



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**A.B.V.M. AGRAWAL JATIYA KOSH'S GHANSHYAMDAS
JALAN COLLEGE OF SCIENCE, COMMERCE AND
ARTS, UPPER GOVIND NAGAR, MALAD-EAST,
MUMBAI, MAHARASHTRA.**

UPPER GOVIND NAGAR, MALAD-EAST

400097

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Ghanshyamdas Jalan College of Science, Commerce & Arts is a Linguistic Minority College. The College is permanently unaided and is affiliated to the University of Mumbai. The college believes in inclusive education encouraging the underprivileged students to continue with higher studies.

The college management is liberal, farsighted and idealistic with a clear mission of uplifting the underprivileged students by providing educational facilities. The College was established in the year 2014 with 62 students and 2 Undergraduate Programmes. Over a period of 8 years, the number of UG programs increased to 5 and the students' strength increased by more than 10 times and the College is in the process of introducing PG Programmes.

The management and the staff of the College has created a very friendly, co-operative and supportive environment which has helped in building a strong rapport between the students and the staff.

The College has earned a very good name in the vicinity because of inculcating discipline, enhancing the skills and providing value based education to the students. Our College teachers are taking innovative initiatives in order to improve the communication skills of our students, because communication is one of the key to emerge successfully in the today's scenario.

The College organizes seminars/webinars/workshops and conference by inviting academic and industry experts in order to enhance the knowledge and skills of our students and also to upgrade with the latest knowledge and skills in order to be successful in their career be it in the corporate or in their own venture as mentioned in the Vision statement of our College.

Vision

To provide World-Class education with excellent facilities, equipping the students with the latest skills, knowledge & the business acumen to be successful in the corporate world and to be an Entrepreneur.

Our College has always taken care that along with achieving the vision, the mission of the College is also achieved by taking the appropriate steps where ever required.

Mission

- To provide quality education
- To provide State-of-the-Art infrastructure
- To bring holistic development in students
- To have constant industry-academia interactions
- To increase the employability of our students by continuous upgrading their skills
- To prepare the students to face the challenges in the changing world
- To imbibe good moral values in students

- To sensitize the students towards the community and society.

Keeping in mind our Vision and Mission statements, our College is taking baby steps to ensure that our Mission and Vision is achieved during the course of time by contributing to the growth of all our stakeholders.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Management is liberal, farsighted and idealistic.
- College is conveniently located and easily accessible by any of the Public transport like train, bus or Metro.
- College has very good infrastructure for Teaching, Learning & Extension Activities with adequate number of Classrooms, Smart Class rooms, Seminar Hall, Wi-Fi Enabled Campus, LCD Projectors, Computers, CCTV's covering the entire campus, Science Laboratories, Computer Laboratories, Sick room & Girls Common Room
- Experienced and dedicated faculties.
- For innovative teaching methods our faculty members use ICT Tools for teaching, learning & evaluation process.
- Organizes regular Faculty Development Programme for upgrading the knowledge of the faculties.
- College has a well-equipped library with internet browsing facilities, Web OPAC, E-resources for the students and staff.
- Our College has a huge science laboratory with a clear demarcation for Physics, Chemistry, Botany and Zoology.
- Our College has a modern & massive gymkhana, equipped with the indoor and outdoor sports facilities.
- College has a state-of-the-art auditorium to organize and conduct all the cultural Inter & Intra-Collegiate Programs as well as any other Programs where there is a necessity to accommodate more number of students.
- More importance is given to extra and co-curricular activities over and above the academics for the all-round personality development of the students.
- Extraordinary involvement of students in N.S.S. in Rotaract Club activities to extend their services to the society.
- Increased enrolment of students during the years by encouraging Higher Education for the underprivileged students.
- College offers various Certificate courses with a prime objective to develop various skills among the students like Excel- Basic to advance, Tally, Advertising and Brand management, Chemistry in everyday life, etc. just to name a few
- Our College sensitizes the students towards creating Eco-friendly environment for the well-being of the future generation by adopting the following ways –
 1. Segregation of wet, dry bio-hazardous and E-wastes generated in the campus.
 2. Promoting the use of LED Lights, Green campus and Rain-water harvesting.

Institutional Weakness

- Poor Communication Skills of admitted students.

- Students from vernacular medium.
- Restricted Academic flexibility since the College implements the curriculum of University of Mumbai.
- Research activities are in the process of being developed.
- Our Placement cell is still at an infant stage.

Institutional Opportunity

- Since our College offers easy instalment and free ship facilities to pay the annual fees thus it creates an opportunity for the underprivileged and the Economically Weaker Sections to continue with Higher Education.
- There is more scope for introducing indoor and outdoor sports because of the massive gymkhana and our own sports ground available in our campus.
- As our students are talented in both creative and performing arts they could be encouraged to participate more in the Inter-Collegiate festivals.
- By undertaking more corporate networking our campus placement can be enhanced.
- To upgrade all UG Department to PG and the PG to Research Centers in the coming Academic Years.
- To add on to the existing skill development courses offered in the College.
- To organize more National and International seminars and conferences in the coming Academic Years.
- Scope for further enhancing and utilizing our campus space.

Institutional Challenge

- High cost of enhancing and maintaining the infrastructure.
- High cost of upgrading and maintaining the technology used in the campus.
- Difficult to make the students undertake excursions, Industrial Visits and Internships if it is not mandatory as per the curriculum.
- Making the syllabus more industry-friendly is a challenge as the College is affiliated to University of Mumbai and has to strictly follow the syllabus recommended by the University.
- To make the students proficient in Communication especially in English is a real challenge.
- To make the students participate in extra-curricular activities in large numbers.
- To motivate the students to be career-oriented is a challenge.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Effective curriculum planning and its delivery is always undertaken by Ghanshyamdas Jalan College of Science, Commerce & Arts through a well-planned and documented process keeping in mind the Vision and Mission of the College. The curriculum planning is done by considering various elements of the curriculum like the syllabus recommended by the University of Mumbai, Teaching plans, Time-tables, Academic Calendar, Departmental activities, Schedule of examinations notified by the University of Mumbai, etc. All these planning are confirmed in the scheduled IQAC meetings. The College undergoes a process for continuous evaluation of students by taking regular internal and external examinations. Teachers enhance the subject knowledge of the students by taking students for Outdoor Visits, organizing guest lectures, making the students attend seminars/webinars/workshops and also assigning relevant project work. The College introduces

innovative pedagogies in the teaching-learning process. Whenever new syllabus is prescribed by the University, cross-cutting issues are identified and segregated under the areas of Professional Ethics, Gender issues, Human Values, Environmental and Sustainability. After identifying the above mentioned cross-cutting issues, necessary action is taken to sensitize the students on the above issues. Over and above the regular curriculum our College has taken deep initiatives to orient and expose the students on the social issues and the problems faced by the society. All the efforts undertaken by the College cannot be justified without obtaining the feedback from all the stakeholders and therefore the feedback is taken regularly, analyzed and action taken report is prepared accordingly.

Teaching-learning and Evaluation

Ghanshyamdas Jalan College of Science, Commerce & Arts was established in the year 2014 with 62 students and 2 Undergraduate Programmes. Over a period of 8 years, the number of UG programs increased to 5 and the students' strength increased by more than 10 times and the College is in the process of introducing PG Programmes. The College is also having excellent Student-Teacher ratio which allows the teachers to give personal attention to all our students and address their concerns if any. Our teachers use innovative pedagogies and ICT tools that is well received by the students and has further enhanced their interest in the programmes offered. Our full time teachers' posts are sanctioned by our Management and are selected and appointed as per the required qualifications to teach in the Degree College. At the same time care is taken to ensure our appointed teachers have good subject knowledge and experience to teach the required subject. The College has also established a mechanism of internal/external assessment and Grievance Redressal system that is transparent, efficient and time-bound. In order to ensure smooth functioning of evaluation process and the necessary reforms, College has taken special care right from the formation of examination committee to Grievance Redressal system. In the beginning of each semester, students are oriented on the PO's and CO's and at the end of the Semester the attainment of Learning Outcomes are evaluated by applying Bloom's Taxonomy.

Research, Innovations and Extension

Ghanshyamdas Jalan College of Science, Commerce and Arts is in the process of enhancing the research activities by the faculties of the College. Some of our faculties have contributed to writing and publishing the research papers in some of the recognized journals. Our faculties are also encouraged to pursue Ph.D. and though some of the faculties have already completed the Ph.D. programme while others are in the process of completion.

Our institution has also created an ecosystem within the College campus where along with maintaining adequate greenery in the form of trees, plants and grass. Our Science department has also created a Butterfly garden in the campus by creating conducive environment for the butterflies in our College campus. Our institution organizes on a regular basis Seminars/Workshops on IPR, Research Methodology for the benefit of our students and staff. Our Entrepreneurship Cell encourages our students to start their own small ventures and constantly mentors & guides them for the smooth execution of ventures. Our college has also received awards from some of the Non-Government Organization for undertaking certain outreach programs & sensitizing the students towards social issues for their holistic development and self-realization of their social responsibilities. Our college also undertakes extension activities like field visits, excursions etc. to relate the classroom learning with a practical approach. Our college has also signed MoU's for faculty and student exchange programs and also for training and placements with few organizations.

Infrastructure and Learning Resources

Ghanshyamdas Jalan College of Science, Commerce and Arts is gifted with exquisite infrastructure that offers spacious and adequate number of classrooms which are well lit ventilated with required number of Fans and Air-Conditioners for the 'Feel Good' experience for the students. Our college has installed sanitary pads vending and disposing machines and a SAKHI Box in the Girl's Common Room. Our campus is a CCTV and Wi-Fi enabled. Our college has a well-equipped computer lab with all the required software. The number of computers is adequate enough to give a one-on-one learning experience to all the students. Our college has a huge Science laboratory to conduct practicals. We have sufficient equipment and gadgets to give one-on-one experience to make their learning more exciting and meaningful. Our library is very spacious, well-lit and air-conditioned to provide conducive environment to study and uses the required library software for the benefit of the students and the staff members. Our students are oriented in the beginning of the year by the library committee regarding the usage of library facilities and the resources. The college also has a huge Gymkhana, a playground and a State-of-the-art Auditorium. The College also facilitates online admission process by accepting the online fees where the students use Digital payment platform such as Google pay along with offline payment. The college administration staff regularly uses software like Excel & Tally for accounting and maintaining the database records of students.

