



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

NAVNEET EDUCATION SOCIETY'S NAVNEET COLLEGE OF COMMERCE & SCIENCE

**GILDERLANE MUN. SCHOOL BLDG. BELASIS BRIDGE, OPP. RLY. STN.,
MUMBAI CENTRAL, MUMBAI - 400008**

400008

www.nesedu.in

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BANGALORE

December 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Navneet Education Society was established in 1998, with the sole motive of imparting quality higher education to working youth in the city of Mumbai. The two philosophies guiding us are “Vidya Vardhate Rashtram” (Enriching Nation through Education) and “Vidya Dadati Vinayam” (Education gives Humility).

The Society founded Navneet Junior College of Arts, Science and Commerce in the year 2008-09, which was followed by the establishment of Navneet Education Society's Night Degree College in the year 2010-11 with the sole objective of providing education to working youth. In the commercial city like Mumbai, most youth start working at a very young age and fail to balance studies and work pressure together. This leads to high dropout rates among youth pursuing higher education. Considering this, the Society founded a night degree college for encouraging such students to complete their higher education with a flexibility of pursuing their degree programmes after their working hours. The College made a humble beginning in the year 2010-11 with mere one programme (B.Sc.-IT) and 13 students on the roll. Today, the College offers 6 undergraduate and 3 postgraduate programmes with 729 students on roll for the year 2022-23. The Trustees, the Principal and the teachers had to work hard to convince students and their parents to continue their studies along with their job responsibilities. These collective efforts did yield some short-term success in increasing the enrolment ratio. The enrolment across all programmes gradually increased, but continued to be far lower than the sanctioned intake. The main reason for the same is the rising enrolment at the Institute of Distance Learning (IDOL) run by the University of Mumbai. The lower enrolment rate in most programmes offered by the College affected the economic viability of the institution and the Trust found it difficult to sustain with meagre economic resources with no philanthropic support from any outside agencies like government as well as non-government. Therefore, the College management decided to convert the Night Degree College into the regular college with a flexible approach for working students. In the year 2019-20, the College sought approval from the government for changing the nomenclature of the College from Navneet Education Society's Night Degree College to Navneet College of Commerce and Science. The evening classes were gradually shifted to morning with flexibility for students to attend classes as per their convenience. The College operates special classes for working students on Sundays and holidays.

The College has robust infrastructure in the heart of the city in the vicinity of the Mumbai Central railway station. Also in order to cater to the higher educational needs of working youth, the College offers Bachelor of Commerce (B.Com.), B.A. (Mass Communication and Journalism) and Bachelor of Computer Applications (BCA) programmes through distance mode from the Yashwantrao Chavan Maharashtra Open University (YCMOU), Nashik. The College also offers secondary and senior secondary certificate programmes of the National Institute of Open School (NIOS) through distance mode to enable dropped out students to complete their qualifying degree for higher education. In addition to the programmes offered by the University of Mumbai, the College also offers four Certificate programmes approved by the University of Mumbai and one Diploma programme approved by Yashwantrao Chavan Maharashtra Open University (YCMOU).

Vision

Navneet Education Society was established in 1998, with the sole motive of imparting quality higher education

to working youth in the city of Mumbai. The two philosophies guiding us are “Vidya Vardhate Rashtram” (Enriching Nation through Education) and “Vidya Dadati Vinayam” (Education gives Humility).

Vision:

To create smart, responsible and humble citizens with vibrant and ethical thought process rooted in Indian values by providing opportunities for the holistic development of the youth.

Mission

- To ensure all round development of the students from various strata of the society to achieve the goal of Sarvodaya.
- To encourage learners to achieve holistic development by taking part in co-curricular and extra-curricular activities.
- To inculcate research culture among staff and learners.
- To create the human resource that can meaningfully contribute to industry and community at large.
- To create strong base of ethical values among learners.
- To mould the learners to become future leaders, entrepreneurs and most importantly, good human beings.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- 1. Dedication of the College Trust to Meeting the Higher Education Needs of the Working Youth:** The College is firmly committed to addressing the educational aspirations of the working youth, ensuring they have access to quality higher education opportunities.
- 2. Central and Convenient Location:** Strategically situated near the Mumbai Central Railway station, our college stands at the heart of Mumbai city, offering students easy accessibility and connectivity.
- 3. Sustainable and Serene Campus:** Our campus, meticulously maintained by the Municipal Corporation of Greater Mumbai, provides a clean and green environment conducive to learning and personal growth.
- 4. Affordable Fees with Transparency:** The College adheres to the University norms, ensuring reasonable fees for all students, with a transparent fee structure that excludes any form of donations or capitation fees.
- 5. Diverse Array of Job-Oriented Courses:** Recognized by the university, our college offers a variety of job-oriented certificate and diploma courses, providing students with practical skills for the professional world.
- 6. Financial Support for Underprivileged Students:** Demonstrating our commitment to inclusivity, we offer scholarships and freeships to support economically disadvantaged students in pursuing their education.
- 7. Comprehensive Academic Offerings:** The college provides undergraduate and postgraduate courses across the Commerce, Science, and Arts faculties, ensuring a holistic and diverse educational experience.
- 8. Flexible Learning Opportunities:** In addition to traditional courses, our college facilitates distance education degree programs through YCMOU, catering to the needs of those seeking a more flexible learning approach.
- 9. Access to Higher Secondary Education:** Collaborating with the National Institute of Open School

(NIOS), the college extends its educational services to higher secondary students, offering a pathway to higher education.

10. **Qualified and Committed Teaching Staff:** With 90% of sanctioned teaching positions filled, our college boasts a dedicated and qualified faculty, ensuring that students receive quality education and mentorship.

Institutional Weakness

1. **Intense Competition from Institute of Distance Learning (IDOL), University of Mumbai:** The presence of a strong competitor, such as the IDOL affiliated with the University of Mumbai, poses a challenge in attracting students seeking distance education options.
2. **Lack of Government Grants:** The College faces financial constraints as it does not receive any grants from the government, limiting the resources available for infrastructure development and academic enhancements.
3. **Budget Constraints Due to Limited Fees:** The institution operates within limited fees, which constrains the overall budget, impacting the ability to invest in state-of-the-art facilities and provide additional student services.
4. **Shortage of Qualified Staff:** Financial limitations result in a shortage of qualified staff, affecting the overall quality of education and student support services. It also contributes to high staff turnover.
5. **High Staff Turnover Due to Payment Constraints:** Financial challenges lead to a high turnover of staff, impacting institutional stability and continuity in delivering quality education.
6. **Inadequate Focus on Research Activities:** The absence of experienced faculty members hinders the initiation and development of research activities, limiting the college's contribution to academic advancements.
7. **Lack of Government Support for Essential Facilities:** The absence of government support for research initiatives, book banks, and other essential facilities hampers the college's ability to provide comprehensive academic resources.
8. **Growing Competition from Nearby Institutions:** The opening of new educational institutions in the vicinity intensifies competition, requiring the college to differentiate itself in a crowded educational landscape.
9. **Insufficient Non-Teaching and Support Staff:** Limited resources result in a shortage of non-teaching and support staff, affecting administrative efficiency and timely and efficient student support services.
10. **Constrained Scope for Professional Courses:** The limited paying capacity of the local population constrains the college's ability to introduce professional courses, limiting the diversification of academic offerings.

Institutional Opportunity

1. **Implementation of Multi-disciplinary Programmes under NEP, 2020:** The NEP, 2020 presents a valuable opportunity for the college to explore and implement multi-disciplinary programs, aligning with the evolving educational landscape.
2. **Growing Demand for Higher Education:** The increasing population in the region creates a significant opportunity for the college to cater to the rising needs for higher education institutions, thereby expanding its student base.
3. **Leveraging Autonomy:** Embracing and exercising autonomy grants the college the flexibility to tailor its academic programs, policies, and administrative decisions, fostering innovation and responsiveness.

to the evolving needs of students and the educational landscape.

4. **Potential for Introducing New Professional Courses:** Recognizing the demand for specialized skills, the college has the opportunity to introduce new professional courses, aligning with the evolving job market and industry requirements.
5. **Integration with Local Industries for Student Employment:** Collaborating with local industries presents a strategic opportunity for the college to facilitate internships, placements, and enhance employment opportunities for its students.
6. **Exploration of CSR Funding for Further Development:** Engaging with corporate entities for CSR funding provides an avenue for the college to secure additional resources for infrastructure development, academic enhancements, and overall improvement.
7. **Integration with Society through Extension Activities:** The College can actively engage with the local community through extension activities, fostering a sense of social responsibility and community involvement among students and faculty.
8. **Expansion of Skill and Job-oriented Certificate Courses:** Recognizing the demand for skill development, the college has the opportunity to introduce and expand its offerings of skill and job-oriented certificate courses, enhancing the employability of its graduates.
9. **Strategic Location with Excellent Connectivity:** The college's strategic location near the railway station, coupled with excellent road connectivity, positions it advantageously to attract students and facilitate easy accessibility for both local and out-of-town students.
10. **Enhanced Branding Post-NAAC Accreditation:** Achieving accreditation from the NAAC provides an excellent opportunity for the college to enhance its branding, credibility, and appeal to prospective students and stakeholders.

Institutional Challenge

1. **Limited Awareness of the Importance of Education in the Region:** The College faces the challenge of poor awareness among the local populace regarding the significance of education, impacting enrollment rates and student motivation.
2. **First-Generation Learners from Economically Disadvantaged Backgrounds:** Catering to first-generation learners with limited social and economic resources poses a threat as additional support may be required to address their unique needs and challenges.
3. **Difficulty for Vernacular Medium Students in Adapting to English Education:** Students from vernacular medium backgrounds find it challenging to adapt to an English education system, potentially affecting their academic performance and overall learning experience.
4. **Struggle for Working Students Balancing Employment and Education:** The College needs to address the unique needs of working students who face the challenge of balancing job responsibilities with academic commitments, requiring flexible educational solutions.
5. **Reluctance towards Girls' Education in Local Families:** Deep-rooted reluctance towards girls' education within families among certain communities in the area poses a threat to achieving gender parity in enrollment and may require targeted awareness campaigns.
6. **Limited Paying Capacity among the Local Population:** The College faces a significant challenge as the local population has limited paying capacity due to constrained income sources, affecting fee collection and financial sustainability.
7. **Challenges Imposed by the New Education Policy, 2020:** The introduction of the New Education Policy, 2020 brings about uncertainties and challenges that require careful navigation to align with the new regulations and expectations.
8. **Rising Expectations of Students and:** Meeting the increasing expectations of students and parents in

terms of modern infrastructure and facilities poses a threat, especially when resources are limited and demand continues to rise.

