MARWARI VIDYALAYA SANCHALIT
SMT. KAMALADEVI GAURIDUTT MITTAL COLLEGE
OF ARTS & COMMERCE

Academic &

Administrative Audit

2021-22

ACADEMIC AND ADMINISTRATIVE AUDIT

1. ABOUT K. G. MITTAL COLLEGE

The Trustees of Marwari Vidyalaya, men of steel and vision, took over in 1984, the formidable task of transforming an old college (B.S.S.S) into a college to reckon with and renamed it as the Marwari Vidyalaya Sanchalit's Smt. Kamaladevi Gauridutt Mittal College of Arts and Commerce in 1992.

The College is affiliated to University of Mumbai in the faculty of Commerce and recognized by the Maharashtra State Government for conducting Junior College classes in the faculty of Commerce.

Over the years, the managements' thrust for quality and job oriented education has borne fruits.

Our College aspires to attract young students and endow them with the finest skills, aptitude and proficiency to empower them to triumph over all the challenges, and obstacles of life.

With this in mind we introduced the Bachelor of Management Studies (B.M.S), Bachelor of Science Information Technology (BSc. I.T), Bachelor of Science Computer Science (BSc. C.S), Bachelor of Mass Media (B.M.M), Bachelor of Commerce in Accountancy and Finance (B.A.F). at appropriate intervals.

The college is permanently affiliated to the University of Mumbai, recognized by the University Grants commission under Sections 2(f) and 12B of UGC Act,1956 and, also re accredited by NAAC with Grade 'B+' (CGPA 2.57) on 6th December 2016.

Despite the space crunch the city of Mumbai faces, the area of the campus in which the college is situated is 27794.5. Sq' M

2. Mission statement of college: To be an innovative institution that instills students with knowledge, inclusiveness and adaptability, which provides opportunities for the youth to be leaders, entrepreneurs and above all good human beings.

3. Vision of the college:- To groom our students into self reliant individuals with strong innate human values, to sensitise them about the social responsibilly with the participatory web of management and excellence in education with inclusive mindset and adaptable to the changing scenario.

4. Quality Policy

We at Smt. K.G. Mittal College of Arts and Commerce, are Committed to disseminate Quality education among students by upgrading their Professional Competence and also enabling them to Develop and Inculcate right attitude through Ethical values for Society and Nation building.

This shall be achieved by:

• Embracing contemporary educational technological trends in the field of Commerce, Mass Media, Information Technology and Computer Science.

• Developing proactive learning culture among students and staff by grooming them into self-reliant individuals.

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- Complying with the requirements of ISO 9001:2015 standard and striving for continual improvement in operational processes of the institution.

5. Range Of Programme Options Available To Learners In terms of Degrees, Certificates and Diplomas.

1. AIDED - B. Com since 1978

2. Self-Financed Courses (SFC)

Bachelor of Management Studies (B.M.S.)	2001-2002
Bachelor of Mass Media (B.M.M.)	2003-2004
Bachelor of Science (Information Technology) (B.Sc.IT)	2003-2004
Master of Commerce (M.COM)	2004-2005
Bachelor Of Commerce(Accounting & Finance) (BAF)	2016-2017
Bachelor of Science (Computer Science) (B.Sc.CS)	2016-2017

6. College details

1. Infrastructure   Table - 1

PARAMETERS	AIDED SECTION	SELF FINANCED SECTION
NO. OF CLASSROOMS	16	18
NO. OF LABORATORIES	01 (I T Lab)	04
NO OF COMPUTERS		
For teachers	07	05
For students	43	60
For research scholars	01	00
SANITATION	5 WASHROOMS	02
DRINKING WATER	4 AQUAGUARD/ COOLERS	02

Apart from this the College also has a Gymkhana and Library each for the B.com & SFC section. The college is also equipped with a multimedia room & audio-video editing studio.

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7. Students Strength:

The class-wise strength of the students of the college for the year is given below:

Table - 2

Program	First year		Second year		Third year		Total	
	M	F	M	F	M	F	M	F
B. Com	307	231	189	148	157	173	653	552
BMS	57	50	65	39	46	38	168	127
B.Com (BAF)	37	31	30	29	33	20	100	80
BAMMC	17	6	9	6	14	10	40	22
B.Sc(I.T.)	37	07	17	07	16	04	70	80
B.Sc.(CS)	7	3	4	1	10	0	21	04
M.Com	9	7	7	6	-----	-----	16	13

8. Result

Online April 2022 at the T Y University Exam.

