted by university
- Curriculum based seminars are arranged
- Industrial visit arranged for students to give exposure of industrial work
- Value added soft skill course conducted for skill development
- Study tour arranged for the students to environmental sound area like Nature Park, National Park and reserve forest area like mangroves etc.
- Effective delivery of curriculum also achieve through by arranging guest lecture, industrial experts and conducting workshop based on curriculum
- Delivery of lecture through traditional methods like chalk and board, power point presentation

- Through acquisition of reference book and new books
- Allowing teachers to attend workshop conducted by Members of Board Studies when there is change in syllabus
- Library committee monitor the availability of books available in the library as per subject

The management promote following activities for effective delivery of curriculum

- Encourage to undertake research project
- Conduct paper presentation for in house teachers working under umbrella of Mahatma Education Society
- Management given research platform by establishing Research Forum

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?

- Industrial visits are arranged for the students to give them exposure to understand work culture and industrial environment.
- Professional and industrial experts are invited by the departments to conduct lectures and workshops on essential and important topic.
- MOU with Centre for Lifelong Learning (Tata Institute of Social Sciences, Deonar) to conduct collaborative certificate programme in “Youth Leadership and People Skills”
- MOU with Techno Serve
- MOU with SEBI
- MOU with SNEHA
- Students are encourage to take research projects on social issues and participate and present papers at “Avishkar Research Convention University of Mumbai
- Students exchange programme by St. Mary’s students

1.1.6 What are the contributions of the institutions and/or its staff members to the development of the curriculum by the University? (number of staff members/ departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestion etc.

- Our senior faculty member Assistant Professor Chandramohan Varma goes for vigilance for University Examinations and has been chairperson for all university examination
- Head of the Department of Commerce Dr. Lata Krishanan is the Chairperson of Advertising paper setting for University Examination
- Our faculty members regularly attending workshops arranged by the Board of Studies member for syllabus change and give their feedback an suggestions

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed.

We conduct following course other than those under the purview of University of Mumbai;

- Adult literacy programme
- Soft skills course
- Spoken English
- SNEHA

1.1.8 How does institution analyze/ ensure that the stated objectives of curriculum are achieved in the course of implementation?

- Through feedback from students
- Through class test
- Through intensive study camp
- By conducting campus recruitment and developing linkage between industry
- Preliminary examination
- Through research project work
- Through co-curricular activities and these activities are designed to help students to achieve disciplined related skills and value system
- By getting students involved in the environment and biodiversity conservation activities like tree plantation, E- waste management, waste management generated in the campus.
- Pre and post feedback conducted from the student for the value added course conducted in collaboration with Tata Institute of Social Sciences, Bombay Stock Exchange, SEBI, Teach India, Techno serve.
- From the result analysis of Semester I to VI examination.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/ diploma/ skill development courses etc., offered by the institution.

The institute conducts number of additional certificate/ skill oriented programmes which are require while entering into the global market as employee. Many certificate courses have been introduced by the institute with the following objectives

- To develop communication skills
- To provide the students employability skills
- To make them understand value system
- To create decision making power
- To enhance their leadership qualities
- To create respect for parents, teachers, elders and society as well
- To make them responsible Youth and citizen
- To create awareness about time management
- To inculcate discipline among them
- To make aware about gender sensitization

Following additional certificate courses conducted to meet above mentioned objectives

- Youth Leadership and People skills programme
- Soft skills
- YEP
- SEBI training
- Spoken English
- Competitive exams (MPSC, UPSC lecture series)
- Research seminars and workshops

1.2.2 Does the institution offer programmes that facilitate twinning/ dual degree? If 'yes', give details.

No

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills developments, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond.

- Range of Core/ Elective options offered by the University and those opted by the college

Course/ Programme	Class	Semester	Elective offered by the University	Elective opted by the College
B.Com.	F.Y.B.Com	I and II	<ul style="list-style-type: none"> • Foundation Course-I and II • Foundation Course in NSS • Foundation Course in NCC 	<ul style="list-style-type: none"> • Foundation Course-I and II
	S. Y. B.Com	III and IV	<ul style="list-style-type: none"> • Advertising • Field Sales Management • Company Secretary Practice • Travel and Tourism • Computer Programming 	<ul style="list-style-type: none"> • Advertising
	T.Y. B.Com	V and VI	<ul style="list-style-type: none"> • Computer System and Application • Purchase and store Keeping • Marketing and Research • Export 	<ul style="list-style-type: none"> • Computer System and Application • Purchase and store Keeping • Direct and Indirect taxes • EM and SSI

			Marketing <ul style="list-style-type: none"> • Direct and Indirect taxes • EM and SSI 	
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Choice Based Credit System and range of subject option

- The CBCS (Choice Based Credit System) had been implemented by the University from the academic year 2011 – 2012 and was revised to CBSGS (Credit Based Semester and Grading System) since 2012-13. The College follows academic system of examination such as Semester, CBCS and CBSGS system as per the guidelines issued by the University of Mumbai.

