# MAHARSHI DAYANAND COLLEGE OF ART, SCIENCE & COMMERCE Shri Mangaldas Verma Chowk, 25, Dr. S. S. Rao Road, Parel, Mumbai-400012



# ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2013-14

Prepared by INTERNAL QUALITY ASSURANCE CELL (IQAC)

Submitted on 26<sup>th</sup> August, 2014

Dr. (Ms.) C. S. Panse
IQAC CO-ORDINATOR

Dr. (Ms.) T. P. Ghule
PRINCIPAL

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	Maharshi Dayanand College of Art, Science & Commerce
1.2 Address Line 1	Shri. Mangaldas Verma Chowk
Address Line 2	25, Dr. S.S.Rao Road, Parel
City/Town	Mumbai
State	Maharashtra
Pin Code	400012
Institution e-mail address	principal@mdcollege.in
Contact Nos.	022-24100012
Name of the Head of the Institution	n: Dr. (Ms.) T.P.Ghule
Tel. No. with STD Code:	022-24100012
Mobile:	9987518511

Nan	ne of the IC	QAC Co-ordi	nator:				
			Dr (Ms.) C.S.Panse				
Mol	oile:			9820035592			
				mdcagar(	@gmail.com		
IQA	AC e-mail a	address:		macaqar	g giridii.com		
1.3	NAAC Tr	rack ID (For	ех. МНСО	GN 18879)	9501		
1.4	NAAC Ex	ecutive Com	mittee No.	& Date:	EC/58/DAD	/010 DATED 10 <sup>1</sup>	rh MARCH, 2012
	(For Exam	nple EC/32/A	&A/143 da	ted 3-5-200		O19 DATED 10	WARCH, 2012
		o. is availabl					
	of your in	stitution's Ac	creditation	Certificate,	)		
				www.mdd	college.in		
1.5	Website a	ddress:			_		
	W	eb-link of th	ne AQAR:	www.m	dcollege.in/AQA	R2013-14.doc	
1.6	Accredita	tion Details					
1.0	100100110	tion Details					
	Sl. No.	Cycle	Grade	CGPA	Year of	Validity	
•		•			Accreditation	Period	
	1	1 <sup>st</sup> Cycle	В		2004	5	
	2	2 <sup>nd</sup> Cycle		2.84	2012	5	
1.7	D . CE .	. 1 12 1	STOAG		X / X / X / X /	16-02-2004	
1./	Date of Est	tablishment o	f IQAC:	DD/MM/	YYYY		
1.8	AOAR for	the year <i>(fo</i>	r example	2010-11)	2013-14		
1.0	101	the year go	· cxampic .	2010 11)			
1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and							
Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)							
	i. AOAR	27/0	8/2012			(DD/MM/YYY	<b>Y</b> )
	-	$\frac{2770}{2}$				`	*
	iv. AQAR(DD/MM/YYYY)						

1.10 Institutional Status	
University	State Central Deemed Private
Affiliated College	Yes No No
Constituent College	Yes No
Autonomous college of UGC	Yes No
Regulatory Agency approved Insti	tution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)	
Type of Institution Co-education	on Men Women
Urban	Rural Tribal
Financial Status Grant-in-a	aid UGC 2(f) UGC 12B
Grant-in-aid	1 + Self Financing Totally Self-financing
1.11 Type of Faculty/Programme	
Arts Science	Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering	Health Science Management
Others (Specify)	
1.12 Name of the Affiliating Universi	ty (for the Colleges)  University of Mumbai
1.13 Special status conferred by Centr	ral/ State Government UGC/CSIR/DST/DBT/ICMR etc
Autonomy by State/Central Govt	. / University
University with Potential for Exce	ellence UGC-CPE -

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (Specify)	UGC Merged Schemes
UGC-COP Programmes  2. IQAC Composition and Activity	- ties		
2.1 No. of Teachers	11		
2.2 No. of Administrative/Technical staff	3		
2.3 No. of students	3		
2.4 No. of Management representatives	1		
2.5 No. of Alumni	2		
2. 6 No. of any other stakeholder and  Community representatives	1		
2.7 No. of Employers/ Industrialists	1		
2.8 No. of other External Experts	3		
2.9 Total No. of members	25		
2.10 No. of IQAC meetings held = 24			
2.11 No. of meetings with various stakeholders:	No.	Faculty 20	
Non-Teaching Staff Students 2	Alumni 1	Others 1	
2.12 Has IQAC received any funding from UGC of If yes, mention the amount		Yes No	

#### 2.13 Seminars and Conferences (only quality related)

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

Total Nos.	7	International	-	National	4	State	1	Institution Level	2	
(ii) Themes	Gro	wth ; (3) Green Cher	nistry;	(4) Sexual Hara	assmen	t at Workp	olace: P	A Step Towards inclusion sychological Perspectives shop on Research Meth	e (5)	;

### 2.14 Significant Activities and contributions made by IQAC

(1) Digital Attendance Management System; (2) Collaborative Programme Climate Change with Global College of Sweden & NGO Shrustidyan & Climate Action (3) Zero Waste Campus (4) Series of activities to sensitise environment awareness among students, staff & general public – Ex: Earth Hour Rally, Setting up Seed Bank, Mangroves Awareness, Terrace Gardening in schools, Talk on Butterfly Garden.

#### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. To improve results by 10%	Results have improved and mentoring programme has been launched for the benefit of the students.
2. To achieve 100% ICT enabled teaching	<ul> <li>Training provided to teachers to use smart board, projectors, and other academic software and library eresources</li> <li>Multimedia and mass media (films and documentaries) used to facilitate learning among students</li> </ul>
3. To be the best NSS unit	<ul> <li>Since we are already judged as the best NSS unit of Mumbai Zone in the last year. As per rules, we can apply after three years.</li> <li>Received State level and University level awards for Road Safety Program</li> <li>Received University level 1st Prize for street play competition on HIV/AIDS awareness organized by MDACS and Arunoday Pratishthan.</li> <li>Received University level Best College award in Yuva Abhivyakti 2014 organised by MAVA (Women Empowerment) NGO.</li> <li>Received University level Best Street Play Award in inter-collegiate competition for</li> </ul>

	<ul> <li>human rights (Dec 2013) organized by DBM.</li> <li>9 awards in various intercollegiate competitions received.</li> <li>A series of social and environmental projects and programs implemented (Refer Point 3.26 for details).</li> </ul>
To secure the best position in Sports at     University level	Received 23 State/ University Level awards and 02 National Level awards

2.15 Whether the AQAR was placed in statutory bod	ly Yes No
Management Syndicate	Any other body
Provide the details of the action taken	

<sup>\*</sup> Refer the Academic Calendar of the year in Annexure III.

# Criterion - I

# I. Curricular Aspects

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	5	1	1	1 0
PG	2	-	2	
UG	3		4	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			
Others				3
Total				
Interdisciplinary				
Innovative				
2 (i) Flexibility of the (ii) Pattern of progr		BCS/Core/Elective op		
		Pattern	Number of progr	rammes
		Semester ✓		
Trimester				
		Annual		
.3 Feedback from stake (On all aspects)	holders* Alu	mni 🗸 Parents	✓ Employers	Students 🗸
Mode of feedba	ick : Onli	ne Manual		schools (for PEI)

<sup>\*</sup>Please provide an analysis of the feedback in the Annexure

YES,

Sr NO	Dept	Revision	
1	Political Science	been introduced:	ce 2013-2014 changes Papers IV and Paper V two new topics have o International Relations Earlier-'Major Issues in Contempary
2.	Economics	Annual System char	nged to semester.
3	Marathi	TYBA reframed acco	ording to credit system-2 new topics in paper VI introduced.
4	History	Annual System char	nged to semester.
5	Zoology	M.Sc. SEM III & IV re	evised (Annual System Changed to Semester)
6	Botany	SEM V & VI TYBSC re	evised as per credit System
7	Chemistry	TYBSC SEM V & VI re	evised according to credit based system.
8	Banking & Insurance	TYBI entire syllabus	changed
9	Hindi	TYBA-CBGS System System	is applied , FYBA-Entire Syllabus has changed according to credit
10	Export Marketing	National Council for developing countrie	trade Info, Global System of Trade preferences among
11	Physics	Revised according to	o credit system.
12	Commerce	Following new topic	s have been introduced –
		b 2. Business Law a.	Contemporary trends in QM, . Contemporary practices in FM . Corporate Law . IPR
		c. 3. Advertising a. b c.	LLP Competitive Law High & low involvement products Global Agencies Challenges in Globalisation Green Advertising
13	Psychology	TYBA SEM-V & SEM	I-VI revised.

NO		
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#### Criterion - II

# 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52	41	05	Nil	6

2.2 No. of permanent faculty with Ph.D.

24	
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2.3 No. of Faculty PositionsRecruited (R) and Vacant(V) during the year

Asst.		Associa	ite	Profes	sors	Others	1	Total	
Profes	sors	Professo	ors						
R	V	R	V	R	V	R	V	R	V
1	5					1			

2.4 No. of Guest and Visiting faculty and Temporary faculty

5	23	26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	76	17
Presented papers	13	58	1
Resource Persons	-	4	7

- 2.6 Innovative processes adopted by the institution in Teaching and Learning:
  - Visit to Exhibition, Field visits, Group discussions by students, role plays, screening films,
     Mock interviews, use of smart board, Visualizer, models
- Case Studies
- E-learning
- PPT used in teaching
- Visits to Scientific Institutions
- Book reading in a group
- Demonstration of Mathematical software EXCEL.
- 2.7 Total No. of actual teaching days during this academic year

180

#### 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Oral Quizzes, Group Work Evaluation, MCQ, Group	Discussion

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

3	1	7
1	 1 1	

2.10 Average percentage of attendance of students

#### 2.11 Course/Programme wise Distribution of pass percentage:

Kindly refer Annexure I

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

IQAC prepares a list of action plan in consultation with the various departments. Each department implements these action items which are periodically audited by the IQAC and external auditors.

The recommendations for improvements made during the audits are set as the next "action plan" for the departments and their implementation is again monitored and audited. For example: the auditors recommended use ICT in teaching, the Department of Economics was advised to start a certificate course, the Department of mathematics was advised to take up mentoring sessions. The same were implemented and audited for successful completion.

IQAC also takes students feedback through TARS to understand the areas of strengths and improvements in the teaching & Learning processes.

#### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	6
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	19
Others	01

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	2	4	
Technical Staff				

#### Criterion - III

# 3. Research, Consultancy and Extension

- 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution
- One week workshop on Research Methodology.
- Research Paper Review Competition for PG students. Of Chemistry and Zoology.
- Promotion of students Research Activity through workshops and Projects for UG and PG students.
- Participation in Avishkar Research Convention at University Level.
- Organisation of Seminars and Conferences and workshop by various departments.
- Participation of students in National Seminar for paper presentation.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3		
Outlay in Rs. Lakhs	6.15	14.26		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	8		
Outlay in Rs. Lakhs	0.95	5.7		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	13	
Non-Peer Review Journals	1	9	1
e-Journals	6	2	
Conference proceedings	7	44	3

3.5 Details on In	3.5 Details on Impact factor of publications:										
Range		Average	_	h-index	_	Nos. in SCOPUS	_				

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration	Name of the	Total grant	Received
Tratule of the Froject	Year	funding Agency	sanctioned	
Major projects	-	-		
Minor Projects	-	-		
Interdisciplinary Projects	-	-		
Industry sponsored	-	-		
Projects sponsored by the	1	University of	45,000	
University/ College	1	Mumbai	45,000	
Students research projects (other than compulsory by the University)	-	-		
Any other(Specify)	-	-		
Total	-	-		