Student Support and Progression

Ghanshyamdas Jalan College of Science, Commerce and Arts have always ensured student's progression by way of supporting them in many ways. Our college management provides scholarships to the economically weaker and deserving students so that they can be motivated to move towards higher education in spite of their poor financial conditions. The same service is also extended to some of our students by an NGO. Our teaching staff takes initiatives to identify the strengths and weaknesses of our students and accordingly works out the measures to be undertaken to overcome their weaknesses and utilize their strengths. The various clubs and committees organize Guest lectures/ seminars/ workshops and certificate courses that can enhance the student's knowledge as well as their skills. Regular soft skill sessions are undertaken by the language club to enrich and develop the speaking skills of students to aid in eliminating language barrier and making them confident while speaking and presenting their views. The college follows zero tolerance policy towards ragging by maintaining strict discipline due to which even though the college has an active student's grievance redressal cell in place but yet never encountered any case registered. The career progression of our students is satisfactory. The inter-collegiate festival of our college 'AURA' is very popular and attracts majority foot falls from various colleges. We are proud to say that our Alumni contributes their valuable time, effort and energy in many different ways to grow their Alma-Mater.

Governance, Leadership and Management

Ghanshyamdas Jalan College of Science, Commerce and Arts is governed by an effective leadership in accordance with Vision and Mission statement of our institution. The "A.B.V.M. Agrawal Jatiya Kosh's Trust" that governs our college has a significant name in the field of education. As our college is located in Malad (East), the western suburb of Mumbai in the midst of economically weaker section, therefore our college aims at not only spreading education but also to impart quality education to them along with providing the best infrastructural facilities. The college has established the statutory and the non-statutory committees for the smooth functioning of the institution and gains full support from the managing committee for the same. The

committees meet at regular intervals according to the required norms, the agendas are discussed, issues are resolved and action is been taken with immediate effect. The college has established and follows well-defined policies for Admissions, Administration and Appointment of the Teaching and Non-Teaching Staff. Our institution has introduced effective welfare measures for all the Teaching and Non-Teaching Staff members like EPF, Maternity Leave, Child Education Allowances, Incentives to attend Seminars/ Conferences, just to name a few. Our institution also conducts the Performance Appraisal of both Teaching and Non-Teaching Staff annually, to further improve on their performance. Our institution also conducts the financial audits (Both Internal & External) regularly. The IQAC of our college has contributed significantly for ensuring quality in every decision taken by the institution.

Institutional Values and Best Practices

Ghanshyamdas Jalan College of Science, Commerce and Arts organizes curricular and co-curricular activities for gender sensitization on regular basis our college organizes seminar by inviting guest speakers to talk on various topics addressing issues related to women and empowerment of women. The college also provides specific facilities for women in the college campus like CCTV cameras primarily for providing safety and security to the girl students, appointing of female security guards along with male security guards, Sanitary Napkin vending machine and sanitary pads incinerator, installation of SAKHI Box inside the GCR so that girls can share their personal problems in written without any inhibition, psychological, academics and career counselling for our girl students to overcome their personal as well as academic issues and round the clock active anti ragging committee to safeguard the students safety and security. Our college also takes keen interest in organizing and celebrating the national and international commemorative days in order to orient and encourage the students to actively participate in these days like- Women's Day, Hindi Diwas, World Senior Citizen Day, Independence & Republic Day just to name a few. Our College also puts lots of effort and undertakes various initiatives in providing an inclusive environment that prepares the students to exhibit tolerance and harmony towards each other by providing a conducive environment. Our college also organizes various cultural and extension activities regularly through various clubs and committees in order to bring 'Unity in Diversity'.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	A.B.V.M. AGRAWAL JATIYA KOSH'S GHANSHYAMDAS JALAN COLLEGE OF SCIENCE, COMMERCE AND ARTS, UPPER GOVIND NAGAR, MALAD-EAST, MUMBAI, MAHARASHTRA.
Address	Upper Govind Nagar, Malad-East
City	Mumbai
State	Maharashtra
Pin	400097
Website	www.gdjalan.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajeshwary Govindappa	022-40476028	9821277324	022-022	gdjalancollege@gm ail.com
IQAC / CIQA coordinator	Trupti Nagadiya	022-40476030	9820550179	-	iqac@gdjalan.edu.i n

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Marwari
Any Other	

Establishment Details				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Upper Govind Nagar, Malad-East	Semi-urban	1.15	1867.35

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Department Of Commerce	36	HSC	English	144	144
UG	BCom,Department Of Commerce	36	HSC	English	60	32
UG	BMS,Department Of Management	36	HSC	English	72	71
UG	BSc,Department Of Science	36	HSC	English	60	60
UG	BSc,Department Of Information Technology	36	HSC	English	72	71

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				0			
Recruited	0	0	0	0	0	1	0	1	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				21			
Recruited	0	0	0	0	0	0	0	0	7	14	0	21
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	2	3	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	0	1	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	3	0	4
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	9	0	15
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	2	1	0	3	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	387	17	0	0	404
	Female	292	4	0	0	296
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	3	0
	Female	3	1	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	6	6	2	0
	Female	13	5	5	0
	Others	0	0	0	0
General	Male	47	44	96	109
	Female	90	126	120	111
	Others	0	0	0	0
Others	Male	65	15	7	19
	Female	32	12	25	25
	Others	0	0	0	0
Total		257	209	258	264

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Our College is affiliated to the University of Mumbai. The programs run by the institute as per the Mumbai University curriculum cater to an inter-disciplinary & multi-disciplinary range of subjects.
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	<p>The content of all the Courses and the course structure is developed by our Parent University as per the UGC guidelines. Our College is paving the way and working on the smooth implementation of the multi-disciplinary and the inter-disciplinary education that will help our students to learn and develop the skills that are required in the challenging future once NEP is implemented.</p>
2. Academic bank of credits (ABC):	<p>As per the guidelines issued by University of Mumbai, the institute arranges to register students to the academic bank of credit portal.</p>
3. Skill development:	<p>Currently, many institutions are framing their curriculum by giving lot of importance to skill-based education. This is because the demand for the skilled workers is growing in both the public and the private sectors. Our college has introduced some skill-development certificate courses to inculcate skill attributes among the students for easy employability like Soft Skills, Digital Marketing, Advertising, Advanced MS-Excel, Tally etc., just to name a few.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>A Nation is always identified with its culture. It is very important for a Nation to preserve its cultural wealth since the cultural wealth also contributes to its economy. In India as we believe in 'Unity in Diversity' and the various states of India is dominated with a certain spoken language and a unique culture. The language spoken is linked with the culture that is being followed in those states. It is therefore, all the more important to seek for an appropriate integration of Indian knowledge system and this can definitely be achieved by teaching in Indian languages that can further enhance the accent and the speaking tone with others. Thus language is the channel through which one can preserve and promote one's culture. At Ghanshyamdas Jalan College we encourage students to learn more other Indian languages like Gujarati, Marathi, Marwari, Hindi etc., and conduct online sessions to encourage students to learn and interact in other Indian languages that can help in the integration of Indian knowledge system.</p>
5. Focus on Outcome based education (OBE):	<p>The Programs that are offered must have well defined Outcomes. Our institute has written learning outcomes for all the programs offered, communicates them to the stakeholders and the outcomes are</p>

	<p>measured at the end to check for their fulfilment. The students are oriented in the beginning of the year the Program outcomes of all the Programs offered that enables them in the decision making for the selection of the Program because the outcomes makes the students clear with what kind of skill they will acquire, the knowledge they will gain, how much value addition it will make and the scope of employability.</p>
6. Distance education/online education:	<p>Covid -19 prepared all institutions to adopt online mode of teaching – learning. So our college also geared up for imparting the online education to accept the challenges imposed at all of us due to covid-19 pandemic. Our college has never experienced any problem in imparting online education since our entire college campus is WIFI-Enabled. During the pandemic our college conducted the classes on the online mode of teaching through various applications like Google Meet, Google class-room, Zoom etc. & this made our faculties a veteran in engaging online classes. Our college assures to adopt both the distance and online education along with engaging the physical class as recommended in the policy frame work of NEP.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	<p>Even though no official Electoral Literacy Club (ELC) has been set up in the college but at the same time all our faculties are orienting our students on our constitution and the importance of Electoral literacy. This has made majority of our students realize their individual responsibility towards our country and has also made the eligible students register in the voter's portal for getting their voters card issued.</p>
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	<p>No formal ELC's are set up in the college and therefore the students' co-ordinator and Co-ordinating faculty members are not appointed.</p>
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of	<p>ELC is not set up in the college</p>

<p>students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Our college creates an awareness drive among all our students by inviting the resource persons to deliver a talk and give an insight on the constitution of India and democratic values and their participation in electoral processes.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Our college in order to institutionalize mechanisms to register the eligible students above 18 years as voters took the initiative by creating a Google form to find out the percentage of students who have registered in the electoral portal as voters and posted this Google form in the WhatsApp group of the students. Based on the data received of the percentage of students registered as voters, the remaining students who had not registered were contacted and convinced to register in the electoral portal.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
410	264	258	209	257

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 20

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
13	09	09	08	06

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
23.61098	20.55576	15.0692	14.34627	9.23997

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Ghanshyamdas Jalan College of Science, Commerce & Arts ensures effective curriculum planning and its delivery through a well-planned and documented process in tune with the vision and mission of the College.