Courses offered in modular form

- Not applicable

Credit transfer and accumulation facility

- The CBSGS ensures Credit transfer between colleges and accumulation of credits within the subject/course.

Lateral and vertical mobility within and across programme and courses

- The CBSGS ensures Credit transfer between colleges and accumulation of credits within the subject/course. This facilitates the Vertical and Lateral mobility based on eligibility considerations as per University of Mumbai guidelines.

Enrichment courses

- Our institution offers number of enrichment courses like Soft skills, Spoken English, Youth Leadership and People Skills Programme, YEP, SEBI, Workshops and Seminars, employability skills toward placements

1.2.4 Does the institution offer self- financed programmes? If ‘ yes’, list out them and indicate how they differ from other programmes, with reference to admission, curriculum, fees structure, teacher qualification, salary etc.

Our institution does not offer self-financing programme

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

Yes. The institutions provides number of additional skill oriented programmes, relevant to regional and global employment markets

- Soft skills
- Spoken English
- Youth Leadership and People skills Programme
- MPSC and UPSC guidance Classes
- YEP
- SEBI
- Bombay Stock Exchange Programme

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for the students to choose the courses/ combination of their choice? If 'yes', how does the institution takes advantage of such provision for the benefit of students?

No. Our students do not avail such provisions.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

College is permanently affiliated to the University of Mumbai; we follow syllabus which is prescribed by the University of Mumbai. We organize workshops and seminars which supplement curriculum. National seminars organized by college understand the emerging national and international trends. Various certificate courses offer by college to enhance employability and fulfil the need of regional and global market.

Institutional Goals and objectives	Academic and Supplementary support
Imparting knowledge and value system	<ul style="list-style-type: none"> • University Curriculum • Through Seminars • Through academic and research oriented workshop • Bi annual Research Journal • Industrial visit • By Conducting Conferences
Skill Development Programme	<ul style="list-style-type: none"> • Soft skills • Spoken English (Teach India) • YEP • Projects • Field Visit (Eco Tour) • Orientation and Refresher Programmes • Association activities • Personality Development Lectures • Sports and games

Value added programme	<ul style="list-style-type: none"> • Woman Development Cell • Gender Sensitisation Lecture • Youth Leadership and Skills Development Programme • Lecture on Environmental Issues • Self defence programme • Community service • NCC, NSS • Guest Lecture on YOGA • Lecture on anti-drug addiction
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- College organizes various competition and role play to equip students to face competitive world.
- The institutions organizes co-curricular activity to enhance the personality of students and make them employable, environmentally sensible and socially responsible through activities like community service, NSS, NCC, tree plantation, participative culture, leadership qualities.
- The Institute also provides learners with Career Counselling, Professional Orientation and Campus Placements through the Institute's Training and Placement cell.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- As our institute is permanently affiliated by the University of Mumbai hence we follow University prescribed syllabus. University does not allow affiliated college to do any changes in existing syllabus. The Board of Studies Members takes care while preparing for new syllabus about global market and employment market.
- In order to enhance their experience in subject we give them research projects to the students learn subject in deep.
- We encourage students to involve in research related activities and research forum conducted by various institutes.
- Various department arranged guest lectures to make them understand real world and market demands.
- Institution conducts industrial visits for students to give them opportunity to inter-act industrial experts and make them aware working conditions of industries.
- Soft skills courses are conducted to develop personality of students
- Personal counselling is given to students while preparing for interviews and before campus placement and preparation of CV
- Communication skills are improved through courses like Spoken English (Teach India)

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Our institution has established various committees and cells through which we take care and makes the students aware about these socially relevant and important issues. Following are the efforts made by the institution to integrate cross cutting issues:

Gender-

- College organises lecture by experts on gender sensitization
- Woman Development Cell actively organise seminars, workshops on gender issues
- Woman Development Cell also organise workshop on skill development
- Co-education Cell organises workshops on chocolate making, cake making, Mehamdi which helps girls student to become entrepreneur
- We have official counsellor she takes care of gender discrimination and council them in appropriate way