3.7 No. of books published	i) With ISBN No.	4 Chapters	in Edited Books	15
3.8 No. of University Depar	ii) Without ISBN No.	3 s from		
	UGC-SAP DPE	CAS	DST-FIST DBT Scheme/fund	- s _
· ·	Autonomy INSPIRE	CPE CE	DBT Star Scheme Any Other (specify	
3.10 Revenue generated thro	ough consultancy	7000		
3.11 No. of conference orga	anized by the Institutio	n		

Level	International	National	State	University	College
Number		03	01	01	
Sponsoring		UGC	ICSSR		
agencies					

	Level	International	National	State	University	College					
	Number		03	01	01						
	Sponsoring		UGC	ICSSR							
	agencies										
3.12 No. of faculty served as experts, chairpersons or resource persons 14											
3.13 No. of co	llaborations	Inter	national	2 Na	tional 3	Any	other	_			

3.14 No. of linkages creat	ed during this	year	13				
3.15 Total budget for rese	arch for curren	nt year i	n lakhs:				
From funding agency	0.45 L	From	Managemen	t of Un	iversity/Co	ollege	1.39 L
Total	1.84						
3.16 No. of patents receiv	ed this year	Typ	e of Patent			Numb	oer
		Nation		Appl	ied	03	
		ration		Gran		0	
		Interna	ntional	Appl Gran		01	
		_		Appl		0	
		Comm	ercialised	Gran		0	
3.17 No. of research awar. Of the institute in the	e year					ellows	
Total Internation		State	University	Dist	College		
04 0	1	0	3	0	0		
3.18 No. of faculty from the who are Ph. D. Guides and students registered 3.19 No. of Ph.D. awarded 3.20 No. of Research school  JRF   3.21 No. of students Particles	under them  I by faculty fro  lars receiving  SRF	the Fell	lowships (Ne Project Fe			isting or	
			Universit	y level	150	State le	evel 03
			National	level	-	Interna	tional level -
3.22 No. Of students part	cipated in NC	C event	ts:				
			Universi	ty leve	1	State 1	evel 3
			National	level	1	Interna	ational level _
3.23 No. of Awards won	in NSS:						
			Universit	y level	4	State le	evel 1
			National	level	_	Interna	tional level
			Intercolle	egiate I	Level [	11	

3.24 No. of Awards won in NCC:									
University level _ State level _									
National level 2 International level -	_								
3.25 No. of Extension activities organized - NCC									
University forum Nil College forum 08									
NCC Any other									
<ul> <li>Rally &amp; Sapling distribution, Fruit distribution to patients.</li> </ul>									
Volunteering in blood donation Camp, Crowd control in Ganeshotsav.									
• Self Defence Training Workshop on compost making.									
Personality Development workshop.									
No. of Extension activities organized- NSS									
University forum 18 College forum 16									
NSS Any other									
3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility									

- (1) Swapnapurti- Education for street children. (2) Tata Cancer- Day care activity for cancer children; (3) Malaria awareness- Malaria Awareness among society. (4) Road Safety- Road Safety Awareness among students & society. (5) HIV/AIDS Awareness- creating awareness about HIV/AIDS.; (6) Environmental Project- Tree Plantation, Eco-friendly Ganesha, Book Binding and Eletricity saving. (7) Village development Project- Tadwali and Dhamnwadi (8) Women Empowerment Programme with Akshara NGO. (9) Blood Donation and Thalasamia check up drive. (10) Blue Ribbon Movement(BRM) (11) Disaster Management- 2 days training (12) Workshop on Hospitals B and C, HB testing for girls (13) Taekwondo training for girls (14) Voters awareness programme; (15) Educational project for Shriram Transport, Sadhana Vidyalaya (Deaf students) (15) Installation of Compost Pits in college premises. (16)Rally on save environment & Sapling distribution in public to spread message of save environment. (17) Special National Integration Camp, Self Defence Training. (18) International Collaboration: One-week programme with teachers of Global College

#### Criterion - IV

of Sweden on Climate Change

# 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.07		T dild	
	Acres			

Class rooms	31			
Laboratories	20			
Seminar Halls	1			
No. of important equipments purchased				
$(\geq 1-0 \text{ lakh})$ during the current year.				
Value of the equipment purchased during				
the year (Rs. in Lakhs)				
Others [Equipment ≤ Rs 1 Lakh		18,5427	Fees	18,5427

#### 4.2 Computerization of administration and library

Following Library services are computerized through the "SLIM21" software

- Acquisition of books/non book material/periodicals
- Circulation of documents
- Departmental issue record
- Catalogue search OPAC
- Stock Verification
- New arrivals list
- Print accession register at the end of the financial year
- Print various reports like overdue documents, subject wise budget expenditure list, members defaulter list, issue/return list, fine collection report etc.
- · Bar coding of documents and library cards
- OPAC is available intranet

 $Library\ website\ gives\ the\ following\ details\ of\ the\ library\ (\underline{http://mdcollegelibrary.in/})$ 

- All Syllabus uploaded
- Periodical list
- Links to Access to E resources & other important Sites
- FAQs etc.