Curriculum planning through Academic Calendar:

The College plans for effective curriculum delivery before Academic Year starts. Academic Calendar for every year is prepared. It includes curricular, co-curricular, extra-curricular assessment related activities. Academic Calendar requirements are submitted by the departments, committees and cells; they are clubbed together and finally approved by IQAC and CDC. Then Academic Calendar is circulated amongst all the stakeholders for implementation. Implementation of Academic Calendar is monitored and reviewed periodically. At Department level, teachers are allotted subjects as per their workload. Time-Table is prepared and executed. At the same time teaching plans are prepared and approved as per the need of the subject. The College is affiliated to University of Mumbai thus the College follows syllabus and mode of examination as per the guidelines of University of Mumbai. The College organizes orientation programs for freshers' to communicate the ground rules, learner's responsibilities, Programme Outcomes and Course Outcomes.

Curriculum delivery:

To give holistic teaching-learning experience, in addition to lecture methods, participative, experimental and demonstrative teaching- learning methods are practiced. By adopting the above methods it helps in identifying the learning levels of the students and based on their learning levels, the teachers conducts regular oral tests in the class and also gives home assignments to strengthen the learning levels of the students. The students are also supported with study materials, question banks, etc. ICT based Teaching-Learning methods are also practiced and students are introduced to 'Open Educational Resources' available online. The department ensures to conduct formative and summative assessment periodically. To add-on the further experience of learning and to address employability related issues, the College offers Certificate and Value-added courses.

Continuous Internal Assessment:

The College plans for continuous internal assessment and evaluation in Academic Calendar. The department plans for various modes of evaluation such as class test, orals, Group Discussions, MCQ's, seminars, presentations, brain storming sessions, practicals, projects, etc. Apart from internal college

level evaluation, being an Affiliated College, internal examinations are conducted for summative assessments and University level Examinations are conducted as per the schedule of the University. The guest lectures, Industrial Visits, excursions, etc. are the regular practices as a part of effective curriculum delivery. For supporting slow learners the College has a mechanism to conduct bridge courses, additional practice sessions which helps to ensure successful performance of the students in the University Examination. For measuring satisfaction of the students in curriculum delivery, the college ensures to conduct feedback on syllabus and its implementation.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 10

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses

of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 72.89

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
350	264	196	72	137

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Ghanshyamdas Jalan College of Science, Commerce and Arts is affiliated to University of Mumbai, thus follows syllabus prescribed by Board of Studies. The college has subject wise mechanism to address cross-cutting issues. When new syllabus is prescribed by the University, cross-cutting issues are marked out/ identified separately under the areas of Professional Ethics, Gender issues, Human Values, Environmental and Sustainability. After identifying the cross-cutting issues, the College ensures to address these issues to give awareness related to the area through activities, planned in Academic Calendar and Departmental Meetings.

The following are the cross-cutting issues:

Professional Ethics:

The syllabus prescribed by the University of Mumbai underlines some cross-cutting issues for professional ethics in the Commerce and Science Programs. The Indian Constitution, Introduction to Business Ethics & Organization culture, motivation at workplaces, Scientific attitude, methodologies, scientific writing and ethics in scientific research, the ethical issues related to the social media for communication are a few of them.

Human Values:

According to the syllabus the cross-cutting issues underlined for the human values consists of Human disparity, Human Rights, Understanding Stress and Conflicts, Managing Stress and Conflicts in Contemporary Society, Urbanization and Environment, Human Rights Violation and Redressal, Soft Skills for enhancing Interpersonal Communication.

Gender Sensitization:

The Cross-cutting issues for Gender Sensitization that are underlined in the syllabus comprises Concept of disparity and gender inequality.

Environmental sustainability:

The University syllabus underlines the issues like Ecology: its sustainable development, Environment and ecosystem, natural resources, urbanization, Eco-Tourism, Bioprospecting and Zoo-Pharmacognosy. All these issues are listed in all the programs of science and commerce.

Integration of College activities with the Cross-cutting issues:

The cross-cutting issues listed from the syllabus of the University of Mumbai are considered and accordingly the seminars/workshops/excursions are scheduled and executed by the various departments and committees of the College to sensitize the students in the respective areas. The College organizes educational programs on various issues related to gender equality, rights of women. Rotaract Club and NSS Unit of our College organizes visits to Villages and Orphanages, to sensitize our students about the problems faced by the underprivileged section of the society. Blood donation by NSS Unit, “Project Red” and “Blanket Distribution” by Rotaract Club is also organized. Science Department regularly organizes outdoor short excursions to Tungreshwar Wildlife Sanctuary, Sanjay Gandhi National Park, Bombay Natural History Society (BNHS), flower show by Municipal Corporation and D. G. Ruparel College, long excursion to the Ranthambore National Park - Rajasthan, Dandeli Wildlife Sanctuary - Karnataka, Phansad Wildlife Sanctuary – Raigad, Visits to Fish Markets and Beaches in Mumbai, etc. to help the students to gain field knowledge about the flora and fauna present in that area. College promotes ‘Green Initiatives’ by conducting a Tree Plantation Drive. Our College has also set-up a Butterfly and Medicinal Garden in our college campus to promote good healthy environmental practices. NSS Unit of our College conducts a 7-day Residential camp to sensitize the students for village related issues.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 53.41

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 219

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 61.57

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
221	109	105	72	158

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
360	180	180	180	180

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 15.12

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
11	00	02	05	13

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
53	38	38	38	38

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 31.54

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Ghanshyamdas Jalan College of Science, Commerce & Arts always believed in engaging the students keeping in mind our vision & mission statements, that brings about holistic development in students, equipping them with the latest skills, knowledge and the business acumen to be successful in their career and also to prepare them to face the challenges in the changing world. This is done by adopting the following methods -

Experiential learning:

Department of Zoology & Botany regularly organizes a one-day excursion in every term like visit to -

Short Field Visits:

- 1.Sanjay Gandhi National Park.
- 2.Tungareshwar Wild-Life Sanctuary.
- 3.BNHS.
- 4.Keshav Shrusti.
- 5.Taraporewala Aquarium.
- 6.Phansad Wild-Life Sanctuary.

Long Field Visits:

- 1.Ranthambore National Park
- 2.Dandeli Wild-life Sanctuary

Students were benefited by the live exposure of the different varieties of the flora and fauna with their ecological interactions

Community based Activities:

The community based activities are conducted on a regular basis both by the NSS Unit as well as the Rotaract Club of our College like organizing a Session/Rally on World Suicide Day to spread awareness regarding suicide prevention and to promote mental health, session on Cancer awareness, distributing reusable sanitary napkins to the poor and needy to spread awareness on mensural hygiene, tree plantation, grocery distribution to the tribal school, beach cleaning, segregating E-wastes, visiting old-age home to engage and entertain the senior citizens, donating stationeries and food items to the orphanage, donating food packets to the poor and needy on the streets.

Placement Cell & Professional Training:

Our College Placement Cell regularly conducts placement drives for the students who desire to get placed. College Signed a MoU with ANUDIP foundation in which the students were trained on 30 different professional courses like Digital Marketing, Tally, Cyber Crime, etc. This helped the interested students to get a suitable job after completion of their course. Placement Cell also organizes a regular seminar on the “**Professional Courses to Pursue Along with Graduation**” where the students are oriented and given adequate information on the professional courses by our guest speakers.

Entrepreneurship Cell:

Our College organizes the "FOOD FESTIVAL" regularly as a part of "Entrepreneurship Cell" in our campus where the students set up the food stalls to sell their homemade cuisine and exhibit their Salesmanship qualities by attracting more footfalls to their stall and experience the art of generating revenues as a budding entrepreneur.

Problem Solving Methodologies:

Students are given in depth training & guidance on creating PPT's and the survey techniques by our expert faculties which in turn help to solve their problems arising in the above areas. Students are also oriented on the usage of ICT facilities available in the classrooms in the beginning of the Academic Year. During the lockdown period students were also trained to appear for the online examination.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 78.95

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
15	11	11	11	09

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 28.89

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
04	03	02	02	02

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Mechanism of Internal/ External Assessment- The College has established a mechanism of Internal/ External Assessment and Grievance Redressal System that is transparent, efficient and time-bound. To ensure the above the college has taken the following steps:-

1. Examination Committee:- The College Examination Committee functions under the chairmanship of the Principal, along with Examination Committee Chairperson, Exam Committee Members, Non-Teaching and Office Staff. Due to IT integration and reforms in the examination procedures and processes (Continuous Internal Assessment and Semester-End Assessment) have brought in considerable improvement in examination management system of the institution.

2. Roles and Responsibilities of the Examination Committee:- The Examination Committee works for

the smooth and fair conduction of the Examinations. In order to achieve this Examination Committee constantly strives to improve the system of holding examinations and declaration of results by appointing the Examiners and Moderators.

The Examination Committee deal with all the matters in relation to examinations, and collects the complaints received pertaining to any matter arising out of conduct of examinations and decide the course of action.

- The college appoints Examination Chairperson and the Examination duties are allotted to the Professors for the smooth conduct of examinations.
- Planning of conduct of Internal and Semester-End Examinations & Assessments, Follow-up & Addressing grievances related to examination if any...
- Meeting frequency:- The Examination Committee meets twice in a Semester (4 times a year) or as per the need to ensure proper functioning of the Committee.
- College Examination Committee works for the preparation and display of examination time table, supervisor's charts and arrangement of rooms and blocks especially space, furniture, light, fans and drinking water.
- Make arrangements for Disabled students if any... appearing for the examination as per University guidelines
- Internal Examinations includes Class Tests, Seminars, Assignments, and Practicals etc. Examinations are suggested to the Departments and Departmental Heads are instructed to follow the schedule and complete assessment within the stipulated time.
- The College Examination Committee follows strict vigilance during the conduct of examinations so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.
- Ensure and maintain safety and confidentiality of examination records, documents, statements and other data.
- University / Term-End Examinations of Mumbai University are conducted in the college as per the rules and regulations of the University of Mumbai.
- The College Examination Committee invites External Examiners wherever required as per University norms.
- The seating arrangements and examination schedule is followed as per the University Guidelines.