Climate Change-

- Department of Environmental Studies organises experts lecture on Climate change and its consequences
- Through the delivery of Environmental Studies lecture Assistant Professor Tushar Pawar discuss Case studies on such issues make them sensitize
- Our college have nature club, as activity of nature club student bring cutting from newspapers which highlights Climate Change issues and they summarise those news in the class and display on Nature Club notice board
- Nature club members screen documentary for the students which help to realise their unconsciousness towards nature leads to such havoc to the future generation

Environmental Education-

- Department of Environmental Studies, Nature Club and NSS unit of our college organises lectures on waste management by experts
- Department of Environmental Studies with Nature club of our college constructed Compost pit where we collect all the degradable waste from college canteen, waste from students tiffin box and adjacent hotel and put into compost pit for composting. Compost which is generated we used them for our campus plant as organic fertilizer and also sell them out in nursery and to the staff members and students as well
- Department of Environmental Studies, Nature club and NSS unit of our college conducts E-waste drive. Students and staff members bring all E-waste from their house and we collect them and give it to the Stree Mukti Sanghatana Members and then they send it to Maharashtra pollution Control Board
- NSS unit of our college collect newspapers and make paper bags and distribute in the market under the activity of No Plastic Bag campaign
- NSS unit of our college collects unused papers of note books from the students and prepare new note book out of it and distribute them to students of municipal schools

- NSS unit conducts Swachh Bharat Abhiyan Campaign to make Project successful initiated by Honourable Prime Minister of our country Mr. Narendraji Modi.
- In Swachh Bharat Abhiyan campaign NSS unit of our college adopted village and go periodically and create awareness about cleanliness
- NSS unit of college goes in our adopted area and conduct cleanliness activity and awareness campaign through street play and rally
- NSS unit of our college has adopted Chembur station for Swachh Bharat Abhiyan activity in which we conduct street play at station, awareness in station area and cleanliness drive
- NSS unit of our college conduct tree plantation drive in college campus, adopted area and adopted village
- Department of Environmental Studies and Nature club of our college conduct nature trail, eco-tour in ecologically and environmentally sound area such as Nature parks, National Parks, Mangrove area
- Department of Environmental Studies organizes Film Show which highlights Environmental issues and Environmental Education
- NSS unit of college celebrate Vrukshbandan to create awareness about conservation of trees

Human Rights-

- Awareness of Human rights and Human Rights education given to students through the delivery of lecture subject like Foundation Course
- Foundation Course is compulsory subject for first and second year students through which they learn value system, Social norms, Environment and also help to groom their personality
- Woman Development Cell of our college organises guest lectures on Human Rights of Woman and their violations

ICT-

- ICT facilities are available in our class rooms
- Our teachers conduct lectures using power point presentation as well as traditional method
- Teachers and learners are encourage to use ICT for their presentations
- ICT facilities we use while screening the documentary on social, environmental issues
- In NSS camp also we use ICT facility for session where Resource persons are called from various renowned institute to sensitize students in social, environmental and health area

1.3.4 What are the various value-added courses/ enrichment programmes offered to ensure holistic development of students?

Moral and ethical values

- Our college conducts certificate programme like Youth Leadership and People Skills Programme in collaboration with Centre for Lifelong Learning (Tata Institute of

Social Sciences), Deonar. This course help them to inculcate value system among the students, respects for elders, teachers and their parents and also develop leadership qualities. This course is conducted our trained faculty member Assistant Professor Tushar Pawar. He took training from Centre for Lifelong Learning (Tata Institute of Social Sciences, Deonar) for Youth Leadership and People Skills Programme

- College conducts YOGA classes which helps in holistic development of students personality
- College organises sports day and indoor game for students for their physical growth
- College has Students' Council- through this student members are encourage to take initiative and organize cultural and socio-cultural programme which enhance the leadership quality, inculcate value system, make them understand ethical behaviour and also develop their personality
- NSS unit of our college organizes camp in adivasi padas (tribal area) to understand social problems of this weaker section of society
- NCC also inculcate value system and disciplined in the students

Employable and life skills-

- College conducts soft skills programme for the personality development of the students
- Certificate courses like Spoken English conducted and offered by Teach India (Times of India) to enhance the communication skills of the students. The syllabus of this course is designed by British Council and our faculty member Assistant Professor Tushar Pawar is trained teacher for this Spoken English course
- College conduct MPSC and UPSC classes for the competitive exams
- College conduct Youth Employability Programme for students sponsored by Techno Serve and J.P. Morgan
- Conduct workshop by experts from SEBI