UGC NETWORK RESOURCE CENTER: Free internet & Printout facility

**Improvements in the Library Services:** Epson Receipt Printer; 4 Desktop; Periodical Rack; Map Stand; Magazine Holders; Book Trolley

#### 4.3 Library services:

	Existing		Newly	Newly added		tal
			(2013-	(2013-2014)		
	No.	Value	No.	Value	No.	Value
Text Books	3738	714665	2307	315972.2	6045	1030637
Reference Books	27079	10358346	680	512735	27759	10871081
E-Books	10	free	5	free-	15	free
Journals	-	-	80	80354	80	80354
E-Journals	-	-	5	10400	5	10400
Digital Database	-	-	1	5000	1	5000
CD & Video	475	85419	1	1595	476	87014

Others (Specify)	-	-				
Newspapers, Library Membership			22 4	31347.50 16714	22 4	31347.50 16714

#### Addition of Journals during the year 13-14

#### 1. Digest Economics (MEDC)

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	244	4	244	3	1	3		
Added	39	-	39	-	-	-		
Total	283	4	283	3	1	3		

- 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)
  - 1. UGC-Network Resource Centre in the library provides free internet facility to all the users.
  - 2. Digital Attendance
  - 3. Use of Smart Board
- 4.6 Amount spent on maintenance in lakhs:

i) ICT	277120
ii) Campus Infrastructure and facilities	59287
iii) Equipments	521507
iv) Others	Nil
Total:	857914

#### Criterion - V

5.2 Ef

# 5. Student Support and Progression

- 5.1 Contribution of IQAC in enhancing awareness about Student Support Services
  - 1. There was an orientation Lecture for FY students. In this lecture students were informed about various activities conducted in the college.
  - 2. IQAC organised an Intercollegiate one day workshop on "Sports Medicine" Resource Person was Dr. Rishi Sherekar
  - 3. In association with students welfare Department of Mumbai University, the college organised one day workshop on "Role of Students council in Educational Institutions"
  - 1. Department wise result analysis and mentoring was done.
  - 2. Various departments conducted career guidance and counselling sessions.

5.3	(a) Total	5.3 (a) Total Number of students			ts	Aide		G 17	PG 33	Pl 23	n. D.	Oth	ners	
						Unai	ded 17	54	275					
(b	) No. of s	tudent	s out	side the	e state		14							
	(c) No. of international students													
	Men     No     %       Aided     918     47.89       Unaided     1033     49.57         Women     No     %       Aided     999     52.11       Unaided     1051     50.43													
		I	1		12-2013	)	T			Tł		ar (201	3-2014)	
	General	SC	ST	OBC	Physi- Challe		Total	Ge	neral	SC	ST	OBC	Physically Challenged	Total
Aided	1447	148	1	310			1999	1.	389	149	1	324		1917
Unaided	1434	122	3	383			2010	1:	553	130	3	337		2054
5.4	Demand ratio Nil Dropout % Nil  5.4 Details of student support mechanism for coaching for competitive examinations (If any)  Department of Banking & Finance has tied up with "Vantage Corporate Service Ltd". It gives training for competitive Bank Exams.													
5.5	No. of students beneficiaries 07													
	5.5 No. of students qualified in these examinations  NET SET/SLET GATE CAT CAT													
	IAS/IPS etc State PSC UPS Others													
5.6 Details of student counselling and career guidance														
	• Fa	ch Dar	artm	nent do	AS COUR	ncalling	at dens	rtm	anta	امیروا ا				
	Each Department does counselling at departmental level.													
Counselling cell is run by the Department of Psychology														
	All Departments conduct session on career opportunities in their respective subjects.													
	• Alı	umni is	invo	olved in	counse	elling a	nd care	er gu	uidan	ce				
	External counsellors are also invited for counselling and career guidance													

No. of students benefitted

3979

#### 5.7 Details of campus placement

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
13	251	38	Data Not Available

#### 5.8 Details of gender sensitization programmes

- Dept of Psychology along with Marathi, Political Science and English Departments organised ICSSR sponsored workshop on "Combating Sexual, Physical & Emotional Harassment"
- Lecture series on sexuality was organised by Departments of Psychology & Marathi in association with Sneha (NGO) between 16<sup>th</sup> Dec, 2013 to 19<sup>th</sup> Dec 2013.
- Debate Competition was organised as a part of Jagar Janivancha Abhiyan-2013 of the Government of Maharashtra by the Department of Political Science and WDC. Objective was to sensitize students regarding gender issues. Ten terms participated in the competition on 19<sup>th</sup> Dec, 2013.
- Taekwondo self defence training programme for one month in which 19 girls participated.
- Organised Intra Collegiate Street Play competition on women Empowerment by Dr. Karande.
- Women Development Cell organized a workshop on "Health Issues of Adolescent Girls" on 11<sup>th</sup> Dec, 2013. The speaker was Gynaecologists Dr. Shilpa Abhyankar. The workshop was sponsored by Cipla Company. Sixty Students participated.
- Women Development Cell and department of English jointly organized an Elocution Competition on 18<sup>th</sup>
   Dec,2013 as a part of Jagar Janivancha Abhiyan-2013
- Dress Code: A necessary for women Empowerment no. of students participated = 17
- Department of Psychology in association with English & Political Science Departments organized UGC sponsore National Seminar on "sexual Harassment at Workplace: Psychological Perspective". It was on 24<sup>th</sup> Jan & 25<sup>th</sup> Jan, 2014.
- Hb1 testing for girl students conducted in collaboration with KEM Hospital to monitor their haemoglobin levels and overall health.