3. Grievance Redressal System:- After the declaration of results students are notified to check their marks and raise grievances if any...

- If the grievances are received, they are forwarded to the Grievance Redressal System and the decision is communicated to the student.
- University related grievances are collected by the college and forwarded to the University.
- After receiving the response from the University the responses are communicated to the student.
- Grievances are resolved within the stipulated period of time with priority.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The programme course outcomes were prepared by using Bloom's Taxonomy. The various assessment processes used to gather the data for evaluation of course outcomes are internal examinations and semester end examinations.

The hard copies of the curriculum/ syllabi and its outcomes of all subjects are available in the department for ready reference to the teachers and students.

The importance of the learning outcomes has been communicated to the teachers in every Departmental meeting and College Committee meeting. The students are also made aware of the same through Introductory Lectures.

Course Outcomes and Programme Outcomes are also informed in the Induction Programme every year to the first year students.

Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level.

The institution offers undergraduate (B.Sc., B.Com.) and self-finance (B.Sc. I.T., B.M.S., & B.A.F.) courses to the students.

Each course has a defined set of course outcomes and corresponding evaluation criteria. The performance of the students in the examinations during the semester in each course is used to compute the level of attainment of the POs and PSOs through the mapping of questions to COs and COs to POs and PSOs.

Course Outcomes Attainment:-

Course Outcomes are written using Bloom's Taxonomy. They are written using 6 levels of Bloom's Taxonomy Criteria; Create Evaluate, Analyse, Apply, Understanding and Remember. They are written based on the action words and the skills that matter. Assessment methods include both direct and indirect methods.

Direct Methods for the attainment of Course Outcomes:

The process of course outcome assessment by the direct method is based on mid-examinations, semester-end examinations, and projects/assignments.

Mid-term Examinations are carried out twice in a year and each mid-term reviews focuses on the attainment of the course outcomes.

Semester End Examination is descriptive, and it is also used for assessing whether the entire COs are attained.

Indirect Methods for the attainment of Course Outcomes:

Bloom’s Taxonomy is applied for the indirect assessment of the course outcomes which includes Laboratory Practices, Project, Assignments, Seminar, Value-added, and Certificate courses.

Programme Outcomes:

Programme Outcomes are written on the basis of subjects or discipline related Core knowledge, ICT skills, Analytical skills, Leadership and Life Sciences. These outcomes are written by the committee prepared for the purpose and they are distributed among different stake holders.

All the courses which contribute to the Programme Outcomes are identified and these courses are evaluated through the Course Outcomes using direct and indirect method. The overall results from the assessments of the Programme Outcomes are compared with the expected attainment and it is considered satisfied on attainment of the expected level.

The Course coordinator takes necessary steps for the improvement, if the pre-defined targets are not achieved for each course. Based on this the faculties are asked to suggest the necessary improvement to attain the Programme and Course Outcomes.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The attainment of programme outcomes and course outcomes of the students is always given prime importance by the CDC by directing the IQAC regularly to execute the pre-decided systematic steps that are well designed taking into consideration the entry level marks of the students by categorizing them into slow learners, average learners and advanced learners. The college offers five programmes- B.Com., B.M.S., B.A.F., B.Sc. & B.Sc. I.T. and right from the first year of their college the purpose of perceiving the above programmes and the definite outcomes through the programmes that will be obtained by the students is made known to them very clearly with adequate clarity by way of organizing Orientation Programmes, Doubt clearing & Expert consultation lectures and Classroom interactions.

The Programme and Course outcomes are displayed on our website.

On the first day of resuming the programme opted by them and elaborate orientation programme is organized in our spacious auditorium where the students are encouraged to attend along with their parents to raise any query/ queries regarding the programme to have better understanding and clarity of the programme. After the orientation programme students who still have some doubts and would like to clarify their doubts regarding the programme are made to meet the programme coordinator and also the faculties who teach the various courses in the programme. Once their regular lectures starts experts in the respective fields are invited to speak to the students on the future opportunities that are available after completion of the programme. They also help the students with career mapping. Classroom interactions are given due importance by every faculty to ensure the students open-up to ask any difficulty (if any) in the respective subject so that the learning is complete and the course outcome is achieved.

The parameters used for evaluating the attainment of Programme outcomes and Course outcomes are done by way of observing the students - clarity in conceptual learning and the behavioral changes displayed in their in-depth understanding of the subjects. At the same time by making the students engage in home assignments and projects, appearing in the class tests, MCQ's, quiz competition, active participation in case study analysis, field works, experiential learning, practicals and semester end examinations conducted by the college as well as the university also helps to evaluate the attainment of programme outcomes (PO's) and Course outcomes (CO's).

As per the programme opted by the students to ensure the evaluation of the programme and course outcome is effectively carried out and attained our faculties engage the students by giving them relevant assignments/projects related to the respective course to make the students think 'out of the box' by giving a deadline for the completion of the given assignment/ project work. This helps the students to learn the practical aspects of the concerned course and also helps them to understand the importance of meeting the deadline which in turn helps them to be job ready.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 96.33

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
93	67	86	34	35

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
93	67	86	42	39

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.79

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Our Institution has created an ecosystem within the college campus where along with maintaining adequate greenery in the form of trees, plants and grass our Science Department has also created a Butterfly garden in the campus by creating conducive environment for the Butterflies to sustainably develop the biodiversity of butterflies in our College campus

In order to further study the butterflies in depth research is being carried out jointly by the faculties and the students of the Science Department.

The various Clubs & Committees of our College under the direction of IQAC organizes various seminars, webinars and workshops to augment the students' knowledge and encourage them to think 'Out of the Box' leading to innovative ideas and creative thinking and problem solving. Our College also organizes Faculty Development Programmes under the direction of IQAC like FDP on research methodology in order to upgrade the faculties' knowledge and skills especially in the area of research.

Our 'Entrepreneurship Cell' established under IQAC always encourages students who show a natural flair of Business acumen. We are proud to say that some of our students who have exhibited their entrepreneurial qualities during the food festival organized and celebrated in our College campus every year have started their own small ventures as start-ups and this has become a routine and tradition in our College. Our 'Entrepreneurship Cell' takes the responsibility of mentoring and guiding these students for the smooth execution of their ventures.

Our Institution also takes initiatives for the creation and transfer of knowledge for the benefit of students by conducting various certificate courses for the skill development of our students like basic to Advanced Excel, Advertising, Chemistry in everyday life, Eco-biological studies of butterflies, etc just to name a few.

Our College aims in not only imparting knowledge from the prescribed syllabus but also to impart additional knowledge and skills for the holistic development of the students. In order to achieve this, our Institution invites experts from various fields to share their knowledge and experiences with the students which in turn helps the students to relate with the current ongoing trends in various fields.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 20

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
05	04	04	04	03

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.1

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	02	0	0	0

File Description

Document

Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.6

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
07	02	02	0	01

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college organized various extension activities in the neighborhood community to sensitize the students to social issues for their holistic development. The students of our college actively participate in social service activities leading to their overall development. The college effectively runs the ‘National Service Scheme’ (N.S.S.) and the ‘Rotaract Club of Jalan College’ which undertakes social service activities which are well planned in advance. Through these two clubs the college undertakes various extension activities in the neighborhood community.

The N.S.S. Cell and Rotaract Club of Jalan College in collaboration with different agencies, trusts, NGOs, hospitals etc. organizes extension activities for the holistic development of our students. These two cells also sensitize our students to the social issues in the society and address the local concerns.

NSS Cell:

NSS Cell works to develop the overall growth of students by undertaking a series of social activities like Beach Clean-up, Tree Plantation, Blood Donation Drive, Awareness Programmes on Road Safety, AIDS & Cancer Awareness Programs, Environment pollution prevention and water conservation practices etc., by sensitizing the students both within the College Campus and outside it in the form of special camps. The motto of the Cell is “*Not Me But You*”. It invites volunteers for overall personality development through the community services, group interactions, awareness generation programmes, group training and leadership training programmes.

Our NSS cell is extremely dynamic and active with a total of around 100 volunteers, a program officer and three NSS members.

Rotaract Club of Jalan College:

Rotaract Club of Jalan College has been in the forefront in sensitizing their students to social issues through the extension activities and the social services.

Rotaract Club of Jalan College has adopted two villages from Aarey Colony, which is located at Goregaon East for inculcating menstrual hygiene among the underprivileged women under a project called as 'Project Red'. In this project the Rotaractors of Jalan College distributed free reusable sanitary napkins to the adopted village women that was highly appreciated by the receivers.

The Rotaract Club of Jalan College also organized and commemorated events such as "Azadi Ka Amrit Mahotsav" or "75th Anniversary of Indian Independence", Women's Day, International Day of Yoga, World Environment Day, World Aids Awareness Day, World Day for Health and Safety at Workplace etc.

Such programs sensitizes the student volunteers to the social issues and meet the challenges of the underprivileged sections of the society. Working outside the college campus, with diverse social groups helps students to gain confidence and freedom to work with a sense of responsibility which helps to create overall holistic development among the students. These extension activities help the students to become a good leader and a responsible citizen.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The college has received awards and recognitions for extension activities from some of the Government Recognised Bodies. These extension activities are undertaken by the 'NSS Unit' and the 'Rotaract Club of Jalan College' for sensitizing the students towards the society and to imbibe good moral values in students and address the local concerns.

The National Service Scheme Unit (NSS) and Rotaract Club of Jalan College conduct various activities and social services as and when the need arises. Through these two units the college undertakes various extension activities in collaboration with some of the government recognized bodies such as NGOs, Rural Areas, Zilla Parishad Schools, Undeveloped villages, Hospitals etc., in the required areas.