Table - 3

Program	%
B.Com	97.89
B.Sc – CS	100
B.Sc-IT	100
BMS	96.47
BAF	98.11
BAMMC	94.56

9. Details of teaching staff members

Table - 4

	Full time		Part time		Visiting	
	approved	unapproved	approved	unapproved	approved	unapproved
B. Com	12	0	---	---	6	0
SFC	0	16	0	0	0	14

10. Library

The College Library provides print & electronic resources for all academic and related activities. The College Library has a separate website. The College Library is divided into two section one on the first floor for the B.Com students and another is on the fourth floor for SFC (Self finance section) students. An online database of the books and journals is maintained and access to these is provided through a link on the College website. The library has initiated an Institutional Repository by digitalizing rare books and college publications and also provided all the video links of the webinars and online activities. Both the sections has a paperback book collection, newspapers and magazines reading facilities, the Issue & Return counters as well as reading spaces. We have collection of E-Books, E-Journals, Databases. All these are available on the Website, the library is fully automated through the use of OPAC, ISLIM library management software and RFID and readily accessible to both the staff and the students any point of time.

LIBRARY Area:

The total area of the first floor is 1560 Sq. ft.

The total area of the fourth floor is 1356 Sq. ft.
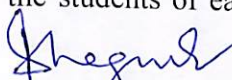
Collection in the library for the year :

Table - 5

	B.com section	SFC section
Books	17726	10557
Journals	12	3
Magazines	9	3
E-books	21	21
E-Journals	7	7
Databases	2	2
Newspaper	15	9

11. Student Activities:

1) Students Council: The College has a long tradition of student participation in decision-making, with regularly elected bodies in the past. However, the Maharashtra govt. has now disallowed elections for students in university and colleges of the state. And hence, we now have nominated members in the council to serve as representatives of the students of each class in the college.

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2) Women's Development Cell (WDC) : Under the guidelines of the Women Development Cell, established in the University of Mumbai in the year 2001, WDC of our institution encourages a gender-neutral environment that facilitates independence, safety, well-being and dignity of womenfolk; empowering them with rights and equitable opportunities ensuring enrichment of their future.

Motto is to 'Awake, Arise and Educate'. WDC is accountable for awareness of gender sensitization, women's rights and promoting general wellbeing of students, teaching staff, support staff, contractual and daily wages employees of our college.

Women Development Cell had undertaken the following initiatives for the academic year 2021 – 22, in our institution.

WDC Students Committee members were appointed and Gender Champions were declared for the academic year. Paragraph-Writing Competition, Power Point Presentations (PPT), Online Greeting Cards were made by students for International Woman Day. The following competitions were conducted: Mehendi, Hair Styling, Nail Art, Collage Making and Makeup.

3) Departmental Associations : With a view to develop the character and personality of students, the college has established various associations like The Commerce Association, Planning Forum of Economics Department, Literary Associations such as the Literary club, The Marathi Wangmaya Mandal, The Cultural Associations etc. These associations organize Seminars, Workshops, Industrial Visits, Guest lectures by experts and various competitions to enhance the knowledge of students. These activities also help in confidence building and personality development of the students.

4) NSS Unit : The NSS aims to build up overall character and personality of the students towards their self and societal development by a large number of social awareness activities, camp, programs etc. Volunteers who put in 120 hours of service in the year are awarded 10 marks grace at the college and university examinations. For the year, a total of 82 activities were conducted under NSS Unit of our college.

5) DLLE Unit : The DLLE Unit of the college strives to build a sustained rapport between the students and the society. Various extension activities are undertaken with the central objective "Reach to unreached." Ten additional marks as per ordinance 0.229 DLLE unit at the end of completion of 120/240 hours of extension work are allotted.

6) National Cadet Corps : NCC engages in grooming the youth into disciplined and patriotic citizens. The cadets enrolled, are given basic military training. The NCC students have to attend mandatory training camps and A, B & C Certificates are awarded to cadets passing the written and parade examination. As our college doesn't have a unit, 07 cadets of our college were enrolled with Saraf College unit & 01 in Dalmia College.

7) Green Club : The Green Club with an objective to create environmental awareness among the commerce students conducted various activities like "Bottle Gardening", Workshop on "Interpretation of your Electricity Bill", "Beach Cleaning Activity", "Poster Making Competition", "Power Point Presentation on Environmental Issues".