9. **Vulnerability Due to Leased Premises from MCGM:** The College faces a threat as it operates from leased premises provided by the MCGM, making it vulnerable to uncertainties related to lease renewals, potentially impacting the college's long-term stability and planning.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The College offers 6 UG programmes and 3 PG programmes approved by the University of Mumbai.
- The College also offers secondary and senior secondary certificate programmes of the National Institute of Open School (NIOS) through distance mode to enable dropped out students to complete their qualifying degree for higher education.
- Further to enable working youth to complete their higher education, the College offers Bachelor of Commerce (B.Com.), B.A. (Mass Communication and Journalism) and Bachelor of Computer Applications (BCA) programmes through distance mode from the Yashwantrao Chavan Maharashtra Open University (YCMOU), Nashik.
- The institution follows the curriculum designed by the Board of Studies (BoS) of the respective courses of the University of Mumbai.
- Choice-based Credit System (CBCS) has been implemented for all programmes as per the University guidelines.
- Various cross-cutting issues relevant to gender equity, professional ethics, human values and environment and sustainability have been included in the Curriculum.
- The institutional Academic Calendar is co-terminus with the Academic Calendar of the affiliating University.
- The College ensures completion of 180 days teaching in a year and the results of college level examinations are declared in 30 days as per University ordinances.
- Teachers' workload and time-table are based on the guidelines of the Government of Maharashtra and the UGC.
- Teachers prepare lecture plans and write daily report in the Annual Assessment Report (AAR) on day-to-day basis.
- Teachers participate in assessment process of the University. Teachers have also been contributing to Question Banks for Online Examinations conducted during COVID-19.
- Continuous Internal Evaluation (CIE) is conducted as per the guidelines of the University of Mumbai.
- Special lectures are arranged working students on Sundays and holidays. Remedial coaching is imparted to the academically weaker students.
- College offers four University approved Certificate Courses titled Certificate Course in Management of Retail Business, Certificate Course in Stock Market Operations, Certificate Course in Advertising, Sales Promotion and Sales Management and Certificate Course in Web Designing and Office Automation.
- The College also offers Diploma in Mass Communication and Journalism approved by the Yashwantrao Chavan Maharashtra Open University (YCMOU), Nashik.
- Feedback on Syllabus and Course Contents is collected and analysed and Action Taken Report (ATR) is submitted to the concerned Board of Studies, University of Mumbai. Students Satisfaction Survey (SSS) is undertaken.

Teaching-learning and Evaluation

- The average enrollment for the preceding 5 years for all programmes taken together is about 49.95%.
- The College follows the reservation policy of State Government. The average percentage of students admitted in the reserved category during the last five years is 23.47%.
- The institution assesses the learning levels of students at the entry level on the basis of their performance at the qualifying examination.
- The students' performance is continuously monitored on the basis of their attendance, class participation and performance in Continuous Internal Evaluation (CIE).
- Learning gaps among students is bridged through remedial coaching, special coaching and tutorials for certain courses.
- Field visits and project assignment form an integral parts of the teaching-learning process both for UG and PG students.
- The students to full-time teachers' ratio is 42.88:1. 91.67% of the teachers' posts sanctioned by the Management are filled and the College had a full-time University Approved Principal for the assessment period.
- Experiential learning in the form of tutorials is conducted for subjects like Business Communication and Mathematics and Statistics as per the University guidelines.
- Participative Learning in the form of field projects is practiced for Foundation Course – I, II, III and IV paper as per the University guidelines.
- Problem solving methodologies in the form of regular practicals are used for B.Sc. (IT) and M.Sc. (IT) programmes.
- Students undertake compulsory research based project work at the final year of all UG courses and PG Courses.
- Guest lectures and workshops on various issues covered in curriculum are conducted for the benefit of students.
- Attendance of the students is monitored and defaulters' lists are prepared and displayed and parents are conveyed about the deficiencies.
- Mentoring is practiced for all programmes and records are maintained. Parent Teachers Association (PTA) meetings are conducted.
- Teachers have started making use of ICT in teaching-learning and evaluation process mainly due to online classes during COVID restrictions.
- Internal assessment is conducted as per the University guidelines in a transparent manner by the Examination Committee headed by the Principal.
- Examination Committee headed by the Principal has been constituted for smooth conduct of all college level examinations. There are no examination related grievances during the last five years.
- Question papers for university examinations are transmitted through online portal of the university one hour before the examination. Assessment is conducted centrally at the College. OSM system of assessment has been employed for University examinations.
- Programme Outcomes (POs) and Course Outcomes (COs) have been clearly stated and displayed and their outcomes are analysed on the conclusion of the Academic Year.
- The average pass percentage during the last five years stood at about 75.75%, which is higher than the University average.

Research, Innovations and Extension

- Being a night degree college, the research activities among teachers as well as students need a big boost.

With this perspective, the College established Research Committee.

- The Committee has organized Academic Research Paper Writing Workshop to encourage teachers to write research papers.
- A Seminar on Capital Market: Strategic Investments for Entrepreneurial Growth and Seminar on Intellectual Property Rights (IPR) have also been organized.
- The College library has a total of 4262 books and subscription to 8 journals and two computer labs with 90 computers to assist research endeavours of researchers.
- The College also reimburses the registration fees for conferences and workshops and publications fees for publishing research papers of full-time teachers.
- The College does not receive any grant from Government or any non-government agency for the promotion of research activities.
- The Principal and one full-time faculty in Department of Commerce have completed Ph.D. in their respective disciplines.
- The full-time teachers have published a total of 9 research papers during the assessment period of which 8 have been published in UGC Care Listed journals.
- A total of five books have been published by the full-time faculty of the College during the assessment period.
- NSS volunteers undertake a number of extension activities such as cleanliness drives, road Safety Rally, voter awareness programmes (SVEEP), beach cleaning drives, paper bag distribution, organ donation rally, relief measures during the flood, and so on.
- The NSS volunteers have actively participated in a number of Blood Donation Camps for which they have been appreciated by the Medical Director, Western railways, Jagjivan Ram Hospital and B.Y.L. Nair Hospital.
- The College students have also assisted several activities organised by the Centre for Aid, Care and Cure of Cancer for the welfare of cancer patients.
- NSS Unit has organised Seven Days Residential Camp at Saphale, where students has undertaken various activities such as cleanliness drive, street play, wall painting and distribution of essentials.
- The College MOUs with four institutions – Sharda Education Charitable Trust's Kesardevi Mishra Degree College, Sharda Education Charitable Trust's K.R.M. Degree College, Priti Academy Degree College and DVOC Institute Private Limited.
- The College has organized students exchange activities, teachers exchange activities and training programme for students under these MOUs.

Infrastructure and Learning Resources

- The College is located in the vicinity of Mumbai Central Railway station in the heart of Mumbai city with good transportation connectivity.
- The College Building, owned by the MCGM, stands on plot area of 1.00 acre. The College has total built up area of 2272.33 sq.mt.
- The College occupies the Ground Floor, the First Floor and the Second Floor in the said building with huge ground for students to play outdoor games.
- There are in all 13 spacious classrooms, of which 3 classrooms have ICT facility and the College is in the process of installing ICT facility in all classrooms.
- The College has Two IT Labs, each having capacity of 50 students and 40 students respectively. Both labs have ICT facility and all computers are connected through LAN.
- The Computer Lab has high speed internet connectivity of 50 mbps speed. There is a facility of printing in computer Lab, which students can avail at very concessional rates.

- The College Library is partially computerised and uses KOHA version 21.05.121 as an ILMS. The ILMS also provides access to OPAC as well.
- The College library has a total of 4263 books, 6 journals and 3 newspapers. The capacity of reading hall is 40 students.
- College Auditorium has an area of 3240 sq. feet and can accommodate 200 persons at a time. It is used for cultural activities and annual prize distribution ceremony.
- The college provides indoor games facilities such as carom, chess, table tennis, and badminton.
- The College has a ground which provides facility of outdoor games such as kho-kho, tug-of-war, cricket, football and dodge ball.
- The College has provided for separate dining area for students and a Girl's Common Room with sanitary pads vending machine.
- International Yoga Day is celebrated by the College on 21st June every year in the College premises.
- The College has spent 21.02% of its total budget during the last five years on infrastructure augmentation.
- The College has subscribed to 'DelNet' an online educational database for students which provides access to thousands of books, journals and other educational material.
- The average footfall in the library is 1.42 teachers and 19.54 students per day as per the library entry records for the year 2022-2023.
- The College has a Book Bank Facility under which a total of 179 students have been provided with complete set of books during the year 2021-22 and 2022-23.
- The College has purchased a total of new 1827 text books and reference books during the last five years costing Rs. 352584.
- The infrastructure of the college is well maintained and the system for the maintenance of physical and IT resources of the college is in place.

Student Support and Progression

- Students are eligible for freeships and scholarships of the Government of India and the State Government through MAHA-DBT portal.
- A total of 76 students have availed the benefits of the various scholarship and freeship schemes of the government during the last five years.
- In addition to that the College Trust provides freeship to needy students on case-to-case basis. All such cases are referred to the Hon. Secretary who takes his decisions in the matter.
- The College has organised 6 capacity building programmes on soft skills, communication skills, yoga, health and hygiene and ICT and computing skills benefitting a total of 231 students.
- Career Counselling Cell acts as a link between the talent seekers and job seekers. It connects industry people looking to hire fresh talents.
- Career Counselling Cell also organized sessions on competitive examination and career counselling which has benefitted a total of 194 students, of whom 25 have been placed.
- The institution has Anti-ragging Cell, Internal Complaint Committee and Grievance Redressal Committee. There has been no serious grievance during the last five years.
- A total of 16.3% of the total students have either progress to higher education or sought employment on completion of their studies during the assessment period.
- The College organizes Annual Day to give a vent to various talents among the students. Annual Sports Day is organized to bring about physical development of the students.
- Some students have brought laurel to the College through their performance in sports and cultural activities at university, state, national and international level.

- A total of 30 awards have been won by the students of the college in various sports and cultural activities during the assessment period.
- Students have been represented in various committees such as Students Council, IQAC, Grievance Redressal Committee, NSS, Sports Committee, Cultural Committee, Cell for PWD and SC and ST Welfare and so on.
- The Alumni Association for the College is not registered. The members of the Alumni Association visit College on the occasion of Independence Day and Republic Day.

Governance, Leadership and Management

- The College aims to provide higher education opportunities to drop out students and working students from economically poor backgrounds.
- The College 'Vision' and 'Mission' are reflected in every activity and action of the Management and the College.
- The College made a humble beginning in the year 2010-11 with mere 1 UG programme and 13 students.
- Today, the College offers 6 UG programmes and 3 PG programmes with more than 700 registered students on its roll.
- The College is all prepared to offer inter-disciplinary and multi-disciplinary programmes in various disciplines as per the requirements of NEP, 2020.
- The **Principal is the academic, administrative and financial head**. She plans and implements academic, co-curricular and extra-curricular activities with the help of various committees.
- All major financial decisions pertaining to infrastructures are taken in meetings of Local Advisory Committee (LAC)/College Development Committee (CDC).
- The day-to-day activities of the College are planned and reflected in the Academic Calendar. Teachers prepare lecture plans and write Annual Assessment Report (AAR) on daily basis.
- All committees are the mixed bags of teachers, managements representatives, representatives from society and students, where possible.
- The College Development Committee (CDC) has approved a Perspective Plans 2023-28 for the future development of the College.
- The College plans to seek autonomy, start Ph.D. Research Centre in Commerce and Management and certificate and diploma programmes as per the market demand.
- It is also proposed to set up endowment for promotion of research and encourage teachers to register for Ph.D. and publish quality research papers.
- The College also plans enter into collaborations and sign MOUs for internships, placements and extension activities.
- It is also proposed in the perspective plan to seek quality certifications from nationally and internationally accredited bodies/ agencies.
- The College makes extensive use of e-governance in administration, finance and accounts, students' admission and support and examinations.
- The Trust treats its teaching and non-teaching staff as a family. The Trust celebrates the birthday of all its employees.
- The Trust provides financial assistance to teachers for attending conferences and seminars and publishing research papers. A total of 23 teachers have benefitted during the assessment period.
- A total of 10 teachers have participated in various national and state level faculty development

programmes, most of which were organised by the HRDC-UGC or centres under the PMMMMNMTT, MoE.