Awards and recognition received by the NSS Unit of Ghanshyamdas Jalan College of Science, Commerce and Arts:

The NSS Unit of Ghanshyamdas Jalan College of Science, Commerce and Arts carried out the following

activities and received recognition for the same. They are -

- Tree Plantation Drive undertaken in collaboration with ICICI Bank for the sustainable development of the environment and also to create awareness for Green Environment amongst the young generation for which the College received the due recognition from ICICI Bank.
- Food packet distribution undertaken in collaboration with Payyade International Hotel Pvt. Ltd. to the poor and needy on the streets of Mumbai was well recognized and appreciated. This food distribution drive was undertaken for the last 4 years with the help of college student volunteers who distributed cooked food packets to the needy and poor people from time to time to the poor and needy on the streets.
- NSS Volunteers took special interest in spreading awareness on Road Safety in Collaboration with United Way- Mumbai was well recognized. Our aim was to educate people about road safety and for road users to encourage ‘Safe Road User Behaviour’ among current and prospective road users and reduce the number of people killed and injured on our roads every year.
- The entire staff of Kasturba Marg Police station appreciated and recognized thoughtful initiatives and the efforts undertaken by the “Ghanshyamdass Jalan College of Science, Commerce and Arts to donate hot water dispensers, sanitizers, face masks, steam inhalers during the whole pandemic period to ensure the safety of the working staff of Kasturba Marg Police station.

Awards and recognition received by the Rotaract Club of Jalan College:

- The Rotaract Club of Jalan College has organized the “Reusable Sanitary Napkin Distribution Drive” in the name of “Project Red” in the adopted villages in Aarey Colony in order to inculcate menstrual hygiene amongst the women in those villages, for which “Rotary Club of Bombay Kandivli” had recognized and appreciated the thoughtful efforts of our college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 26

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
03	06	06	07	04

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 5

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Our college has provided adequate physical facilities and also updated the academic facilities as per the University requirements for the convenience and comfort of the students. Our college is centrally located and free from pollution which enables us to experience a calm & Healthy environment. Our college building has Ground plus 7 Floors and is spread over a built-up area of 39,246 Sq. mts. There are 17 spacious classrooms which are well lit and breezy with the required number of fans and air-conditioners for the 'Feel good' experience for students. We have 10 ICT enabled Classrooms. Our college has a well-equipped computer lab, with all the required softwares that is used by the students while learning the computer skills. The number of computers is adequate enough to give a one - on - one learning experience to all the students. Our college has a science laboratory on the seventh floor with a clear bifurcation of area to conduct Physics, Chemistry, Botany and Zoology Practicals. We have sufficient equipment and gadgets to give one - on - one experience to make their learning more exciting and meaningful. We have a dedicated place within our science lab to maintain the physical stock of all the chemicals, glassware & preserved materials. We have a huge, spacious, well-lit, breezy and air conditioned library on the fifth floor. Our library is spread over a built-up area of 1702 Sq. ft. Our library has a plethora of books in various fields to fulfill the needs of the students arising from time to time that includes 1915 textbooks, 250 reference books 57 CD's and 33 E-Books, and also books for competitive exams, Novels, Magazines and Newspapers. Our library uses KOHA– a LMS in order to maintain the entire library records. We also provide links for E-books.

The College Campus has the following – Wi-Fi & CCTV enabled Campus, Administrative Office, Trustee's Office, Principal's Office, Director's Office, Staff Room, Girls Common Room (with attached Washrooms, Sanitary pads vending & disposing machine and SAKHI Box), Wash Rooms on every floor, Water filters, Examination Cell, Suggestion Box, Classrooms, Elevators, Science Laboratories, Computer Laboratories, Library, Seminar Room, NSS Room, Placement Cell, IQAC Room, Record Room, Counseling Room, Sick Room, Canteen, Generator, Parking area for the staff, Medicinal & Butterfly Garden, Playgrounds measuring 797.73 Sq. mts. & Space for Yoga activities. Gymkhana measuring 4808 Sq. ft. & Auditorium measuring 4812 Sq. ft. equipped with some of the cultural equipment and also Cultural Rooms for students to practice.

Details of ICT Infrastructure:

Sr.	Particulars	Quantity
-----	-------------	----------

No.		
1.	Computers	70
2.	CCTV	63
3.	Projectors	06
4.	Printers	07
5.	Laptop	01
6.	Scanner Machine	04
7.	Xerox Machine	01
8.	Barcode Scanner	01
9.	T.V.	08
10.	Biometric Machine	01
11.	Wireless Microphone with Speaker	06
12.	Generator	01
13.	Currency Counting Machine	01
14.	Fire Extinguisher	15

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 0

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Ghanshyamdas Jalan College of Science, Commerce & Arts has a spacious, well-lit and air-conditioned library extending to a carpet area of 1592 square feet and built-up area of 1702 square feet. Our Library is managed by a 5-member committee that includes the Principal, the librarian, two Assistant Professors & 1 Student member.

Our library is partially automated with Integrated Library Management System (ILMS) supported by 'KOHA' software version 22.11.05.000, since 30th April 2021 & renewed on 12th April 2022. Furthermore, our library is equipped with over 1304 text books, 200 reference books, 57 CDs, 07 Magazines, and 06 Newspapers. An average amount of Rs.3.5 lakhs have been spent for the purchase of books, e-books, subscription to journals / e-journals during the accreditation period. Our students extensively use the Library Reading room and around 70 students can be accommodated at a time along with providing a conducive environment to study.

Our library is partially automated where we use software like KOHA for Acquisition, cataloging of Library resources, Circulation, Issue & Return of library books by the students & staff. At the same time Accession registers are also maintained by our Library Staff. Our library also maintains a visitors register of students and staff very systematically. We also use a barcode scanner for stock taking of library resources.

We also use and maintain OER repositories by displaying the list of OER Books, Journals & Research Articles all around in the library, uploaded in the library browsing computers & also on the website.

The Online Public Access Catalog (OPAC) <http://library.gdjalan.edu.in/> is made available for students and faculty members for search of books by Title, Author, Subject name etc.

Our library committee has also introduced our students to the National Digital Library of India (NDL) which can help our students as well as our staff to access 6,00,000 E-Books totally free of cost. The new arrivals are displayed for 3 weeks on the display stand.

Students are oriented at the beginning of the year by the library committee regarding the usage of library facilities and the resources available in the library. Our College Library also provides Book-Bank facility for the economically weaker section of the students. Home reading facility is available to all the students on the basis of the given Library card. Our library provides internet services and scanning facilities for the students. The library provides 6 computers for browsing with internet facilities for our students and staff. We have also installed CCTV's in all the vantage points in the library for enhancing the security of the library resources. Rules and regulations to be followed inside the library are displayed all over the library.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Our College frequently updates and facilitates the Information Technology structure and provides sufficient bandwidth for internet connection to the students.

IT Facilities:

The College also facilitates online admission process by accepting the online fees where the students use Digital payment platform such as Google pay along with offline payment. The college administration staff regularly uses softwares like Excel & Tally for accounting and maintaining the database records of students.

Students are permitted to utilize the computers in our computer labs and library with an internet facility. The Computer/IT lab on the fifth floor has 56 Computers with a high Configuration. We have also installed 6 (Six) Computers in our College library for the students' usage. The computers are installed with different types of software such as MySQL, PostgreSQL, MS SQL, Server Management, Oracle, Tally, MS –Office, etc. We regularly install anti-virus software on all our computers. Technical staff are

appointed for the maintenance of Hardware, Software and formatting of computers in case the computers get corrupted. Computer maintenance technicians and Service Engineers are hired for the regular maintenance of all the computers in the College Campus. Computers available in the College Campus are also maintained and upgraded through the AMC's. Our College is a Wi-Fi enabled Campus. We upgraded our Wi-Fi connectivity speed from 50mbps (In the A.Y.2017-18 to 2019-20) to 100 mbps (In the A.Y.2020-21 to 2021-22). Our College has an adequate number of ICT Enabled Classrooms, Printers, LCD Projectors, Scanners & Xerox machines to fulfill all our requirements.

Our Teachers use innovative teaching-learning processes by making use of 'Powerpoint Presentations' and 'Video lectures' that are well supported by Wi-Fi Connectivity to make the teaching-learning more meaningful and interesting. Because of the strong Wi-Fi bandwidth connectivity in our College it helped us to overcome the 2 years of lockdown period where every single lecture/practicals/certificate courses were engaged online without any technical issues and even the online examinations for all the programs across all the 3 years also was conducted error-free and with no technical issues. Apart from offering the Certificate course in 'Excel' our IT Professor also teaches 'Microsoft Office' to all the interested students and staff during the weekend.