Better career options-

- Our college organizes workshop on career guidance for students and call experts from industries
- Our placement cell actively organises campus interview for the students. The organization conducts sessions to highlight the job description and other career opportunities in the market.
- Invites agencies, corporate, banks and companies to conduct recruitment drive round the clock
- College conduct MPSC and UPSC classes for the competitive exams
- College conduct Youth Employability Programme for students sponsored by Techno Serve and J.P. Morgan
- Conduct workshop by experts from SEBI

Community Orientation-

- Mahatma Education society observes community service day which helps students provide community service and meeting needs of the marginalised section of the society
- NSS unit of our college create an awareness amongst the students to fight against social evil for the betterment of the society
- NSS unit of our college conduct social out-reach programme- Our NSS volunteers collect unused note book papers and make note books out of which and distribute to children of underprivileged area and municipal schools
- Our Principal Dr. Padma Rangan and Head of Department of Commerce Dr. Lata Krishanan conduct Adult literacy drive with SNEHA in which they teach spoken English and communication skills students doing nurse-aid programme

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

- Our college is permanently affiliated by the University of Mumbai and we follow syllabus for various subject prescribed by the University of Mumbai
- We take feedback from alumni, parents, students and experts from industries and other stake holders and represent such matters with Board of Studies of concern subject during syllabus revision workshops

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- Principal conducts meeting of staffs at the beginning and end of every semester. Principal and other staff members discuss delivery and progress of programme and check and analyse efficiency measures. Suggestions are incorporate for the enrichment of programme
- IQUC cell of our college monitors all quality sustenance of effective qualities laid down by the institution by periodical review meeting, quality check
- Feedback also invited from students, alumni, parents and stakeholders for enrichment of programme
- Participants from industries, experts, students, alumni and faculties attending such programmes share their views which help us to monitor and evaluate quality of programme

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

- As our college is permanently affiliated with University of Mumbai. We follow syllabus prescribed by the University of Mumbai
- Faculty members attends syllabus framing and revision workshop organised by Board of Studies members of concern subjects and give their suggestion and feedback during workshop

- Our senior faculty member Assistant Professor Chandramohan Varma goes for vigilance for University Examinations and has been chairperson for all university examination and gives feedback about conduct of examination from the last three academic year
- Head of the Department of Commerce Dr. Lata Krishanan is the Chairperson of Advertising paper setting for University Examination and gives feedback about syllabus and paper setting and also goes for guidance session for PET and M.Phil students
- Our faculty members are appointed as Moderators, Examiners, for the University exam from whom University gets feedback about the standard of question papers and evaluation

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/ new programmes?

- As our college is permanently affiliated with University of Mumbai. We follow syllabus prescribed by the University of Mumbai
- We does not have formal mechanism to obtain feedback from students and stakeholders on curriculum but we welcome informal feedback from students while delivering lectures and keep note of it and communicated to Board of Studies members during syllabus revision workshops
- Informal feedback on curriculum is also obtained from various stakeholders such as parents, placement companies and Industry Experts during meetings
- We also obtain informal feedback from alumni during alumni meets

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/ programmes?

None

1.4.4 Any other relevant information regarding curricular aspects which the college would like to include?

- The institute recognise the need of market for employability and include certificate courses other than recommended by the University
- Assistant Professor Chandramohan Varma conducts soft skills classes to enhance their personality and communication skills
- Assistant Professor Tushar Pawar is trained teacher for Spoken English and taken training from Teach India (Time of India CSR project). Syllabus of this course is framed by British Council. We conduct Spoken English Classes for our students to build up their language skills

- College conducts certificate course in “ Youth Leadership and People Skills Programme” in collaboration with Centre for Lifelong Learning (Tata Institute of Social Sciences, Deonar) to inculcate value system amongst students and enhance their leadership quality. Course is conducted by our faculty member Assistant Professor Tushar Pawar who is trained trainer for this course
- College organizes experts lectures for the students which highlights industrial and market needs
- The institute provides a broad platform in the form of wide range of academics, curricular and co-curricular events throughout the year to enable each student to recognize their capabilities
- College organises session on competitive examination like MPSC, UPSC etc.
- Out Co-education cell conducts various money earning workshops which helps students become entrepreneur