- Non-teaching staff is provided with interest free loan on the occasion of festivals or any personal or family emergency.
- Teachers' performance is evaluated on the basis of their Annual Assessment Report suggested by the UGC in 2018.
- The accounts of the College are audited every year by an external auditor. The accounts of the College and Trust have been audited up to F.Y. 2022-23. There are no audit objections.
- The IQAC was established in the year 2021 and the first task that the IQAC took in hand was to get the institute accredited.
- The IQAC has conducted several meetings and has streamlined various documents and prepared the draft of SSR for submission.

Institutional Values and Best Practices

- The College has constituted Internal Complaint Committee (ICC) and has established Women Development Cell (WDC) to safeguard female students and teachers.
- The ICC has not received any serious complaint. The WDC organises a number of workshops on health and hygiene and women safety for the welfare of women students and teachers.
- The College has Girls' Common Room, CCTV Surveillance in Campus and Building and Security at the Entry Gate for safety and security of women.
- Solar Lamps have been installed in the College campus to provide cost and maintenance free illumination in night. 80% of the electrical lights are LED in the College premises.
- There is an effective Two Bin System for the management of solid wastes. Liquid waste is safely discharged through liquid waste management system of the corporation.
- E-waste is sold to the licensed e-waste buyer. Papers are used on both sides and envelopes are reused by pasting a paper slip on addresses.
- The region has a good ground water system. The water received from corporation is stored in two underground tanks from where it is supplied to the College building.
- Outside vehicles are not permitted in the campus, the premises is plastic free and the campus has many small and large trees to add to its beauty.
- Green Audit and Energy Audit have been conducted by the experts and suggestions made the experts have been taken into consideration.
- The College has no PWD student. However, the College provides a facility of ramp and scribes are provided to the candidates with learning disability as per the circular of the University.
- The institution celebrates the birth and death anniversaries of Mahatam Gandhi, Jawaharlal Nehru, Vallabh Bhai Patel, Swami Vivekanand and so on.
- Adult students are encouraged to register for voters' card as per the directives of the Election Commission of India. The College premises is made available for polling as a part of the national duty.
- The College mainly cater to the higher education needs of working youth, which is the first reported best practice in the SSR.
- The various e-governance initiatives employed by the college in admissions and students support has been reported as the second best practice in the SSR.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NAVNEET EDUCATION SOCIETY'S NAVNEET COLLEGE OF COMMERCE & SCIENCE
Address	Gilderlane Mun. School Bldg. Belasis Bridge, Opp. Rly. Stn., Mumbai Central, Mumbai - 400008
City	Mumbai
State	Maharashtra
Pin	400008
Website	www.nesedu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Harsha Pramod Badkar	022-23012671	9869040639	-	degreecollege@nesedu.in
IQAC / CIQA coordinator	Tushar Kamlesh Mishra	022-23082018	8850965388	-	iqac@nesedu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	28-03-2023	View Document
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	Gilderlane Mun. School Bldg. Belasis Bridge, Opp. Rly. Stn., Mumbai Central, Mumbai - 400008	Urban	1	2272.33

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, Commerce	36	Higher Secondary Certificate or Equivalent	English	240	72
UG	BSc, Information Technology	36	Higher Secondary Certificate or Diploma or Equivalent	English	60	35
UG	BMS, Management	36	Higher Secondary Certificate or Equivalent	English	60	39
UG	BCom, Accounting And Finance	36	Higher Secondary Certificate or Equivalent	English	60	10
UG	BA, Psychology	36	Higher Secondary Certificate or Equivalent	English	60	17
UG	BA, Multimedia And Mass Communication	36	Higher Secondary Certificate or Equivalent	English	60	4
PG	MSc, Post Graduation	24	Graduation Degree or Equivalent	English	20	7
PG	MCom, Post Graduation	24	Graduation Degree or Equivalent	English	60	5
PG	MCom, Post Graduation	24	Graduation Degree or Equivalent	English	60	6

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				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				0				17			
Recruited	0	1	0	1	0	0	0	0	10	7	0	17
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						9
Recruited	4		5		0	9
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				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
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	0	0	0
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	1	0	0	0	0	1	0	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	9	6	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	0	0	0
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	3	0	5	

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	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	0	0	0	0	0
	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	31	39	55	43
	Female	6	12	17	22
	Others	0	0	0	0
ST	Male	5	0	2	1
	Female	0	1	2	0
	Others	0	0	0	0
OBC	Male	53	44	32	34
	Female	6	10	6	9
	Others	0	0	0	0
General	Male	189	238	323	412
	Female	41	80	124	168
	Others	0	0	0	0
Others	Male	18	28	24	28
	Female	3	5	10	14
	Others	0	0	0	0
Total		352	457	595	731

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Navneet College of Commerce and Science was founded in the year 2010-11 with mere one programme, i.e. Bachelor of Science (B.Sc. – IT) and mere 30 students on roll as a night degree college with the aim of providing higher education to students from working class. Mumbai being a commercial capital, most of the youngsters are attracted to temporary jobs providing immediate financial benefits, affecting their higher education prospects. The number of drop outs are equally high due to students leaving higher education due to financial issues. Therefore, the Society started a night degree college in order to cater to the higher education needs of such students. At present, the College offers Bachelor of Science (Information Technology) (B.Sc.-IT), Bachelor of Commerce (B.Com.), Bachelor of Management Studies (BMS), Bachelor of Commerce (Accounting and Finance) (BAF), Bachelor of Arts (Psychology), Bachelor of Arts (Multimedia and Mass Communication) (BAMMC), Master of Commerce (Advanced Accountancy), Master of Commerce (Business Management) and Master of Science (Information Technology). Thus, the College offers multiple programmes leading to bachelors’ degree in Commerce, Accounting and Finance, Management Studies, Information Technology, Psychology and Multimedia and Mass Communication sectors. In order to further cater to the higher education needs of working youth, the College also offers Bachelor of Commerce (B.Com.), Bachelor of Computer Applications (BCA), Bachelor of Arts (B.A.), Bachelor of Arts in Mass Communication and Journalism and Diploma in Mass Communication and Journalism affiliated to Yashwantrao Chavan Maharashtra Open University, Nashik. Thus, the College offers various programmes in Arts, Science, Commerce, Information Technology and Computer Science fields to cater to the higher education needs of locals in the region. Therefore, the College is well prepared to offer multidisciplinary and interdisciplinary programmes in Arts, Science, Commerce and Managements fields as Major and Minor components under the National Education Policy, 2020.</p>
2. Academic bank of credits (ABC):	<p>Academic Bank of Credit is the soul of National Education Policy. It is a repository of credits</p>

	<p>accumulated by students at various stages of their academic journey at the UG and PG level. The repository will facilitate movement of students from one discipline to other discipline, from one institution to other institution and from one course to other course. The student will also have a convenience of multiple entries and multiple exits. The Academic Bank of Credit is typically administered by a central authority or organisation, which maintains records of student credits and helps to facilitate the transfer of those credits between institutions. The College is well aware that ABC Framework is the core of the National Education Policy and therefore, several awareness sessions have been conducted to orient students about ABC mechanism and its registration process. Almost 80% of the College students have already downloaded digilocker and registered on the ABC portal. The College has set up a helpdesk for registering students on ABC portal and the remaining students are being registered on the portal along with their admissions for the academic year 2023-2024.</p>
<p>3. Skill development:</p>	<p>Skill development as per the National Skill Qualifications Framework (NSQF) is an essential component of higher education system, as it helps students develop the practical skills they need to succeed in their careers. The College offers several certificate courses and diploma courses to develop employment skills and provide job opportunities to the students. Under the NEP framework, the College proposes to offer specialized training programmes in the fields of Banking, Accountancy, Advertising, Logistics, Supply Chain, E-commerce, Information Technology and so on to develop soft skills and technical skills of students. These courses can help students develop highly sought-after skills that are relevant to specific industries. The College also proposes to develop entrepreneurial skills of Commerce graduates to promote new start-ups in the field. Under the National Education Policy, the College proposes to enter into formal MOUs with industries in the vicinity to provide job opportunities to students on their graduation or post graduation.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>As a step in the direction of the furtherance of the goals of the New Education Policy, the College is well-equipped in terms of human resource and infrastructure to offer courses in languages such as Marathi, Hindi, Sanskrit and Spoken English to its</p>

students. The ancient Indian education system has made significant contributions to various branches of knowledge. Some of the examples of the same are:

- (1) Accounting and Book-keeping: The ancient Indians developed sophisticated systems of accounting and bookkeeping, which were taught as part of the education system. This included methods for recording transactions, maintaining ledgers, and calculating profits and losses.
- (2) Mercantile Laws: The education system emphasized the study of mercantile laws, contracts, and trade practices. This knowledge helped in resolving disputes, ensuring fair trade practices, and regulating commercial transactions.
- (3) Market Economics: Ancient Indian texts, such as Arthashastra by Chanakya, provided insights into market economics, pricing mechanisms, supply and demand, and market regulations. These teachings influenced economic practices and trade strategies.
- (4) Banking Systems: Ancient India had well-organized banking systems known as "Shroffs" and "Sarrafas." The education system taught the principles of banking, money lending, interest calculation, and safekeeping of wealth.
- (5) Monetary Systems: Ancient Indian texts, such as the Arthashastra, described various forms of currency, including coins made of different metals. The education system taught concepts related to currency valuation, monetary policies, and exchange rates.
- (6) Financial Instruments: The education system emphasized knowledge of financial instruments, such as hundis (bills of exchange), promissory notes, and loans. These instruments facilitated trade and financial transactions.
- (7) Risk Management: The ancient Indian education system recognized the importance of risk management in financial transactions. It taught strategies for mitigating risks associated with lending, investment, and trade. It is important to note that these contributions from the ancient Indian education system laid the foundation for modern practices in commerce, banking, and finance. While contemporary knowledge and practices have evolved significantly, the roots of many concepts can be traced back to the rich heritage of ancient Indian education and intellectual contributions. The College will include these contributions to the compulsory course in Indian Knowledge System of 2 credits under the New Education Policy. The College also plans to start a