Our entire campus is under CCTV surveillance with 63 CCTV Cameras that are installed for strengthening the safety & security of our College students and staff. The CCTV Surveillance works on Wi-Fi connectivity.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 6.72

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 61

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 24.43

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
4.22773	8.82085	2.10167	2.79518	2.29125

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 4.51

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
56	07	0	0	0

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 67.17

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
409	161	40	187	142

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 32.11

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
23	19	33	18	12

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
93	67	86	42	39

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 0

5.3.1.1 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 wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 11.2

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	13	12	10

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

It is very crucial for any College/Education Institution to seek the involvement of Alumni to provide

voluntary support and assistance for the College to sustain and grow. This will be possible only when the College activates various channels that can facilitate to work in close relationship between the Alumni, Students & the College. Thus, the Alumni Association of Ghanshyamdas Jalan College works closely with Ghanshyamdas Jalan College of Science, Commerce & Arts and provides voluntary support in many areas of activities of our college during the years:

1. Helping the College to give free advertisement in the newspaper ‘Mumbai Hulchul’ FREE OF COST during the admission period in order to promote the College. This was possible because the newspaper ‘Mumbai Hulchul’ is owned by one of our Alumni ‘Shahbaaz Dilshad Khan’. This Alumni has given repeated advertisements during the beginning of the admission period continuously since the A.Y. 2020-21 to 2022-23 & will continue to extend the support in the coming years as well.
2. Another Alumni ‘Abhishek Singh’ is helping the College to run a certificate course in singing for those students who are passionate to make a career in singing. Abhishek Singh is a professional singer who has been trained under Pandit Vipul Kurlekar- the disciple of Pandit Hridaynath Mangeshkar. He has also worked under Sanjay Vidyarthi, who is the Zee Music Composer and Vocal Coach at T-Series.
3. Our Alumni, Ms. Mehal Shinde a very graceful dancer runs her own Dance Academy and also helps to train our students to learn various dance forms while participating in Inter & Intra Collegiate Cultural Festival.
4. Few of our Alumni also visit as a Resource person and engage guest lectures in the topic of their specialization to update and upgrade our existing students’ knowledge. This is done when our Alumni are free from their existing work.
5. Our Alumni also recommends Resource persons in other demanded areas as and when required.
6. Our Alumni also acts as Judges for certain Intra-Collegiate as well as Inter- Collegiate events. While being there as a judge, they also provide many useful feedback and recommendations for the quality enhancement of each event.
7. Some of our Alumni have also helped to provide summer internship wherever possible to some of our students who are interested to pursue the internship.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Vision:

To provide world-class education with excellent facilities, equipping the students with the latest skills, knowledge & business acumen to be successful in the corporate world and also to be an entrepreneur.

Mission:

- To provide quality education
- To provide State-of-the-Art infrastructure
- To bring holistic development in students
- To have constant industry-academia interactions
- To increase the employability of our students by constantly upgrading their skills
- To prepare the students to face the challenges in the changing world
- To imbibe good moral values in students.
- To sensitize the students towards the community and society.

The institution is governed by an effective leadership in accordance with vision and mission statement of our institution. The “A.B.V.M. Agrawal Jatiya Kosh’s Trust” that governs our college has a significant name in the field of education. Since, our college is located in Malad East, the western suburb of Mumbai in the midst of economically weaker section, therefore our college aims at not only spreading education but also to impart quality education to them along with providing the best infrastructural facilities.

The institution practises decentralization at various levels.

Management Level:

All the important decisions related to finance, growth and development of the institution are centralized with the management. Our trust, A.B.V.M. Agrawal Jatiya Kosh takes keen interest in the governing of the college for its timely development and progress. The Director is the primary representative member appointed by the Trust for implementing the decisions taken by the management. The Principal of the college takes decision on the day-to-day activities of the college and keeps the Director informed about the same.

Faculty Level:

The academic decisions pertaining to each department are decentralised to the extend of teaching plan, introducing innovative teaching-learning methods etc. The Principal nominates members for a number of committees including the Governing body and the IQAC and in order to ensure uniform exposure of duties and responsibilities of the various clubs and committees to all the faculty members, the members of the clubs and committees are rotated annually.

Student Level:

The Principal, consulting the H.O.Ds nominates Student Representative Members across various committees. Students are empowered to play important role in different activities. Functioning of student’s representatives further reinforces decentralization.

The college has various clubs and committees - that are led by Prof-In-Charge/ Chairperson that works independently and in collaboration with Intra and Inter clubs & committees in order to give exposure and encourage the students to participate in various extra-curricular activities and enable them to think out of the box, in the changing world this will sensitize the students towards the community and society and emerge as a responsible citizen.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The organizational structure of A.B.V.M. Agrawal Jatiya Kosh’s “Ghanshyamdas Jalan College of Science, Commerce and Arts” is very evident from the uploaded organogram. The presented organogram very clearly defines the segregation of the departments and the roles and responsibilities that are

effectively delegated amongst the various departments / Clubs & Committees and associations. The "A.B.V.M. Agrawal Jatiya Kosh" that governs our college has a significant name in the field of education. Ghanshyamdas Jalan College is a Linguistic Marwari minority College and is a permanently unaided college. The institution has to seek permission of the Management in all the important and significant academic as well as administrative affairs.

Functioning of the institutional bodies:

The managing committee of the college takes keen interest for the growth and development of the institution by extending their full support and co-operation as and when required.

The college has established the statutory and the non-statutory committees for the smooth functioning of the institution. The committees meet at regular intervals according to the required norms, the agendas are discussed, issues are resolved and action is taken with immediate effect.

POLICIES

Policy for Admission:

Admission process is followed strictly as per the Guidelines of the University of Mumbai.

Policy for Administration:

The principal takes all the administrative decisions consulting the administrative staff & some senior faculties on board.

Appointment and service rules/ procedures:

The appointment of the Teaching and Non-Teaching Staff is been made by the rules and norms laid by the UGC, Govt. of Maharashtra and University of Mumbai. The appointments of the teaching staff are done by the managing committee based on their performance in the interview and their qualifications. The teaching staff is appointed with the allocation of standard workload as prescribed by the University.

Strategic / Perspective / Development Plan :

- Academics

1. More Certificate courses to be introduced.
2. To augment academic infrastructure on periodic basis.
3. Introduction of new programs in the coming Academic Years.
4. Organization of work-shops, seminars, FDPs etc. to enhance the contemporary knowledge.

- MoUs & Linkages

1.To collaborate with different bodies of National level by signing MoU with them.

- Infrastructure

1.To enhance the ICT infrastructure for administration and academics

2.Promote green practices

3.To upgrade the indoor facilities

- Student Support

1.Organize placements for interested students directly on campus or through MoUs signed with NGOs.

2.To promote scholarship for well-deserved students.

3.Promote extension activities.

4.Introduce skill enhancement courses.

- Others

1.Submit the AISHE data.

2.Extensive preparedness for New Education Policy.

3.To get ready for NAAC first cycle.

Deployment Document of perspective plan from A.Y. 2017-2022

At every possible step the Management and the Teaching staff worked towards the achievement of the perspective plan in order to achieve the above goals.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institution has effective welfare measures for all the teaching and non-teaching staff members. The institution conducts faculty development programs for faculty and training programs for non-teaching staff periodically. In order to improve and update the knowledge and skill sets the faculty members are given Duty Leave to attend FDPS, Workshops/Seminars/Conferences/Industrial training programs etc. Registration fee/ Conveyance charges are paid by the institute to the faculty to attend these programs. Faculties are encouraged to register for PhD programs and special leave's are given to the faculties to attend the course work by the affiliating university or premier institution.

In addition the following are the Welfare Measures that exist for teaching and non-teaching staff of Ghanshyamdas Jalan College of Science, Commerce and Arts.

- EPF
- Child Educational Allowances
- Maternity Leave as per norms
- Incentives to attend Seminars / Conferences.
- All the non- doctoral staff members are encouraged to get enrolled for PhD Program and to undertake small research projects involving the students.

The following facilities are also provided to the employees for efficient working mechanism:

- 8 Casual Leaves and 10 Medical Leaves
- Psychological Counseling
- 24 hour power back-up through generator
- Wi-Fi facility
- Workspace- Welfare facilities like Air Conditioners, Refrigerator and Oven.
- Computing Facilities
- Cafeterias
- Uniform to the non-teaching staff
- Sports facilities
- Identity Card
- Sanitary Napkins vending machine.
- Sanitizers and Steamers during the COVID-19 period

Employee's Provident fund

The institution has the mandatory provision of EPF and contributes the eligible amount to the respective EPF account of the staff members.

Maternity Leave

A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) with Full pay.

Other Facilities

College encourages the employees to be fit and healthy by facilitating them with gym, games, sports and recreation.

The teaching and non-teaching staff members of the institution are encouraged to give suggestions and regular feedback to improve the welfare measures in the institute, for this purpose a suggestion box is installed inside the staff room.

Performance Appraisal System:

For Teaching Staff

The institution has effective Performance Appraisal System for teaching and non-teaching staff. Performance appraisal of the teaching staff is done based on their effectiveness in teaching and learning, involvement in examination work, syllabus completion, research work/ experiences etc. The performance of each faculty member is assessed according to the Annual Assessment/ Faculty Feedback for the Performance Based Appraisal System.

For Non-Teaching Staff

All non-teaching staffs are also appraised by annual confidential reports and annual performance appraisal.

The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance in administration.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 71.43

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	08	08	07	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	3	0

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Ghanshyamdas Jalan College has an effective mechanism to conduct the Internal and External Financial Audits regularly.

Internal Audit:

College has established Internal Finance Department to conduct the Internal Audit on quarterly basis. The department conducts internal audit four times a year. All the expenses incurred under different heads are considered in the auditing statements only after the verification of the various bills, vouchers & other expenses. The Internal Finance Department prepares an internal audit compliance report which is submitted to the Management of the College through the Principal.

External Audit:

To maintain the audited statement of the sources of College's income & their expenses as per the Government rules, the College has also appointed an External Auditor. The accounts of the College is audited half yearly by the external Auditor. The auditor makes sure that all the payments have been properly authorised. After the audit, the report is forwarded to management for review. If any query / queries arises during the audit process, it is addressed immediately, with the necessary supporting documents, and within the allotted time frames. In the last five Academic Years, the College has not encountered any significant audit objections.

The following are the procedures used to monitor effective use of financial resources:

- Prior to the start of each financial year, the principal presents a budget allocation plan to management by taking into account the suggestions provided by the heads of every department.
- The budget for a college comprises both ongoing costs like salaries, power, internet, maintenance, stationery, other consumable costs, etc., as well as one-time costs like lab equipment purchases, furniture, and other development costs.
- The accountant keeps a track of the costs in accordance with the management-allocated budget.

All of these procedures followed by the College show that the financial concerns are kept transparent and that there is adherence to financial discipline to prevent the College's assets or finances from being used inappropriately at any level.

The representatives of the management and the Chartered Accountant properly sign the audited statement.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) of Ghanshyamdas Jalan College of Science, Commerce and Arts, has contributed significantly for institutionalizing the quality assurance strategies and processes also it regularly reviews teaching learning processes, structures and methodologies of operations and learning outcomes and records the incremental improvement in various activities.