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

State/ University level 110 National level 3 International level 1

No. of students participated in cultural events

	State/ University level	40 National l	evel _	Intern	national level	-
5.9.2	No. of medals /awards v	won by students in Sp	orts, Games a	and other	events –	
Sports:	State/ University level	23 National le	evel 2	Intern	ational level	-
Cultura	l: State/ University level	06 National	level _	Inter	national level	_
5.10 Schol	arships and Financial Sup	pport- Dr. B.P. Mishr	a			
			Numbe studer		Amount	
	Financial support from it	nstitution	56		80,000	
	Financial support from g	government	-			
	Financial support from o	other sources	-		-	
	Number of student International/ National re		-		-	
5.11 Stud	lent organised / initiative	S				
Fairs	: State/ University level	National l	evel	Intern	national level	
Exhibition	: State/ University level	National l	evel	Intern	national level	
5.12 No.	of social initiatives under	rtaken by the student	s 37			
5.13 Major	5.13 Major grievances of students (if any) redressed: Canteen Fumes in the Chemistry Laboratory					

### **Criterion - VI**

# 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

"Empowering through Education"

Mission

- "To harness students' potential for extra-curricular and co-curricular activities"
- "To impart value based education with emphasis on personality development".
- "To foster in students a commitment towards society and the nation"
- "To provide education to the socially disadvantaged students"
- "To facilitate the pursuit of academic excellence" "To sensitize students to environmental issues."

6.2 Does the Institution has a management Information System

YES

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

#### 6.3.1 Curriculum Development

The Curriculum for colleges affiliated with Mumbai University is given by Board of Studies for each subject. However, many of our teachers are representatives of Board of Studies & Syllabus Committees.

#### 6.3.2 Teaching and Learning

Aids:	Methodology:
Lecture	ICT-enabled Teaching
LCD	Field Trips
Computers	Remedial Coaching
Smart Boards	Group Discussions
Visualisers	Semninars/Worskshops
Projectors	Quizes/Tests
Printer	Documentary/Film Shows
Chalk & Board	

#### 6.3.3 Examination and Evaluation

Oral Quizzes, Group Work Evaluation, MCQ

#### 6.3.4 Research and Development

Research Paper Review Competition; Encouraging Student Research; Research Methodology Workshop (1 week); Encouraging students to present papers; Organized four conferences

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library website gives the following details of the library:

- Syllabus uploaded; Periodical list; Links to Access to E resources & other important Sites
- UGC NETWORK RESOURCE CENTER: Free internet & Printout facility
- Digital Attendance Management System implemented

Science faculty: List of physical infrastructure / instrumentation acquired in attached Annexure II .

#### 6.3.6 Human Resource Management

- Staff Academy conducted a lecture on "Empowering through the RTI"
- IQAC organised session for improving API of faculty members
- Improving productivity of teachers through smart board training
- Improving productivity of administrative staff through professional training by Charted Accountant

#### 6.3.7 Faculty and Staff recruitment

Qualified staff as per UGC norms have been recruited. Vacancies are filled as and when required for aided and unaided/self-financed sections

#### 6.3.8 Industry Interaction / Collaboration

- 1. Industry interaction initiated through Alumni.
- 2. Industrial visits by various departments are organized for students.
- 3. Several Industrial collaborations with corporate institutes have been formalised.
- 4. Experts from industrial/corporate sectors are invited as visiting faculties and guest lecturers

#### 6.3.9 Admission of Students

Admissions are done as per merit. Preference is given to in-house students. Transparency in admission is maintained.

#### 6.4 Welfare schemes for

Teaching	No
Non teaching	Their children get concession in fees
Students	National Insurance Co.Ltd  Management scholarships/fees provided to the needy students Scholarships/sponsorships are generated from other/external sources College student aid fund - corpus

6.5 Total corpus fund generated	1,04850/-				
6.6 Whether annual financial audit has b	een done Ye	es	✓	No	

#### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	Ex	ternal	Inter	Internal		
	Yes/No	Agency	Yes/No	Authority		
Academic	Yes	External	Yes	IQAC		
Administrative	No	-	No	-		

6.8Does the University/ Autonomous College declare results within 30 days?
For UG Programmes Yes No
For PG Programmes Yes No
6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?
- NA-
6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?
- NA-
6.11 Activities and support from the Alumni Association
Alumni helped in various activities like repair of glassware, encouraging research, PG interaction, Donation, sponsorship & resource persons.
6.12 Activities and support from the Parent – Teacher Association
Support for collaborative activities for sensitising students to environment
Working with a Parent's NGO working in the field of climatic and environment issues. A international student's exchange program is being planned with their support.
6.13 Development programmes for support staff
Yoga Camp; Sports Competition for support staff
6.14 Initiatives taken by the institution to make the campus eco-friendly
Zero waste campus by installing compost bin to convert biodegradable waste into manure.
Prepared paper bags from waste
Awareness in students on conservation of Sparrows.
◆Organization of The Earth Hour Event & Rally.
●Talk on setting up of the Butterfly garden.
• Tree Plantation
• Talk on water conservation by the "Water man" and the Magsaysay Award winner Mr. Rajendra Singh

#### **Criterion - VII**

### 7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created **a positive impact on the Functioning of the institution**. Give details.
  - Implemented ICT enabled teaching through smart boards, LCD, projectors, etc which made teaching learning very effective
  - Initiated ICT based Digital Attendance System which led to increase in attendance and punctuality
  - Strong remedial coaching and mentoring system implemented to improve results
  - Involving students in decision-making through student council
  - Promoted Research culture among students through Research competitions like Avishkar; Research Paper Review; Participation & paper presentation in seminar/conferences
  - Disciplinary actions are preventive and positive, and not punitive. For example: as a disciplinary measure the concerned students are asked to participate in the socio-environmental projects/programs/activities through NSS.
  - Extended education to the marginalised section (BPL families)
  - Conducted Entrepreneurship Development Programs by the EDP cell.
  - Conducted Socio-environmental sensitisation programs