	<p>Certificate Course in Yoga and Mental Health for the benefit of students. The College may also explore the possibility of starting courses in Indian music and Indian art and culture, given an appropriate policy framework by the University of Mumbai under the New Education Policy.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Outcome-based education (OBE) is a key feature of the National Education Policy (NEP), 2020. Under the NEP, OBE aims to shift the focus of education from rote learning and memorization to the development of skills, knowledge, and competencies that are relevant to students' lives and future careers. OBE will be used to measure students' progress and to ensure that they have achieved the desired learning outcomes. Under the NEP, assessments will be designed to measure learning outcomes rather than just content knowledge. This means that assessments will focus on evaluating students' ability to apply their knowledge in real-world situations, rather than just their ability to memorize and recall information. Overall, OBE is a key component of the NEP, and it aims to create a more flexible and student-centric education system that prepares students for the challenges of the 21st century. The NEP envisions a future, where students are empowered to take charge of their own learning and to develop skills and competencies that they need to succeed in their chosen careers. The College will implement OBE system as per the framework prepared by the University of Mumbai.</p>
<p>6. Distance education/online education:</p>	<p>The main aim behind the establishment of Navneet College of Commerce and Science was to provide higher educational facility to the working youth from the economically weaker sections in the region. In addition to various full-time programmes offered by the University of Mumbai, the College is also the oldest recognised study centre of Yashwantrao Chavan Maharashtra Open University, Nashik. At present the College offers Bachelor of Commerce (B.Com.) and Bachelor of Arts (B.A.) in both English and Marathi medium and Bachelor of Computer Applications (BCA), Bachelor of Arts in Mass Communication and Journalism and Diploma in Mass Communication and Journalism programmes affiliated to Yashwantrao Chavan Maharashtra Open University, Nashik through distance mode. As per the guidelines of the UGC, as also incorporated in the</p>

National Education Policy, 2020, the College has adequate infrastructure for offering 40% of the programme contents through online mode. In order to improve GER in Higher Education System, the College is well-equipped to offer more programmes through distance mode as per the local demand.

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes, the College has constituted Electoral Literacy Club (ELC). The composition of the Electoral Literacy Club is as under: Mr. Satyendra Pal : Faculty Representative Mr. Dhananjay Garg : Non-teaching Staff Representative Ms. Ayushi Janwalkar : Student Member Ms. Angel Talati : Student Member</p>
<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>	<p>Yes, students' co-ordinator and co-ordinating faculty members have been appointed by the College. ELC is functional and representative in character. The Club draws members from teaching staff, non-teaching staff and students' community. The ELC is functioning with the followings objective: 1. To create awareness and interest amongst faculties and students through awareness activities and camp. 2. To educate the targeted populations about voter registration, electoral process and related matters. 3. To familiarize the targeted populations with EVM and to educate them about robustness of EVM and integrity of the electoral process using EVM. 4. To help the target audience understand the value of their vote to ensure that they exercise suffrage right in a confident, comfortable and ethical manner.</p>
<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 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>The Electoral Literacy Club at the college has undertaken various measures to increase awareness by organising street plays, campaigns, etc. The said activities have been majorly conducted in Mumbai Central and neighbouring areas of college which also include slums, commercial sex workers locality, etc. The college also includes the message of Voting, Voter Awareness, Ethical Practices in Voting in its college events by organizing poster making competition and slogan competition with keeping areas related to Election and Voting at core. In line with the same, we also started a campaign in our college: "Have You Enrolled yourself in the Voters</p>

	<p>List?”. Also, those, who were not registered as voters, were asked to register their names that they would do so at the earliest after completing 18 yrs of age. Of the total strength of the college, Of the eligible students for voting, approximately 85% have registered for the voters ID card.</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>Awareness drives such as seminars, rallies, poster making and slogan writing competitions are organized to sensitize students and masses in local area about their duty of active participation in electoral process. Some of the activities organized by Electoral Literacy Cell: (1) Celebration of National Voter’s Day on 25th January every year by taking Oath to vote. (2) Appeal for Voters Registration was done to all the law students through Poster Making, Slogan Writing and Singing Competitions (3) Voters Registration Drive has been organized in the college. (4) “Have You Enrolled Your Name in the Voters List?” an appeal is made to all the students on 25th January every year. The government of the institute actively participate the government program in electoral process. The institute has arranged facility in the premises to conduct the training program to the college by Election Commission.</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>Most of our first year Degree students are below 18 years of age who are not yet registered for voting. In order to encourage these students to register for voting, the college had started a Campaign “Have You Enrolled yourself in the Voters List?”, as explained above. We are in constant contact with such students. We suggest them to register themselves in the Voters list. We organized seminars for students to provide the necessary information and guidance for voter registration, both online and offline, change in voter cards, to perform their right of voting in a vigilant manner etc. The students above 18 years age are cultured to be the registered voter by way of awareness camp and pledge</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
729	595	457	353	323

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: 32

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

2022-23	2021-22	2020-21	2019-20	2018-19
17	17	17	12	14

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
45.3	27.3	25.8	13.4	10.5

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:

Navneet College of Commerce and Science offers UG and PG programmes leading to Bachelor's degree and Master's Degree in various specialisations under the Faculty of Arts, Science and Commerce of the University of Mumbai. Being an affiliated college, it follows the curriculum designed by the Board of Studies and approved by the Academic Council of the University.

1. Curriculum Planning:

- The College prepares **Academic Calendar** on the basis of Academic Calendar of the University of Mumbai.
- Academic Calendar ensures that **180 teaching days** are completed during the Academic Year as per the UGC guidelines.
- Academic Calendar is displayed on **the College Website and Notice Board**. A copy of the same is available in the Library.
- **Workload for each programme** is calculated as per the University norms and **teachers are assigned workload as per the UGC guidelines**.
- **Time-table Committee** prepares the **time-table** and the same is communicated to the students through website.
- Teachers prepare **Teaching Plan** and design necessary **instructional and teaching materials**.
- Teachers attend **workshops** conducted by the Board of Studies of the University on **syllabus revision and examination reforms**.

2. Curriculum Delivery:

- **Orientation Programme** is organized to introduce students to the institutional values and teaching-learning and evaluation practices.
- **Lectures, tutorials and practicals** are **conducted strictly as per the time-table** and are **monitored by the Co-ordinator**.
- Teachers record their daily activities in the **Annual Assessment Report (AAR)** prepared as per the **UGC Guidelines, 2018**.
- Teachers make use of various **student-centric methods** to add value to teaching-learning process. This includes:
 - Use of ICT (3 classrooms have ICT facility)
 - Practical are conducted for certificate courses.

- Guest Lectures by eminent personalities.
- Field Visits and Industrial Visits.
- Case Studies, Projects, Presentations
- **Certificate and Diploma Courses** approved by the **University of Mumbai** and **YCMOU** are offered to supplement University curriculum.
- Under **Mentorship Programme**, students are assigned a mentor, who provides guidance and counselling to the students.

3. Continuous Internal Evaluation (CIE):

- Tentative schedule of **Continuous Internal Evaluation (CIE)** is reflected in Academic Calendar.
- **Periodic tests, assignments, projects, etc.** are assigned to students as a part of internal assessment.
- For **B.Sc. (IT) programme**, **practicals** and **viva-voce** are conducted for a small batch of 25 students per batch.
- For **Foundation Course**, students are assigned individual projects on social and national issues.

4. Monitoring and Documentation Mechanism:

Teaching, Learning and Evaluation processes are monitored by the Principal and documented by teachers using the following documents:

- Academic Calendar
- Workload Distribution
- Time-table
- Teaching Plan
- Certificate of Participation in Syllabus Revision Workshops
- Report of Orientation Programme
- Academic Diary
- Report of Student Centric Methods
- Report of Use of ICT in Teaching-learning Process
- Report of Guest Lectures by eminent personalities
- Report of Field and Industrial Visits
- List of Projects Assigned to Students
- List of Certificate Courses
- Report on Remedial Coaching
- Report on Mentoring
- Result Analysis
- Feedback on Curriculum

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: 11

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

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: 6.63

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

2022-23	2021-22	2020-21	2019-20	2018-19
43	10	14	94	2

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:

Being an affiliated College, the Course Curriculum for various courses under different programmes is formulated by the Board of Studies (BoS) of respective courses of the University of Mumbai. The BoS ensures that various cross-cutting issues are integrated in the formal curriculum with a view to bring about holistic development of the students.

- 1. Professional Ethics:** Professional Ethics is concerned with the maintenance of high ethical and moral standards that govern a profession and its members. Courses such as **Business Communication-I (F.Y.B.Com.)**, **Advertising-I (S.Y.B.Com.)**, **Financial Accounting & Auditing-VII (T.Y.B.Com.)**, **Technical Communication Skills (F.Y.B.Sc.-IT)**, **Business Communication-I (F.Y.BMS)**, **Integrated Marketing Communication (S.Y.BMS)**, **Conflict & Negotiation (S.Y.BMS)**, **Foundation Course-IV (S.Y.BMS)**, **Financial Accounting (T.Y.BMS)**, **Sales and Distribution Management (T.Y.BMS)**, **Customer Relationship Management (T.Y.BMS)**, **Finance for HR Professionals and Compensation Management (S.Y.BMS)**, **Performance Management & Career Planning (T.Y.BMS)**, **Retail Management (T.Y.BMS)**, **Marketing of Non-profit Organizations (T.Y.BMS)**, **Organizational Development (T.Y.BMS)**, **Indian Ethos in Management (T.Y.BMS)**, **Business Communication-I (F.Y.BAF)**, **Business Environment-I (F.Y.BAF)**, **Investigative Journalism (T.Y.BAMMC)**, **Media Laws and Ethics (T.Y.BAMMC)**, **Business Ethics & Corporate Social Responsibility (M.Com.-I)**, **Research Methodology for Business (M.Com.-II)**, **Human Resource Management (M.Com.-II)**, **Organizational Behaviour (M.Com.-II)**, **Technical Writing and Entrepreneurship Development (S.Y.B.Sc.-IT)**, **Security Breaches and Countermeasures (S.Y.B.Sc.-IT)** and **Fundamentals of Psychology-I (F.Y.B.A.-Psychology)**.
- 2. Gender Equity:** Gender equality means treating all genders with fairness and equity without any discrimination. Courses like **Foundation Course-I (F.Y.B.Com. F.Y.BMS, F.Y.BAF, F.Y.BAMMC and F.Y.B.A.-Psychology)**, **Business Planning & Entrepreneurial Management (S.Y.BMS)**, **Business Communication-I (F.Y.BAF)**, **Human Resource Management (M.Com.-II)** and **Entrepreneurial Management (M.Com.-II)**. In addition to that, **WDC** undertakes various activities to sensitize students towards gender equality and role of women in society.
- 3. Human Values:** Human values are virtues that guide human behavior. Some of the human values that are integrated into the curriculum are Equality Justice, Accountability, Transparency,

Honesty, Responsibility, Respect for Diversity in Religion, Culture, Gender Equity, etc. Courses like **Foundation Course-III (S.Y.B.Com.)**, **Business Communication-I (F.Y.BMS)**, **Foundation Course-Contemporary Issues – III (S.Y.BAF)**, **Consumer Behaviour (T.Y.BAMMC)** and **Fundamentals of Psychology- II (F.Y.B.A.-Psychology)** inculcate these values in the learners.