The IQAC of Ghanshyamdas Jalan College of Science, Commerce and Arts was constituted on 17th April, 2016. Since then it has been performing the following duties on a regular basis:

1] Student's feedback is collected and analyzed on a regular basis which helps to schedule the required Intensive and Remedial Coaching for the students and also the IQAC gets to understand from the students the areas where they need to invite resource person who can give additional and latest information in those areas. IQAC gives appropriate inputs on improvement in quality of teaching and learning outcomes.

2] IQAC also provides inputs for the best practices in administration for effective use of resources and better services to the students as well as teaching and non-teaching staff.

3] IQAC provides inputs on academics and administrative services and outcome analysis is done on regular basis to improve the weak areas.

Students, teaching and non-teaching staff members are always encouraged to give their feedback and suggestions on teaching and administrative services through the suggestion box which is installed outside the office area for students, suggestion box inside the staff room for the teaching staff and inside the office area for non- teaching staff; or through the email to the IQAC Co-Coordinator at iqac@gdjalan.edu.in

The IQAC has made a significant contribution in the implementation of quality assurance strategies and procedures.

The Internal Quality Assurance Cell of our college regularly meets once in three months or as per the needs to discuss on the implementation of the effective academic and administrative services.

The IQAC prepares, evaluates and executes the following for the approval by the relevant institutes and the statutory authorities:

- (a) Annual Quality Assurance Report (AQAR)
- (b) Self-Study Reports of various accreditation bodies (AAA)
- (c) Teachers Appointment and Confirmation Based on Performance Based Appraisal System (PBAS)
- (d) Stakeholder's feedback
- (e) Action Taken Reports
- (f) New Skill Based Programs as per NEP.

One of the example of such practice being institutionalized as a result of IQAC initiatives is as follows:

The IQAC is continuously taking efforts to the successful implementation of modern technology in the Institute's administrative functioning through ICT such as the Automation of admission, financial and examination processes, upgradation of Wi-Fi and LAN facilities, have significantly contributed to an enhanced quality of teaching-learning experiences.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

In order to initiate gender equity to be effective, women and men should be identified and treated differently to address imbalances that exist between the sexes. These differences should be identified and reduced in a way that addresses the imbalances. Ghanshyamdas Jalan College, in this regards organizes curricular and co-curricular activities for gender sensitization on regular basis.

Every year the College organizes seminars by inviting guest speakers to talk on various topics addressing issues related to women and empowerment of women. These lectures are arranged to commemorate the celebration of International Women's Day in true sense. Our institute has organized lectures on topics such as 'Sexual Harassment', 'International Webinar on Women's Health-A Balancing Art'. In the name of Project Red- A Menstrual Hygiene awareness drive was also undertaken in which the distribution of reusable sanitary napkins to the needy woman was done by the Rotract Club of our College.

Specific facilities provided for Women in the College campus:

Safety and Security

- **CCTV Cameras:** The entire College campus is CCTV enabled where the CCTV's are installed at vantage points in order to monitor every single movement of all the students and the other activities primarily for providing safety and security to the girl students.
- **Anti-Ragging Committee:** This committee is established to maintain the discipline in the College campus in order to ensure no ragging takes place in and around the College campus and to safeguard the students' safety and security.
- **Both Male and Female Security Guards are appointed for the safety and security of all the students.**

Counseling:

- The psychological, academics & career counselling provided by our teachers has really helped a majority of our Girl students to overcome their personal as well as academic issues.

Girl's Common Room

- The Girl's Common Room (GCR) is well equipped with facilities like Ramp for differently abled

students, Sanitary Napkin Vending Machine and Sanitary Pads Incinerator.

- The College has also installed SAKHI Box inside the GCR so that the Girl students can share their personal problems in writing without any inhibition.

The college takes great lead in organizing various programs with much enthusiasm to celebrate the Festivals, National & International commemorative days.

FESTIVALS, NATIONAL / INTERNATIONAL DAYS CELEBRATED

1. Independence & Republic Day
2. Youth Day
3. Navratri & Dussehra
4. Hindi Diwas
5. Teacher’s Day
6. World Nature Conservation Day
7. International Yoga Day & Fit India Movement
8. Women’s Day
9. World’s AIDS Day
10. Friendship Day
11. World Senior Citizen Day
12. World Population Day
13. World Tuberculosis Day
14. National Science Day
15. World Wetland’s Day
16. Human Right’s Day
17. World Animal Welfare Day
18. World Cancer Day
19. International Energy Conservation Day
20. Halloween’s Day
21. Constitution Day
22. May Day

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives

5.Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance

and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Ghanshyamdas Jalan College was started by the Management with a very well-defined and clear mission statement in mind. Our mission primarily focus on –

- To provide quality education.
- To bring holistic development in students.
- To imbibe good moral values in students.
- To sensitize the students towards society.
- To prepare the students to face the challenges in the changing world.

The students who enroll in our College come from diverse socio-cultural backgrounds, speaking different languages, following different religions and in spite of that our College students have never faced any problems due to diversities because of the conducive environment provided by the College. Our College also puts lots of effort and undertakes various initiatives in providing an inclusive environment that prepares the students to exhibit tolerance and harmony towards each other.

The institution organizes various cultural and extension activities regularly in order to bring 'Unity in Diversity'.

- Every year our NSS Unit adopts a village in which NSS volunteers of our College conduct various activities and programs for the locals in order to educate them with a way to tackle general social issues faced by them.
- The NSS Unit of our College also conducts various events and activities like beach clean-up and tree plantation, Blood Donation Camps etc. regularly.
- The NSS Unit of our College also donated toys, stationeries & story books to the orphanage under the theme of 'Joy of Giving'.
- The Rotaract Club of our College also conducted activities like "The Project Red", in which they organized a seminar on menstrual hygiene by donating reusable sanitary napkins.
- The Rotaract Club also donated provisions for the underprivileged children who were studying in Zilla Parishad School of Tribal Community in Manor village.
- Our Rotaract club also conducted the blanket donation drive at Chahade & Manor Village in Palghar District for the needy people.
- The Language Club of our College celebrates Hindi Diwas by making the students participate in various competitions held on that day.
- In order to bring the students together and appreciate each other's Culture, our Cultural Club celebrates events like Ras Garba, Traditional Day, Friendship day, just to name a few.
- Our College goes all out to sensitize the students and the staff to understand our Constitutional values, rights, duties and responsibilities for which our college has displayed the 'Preamble' of the Constitution of India, the 'Fundamental Rights' of the Constitution of India and the 'Fundamental Duties' of the Constitution of India in the college campus.
- In order to make our students a responsible citizen of the county our College organizes various seminars, workshops, etc. At the same time our College also has taken additional responsibility of spreading Electoral literacy amongst the students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice 1

Title of the Practice: Encouraging Higher Education amongst underprivileged students.

Objectives of the Practice:

- To motivate the underprivileged students for higher studies.
- Finance should not be a constraint for higher studies.
- To promote Higher education that gives people the chance to consider the important social, economic, cultural, moral, and spiritual problems that humanity is currently experiencing.
- To encourage the Girl students to complete their Higher Education despite their family pressure.
- To inculcate Wisdom and Knowledge amongst the students to be the future leaders.

The Context:

In today's world Higher education has become an important factor for gaining wisdom and knowledge and to apply the learnings in their personal and professional life that can help them to emerge as future leaders irrespective of their gender. Ghanshyamdas Jalan College provides 5 programs (B.Com, B.M.S, B.A.F, B.Sc., and B.Sc. (I.T.)) to the students. Our College promotes Higher Education by helping the underprivileged and Economically Weaker Section Students by providing them the easy fees installment facilities and free ship facility for the deserving students.

The Practice:

Our College has developed a mechanism where the students can secure their admission by paying the fees in easy instalments that reduces the financial burden on the underprivileged families. Our College also provides Scholarships to the deserving students & the students who have secured high percentages in their academics. Our College also has an understanding with an NGO who helps to pay the entire fees or partial fees for the deserving underprivileged students.

Evidence of Success:

- Our College has seen a steady increase in the number of admissions in the last Academic Years because of the measures taken by us for encouraging higher education amongst underprivileged students.
- The current trend of the students show that they are inclined towards Higher Education. This has become all the more possible because the parents of the underprivileged children are also showing keen interest to educate their children for higher studies because of the facilities extended by our college.

Problems Encountered and Resources Required:

- Even though easy installments for payment of fees was given primarily with the objective to help the underprivileged students, many privileged students in spite of having the capacity to pay the full fees also took advantage of this scheme and refused to pay the fees on time.
- Our college needs to have an understanding with more NGOs who can sponsor for a few of the deserving underprivileged students for higher studies. We need to seek help from these NGOs as we are an unaided College.

Best Practice 2

Title of the Practice: Medicinal garden to promote better health and wellbeing.

Objectives of the Practice:

- To create optimum awareness and interest amongst the students about medicinal plants.
- To orient the students that the medicinal herbs and plants provide a soothing effect to the body.
- To inform that certain medicinal herbs have disinfectant properties, which destroys disease-causing germs and boosts immunity.
- To spread the awareness that medicinal herbs and plants inhibit the growth of pathogenic microbes that cause communicable diseases.

The Context:

This best practice was primarily adopted for the following reasons:

- In order to educate the students to promote the use of medicinal plants for any ailments over the use of chemicals.
- As we are all aware that during the pandemic the entire world and all the more in India we realized the importance of using herbs in everyday life that builds a strong immune system and that protects us from the virus. This made our College realize the importance of educating all the staff & the students on the use of herbs in daily consumption that can safeguard their health. Hence our College created a medicinal garden.