8) Sports : Sports activities could not be conducted during this academic year due to social distancing and other rules and regulations of Covid-19 (as per Govt. of India's protocol).

9) Cultural Association : With a view to encourage the students to showcase their talents the Cultural Association organizes various competitions / activities like singing, paragraph writing, black & White day, etc.

10) Planning Forum, of **Department of Economics,** conducted the activities like Power Point Presentation Activity, Research Writing Activity, Vaccination Survey, Essay Writing Competition, Quiz for all, Online session on : How to open a Saving account in a Bank Online.

12. Student progression

The institution continuously mentors and motivates the students to acquire higher qualifications even after they complete their studies with us, accordingly during 2021-22 the progression was as under:

SFC For Studies in India (Transfer Certificate)

Table -6 (A)

No. of Students Progressed	Course
1	MCA
2	MMS
9	M.Com
4	M.Sc.IT

Outside India Table -6 (B)

No. of Students Progressed	Course	University
1	MBA	London
1	Job purpose	
1	WES	Canada
1	MBA	Canada

B.Com Table – 7 (A)

For Studies in India (Transfer Certificate)

No. of Students Progressed	Course
12	M.Com
7	LLB
4	B.Ed
1	MBA
1	MA

Outside India Table – 7 (B)

No. of Students Progressed	Course	University
1	M.S.	Hong Kong University
1	MBA	University of Sydney
2	PG	University of Victoria
1	CPA	American University
1	MS	Monash University
1	Game Designing	Limon University
1	PG	University of Alberta
1	MS	University of British

In all 34 Students opted and pursued higher education from aided section and 20 from the self-finance section also progressed ahead

13) Placement: Our College acts as an interface among students and recruiters. As a result 149 students from the SFC explored the opportunities of internship provided by prospective employers and 17 students were placed in reputed companies like Axis Bank, Wipro, Motilal Oswal, Footprints consultancy etc..

14) MOU Signed: 03 as under

Table – 8

Name of the MoU / Collaboration / linkage	Name of the collaborating agency / institution / industry / corporate house with whom the MoU / collaboration / linkage is made, with contact details	Year of signing MoU / collaboration / linkage	Duration of MoU / collaboration / linkage	List the actual activities under each MOU and web -links year-wise
Non-Profit Organisation	TNS India Foundation	Dec-21	3 years	Sessions, screening and training selected students, career counselling
College Intelligence App Provider	Teach Us App	Jun-21	18 months	Training sessions and technical assistance for attendance apps
Educational Institute	Nagindas Khandwala college of Commerce, Arts and Management Studies	Jun-21	Till termination by either of the parties	Exchange of library resources

15) Governance of the institution

1. <u>Modernisation, Professional upgradation and Training::</u>

For adaptation to modernization, the college's administration offers and supports the implementation of modernization, like training is given to administrative staff for the adaptation of recently acquired software of Master Soft and other software such as

inficare, ISLIM, RFID. The software vendor provide training and also offer handholding as and when required.

For attendance Teach us app for students is used and face recognition through Biomax for staff members post pandemic is in application.

2.   Document Management :

The college administration is managing the important documents in both manual and digital formats. Some documents are retained permanently and stored as per the SOPs, some are discarded like students answer books are preserved for six month and then disposed off by sending them to recycling unit and some of the document are preserved digital like fee receipts ledgers etc.

3.   Programme Administration :

The college administration follows all the necessary procedures in its day to day activities. Well-experienced administrative staff are working in team spirit and completing all the regular as well as University, J.D, UGC, NAAC, NIRF, assigned task and activities on time.

4.   Automation :

The application of digital technology is used in various administrative tasks. To minimize the human input in the administration, the college has adopted an ERP software i.e. Master Soft, Inficare, ISLIM, RFID in the admission process so that students do not need to visit the college personally to pay the fees and receive the fee receipt, they can apply for leaving certificate, NOC, Bonafide certificate onloine.

5.   Staff welfare :

The college provides umbrellas to class IV employees in the rainy season. The management provides medical assistance to any needy employee. The management also waives off the fees of the college employee's ward if he/she takes admission in our college. Outdoor employees are provided with footwear, bag, folder etc. as per need.

6.   Healthy Practices :

As an educational institution, the college encourages its administrative staff to pursue higher educational studies. The administrative staff's motto is "customer satisfaction," which refers to student satisfaction. With this motto, college administration promotes the quick services on the counter and resolves the students queries immediately. The college has provided a suggestion box and a helpdesk email ID for the students so they can communicate their issues. The college administration reuses the paper and minimizes the use of paper to save the environment.