4. **Environment and Sustainability:** Many courses focus on the environmental and sustainability aspect as it is one of most challenging issues facing mankind. Courses like **Environmental Studies-I & II (F.Y.B.Com.)**, **Foundation Course-III (S.Y.B.Com. & S.Y.BMS)**, **Green IT (F.Y.B.Sc.-IT)**, **Business Environment-I (F.Y.BAF)**, **Foundation Course-Contemporary Issues – III (S.Y.BAF)**, **Advance Auditing (M.Com.-II)**, **Marketing Strategies & Practices (M.Com.-II)** focus on these issues. The College also undertakes 'Tree Plantation Drive' in its campus every year to highlight the importance of trees for mankind.

Apart from curriculum, the College organizes a number of workshops on various cross-cutting issues under WDC, DLLE and NSS.

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: 65.43

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

Response: 477

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
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 49.95

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

2022-23	2021-22	2020-21	2019-20	2018-19
323	240	203	170	133

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
680	560	420	240	240

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: 23.47

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

2022-23	2021-22	2020-21	2019-20	2018-19
65	45	54	54	35

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

2022-23	2021-22	2020-21	2019-20	2018-19
348	280	210	120	120

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: 42.88

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:

The institution employs diverse student-centric approaches in accordance with University Guidelines, aiming to enhance overall learning outcomes.

Experiential Learning:

- **Practical Tutorials:** For the subjects like Business Communication and Mathematics and Statistics, large classes are divided into small batches of 20 to 25 students so as to facilitate effective teaching and learning. Tutorials focus on teaching students with practical approach. Students are given assignments which are solved in class under the supervision of the teacher and marks are assigned to the students on the basis of completion and submission of assignment book as a part of internal assessment.
- **Field Visits:** Field visits are organised on regular basis for students pursuing different programmes as per their curriculum to expose them to the practical world. The College has organised field visits to Reserve Bank of India (RBI) Monetary Museum, Nehru Planetarium, Centre for Excellence in Telecom Technology and Management (CETTM), Bombay Stock Exchange (BSE), production unit of Navneet Publishing Pvt. Ltd. and industrial belts of Chandigarh.

Participative Learning:

- **Field-based Projects:** Field based projects are compulsory for all students for Foundation Course Paper I and II at the First Year level and Paper III and Paper IV at the Second Year level. These projects give students an exposure to visit fields and collect first hand information about the problem under consideration and submit a report. Several social issues such as substance abuse among the youth, HIV/AIDS, problems of the elderly, child labour, child abuse and trafficking of women are assigned to students for field study.

Problem Solving Methodologies:

- **Practical Sessions:** Students pursuing career in IT field have practical sessions for each course at UG and PG Levels. Regular practical sessions are organised and practical book is maintained. Students are evaluated on the basis of completion of practical assignments and submission of practical work book at the end of the semester. Practical sessions include hands-on problem solving sessions on computers. The College has two IT Labs which can accommodate 50 and 40 students respectively at a time for practical sessions.
- **Research Based Project Work:** All non-traditional UG programmes and PG programmes have a **compulsory research based field project of 100 marks in the final year**. Students are asked to identify any problem and frame problem statement. They are guided to formulate objectives and hypothesis. A survey is a compulsory element of the project work. Students collect primary data and analyze and interpret the outcomes with the help of guiding teachers. Viva is conducted by an external expert as a part of evaluation of the project work.
- **ICT in Teaching Learning Process:** The College teachers also make use of ICT tools in the

teaching-learning process. The College is in the process of installing ICT facilities in all class rooms. At present, **3 class rooms have ICT facilities**. The College teachers make use of **power-point presentations (PPT), youtube videos, youtube channels and google classrooms**, etc. in teaching-learning process. The College has also subscribed to '**Delnet**' which provides access to extensive e-resources to students and teachers.

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: 91.67

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

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	18	15	15

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: 19.48

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

2022-23	2021-22	2020-21	2019-20	2018-19
3	4	3	3	2

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:

Being an affiliated college, the College conducts all internal as well as external examinations as per the guidelines of the University of Mumbai.

Mechanism for Ensuring Transparency in Internal Examinations:

- The internal assessment for all programmes is conducted by the College as per the Ordinance No. 4.102 of the University of Mumbai by the Examination Committee.
- The attendance and class participation of students is monitored and accordingly marks are awarded to the students.
- Grievances related to internal examination are dealt with by the teachers at their levels. No grievances have been received related to internal examination by the College.

Mechanism for Ensuring Transparency in External Examinations:

The College conducts Ist and IInd year examinations for all UG programmes on behalf of the University. All final year examinations and examinations for the PG programmes are conducted by the University.

The College strictly adheres to the circulars and notices issued by the University in this regard. Some measures for ensuring transparency in external examinations are:

- **Constitution of Examination Committee:** Examination Committee, comprising of senior faculty members with the Principal as the Chief Conductor, has been constituted.
- **Question Paper Sets:** Three sets of question papers are submitted in sealed envelopes to the Committee. The Chief Conductor randomly selects one set for the examination.
- **Online Transmission of Question Papers:** Question papers of all University level examinations are transmitted through a secured online interface one hour before the examination for printing.

Mechanism for Ensuring Transparency in Assessment:

Some measures for ensuring transparency in assessment both at college and university level examinations are:

- **Masking and Coding:** To uphold confidentiality and ensure transparency in assessment, the College employs masking and coding for answer books in College-level examinations.
- **Centralised Assessment Programme (CAP):** The assessment of answer books for College-level examinations is conducted centrally within the College premises as part of the CAP.
- **Online Screen-based Marking (OSM) System:** Answer books for all university-level exams are assessed online through the OSM System only by the registered teachers.

Moderation of Answer Books:

The answer books assessed by the examiners are moderated as per the University Circular No. Exam/CAP/604/2015 dated 09.04.2015. There is a system of 100% moderation of answer papers of students who fail examination by 10% of the total marks and those who secure more than 60% of the total marks in any course. From the remaining answer books, i.e. those securing marks between 41% to 59%, 10% of the assessed answer papers are moderated.

Redressal of Grievances:

All grievances related to the Internal and External Examination are dealt with in fair, transparent and time-bound manner as per the University Circular No. Exam/Photo&Rev./College/VCD/4636-A of 2010 dated 05.04.2010.

- **Photocopy:** A student is provided with a photocopy of his assessed answer book on demand within stipulated time period.
- **Revaluation:** A student can also apply for revaluation. The original marks are masked, and the paper is re-evaluated. If there is deviation of more than 10% in re-assessment, then the candidate is awarded the revised mark.

A student may apply for both a photocopy of assessed answer book and its revaluation.

Unfair Means in Examination:

All reported cases of unfair means in examinations are dealt with as per the Ordinance 5050 of the University of Mumbai. The College does not have any reported case of unfair means during the assessment period.

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 Outcomes (POs) and Course Outcomes (COs) serve as crucial benchmarks within the teaching-learning framework. As an affiliated college, POs for the programmes and COs for the courses under each programmes are formulated and articulated by the respective Board of Studies, established by the University and sanctioned by the Academic Council. The University has distinctly defined the program outcomes, program-specific outcomes, and course outcomes for each programme and courses offered by the College ensuring clarity and precision. These outcomes are effectively communicated to diverse stakeholders through multiple channels, fostering transparency and alignment of educational objectives with the broader academic community.

Understanding Programme Outcomes and Course Outcomes:

In the ongoing commitment to enhance the teaching-learning process, teachers actively participate in workshops organized by the Board of Studies for their respective subjects. During these workshops, the members of the Board of Studies unveil and discuss the intricacies of Programme Outcomes (POs) and Course Outcomes (COs), providing valuable insights to the teachers. Teachers integrate these outcomes into their lesson planning, ensuring alignment with the broader educational goals.

Orientation Programmes for Students:

At the commencement of each academic year, the College conducts an Orientation Programme for new students. During this event, the Principal provides an overview of the various programs offered by the College. Individual teachers further elucidate the Course Outcomes of their respective subjects in introductory lectures, offering students a comprehensive understanding of the learning objectives. Additionally, teachers share information about potential job opportunities upon program completion, guiding students towards informed career choices.

Communication of Programme Outcomes and Course Outcomes:

To enhance transparency and accessibility, the College has prominently displayed Programme Outcomes and Course Outcomes on its official website. Furthermore, copies of the syllabus for all programs and courses are readily available in the library and are provided to students upon request. These syllabus copies meticulously outline the Programme Outcomes and Course Outcomes as envisioned by the Board of Studies of the University, ensuring that students, faculty, and other stakeholders have easy access to this vital information.

Links to Programme Outcomes and Course Outcomes:

Link to Programme Outcomes and Course Outcomes of B.Sc. (IT):

https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-B.Sc_-IT.pdf

Link to Programme Outcomes and Course Outcomes of B.Com.:

https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-B.Com_.pdf

Link to Programme Outcomes and Course Outcomes of BMS:

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-BMS.pdf>

Link to Programme Outcomes and Course Outcomes of BAF:

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-BAF.pdf>

Link to Programme Outcomes and Course Outcomes of B.A. (Psychology):

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-B.A.-Psychology.pdf>

Link to Programme Outcomes and Course Outcomes of BAMMC:

<https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-BAMMC.pdf>

Link to Programme Outcomes and Course Outcomes of M.Com.-I (Accountancy):

https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-M.Com_-Accounts.pdf

Link to Programme Outcomes and Course Outcomes of M.Com.-I (Management):

https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-M.Com_-Management.pdf

Link to Programme Outcomes and Course Outcomes of M.Sc. (IT):

https://nesedu.in/wp-content/uploads/2023/11/POs-and-COs-of-M.Sc_-IT.pdf

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 College utilizes a varied range of strategies to evaluate the attainment of POs and COs, incorporating a blend of quantitative and qualitative methods. Quantitative methods, such as programme grades, offer a numerical depiction of academic performance, while qualitative aspects, such as confidence building and communication skill development, are assessed through subjective and experiential methods.

Summative Evaluation:

- Summative assessment for all courses under various programmes offered by the College is conducted as per the guidelines issued by the University from time to time for First Year and Second Year of all UG Programmes, while summative assessment for Third Year of all UG Programmes and PG Programmes are conducted by the University.
- The minimum qualifying marks for all courses are 40%. Student evaluations take place at the conclusion of each semester. This structured approach ensures alignment with university guidelines and provides a fair and comprehensive assessment of the achievement of COs and POs of all courses and programmes.

Formative Evaluation:

- Individual projects on social issues are used for internal evaluation in Foundation Course Paper I, II, III and IV for all programmes to develop social consciousness among students.
- Tutorials are conducted for subject like Business Communication and Mathematics and Statistics, practicals are conducted for courses in B.Sc. (IT) and M.Sc. (IT) and field visits are conducted to develop conceptual and technical skills among students.