The Practice:

Our College regularly organizes various webinars, seminars and excursions to enrich the students about the understanding of the medicinal herbs & plants and its health benefits. Their interest in medicinal

plants and herbs were further enhanced when Dr. Raj Merchant, a renowned Naturopath inaugurated our medicinal garden in the campus. He emphasised on certain problems related to health issues like cancer, diabetes, blood pressure and obesity and gave tips to cure the above mentioned ailments using medicinal plants & herbs. Our teachers have taken deep interest in teaching the students and taking them for excursions to expose them to the various species of medicinal plants and herbs over and above that are planted in our medicinal garden. Our College’s medicinal garden is well maintained by the teachers, students and our gardener who takes keen interest in adding new medicinal herbs and plants to our existing medicinal garden.

Evidence of Success:

- By following the COVID-19 protocols during the pandemic and the lockdown, some of the College staff had reported to College in order to attend to some of the priority work in the College premises. These staff members were administered a ‘Kada’ everyday prepared from the medicinal herbs grown in our own Medicinal garden which helped to boost their immunity and hence no staff member was affected by the virus.
- A webinar was conducted by Dr. Raj Merchant, a renowned Naturopath who educated all the staff members and the students of our College to use certain herbs in everyday life especially during the pandemic (COVID-19) period that can help to boost their immunity and hence it protected all our students and staff from the virus.

Problems Encountered and Resources Required:

- The Medicinal Garden needs maintenance on a regular and daily basis.
- Adding more plants and herbs to the medicinal garden within the available space in the campus proves to be a challenge sometimes.
- Even though our medicinal garden is being maintained by our teachers, students and our gardener, at the same time our College is in the process of appointing a dedicated and knowledgeable consultant who can contribute and enhance the further growth of our medicinal garden on a regular basis.

File Description	Document
Any other relevant information	View Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Holistic development in Students

We at Ghanshyamdas Jalan College of Science, Commerce & Arts aim to bring Holistic Development in the Students. Through holistic development we aim to provide an overall development of the students. It is a comprehensive approach to teaching where our teachers seek to address the emotional, social, ethical, and academic needs of the students in an integrated learning format.

At our institution the students are taught to reflect on their actions, how they influence the global and local community, as well as how to learn from the community around them. Teachers often engage students in projects that apply critical-thinking skills toward solving real-world problems.

With the help of holistic learning, the spirit of the students is developed by exposure and focus on important values like, Inclusiveness, Exploration, Community, Accountability, Excellence and Integrity. With the focus on the holistic development our students excel in academics, skills, talent and also contribute to the society in a healthy way. We want to transform our students into individuals with values and skills to become successful in life.

Our institution allows the students to be the leaders of their learning and prepare them to be successful in the corporate world which gives them the opportunity to expand in ways that will have the most impact for them. By giving them a platform to showcase their skills and talent we prepare our students with entrepreneurial ability. To bring holistic development in students we encourage our students to come up with simple innovative business ideas. These ideas are further brainstormed, analysed, polished and tested with small group of an audience as a pilot run. Depending upon the response received from the tested group of audience for the business idea the actual launch of the business idea is done. The main idea of our Entrepreneurship Cell is to encourage the students to think out of the box and inspire them to be Entrepreneur where they could generate employment opportunities for others and contribute immensely to the economy of our nation.

Ghanshyamdas Jalan College provides constant Industry – Academia interactions which prepare the students to face the challenges in the changing world which helps the students to learn in context with real-world problems through research and projects that stretch their creativity and this helps them to better analyse the community around them to bring lessons to life. It helps in developing critical thinking and exercising independent judgment and developing personal commitment and responsibility.

Apart from the projects, our students also take part in various seminars and workshops. We invite well known personalities from academics as well as from industries to conduct seminars for our students' holistic development. We encourage our students to attend the guest lectures organised by the college. They participate in various informative sessions which help them to increase their knowledge and gain a broader perspective on the current issues.

Cultural, art and skill workshops provide the students with a platform to exhibit their talent and innovate themselves. The festivals and celebrations give them an opportunity to interact with the other students, learn and grow. So by adopting Holistic approach of learning we encourage our students to participate in various Inter Collegiate activities and festivals. We also host our annual Inter Collegiate festival "AURA", a mega annual festival which is the most awaited Inter Collegiate festival among the students of other colleges. AURA's efforts are directed towards recognising and searching the hidden talents in the students. It enables our students with managerial skills and leadership skills.

Our institution believes that students must have proficiency in any language they speak. Language is considered as the medium of communication which becomes a key for the holistic development of the students. Since students are naturally proficient with Hindi, English and their mother tongue, we also encourage our students to learn additional foreign language/s from any source that they can easily access to.

Emphasising on the holistic development in the students, through our state of the art infrastructure we provide our students with all the necessary resources for their overall growth and personality. Our spacious building with enviable infrastructure facilities like computer centre, library, seminar hall, auditorium, laboratory, gymkhana and sport ground helps in the overall development of our students.

To cater to the psychological and emotional needs of our teenage students a number of services are offered by the psychological counselling cell.

The psychological counselling cell deals with the stress related problems and addresses the mental health issues using individual and group counselling sessions.

Various workshops, seminars, talks and Career Counselling sessions are organised for the holistic development of the students.

For better understanding and overall development, Student Council body has been set up. Student Council offers a representative structure for students, through which they can be involved in the college affairs, working in partnership with the college management, staff and parents for the benefit of the college and its students. Student Council helps the students to share their ideas, interest and concerns with teachers and college principal. They also help in the college activities including social events, community project, helping people in need and in the college reform.

In order to improve the academic performance of the average and below average students, the college also undertakes special efforts to identify needs of such students by conducting extra lectures as well as individual coaching.

In addition to focus on academic excellence, our students are encouraged to think critically for problem solving. Our teachers are also committed to improving their knowledge and skills through the 'Faculty development Programs' conducted regularly throughout the year.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Our College has successfully impacted the lives of the students and the staff. For the holistic development of our students our college systematically plans out the activities and its execution. In order to achieve this, college provides conducive environment and freedom to the students for their easy expression and access to the staff whenever needed. The college also encourages the students to enrol for the various skill building certificate courses offered, apart from their usual curriculum to help them stand a foot forward in the real world. Over and above this our teachers also take initiatives to build a one-on-one rapport with the students to identify their strengths and weakness and take measures accordingly for the benefit of the students and also to mentor them not only in the academics but also in the personal issues faced by them (if any) by way of psychological counselling.

Our College promotes Higher Education for the students who are underprivileged or come from Economically Weaker Sections from all societal groups; at the same time despite having Linguistic Minority Status, the college offers full facilities and admission to all the deserving students. In order to reduce the financial burden on the families for the payment of fees our college offers easy instalment facilities that has helped the under privileged families all the more. Our College also provides Scholarships to the deserving students & the students who have secured high percentages in their academics to promote Higher Education.

Our IQAC takes numerous initiatives encouraging both the students and the teachers to adopt new pedagogy in the teaching-learning process. Our teachers are encouraged to use ICT tools extensively in the process of teaching in order to make the learning more impactful. Our students are also encouraged to make presentations by using PPT and other innovative methods to boost their confidence, to improve their communication and build their public speaking skills.

The college has adopted contemporary techniques like Rainwater Harvesting, Energy Audit, Environment and Green Audit to inculcate these practices in the minds of our young students and to sensitize them towards environment conservation and its protection.

Concluding Remarks :

Ghanshyamdas Jalan College of Science, Commerce & Arts will be going through the first cycle of NAAC. Over the years our college has taken various initiatives and measures to align with the Vision and Mission statements of our college that is to provide World-Class education with excellent facilities, equipping the students with the latest skills, knowledge & the Business acumen to be successful in the Corporate World and to be an Entrepreneur. The college has taken sincere efforts to build and to improve on the infrastructure at regular intervals wherever required. Even though the primary focus of all colleges is to ensure good performance of the students in all the programmes but at the same time at Ghanshyamdas Jalan College along with focusing on better performance of students in their opted programme our college also takes initiatives in improving the knowledge and the skill-sets of our students by organizing various seminars/ webinars/ workshops and also by imparting training in various fields that are well received by the Corporate World. These trainings are imparted through the foundations with whom our college has signed MoUs. Our teachers takes measures in improving the communication skills of the students who have come from vernacular medium by encouraging them and training them to participate in class debates, class presentation and giving an

impromptu speech during the class hours. The college is taking all initiatives to map the career progression of our students. Our college is also strengthening the performance of the Placement Cell to ensure higher percentage of placements for the students who are interested to get placed.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.2	<p><i>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</i></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>330</td> <td>223</td> <td>196</td> <td>67</td> <td>137</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>350</td> <td>264</td> <td>196</td> <td>72</td> <td>137</td> </tr> </tbody> </table> <p>Remark : as per the documents</p>	2021-22	2020-21	2019-20	2018-19	2017-18	330	223	196	67	137	2021-22	2020-21	2019-20	2018-19	2017-18	350	264	196	72	137
2021-22	2020-21	2019-20	2018-19	2017-18																	
330	223	196	67	137																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
350	264	196	72	137																	
2.4.2	<p><i>Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)</i></p> <p>2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>03</td> <td>02</td> <td>02</td> <td>02</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>03</td> <td>02</td> <td>02</td> <td>02</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	04	03	02	02	02	2021-22	2020-21	2019-20	2018-19	2017-18	04	03	02	02	02
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04	03	02	02	02																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
04	03	02	02	02																	
5.1.4	<p><i>The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</i></p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees 																				

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
23	19	33	19	12

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
23	19	33	18	12

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
95	69	86	45	41

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
93	67	86	42	39

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	10	13	13	10

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	13	12	10

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
12	08	09	10	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
12	08	08	07	0

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	4	4	4

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	3	0

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 20 Answer after DVV Verification : 20</p>										
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>09</td> <td>09</td> <td>09</td> <td>08</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	13	09	09	09	08
2021-22	2020-21	2019-20	2018-19	2017-18							
13	09	09	09	08							

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
13	09	09	08	06