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

Plan of Action	Achievements
To host national seminars/workshops	Hosted: (1) UGC sponsored national seminar on Translation: Issues & Perspectives (English)
	(2) ICSSR sponsored national seminar on Financial Inclusion: A Step Towards inclusive Growth;
	(3) UGC sponsored national seminar on Green Chemistry;
	(4) UGC sponsored national seminar on Sexual Harassment at Workplace: Psychological Perspective
	(5) ICSSR sponsored State 7 days workshop on Research Methodology
To set up international collaborations	Entered into an international collaboration with Global College, Sweden with respect to climate change.
	Series of activities undertaken to sensitise students, staff & general public – Ex: Eco-based competitions such as T-shirt painting, face painting, rangoli etc, Earth Hour Rally, Setting up Seed Bank, Mangroves Awareness, Terrace Gardening in schools, Talk on Butterfly Garden.
To increase number of students admitted in pure science and arts faculty	There has been a substantial increase in the number of students admitted in science and arts faculties in the academic year 2013-2014.
To enhance teaching – Learning skills through ICT	Smart-boards based classrooms were launched and training for the same was provided to the staff.  Training on ICT/eLibrary eResources provided to the staff Addition of computers, LCD, & Visualizers

To start	Conducted certificate courses on:
certificate/diploma courses	Health, Diet and Fitness
	Banking & Insurance
Women Empowerment	Various activities were organized reacted to women empowerment.
Programmes	College won 2nd Prize (Rs 1.5 Lakhs) at State Level and University
	Level for Jagar Janivancha Abhiyan [Competition organized by the
	Maharashtra Government for all the universities of Maharashtra]
Health Awareness	Yoga camp was organized in collaboration with the Bihar School of
Programs for students	Yoga, Munger, Bihar.
and staff (teaching and	
non-teaching)	

#### 7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Extensive ICT enabled teaching using Smart board (an advance and sophisticated e-learning application) and ICT based digital attendance system
- NSS unit of our college has implemented two projects:
  - a. **Educational Projects:** "Swapnapurti"- Free Education for street children, educational project for Shriram Transport, Sadhana Vidyalaya(Deaf students)
  - b. Environmental Awareness Program Tree Plantation, Eco-friendly Ganesha, Book Binding and Electricity saving programme, Village development Project- Tadwali and Dhamnwadi , Beach cleaning activity. Several NSS students participated in environmental Awareness Program being implemented in regional collaboration with NGOs Srushtidnyan (Mumbai, India) and nine associated schools of Mumbai, and also in parallel international collaboration with Climate Action (Stockholm, Sweden), Global College (Stockholm, Sweden)

#### 7.4 Contribution to environmental awareness / protection

Tree Plantation, Eco-friendly Ganesha, Book Binding and Electricity saving programme, Village development Project- Tadwali and Dhamnwadi, Beach cleaning activity.

The college has also initiated a <u>CLIMATE EDUCATION AND ACTION PROJECT</u> aimed to bring awareness and education in the society about global warming and climate change. The project is being implemented in collaboration with NGOs Srushtidnyan (Mumbai, India) and Climate Action (Stockholm, Sweden), Global College (Stockholm, Sweden) and nine associated schools of Mumbai. Under this project, a series of events and programmes were conducted in the academic year 2013-2104, such as:

- > Visit of teacher representatives from Global College, Sweden: To discuss the project and its activities, the teachers from Global College visited our college, and after extensive discussions over a week, a project plan was prepared which outlined the various project activities that could be undertaken by both the colleges either jointly or independently (depending upon the country-specific requirements).
- > Group of teachers and students from Global College visited Mumbai and interacted with our teachers and students at Maharashtra Nature Park.
- > Talk by Mr. Rajendra Singh, a well-known water conservationist, also known as the Waterman of India, on 'Water Conservation'.

<sup>\*</sup>Provide the details in annexure (annexure need to be numbered as i, ii,iii)

- > Initiated the Zero Waste Campus program in collaboration with the NGO "StreeMuktiSanghatana".
- > Conducted Student's Training Workshop on Climate Ambassadors Mumbai Stockholm Project. The theme of the workshop were:
  - Initiation of Seed Bank; Initiation of the Earth Hour Events; Initiation of awareness activities on social media; Formation of 'Students Monitoring Teams' for coordination with 9 participating schools; Training on compost making
- > Organized the Earth Hour Rally & Event, and Street Play
- > Visit to Sewri Mud flat for the 'Flamingo Watch' and Mangrove Survey programmes.
- Organized lecture by Dr.Manisha Kulkarni on 'Butterfly Diversity'.
- > Visit to Godrej Mangrooves to sensitize students.
- 7.5 Whether environmental audit was conducted?

Yes

No



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

#### **Strengths** identified from SWOT Analysis are:

- Excellent extracurricular and co-curricular activities
- Excellence in sports, cultural events, and NSS
- Surge in research activities
- ICT-based teaching & learning
- ICT-based digital attendance

#### Weaknesses identified from the SWOT analysis are:

- Insufficient infrastructure, particularly there is problem of space
- Poor academic profile of students at entry level
- Poor communication skills in English of students

#### **Opportunities** identified from the SWOT analysis are:

- To start research consultancy
- Entry as professionals into theatre

#### **Challenges** identified from SWOT analysis:

- To improve communication skills of the students
- Get University Rank Holders

# 8. Plans of institution for next year

- To provide career-oriented trainings to the students so that they can get placements in the industry and government service sectors
- To conduct Environmental Awareness Program(s)
- To conduct Women Empowerment Program(s)
- To conduct educational/awareness programs for the marginalised section (BPL families) of the society

Name <u>Dr. Chhaya S. Panse</u>	NameDr. T. P. Ghule
Sparonse_	fishale
Signature of the Coordinator, IQAC	Signature of the Chairperson, IQAC
	***