Result Analysis:

Learning outcomes undergo systematic evaluation through Result Analysis conducted at the end of each semester and upon the completion of UG and PG programmes for every student. This comprehensive assessment approach ensures a thorough examination of individual academic progress and the attainment of specified learning objectives throughout their academic journey.

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Students Passed the Examination	105	153	109	76	60
Total number of Students Appeared in the final year	214	154	110	77	109
% per year	49.06	99.35	99.09	98.70	55.04

Students Progression:

Assessing student progression is a vital approach to gauge the achievement of programme and course outcomes. Increased progression indicates a more successful attainment of learning objectives. Furthermore, the assessment of employability, a crucial programme goal, relies on the number of students placed successfully on completion of their studies.

Year	2022-23	2021-22	2020-21	2019-20	2018-19
Number of outgoing student progressing to higher education	24	07	04	03	Nil
Number of outgoing student placed	28	15	Nil	Nil	Nil
TOTAL	53	22	04	03	Nil
Total Number of Students Passing the Examination	105	153	109	76	60
% per year	49.5	14.38	3.67	3.95	Nil

Feedback on Syllabus:

The College seeks feedback on the syllabus from various stakeholders such as students, teachers, parents, employers, and alumni. The outcomes of these feedbacks play a crucial role in evaluating the achievements of POs and COs of the programmes and courses. The insights so gathered are communicated to the concerned BoS of the University of Mumbai for effective alignment of POs and COs to expectations of the stakeholders while revising the syllabus.

Students Satisfaction Survey (SSS):

Since the academic year 2020-2021, the College has embraced a proactive approach to gather comprehensive feedback through the Students Satisfaction Survey (SSS) as recommended by the NAAC. This survey plays a pivotal role in evaluating the achievement of COs and POs.

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: 75.75

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

2022-23	2021-22	2020-21	2019-20	2018-19
105	153	109	76	60

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

2022-23	2021-22	2020-21	2019-20	2018-19
214	154	110	77	109

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:

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)

2022-23	2021-22	2020-21	2019-20	2018-19
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:

Considering the need of changing higher education scenario in India, Navneet College of Commerce and Science has initiated a dynamic and responsive ecosystem for fostering innovations and facilitating the seamless transfer of knowledge.

Eco-system for Innovations:

- 1. Library:** The College library is well-equipped with books, online databases and newspapers to meet the learning needs of various courses related to undergraduate and postgraduate programmes offered under the faculty of Commerce and Science. The College has a total of **4262 books** and subscription to **8 journals** and **3 newspapers**. The library is partially automated. The College makes use of KOHA version **21.05.121** for library data management. The seating capacity of reading hall is 40. The library provides free access to students to **'Delnet' database** for project work, thereby contributing to knowledge enhancement and knowledge creation.
- 2. Computer Lab Facility:** The College has **two computer labs with 50 and 40 computers**

respectively. The students make use of computer labs for data collection and preparing report of field based project, which is a compulsory part of the course curriculum of all non-traditional professional courses. The students are provided **printouts at concessional rate from Computer Lab.** The practice in research projects at the undergraduate level assists students in their future research endeavours.

3. Research Committee: Considering the growing significance of research in higher education sector, the College has constituted Research Committee from A.Y. 2021-2022. The main work of the committee is to organize workshops on issues related to research, encourage teachers to write research papers and engage into research activities. The committee has organized a workshop titled “Academic Research Paper Writing” for its teachers.

4. Students Projects: Project Work is an essential component of curriculum for all non-traditional professional programmes and postgraduate programmes. Survey is an essential part of these projects. Students study theoretical aspects of research in Sem. V and work on projects throughout the year. Each student is allotted a guide under whose supervision such projects are prepared. Submission of project is followed by viva conducted by an external referee. All these efforts on the part of students prepare researchers for future.

Transfer of Knowledge:

1. The College teachers are encouraged to write and publish research papers. A total of 9 research papers have been published by college teachers and 5 books have been authored.
2. Some of the good research projects prepared by PG students are stored in library for reference for other students.
3. This facilitates transfer of knowledge from teachers to society at large and from students to other students.

Entrepreneurship Development:

1. The college has organized a seminar titled “Capital Market: Strategic Investments for Entrepreneurial Growth” in order to develop entrepreneurial abilities of students.
2. The career counselling cell of the college has organized career counselling sessions on capital market programmes.
3. The College also offers several job-oriented courses to develop employability skills of students. The College offers following job-oriented certificate courses:

- Diploma in Mass Communication and Journalism
- Certificate Course in Management of Retail Business
- Certificate Course in Stock Market Operations
- Certificate Course in Advertising, Sales Promotion and Sales Management
- Certificate Course in Web Designing and Office Automation

All these are the efforts towards establishment of incubation centre at the College to give vent to creativity of students and develop their innovative abilities.

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: 3

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	0	0

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: 0.28

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

2022-23	2021-22	2020-21	2019-20	2018-19
3	2	2	1	1

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	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: 0.16

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	3	0	0	0

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:

Navneet College of Commerce and Science, through a series of diverse and impactful extension activities spanning from 2018-19 to 2022-23, has significantly contributed to positive societal change. These activities, grouped by theme, showcase the outcomes and lasting impact on the community.

Environmental Conservation Initiatives:

- **Coastal Cleanup Drives and Beach Cleaning Drives:** The collaboration with the Indian Navy for coastal cleanup and the partnership with Jay Foundation for beach cleaning initiatives have not only resulted in cleaner shorelines, but have also fostered a sense of environmental responsibility among the students. The impact extends beyond a college activity to influence community members to actively participate in keeping public places clean.
- **Swachh Bharat Abhiyaan and Cleanliness Drives:** Participation in national cleanliness drives, both independently and in collaboration with the NNS Unit, has contributed to a cleaner and more hygienic environment. These initiatives have inspired a community-wide understanding of the importance of cleanliness, with the ripple effect evident in improved waste management practices and overall hygiene awareness.

2. Health and Wellness Campaigns:

- **Blood Donation Drives:** The multiple blood donation drives organized in collaboration with hospitals have not only contributed to saving lives but have also sensitized the students and the local community about the critical need for regular blood donations. This initiative has led to a steady increase in community members participating in such life-saving activities.
- **COVID Awareness Programme:** In response to the global pandemic, the NSS unit conducted a COVID awareness program at local schools. This initiative played a vital role in disseminating accurate information about the virus, preventive measures, and vaccination awareness. The impact of this program is reflected in a community that is better informed and more vigilant about health-related issues.

3. Civic Engagement and Awareness Campaigns:

- **Voter Awareness Programme and "Empowering Youth" Online Session:** The college's efforts in promoting civic engagement through voter awareness rallies and online sessions have contributed to increased youth participation in the democratic process. This initiative has empowered the younger generation with the knowledge and motivation to exercise their voting rights, fostering a more politically aware and active community.

- **Road Safety Rally and Sunday Street Initiatives:** The road safety rally and Sunday Street initiatives have had a direct impact on community behaviour, promoting safer road practices and enhancing community engagement. These activities have created a safer environment for both pedestrians and drivers, with a noticeable decrease in road accidents and an increase in community cohesion.

4. Social Awareness and Education Programs:

- *NSS Residential Camp and NSS Orientation Day:* The NSS residential camp in Makunsar Village, Safale, and the NSS orientation day have played a pivotal role in shaping socially responsible individuals. These programs have provided students with hands-on experiences, fostering empathy and a deep understanding of societal issues.
- **Wall Painting Activity and Street Play on Non-Violence:** The artistic endeavors of wall painting and street plays have served as powerful mediums for conveying social messages. These initiatives have not only added aesthetic value to public spaces, but have also sparked conversations on critical social issues.

In conclusion, Navneet College of Commerce and Science's extension activities have created a transformative impact on society. Beyond the immediate outcomes of cleaner environments, increased blood donations, and civic awareness, the lasting impact lies in the cultivation of a socially conscious and responsible generation.

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:

Navneet College has garnered commendation from various agencies for its impactful community engagement and altruistic initiatives. This selfless service of the College with the help of its students and teachers has been appreciated by several agencies from time to time:

2019-20:

1. SVEEP Programme (01/08/2019):

- Recognition: Received an Appreciation Letter from the District Election Commission.
- Activity: Actively participated in the rally organized under the SVEEP Programme.

2. Relief Measures during Floods (09/09/2019):

- Recognition: Commended with an Appreciation Letter from the NSS Unit, University of Mumbai.
- Activity: Made a significant contribution to relief measures during the floods in Western Maharashtra.

3. Blood Donation Camp (20/09/2019):

- Recognition: Appreciation Letter received for organizing a Voluntary Blood Donation Camp.
- Activity: Successfully conducted a voluntary blood donation camp at Western Railways Stations.

4. Blood Donation Camp (07/10/2019):

- Recognition: Acknowledged with an Appreciation Letter for Assistance Provided during a Blood Donation Camp by Nayar Hospital Blood Bank.
- Activity: Provided support and assistance during a blood donation camp organized by Nayar Hospital Blood Bank.

2020-21:

1. Financial Assistance to Cancer Patients (05/02/2021):

- Recognition: Received an Appreciation Letter from the Centre for Aid, Care & Cure of Cancer.
- Activity: Demonstrated commitment to healthcare initiatives by providing financial assistance to cancer patients.

2021-22:

1. Financial Assistance to Cancer Patients (07/02/2022):

- Recognition: Continuation of recognition with an Appreciation Letter from the Centre for Aid, Care & Cure of Cancer.
- Activity: Continued the noble cause of offering financial assistance to cancer and AIDS patients.

2022-23:

1. World Cancer Day Function (06/02/2023):

- Recognition: Appreciation Letter received for Various Programmes on World Cancer Day by the Centre for Aid, Care & Cure of Cancer.
- Activity: Actively participated in and organized various programs in commemoration of World Cancer Day.

2. Annual Rural Camp (6-13 Feb. 2023):

- Recognition: Acknowledged with an Appreciation Letter for Extension Activities during Rural Camp by S.K. Patil Vidya Mandir, Palghar.
- Activity: Engaged in extension activities during the Annual Rural Camp, contributing positively to the rural community.

3. Blood Donation Camp (08/05/2023):

- Recognition: Appreciation Letter received for Assistance Provided during Blood Donation Camp by Nayar Hospital Blood Bank.
- Activity: Offered valuable assistance during a blood donation camp organized by Nayar Hospital Blood Bank.

In summary, Navneet College's notable recognitions reflect its diverse contributions, ranging from active civic participation and disaster relief to voluntary blood donation camps and significant financial aid to cancer patients. These acknowledgments highlight the institution's unwavering commitment to social responsibility and community welfare.