7.   Milestones :

1. Achieved 100% online system admission and fees payment done through Master Soft.
2. All class IV employee are trained to use fire extinguisher in case of emergency.

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16) Green Practices

In an attempt to reduce the effect of climate change at our level, solar power panels have been installed. This has brought down our power consumption considerably.

Further the college has also installed an EV charging Point.

Also we have adopted an alternative method for gardening by expanding the scope of growing plants in the vertical space available.

17) Capacity enhancement & development
a) By Government

1. National Merit
2. State Govt. Open Merit Scholarship
3. Government of India Scholarship to Schedule castes, Schedule Tribes, Vimukhtjati Students
4. E.B.C. freeship
5. Freeship to the children of Primary School Teachers (PTC)
6. Freeship to the children Freedom Fighters
7. Freeship to the children of wives & widows of the Defence Service Personnel
8. Free studentship to Girl students upto XII std. only
9. Government of India freeship to S.C., S.T., V.J. & Boudh students
10. Scholarship for Open Category Students
    (Rajashree Sahu Maharaj on MAHADBT SITE)

b) By college-
1) Pre IAS-The committee orients & motivates the students of take up civil services as a career Accordingly the following activities were conducted-

Sr. No.	Name of the Activity
1	Survey conducted by the committee
2	IBPS (Institute of Banking Personnel Selection)
3	The New India Assurance Company Ltd., AO Recruitment 2021 Administrative Officer Job
4	Bank of Maharashtra Recruitment
5	PRE-IAS Orientation and Motivation Session
6	UPSC Civil Service Examination (How to become an IAS officer) information on interactive seminar
7	Disseminated information on upcoming UPSC Examination
8	Disseminated information regarding Indian Oil Corporation recruitment
9	Disseminated information on upcomirig MPSC Examination
10	PRE-IAS Session "Mistakes Committed in Descriptive Papers of Competitive Exams"

11	Informative session on Praja's Elected Representatives Fellowship Programme Cohort - 4 (Mumbai) & ICICI Academy for skill

2) Remedial – Before the respective ATKT Exam, Remedial Lectures are held for academically weak students by the concerned subject teacher..

3) Mentoring – Class wise mentors are appointed and mentoring activities are conducted to boost the morale of the students such that they become a better version of them self. During the year our Director conducted multiple counseling session to redress their problems.

4) Soft Skills- Corporate Communication Course: 11 July- 14 July 2022, Ms. Priya Sawant conducted a corporate communication session in the college auditorium. More than 100 students actively participated in the event. It helped the students to learn the way of professional Communication. Overall it improvised students communication.

18) Gender equity promotion
Gender champions are awarded.
The college every year sets up an ICC as per stated guidelines. The list of the committee members along with their phone members is displayed on the 1st floor notice board so as to address the complaints of sexual harassment.
Zero tolerance towards sexual harassment policy is followed.

19) Accommodation to Divyangjan.
Though there are architectural barriers, to address accessibility related issues special facilities like ramps is made available.
Also to augment the educational services for the differently abled persons facilities like head phones, screen reading, etc. were made available to the needy student. An inter library tie-up has also been in consideration.
The regular exam facilities of reader/scribe, extra writing time gracing, provisions etc. are also provided.

20) Academia engagement

1. Designing of syllabus & curriculum

The syllabus is drafted by University of Mumbai through the BOS and followed by the departments appropriately.

2. Teaching methods & teaching aids

Varied methods are used by faculties including chalk & duster, case studies, group discussions, demonstration, storytelling, role play, power point presentation, movies, quizzes as per suitability of the topics in the applicable mode.

3. E-learning modules

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Assignment submission through Google classroom was done in few subjects. PPT & PDF notes circulated for the benefit of students. The open education resources (OER) were used while teaching

4. Project work UG/PG/Internal assessment

Undertaken only in the subject of FC as per the curriculum. B.Com and T Y BMS, TYBAF, BSc.IT Class tests are conducted by the subject teachers as per suitability For the self-finance courses internal assessment is done once in a semester.

5. Faculty Professional Development:

Our B.Com faculties continuously strive to upgrade and contribute to the overall development of all the stakeholders.