# Annexure I (Results 2013-2014)

TYBA Results 2013-2014										
О	A	В	C	D	E	Passed But Result WITHHELD*	Pass	F	Total no. of students appeared	Pass %
0	4	7	10	3	1	19	44	29	73	60.27%
TYBSc Results 2013-2014										
0	A	В	c	D	E	Passed But Result WITHHELD*	Pass	F	Total no. of students appeared	Pass %
0	25	29	7	3	0	22	86	59	145	59.31%
					TV	BCom Results 20	13-2014			
						Deom Results 20	13-201-			
						Passed But Result			Total no. of students	
o	A	В	C	D	E	WITHHELD*	Pass	F	appeared	Pass %
0	23	100	125	16	1	163	265	262	527	50.28%
					TYB	Com- BI results	2013-201	14		
o	A	В	C	D	E	Passed But Result WITHHELD*	Pass	F	Total no. of students appeared	Pass %
0	8	22	21	1	0	2	52	9	61	85.25%
0	0		21	1		Com- fm results	-		01	03,23 /0
						Passed But Result			Total no. of students	
0	A	В	С	D	E	WITHHELD*	Pass	F	appeared	Pass %
0	12	16	9	1	0	1	38	2	40	95.00%
					11.	YBmm results 20:	13-2014			
					_	Passed But Result			Total no. of students	<b>D</b> 0/
0	A 2	<u>B</u>	C 10	D	E 2	WITHHELD*	Pass	<b>F</b>	appeared	Pass %
0	2	2	19	5	3	3	34	9	43	79.00%
					Ms	c Chem Results 2	013-201	4		
0	A	В	C	D	E	Passed But Result WITHHELD*	Pass	F	Total no. of students appeared	Pass %
- 3	1			2		HILLIED	1	2	3	33.33%
					1/	go Zoo Dogulta 20	ı			22.00/0
					IVI	sc Zoo Results 20	13-2014			
0	A	В	C	D	E	Passed But Result WITHHELD*	Pass	F	Total no. of students appeared	Pass %
1	8						9	1	10	90.00%

# Annexure II

# **List of physical infrastructure / instrumentation**

# (YEAR 2013-2014)

SR. No.	PARTICULARS	Qty
1	Visualizer F30	1
2	Cooling Cabinet Digital	1
3	Computer CPU	1
4	Colorimeter Digital (Hans-353 Kanad Vidyut)	1
5	Centrifuge Machine (Remi R -24))	1
6	Heamoglobinometer	15
7	Spectrophotometer(U.V Visible)	1
8	Spectrophotometer(Dual)	1
9	Potantiometer (Digital)	1
10	Microwave	1
11	A.C. MILL VOLT METER(CROMA)	1
12	VERNIER CALLIPERS	6
13	STOPWATCH	2
14	DIGITAL MULTIMETER(M92 A)	1
15	DIGITAL MULTIMETER(MAS-830L A)	1
16	EYE-PEACE CROSS-WIRE	4
17	BRIDGE OSCILLATOR (BESTO)	1
18	INDUCTION COIL	1 SET
19	HEAD PHONE (MODEL-984)	1 SET
20	DIGITAL MULTIMETER(KUSAM MECO-207MK-1 T	6
21	A.C. MILL VOLT METER(CROMA)	1
22	NEWTON'S RING MICROSCOPE	1
23	RESISTANCE BOX 1 TO 500 OHMS	3
24	RHEOSTATE 1-1000 OHMS	3
25	C.R.O. WITH COMPONENT TESTER(DUAL TRACE) SCIENTECH MAKE	1
26	SAM LED 32" MODEL NO-32EH4003	1
27	RESEARCH OPTICAL BENCH 170 CM.	1
28	MANUAL HYDRAULIC (KIMYA ENGINEERING)	1
29	ULTRASONIC CLEANER	1
30	TUBULAR FURNANCE	1

# **Annexure III [Academic Calendar]**

■ May 2013	~ June 2013 ~ Jul 2013 ►							
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
						1		
2	3	4	5	6 NCC Pulse polio immunization programme	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24 NCC Annual Training camp (ATC): 24 June to 3 July 2013 at 3 July 2013 IIT Pawai	25	26 NCC Rally and programme by Mumbai-A group on International anti-drug abuse and illicit drug trafficking day	27	28	29		
30	Notes:							

<b>◀</b> June	- IIIIV 7011 5 -								
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
	15 ICSSR sponsored one day Interdisciplinary National Seminar on "Financial Inclusion: A Step towards Inclusive Growth" Organised by the Depts. of Psychology, Political Science, Economics & English	16	17	18	19	20			
21	Orientation programme on	23 : English Dept: Guest Lecture on 'Translation'	24	25	26 : Depts. of Psychology, Political Science, History, Economics & English Nature Trip to Lonavala	27			
28	29	30	31	Notes:					

<b>■</b> <u>Jul</u> <u>2013</u>									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
				1: Botany: one day Excursion to Khadivili	2	3			
4	5	6	7	8	<b>9</b> : Zoology: Study tour s to Chhatrapati Shivaji Vastusangrahalaya, Mumbai	10 : Botany: one day Excursion to More Nursery, Wangni			
11	12:	<b>13</b> : Botany: Excursion to National Park	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27 Interclass Debate Competition organized by English & Philosophy Dept	28	29	30: ICSSR sponsored intercollegiate workshop on "Combating sexual, physical and emotional harassment" organized by the Dept. of Psychology in collaboration with Dept. of Marathi, English and Political science	31: ICSSR sponsored intercollegiate workshop on "Combating sexual, physical and emotional harassment" organized by the Dept. of Psychology in collaboration with Dept. of Marathi, English and Political science			

<b>■</b> Aug 2013	~ September 2013 ~ Oct 2013 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	<b>5</b> : Zoology : Certificate Course on Diet and Fitness	<b>6</b> : Zoology : Certificate Course on Diet and Fitness	7: Zoology: Certificate Course on Diet and Fitness	
8	9	10	11	12	13	14	
15	16	17	18	19	<b>20</b> : Chemistry Dept. Industrial Visit to Silvasa.	21 : English Dept: UGC sponsored National Seminar on 'Translation: Issues and Perspectives'.	
<b>22</b> NCC Pulse polio immunization programme	<b>23</b> : Youth Parliament 2013	24	25	26	27	28	
29	30	Notes:					