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: 30

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

2022-23	2021-22	2020-21	2019-20	2018-19
11	8	0	7	4

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

<p>3.5.1</p> <p><i>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.</i></p> <p>Response: 4</p>	
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:

The College possesses sufficient infrastructure to facilitate a conducive environment for impactful teaching, learning, and evaluation processes. Each year, the Local Inquiry Committee (LIC) from the University of Mumbai conducts visits to the college premises. The committee evaluates and approves programme extensions based on the fulfillment of academic facilities and infrastructure criteria outlined in the University's statutes. This rigorous assessment ensures that the college consistently meets the university's standards for educational excellence.

Top of Form

Locational Advantage:

- The College is centrally located in the heart of Mumbai City in South Mumbai in the close vicinity of Mumbai Central Railway Station. The College is well accessible through road and railways through public transport system.

Total Plot Area:

- The total plot area on which the College Building stands is **1.00 acres**. The College is housed in a building owned by the Municipal Corporation of Greater Mumbai. The College has been leased out a total of **2272.33 sq.mt.** area in the said building on Ground Floor, First Floor and the Second Floor.

Physical Facilities for Teaching:

The College has a total of **13 Classrooms**, of which **3 classrooms** have **Projectors and Screen (ICT Facility)**.

Class Room No.	Floor	Area (sq.ft.)	Capacity	Smart Board and
----------------	-------	---------------	----------	-----------------

				ICT Facility
1	1	391	75	No
2	1	391	75	No
3	1	391	75	Yes
4	1	391	75	Yes
5	1	391	75	No
6	1	391	75	No
7	1	391	75	No
8	1	391	75	No
9	1	391	75	Yes
10	1	391	75	No
11	2	391	75	No
12	2	391	75	No
13	2	391	75	No

Physical Facilities for Computing:

The College has **two IT Labs**, which are used for computer practicals for B.Sc. (IT) and M.Sc. (IT) programme and optiona papers for other programmes. Computer labs are also permitted to be used by students for their project work.

Description	Floor	Area (sq.ft.)	Capacity	Facilities
IT Lab – I	1	545	50	50 Computers, Printer, LAN Connection, Wi-Fi (Speed 50 mbps), 2 AC, CCTV Camera & ICT Facility
IT Lab - II	1	400	40	40 Computers, LAN Connection, Wi-Fi (Speed 50 mbps), CCTV Camera & ICT Facility

Physical Facilities for Learning and Research:

Library is partially automated (KOHA, Version, 21.05.121) with **4263 books, 6 journals and 3 newspapers.**

Description	Floor	Area (sq.ft.)	Capacity	Facilities
Library and Reading Hall	2	595	40	2 Desktops, Tables, Chairs, Librarian's Desk and Printer

Facilities for Cultural Activities: -

Facility	Area/Capacity & Location	Utility
Auditorium-cum-Seminar Hall	3240 sq.ft. (200 persons) Ground floor	<ul style="list-style-type: none"> Used for cultural fests, celebration of national festivals and prize distribution ceremony.

Facilities Sports Activities:

- The college provides indoor games facilities such as carom, chess, table tennis, and badminton.
- The College has a ground which provides facility of outdoor games such as kho-kho, tug-of-war, cricket, football and dodge ball.

Physical Facilities for Co-curricular and Extra-curricular Activities:

Description	Floor	Area (sq.ft.)
Canteen	First	200 sq. ft
IQAC Cell	First	110 sq.ft
Girls' Common Room & WDC	First	160 sq. ft

Facilities for Yoga:

International Yoga Day is celebrated by the College on 21st June every year in the College premises.

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: 21.02

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

2022-23	2021-22	2020-21	2019-20	2018-19
23.28	0.90	0.44	1.09	0.00

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:

Details of Library Automation

1. NAME OF ILMS SOFTWARE:	KOHA
2. NATURE OF AUTOMATION:	Partially Automated
3. VERSION:	21.05.121
4. YEAR OF AUTOMATION:	2021

About the Smt. Kesardevi Mishra Memorial Library (SKMM LIBRARY):

The College has a well-equipped library, located on the 2nd Floor of the College building. The library has been named as **Smt. Kesardevi Mishra Memorial Library (SKMM Library)** in the memory of the mother of the founder secretary **Shri Kamleshji Mishra**. The College Library occupies spacious area of **595 sq.ft.** The **seating capacity of library reading hall is 40 students.**

The Library contains the following resources in English, Hindi and Marathi language:

Number of Text Books	2814
Number of Reference Books	1448
Total Number of Books	4262
Number of Journals	8

Number of Newspapers	3
Number of Databases ('Delnet')	1
Number of Project Reports	160
Number of Encyclopedias	2
Number of Educational CDs	31
Number of Maps	3

Computers have been provided in the library to the students for making use of OPAC, various free online open access resources and 'Delnet' database to students for project work and teachers for reference.

Library Timings:

For Students: From 9.00 a.m. to 5.00 p.m.

For Staff: From 9.00 p.m. to 5.00 p.m.

(During examination period, the students are permitted to make use of library from 9.00 a.m. to 9.00 p.m.)

Library Footfall: 19.54 Students per Working Day and 1.42 Teachers per Day.

Book Bank Scheme:

The College is having **Book Bank Scheme** for students since the year **2019-20**. Under this Scheme, a full set of books for the programme is provided to the students from the grants received from the University.

In the absence of grants from the University, **the College provides full set of books to students on first-cum-first serve basis** since the year 2019-20. The details of the same are as under:

Year	Funds Received from the University	Number of Beneficiaries
2021-22	10000/-	64
2022-23	Nil	115

Expenditure on Library during the Last 5 Years:

Year	2022-23	2021-22	2020-21	2019-20	2018-19
INR in Lakhs	257133	18579	Nil	76872	0
Number of Books	1400	70	Nil	357	0

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:

Recognizing the growing role of technology in education, our College has established a strong IT infrastructure. We ensure its smooth operation through annual maintenance contracts and regularly upgrade outdated systems with the latest technology. This proactive approach ensures that students and faculty have access to up-to-date tools, promoting a tech-savvy learning environment.

IT Labs:

The College has **two IT Labs**, which are used for computer practicals for B.Sc. (IT) and M.Sc. (IT) programme and optional papers for other programmes. Computer labs are also permitted to be used by students for their project work.

Description	Floor	Area (sq.ft.)	Capacity	Facilities
IT Lab – I	1	545	50	50 Computers, Printer, LAN Connection, Wi-Fi (Speed 50 mbps), 2 AC, CCTV Camera & ICT Facility
IT Lab - II	1	400	40	40 Computers, LAN Connection, Wi-Fi (Speed 50 mbps), CCTV Camera & ICT Facility

Computers:

The College has a total of 90 computers of which 50 have been installed in Computer Lab-I and 40 in Lab – II. The computers are exclusively used for computer practicals of B.Sc. IT and M.Sc. IT students. The labs are also used for practicals of computer course in other programmes. Computers hardwares are

replaced and softwares are updated on regular basis. The College has a full time lab assistant for the maintenance of computers in the computer lab.

Overhead Projectors:

The College has a total of 5 wall mounted overhead projectors, which have been installed in Class Room No. 3, 4 and 9 respectively and two ICT Labs. The College is in the process of installing Projectors in all other class rooms in near future.

Printers and Photocopier:

The College has total of 7 printers. Of these, 2 printers have been installed in the Computer Lab – I and Computer Lab – II respectively. The students are provided print outs at a concessional rates for project work from both of these labs. Of the remaining 5 printers, 3 have been installed in the college office, 1 in the staff common room and 1 has been installed in library. All printers are maintained in good condition by the Lab Assistant appointed on full-time basis in the Computer Labs.

IT Accessories:

The College regularly purchases IT accessories, like keyboard, mouse, microphone, camera, external hard disk, pen drive, etc. as per the requirements.

Internet and Wi-fi Connectivity:

All computers in the college premises have 100% internet connectivity through **50 mbps wired line connected with LAN**. Wi-fi connectivity is available at selected places in the College premises.

Website and Mobile App:

The College website is maintained by Future Facetech Private Ltd., Mumbai. It is updated on regular basis to give latest information to students and other stakeholders about the College.

The College has a 'Mobile App' titled 'Navneet College' which provides access to students to various notices related to admissions and examinations. The information on the app is updated on day-to-day basis.

Data Management Software (ERP Aadmin):

The College has subscribed to ERP ‘Aadmin’, a Data Management Software, which provides the following services for the ease of various stakeholders:

1. Online Admission Module
2. Online Fee Payment
3. Online Attendance
4. Online ID Card Generation
5. Online Result Generation
6. Online Railway Concession Generation
7. Online Notice Board
8. Feedback Mechanism

CCTV Surveillance

The College premises is under CCTV surveillance. A total of 32 CCTV Cameras have been installed in the college premises at the entry gate and at all prominent places for the safety and security of students, especially female students.

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: 8.1

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

Response: 90

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: 6.07

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)

2022-23	2021-22	2020-21	2019-20	2018-19
3.49	0.67	2.08	0.76	0.42

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: 3.09

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

2022-23	2021-22	2020-21	2019-20	2018-19
32	33	11	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: 7.9

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

2022-23	2021-22	2020-21	2019-20	2018-19
194	0	0	0	0

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
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	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: 16.3

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

2022-23	2021-22	2020-21	2019-20	2018-19
53	22	4	3	0

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

2022-23	2021-22	2020-21	2019-20	2018-19
105	153	109	76	60

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: 0.48

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.)

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	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

5.3 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: 29

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

2022-23	2021-22	2020-21	2019-20	2018-19
18	6	0	3	2

File Description**Document**

list and links to e-copies of award letters and certificates

[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](#)

5.3.2

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: 13.6

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

2022-23	2021-22	2020-21	2019-20	2018-19
27	4	0	19	18

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:

Navneet College of Commerce and Science was founded in the year 2010-11 and the first batch of students graduated from the institution in the year 2012-13. An informal association of students graduating from the institution was formed in the year 2018. The College recognised the group of students and constituted Navneet College Alumni Association at the College level. Some members of the association regularly visit the College on the occasion of 15th August and 26th January every year for flag hoisting ceremony. The Association consists of 148 registered members.

The alumni of the institution have contributed significantly in academic development of students in the following ways:

1. To orient and guide new entrants in the college.
2. To act as mentor for the college students.
3. To donate books to library.
4. To participate in social activities of the college.
5. To contribute in kind to the flood relief programmes organised by the college.
6. To be members of IQAC and take part in its proceedings.

The Navneet College Alumni Association consist of the following active members.