Sr. No.	Name of the faculty member	Orientation, Refresher course, FDP	Seminars / Webinars	Publication	
				Books	Research Paper
1	Shri Kashinath M. Joshi	--	4-Webinar	---	---
2	Dr. Navnita T. Megnani	1-FDP	1-Seminar	---	1
3	Smt. Nimmi R. Menon		1-Seminar	---	1
4	Dr. (Smt) Sanchita S. Roy	1-Refresher	--	2	---
5	Dr. (Smt) Kashmira V. Shah	1-Refresher		---	1
6	Smt. Mausumi J. Galvankar	1-FDP	--	---	---
7	Dr. Sunil W. Gosavi	01	---	---	02
8	Smt. Darshika M. Karia	1-Refresher		---	2
9	Smt. Smita S. Sovani	--	2-Webinar	---	---
10	Mrs. Neelam Gupta	--	--	---	1

* **Smt. Darshika M. Karia Submitted her Ph.D Thesis in February 2022**

6. Teaching plan & syllabus completion report – completed by all faculties on a timely basis & certified by Principal at the end of each term. for B.Com section & Vice Principal for SFC section.

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7. Examination & Grievances: All the examinations were conducted as per University circulars issued from time to time. For online examination, the grievances of students who were unable to login, Unable to submit, power failure, device failure etc were resolved by conducting re-examination. For the offline examination (Sem-II), the facility of photocopying, revaluation, additional examination was provided as per University guidelines.

21) SWOC analysis of College

Strength:

1. Majority of students admitted in our college are under privileged with a background of studding in other than English medium of instruction & mediocre performance at the lower level of examinations so the entire college team works to improve their knowledge in all spheres so as to enable them to comprehend & synthesis the knowledge disseminated.

2. To enhance & improve the processes of the administration & the departments, the college is ISO certified (ISO 9001:2015)

3. For the attainment of quality education, the B.Com. section has a team of dedicated, committed & University approved permanent staff in majority.

4. For the upliftment of the institution, all staff members are motivated to acquire higher qualification & professional experience.

5. There is always a positive and healthy discussion among faculty authorities and students through mentoring activities for academic and non academic solutions

Weakness

1. Lack of easy accessibility to prominent roads, results in the college attracting average students.
2. Lack of outdoor sports arena.
3. High student teacher ratio i.e. 120:1 in B.Com section
4. Due to ban on recruitment by govt. authorities , the college has to manage with adhoc staff.

Opportunities:

1 Envisioning the possibility to conduct skill based courses.

2 Intra university and Intra state students and faculty exchange programs and collaboration

3 Enhance faculty and student research activation

4. Moulding the below average students into successful graduates.

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Challenges:

1. As large no. of students are employed, it becomes difficult to conduct co-curricular & extra- curricular activities.
2. Coping of with changing polices of the University & other nodal agencies.
3. To endure through & gather pace with upcoming NEP 2020 with heterogeneous system.

22) Best Practices

1. Student Event – Udhyam was held to give a practical hands on experience of entrepreneurship to the students.

2. Timely completion of syllabus with revision, practice of solving past question papers are undertaken before semester end exam..

3. More practical exposure through field / industrial visits, projects etc. are given to the students.

23) Future Plan :-

To inculcate managerial & Soft skills among the students from all the departments to make them competent for employment and future life.
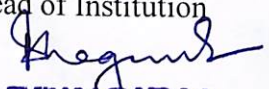
1. To inculcate dexterity among students inorder to develop innovative IT solutions.

2. The college is also in the process of providing B.Sc.in Data Science, & B.A. in Psychology for which due procedures have been undertaken.

4 Certificate courses of 8 week duration will be made available for the students in Documentary Film Making, Still photography, Creative Writing, Copy Writing, Content Writing, RJ / Anchoring/ Voicing, Sound and Film Editing.

5. To make available more bridge courses to students to mitigate learning gap if any.

6. To ensure smooth transition to NEP 2020, suitable training and orientation will be provided to the stakeholders.

Declaration by the Head of the Institution

I certify that the information provided above is true and complete. I am aware that the information provided above by the institution will be validated by the AAA committee during the audit.

Date:

Place:

Head of Institution

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Recommendation

1. Short term courses for vocational courses to be introduce.
2. To promote International / Nation conferences.
3. To promote Research activities.

Auditor of AAA Committee

1. Chairperson   *MDatta. Prof Dr. Moushumi Datta.*

2. Member   MS. ELIZABETH LEAH GEORGE

3. Member   Ms. Anisha Asirvatham

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