<b>⋖</b> <u>Sep 2013</u>	~ October 2013 ~ Nov 2013 ▶						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	
6	7	8	9 Mathematics: Orientation for TYBSc Sem V O.R. Theory  Exam  Workshop on Bar Code System for TYBSC  Maths students	10	11	12	
13	14 Workshop on "Use of Mathematical Software JKGRAPH"	15	16	17	18	19	
20	21	22	23	24	25: NSS Unit two day Workshop on "Disaster Management and Civil Defence"	26 NSS Unit two day Workshop on "Disaster Management and Civil Defence"	
27	28	29	30	31	Notes:		

### **November 2013 Planner**

Nov			Wednesd				
- 13	Monday	Tuesday	ау	Thursday	Friday	Saturday	Sunday
					1	2	3
Wee k 44							
Wee k 45	4	5	6	7	8	9	10
Wee k 46	11	12	13	14	15	16	17
Wee k 47	18	19	20	21	22	23	NCC Pulse polio immunization programme
Wee k 48	Personality Development WS on Stress Mgt & Personality Development	26: History Dept: documentaries/mov ies show	27	Zoology Dept Student Develop Programme (R. Project) Ms. Samiksha	Communit y out reach Commerc e PPT Comp. Mini Theatre	Zoology Dept. Student Development Programme Climate Change Dr. Nandini Deshmukh	

# **December 2013 Planner**

		T.			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	3 UGC Seminar	4 Mr. & Ms. Maharshi II Elimination Round WDC Comp. Minit Theatre History Dept: documentaries/movies show	5  Maths Dept Lecture on Careers in Maths – Dr. Jos  History Dept: documentaries/movies show		7
2	Green Chemistry			6	Zoology Dept OG Interaction Amay Jaokar
	10	11	12		
9. Yoga Cell Yoga Workshop Resource – Ms. Atmapadma	WDC Workshop for Women  History Dept: Archaeology Day" workshop organized by the Center of Extra Mural Studies, University of Mumbai	Film Appreciation Workshop – Mini Theatre on (10 <sup>th</sup> Dec – 12 <sup>th</sup> Dec)  History Dept: Archaeology Day" workshop organized by the Center of Extra Mural Studies, University of Mumbai		Mental Health camp in collaboration with HSBC Bandra	14  Research Cell competition on Research Paper Review  Mathematics: Lecture on "Career in Mathematic
					21
16 1. Sneha – Workshop series on "Sexuality"	1. Sneha – Workshop series on "Sexuality" 8am-9am	Sneha – Workshop series on "Sexuality"     8am-9am	1. Sneha – Workshop series on "Sexuality" 8am-9am	RM-ICSSR Workshop 11- 4.30pm	1.RM – WS ICSSR
8am-9am 2RM-ICSSR Workshop 11- 4.30pm.	2RM-ICSSR Workshop 11- 4.30pm.	2RM-ICSSR Workshop 11-4.30pm.	2RM-ICSSR Workshop 11-4.30pm		2. Mr. & Ms. Maharshi Final Round
"	17		19	20	
23					
20 <sup>th</sup> to 28 <sup>th</sup> Dec – TV Industrial Visit to Amritsar	24	25	26	27	28

30	31		

# January 2014 Planner

Jan - 14	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				2		
				2		
			1		3	4
Week 1					Zoology Dept. T.Y,	
					M.Sc - Field visit 3 to 8 Jan	Career guidance Seminar Alumni Association
		_				
	6	7	8	9		11
Week 2						
	Class Test	Class Test	Class Test	Class Test	10	Sports Workshop IQAC
				16		
				10	17	18
				Competition BMM Festival Mini	Competition BMM	Acharya Atre Int.
Week 3				Theatre	Festival Mini Theatre	Elocution Competition
	13	14	15			
						25
						25
					24	Dept. of commerce PG
	20: Botany: Jan 20 to					Interaction Strategic Mgt. By Dr. Minu Thomas
Week 4	<b>25:</b> Excursion to Mahabalesgwar &			23: Botany:	Zoology Dept Talk on	Zoology: Excursion to
			•	Excursion to	Careers in Zoology by	Gujrat (25 Jan to 1st
	surrounding area	21	22	Matheran	Dr. Sundaresan	Feb'14)
Week 5						
WEER J					31	
						1st February Competition BMM
		28: Zoology: Visit to			Competition BMM	Festival
	27	Jijamata Udyan and Zoo	29	30	Festival Mini Theatre	Mini Theatre

# February 2014 Planner

Feb - 14	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 5						1  Jagruti Nature Club Students Seminar - Wetlands
Week 6	3: Botany: Excursion to Wangani Nursery	4	5	6	7	8
Week 7						
	10	11	12	13	14	15
Week 8	17	<b>18: Zoology:</b> Avenues in Zoology- Career Guidance	19	20	21	22
Week 9		25				
	24	2 <sup>nd</sup> Term Exam Begin	26	27	28	

# March 2014 Planner

Mar - 14	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		•		-		
Week 9						1
Week 10						
	3	4	5	6	7	8
Week 11						
	10	11	12	13	14	15
						10
			19: Commerce: Certificate Course			
			in 'Banking & Insurance'			
Week 12	$\times$		[19th - 29th			
Week 12						
	17	18	Mar'14]	20	21	22
Week 13						
		25				
	24		26	27	28	29
Week 14	31					

# April 2014 Planner

Apr - 14	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 14						
		1	2	3	4	5
Week 15	<del></del>					
	7	8	9	10	11	12
Week 16	<del></del>					
	14	15	16	17	18	19
Week 17						
	21	22	23	24	25	26
Week 18	-					
	28	29	30			