1. Ms. Azima Qureshi, Chairperson
2. Mr. Harishankar Singh, Member
3. Mr. Harishankar Mishra, Prof-in-charge

With the widening base of the association, its members may take a call to register the Association in near future. Some of our active members of the alumni working in different capacities in corporates and other fields are as under:

Sr. No.	Name of the Student	Course	Organisation	Designation
1	Prabhu Tushar	Rahul B.Com.	N.A.	Chartered Accountant
2	Pednekar Kishor	Kishori B.A.	N.A.	Ex – Mayor, Brihanmumbai Municipal

				Corporation
3	Baldota Karmaditya Shrenik	B.M.S.	N.A.	Artist
4	Kamble Ajay Anand	B.Sc. – IT	Assistant Professor	L N College
5	Chheda Mit Shailesh	M.Com.	Electeck Solutions Pvt. Ltd.	Director
6	Tewari Devang	B.M.S.	N.A.	Actor
7	Shah Agasthya	B.M.S.	N.A.	Digital Creator / Influencer
8	Saroj Aditya Rajkumar	B.Com.	Indian Railways	Commercial-cum-Ticket Clerk
9	Mishra Tushar Kamlesh	M.Com.	Navneet College	Assistant Professor
10	Sarvannan Vishnu	B.Com.	N.A.	Athlete (Sailing)
11	Singh Santosh Pradeep	B.Sc. – IT	N.A.	Commercial Pilot
12	Hamdulay Danish Abdulla	B.M.S.	Dreamline Petroleum	Chief Executive Officer
13	Malusare Vikas Bajrang	B.Com.	Mazgaon Dock Ship Builders	Sr. Leader
14	Padgaonkar Arundhati Ketan	B.Com	N.A.	Digital Creator / Influencer
15	Sudhanshu Jaiprakash Mishra	B.Sc. – IT	X-Biz Techventures Pvt. Ltd.	Infrastructure Engineer

The College does not accept any cash contribution from any outside agency including alumni. Some alumni have contributed to the College in kind by donating books to library and guiding new students during orientation programme.

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:

Navneet College of Commerce and Science offers UG and PG programmes leading to Bachelor's degree and Master's Degree in various specialisations under the Faculty of Arts, Science and Commerce of the University of Mumbai. Being an affiliated college, it follows the curriculum designed by the Board of Studies and approved by the Academic Council of the University.

1. Curriculum Planning:

- The College prepares **Academic Calendar** on the basis of Academic Calendar of the University of Mumbai.
- Academic Calendar ensures that **180 teaching days** are completed during the Academic Year as per the UGC guidelines.
- Academic Calendar is displayed on **the College Website and Notice Board**. A copy of the same is available in the Library.
- **Workload for each programme** is calculated as per the University norms and **teachers are assigned workload as per the UGC guidelines**.
- **Time-table Committee** prepares the **time-table** and the same is communicated to the students through website.
- Teachers prepare **Teaching Plan** and design necessary **instructional and teaching materials**.
- Teachers attend **workshops** conducted by the Board of Studies of the University on **syllabus revision and examination reforms**.

2. Curriculum Delivery:

- **Orientation Programme** is organized to introduce students to the institutional values and teaching-learning and evaluation practices.
- **Lectures, tutorials and practicals** are **conducted strictly as per the time-table** and are **monitored by the Co-ordinator**.
- Teachers record their daily activities in the **Annual Assessment Report (AAR)** prepared as per the **UGC Guidelines, 2018**.
- Teachers make use of various **student-centric methods** to add value to teaching-learning process. This includes:
 - Use of ICT (3 classrooms have ICT facility)
 - Practical are conducted for certificate courses.

- Guest Lectures by eminent personalities.
- Field Visits and Industrial Visits.
- Case Studies, Projects, Presentations
- **Certificate and Diploma Courses** approved by the **University of Mumbai** and **YCMOU** are offered to supplement University curriculum.
- Under **Mentorship Programme**, students are assigned a mentor, who provides guidance and counselling to the students.

3. Continuous Internal Evaluation (CIE):

- Tentative schedule of **Continuous Internal Evaluation (CIE)** is reflected in Academic Calendar.
- **Periodic tests, assignments, projects, etc.** are assigned to students as a part of internal assessment.
- For **B.Sc. (IT) programme**, **practicals** and **viva-voce** are conducted for a small batch of 25 students per batch.
- For **Foundation Course**, students are assigned individual projects on social and national issues.

4. Monitoring and Documentation Mechanism:

Teaching, Learning and Evaluation processes are monitored by the Principal and documented by teachers using the following documents:

- Academic Calendar
- Workload Distribution
- Time-table
- Teaching Plan
- Certificate of Participation in Syllabus Revision Workshops
- Report of Orientation Programme
- Academic Diary
- Report of Student Centric Methods
- Report of Use of ICT in Teaching-learning Process
- Report of Guest Lectures by eminent personalities
- Report of Field and Industrial Visits
- List of Projects Assigned to Students
- List of Certificate Courses
- Report on Remedial Coaching
- Report on Mentoring
- Result Analysis
- Feedback on Curriculum

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:

Being an affiliated institution approved by the Government of Maharashtra, the College follows guidelines, policies and procedures with respect to appointments and service rules as laid down by the **Higher Education Department, Government of Maharashtra, University of Mumbai and University Grants Commission (UGC)** and revised from time to time.

Administrative Set-up (Institutional Organogram):

The College has a well-defined structure of administrative set. The same has been presented on the College website under the head institutional organogram at the following link:

<https://nesedu.in/wp-content/uploads/2023/11/Institutional-Organogram.pdf>

Governing Body:

- **Navneet Education Society (NES)**, the governing body, is the apex decision-making body. All major decisions pertaining to institutional development, financial deployments, development work, etc. are decided by the governing body in consultation with the CDC, IQAC and the Principal.

College Development Committee (CDC):

- CDC consists of representatives from the Management, the Principal, teaching and non-teaching staff as well as student's representatives.
- CDC is a directive organ. All college activities are broadly discussed, approved and documented in the minutes of its meetings.

Internal Quality Assurance Cell (IQAC):

- IQAC has been set up as per the guidelines issued by the NAAC, with the objective of bringing about qualitative improvements in the College.
- Regular meetings are conducted and proceedings are minutised and documented for undertaking various activities.

Principal:

- The Principal is the Academic, Administrative and Financial Head of the Institution.

Teachers and Library Staff:

- Principal being the academic head, all teachers and Librarian and Library Staff directly report to the Principal.

Office Administration – Head Clerk and Other Staff

- Senior Clerk takes care of the administrative functions of the college. He is assisted by Junior Clerk who also looks after finance function.
- Salary, University and government related matters, maintenance of campus, and other routine matters are taken care of by the Office.

Committees:

- Various statutory and non-statutory committees have been constituted with a teacher as its chairperson and some other teachers as members. Some committees also include non-teaching staff and students.

Appointments and Service Rules:

- **Appointments** on the teaching posts and non-teaching posts are made by the Management as per the guidelines of the **Joint Director, Higher Education, Mumbai Region, purely on merit basis.**
- The Management Policy is to encourage the appointment of qualified teachers as per the guidelines laid down by the UGC. In the event of non-availability of qualified teaching staff on reasonable terms, the Management encourages its existing staff to appear for NET/SET and/or complete their Ph.D. At present, the Principal and one teacher have completed Ph.D. and two

teachers are pursuing Ph.D. Also one teacher has qualified NET/SET Examination.

- The statues of University of Mumbai and guidelines of Government of Maharashtra and University Grants Commission (UGC) are strictly followed with respect to service rules, appointment procedures, promotions under CAS, etc.

Deployment of the Perspective Plan:

The College Development Committee (CDC) has approved a Perspective Plans 2023-28 for the future development of the College. It is available at the following link on the College website:

<https://nesedu.in/wp-content/uploads/2023/11/Perspective-Plan-2023-28.pdf>

The College Development Committee (CDC) meetings are held regularly and the progress towards fulfillment of perspective plan targets as per the benchmarks is reviewed. Deviation, if any, are analyzed and corrective measures are taken to achieve planned objectives of the perspective plan

File Description	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
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	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 College has a transparent performance appraisal system for the staff. The College employs a number of techniques to evaluate the performance appraisal of the staff.

Annual Assessment Report (AAR) as per UGC Format:

The IQAC has designed a performance appraisal system for teachers on the basis of Annual Assessment Report (AAR) suggested by the University Grants Commission (UGC) as per the UGC Regulations on Minimum Qualifications for the Appointment of Teachers and Other Academic Staff in Universities and College, 2018. The AAR assesses the teacher's contribution to the following three areas:

1. Teaching
2. Co-curricular and Extra-curricular Activities
3. Research Activities

Teachers have been given Annual Assessment Report (AAR) in the form of a Booklet. Teachers write AAR on day-to-day basis. The Principal verifies the records in AAR on monthly basis. At the end of the year, AARs of all teachers are submitted to the Management by the Principal with her remark on teachers' performance. These reports and the remark given by the Principal serve as a base for the continuation and promotion of teachers.

Students Satisfaction Survey (SSS):

- The College started conducting Students Satisfaction Survey (SSS) through online mode from A.Y. 2020-2021, as per the guidelines of the NAAC.
- The Survey provides important inputs for conducting SWOC Analysis of the College in a realistic manner.

The College Management has initiated several measures for the welfare of its teaching and non-teaching staff. Some of these measures are:

Welfare Measures for Teaching Staff:

The Society strives to ensure welfare of its teaching staff in the following ways:

- Salary is credited to bank account of all members of teaching staff on or before 10th of every month.
- Duty leave is given to teaching staff members for participating in seminar and conferences.
- Interest Free Loan is sanctioned to staff members for short duration of time during festivals and emergency.
- Teachers are reimbursed registration fees for participation in workshops and seminars and publications fees of publishing of research papers.

Welfare Measures for Non-teaching Staff:

The Society strives to ensure welfare of its non-teaching staff in the following ways:

- Salary is credited to bank account of all the members of non-teaching staff on or before 10th of every month.
- Provident Fund benefit is given to all the members of non-teaching staff as per the government norms.
- Two pairs of uniforms are given to the members of non-teaching staff every year.
- Interest Free Loan is sanctioned to staff members for short duration of time during festivals and emergency.
- Staff appointed for cleaning the premises is provided with safety materials like hand-gloves, face mask and other accessories.

Welfare Measures for Teaching Staff and Non-teaching Staff:

- Birthday of all members of teaching staff and non-teaching staff is celebrated in the College.
- Life insurance facility is provided to all non-teaching staff.
- Staff picnic is arranged every year for teaching and non-teaching staff.
- In the event of death of a family member, paid leave is given to the staff members.

- Festivals like Independence Day, Republic Day, Gandhi Jayanti etc. are celebrated together as a family by all staff members.

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: 29.87

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

2022-23	2021-22	2020-21	2019-20	2018-19
4	2	6	4	7

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshops and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	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:** 9.09**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**

2022-23	2021-22	2020-21	2019-20	2018-19
0	2	5	2	1

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

2022-23	2021-22	2020-21	2019-20	2018-19
9	9	5	5	5

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View 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:

The College adopts an Annual Budget as a systematic framework to facilitate strategic planning and meticulous allocation of financial resources. This structured approach enables the institution to prioritize its expenditures, aligning them with overarching goals and objectives. By utilizing the Annual Budget as

a guiding tool, the College aims to enhance transparency, accountability, and overall financial efficiency in order to meet its institutional objectives effectively. This process ensures that funds are allocated in a manner that optimally supports various initiatives and programs throughout the fiscal year.

Preparation and Approval of Annual Budget:

The Principal and Senior Clerk collaboratively formulate the Annual Budget for each financial year, presenting it for approval to the management. Subsequently, the College Development Committee (CDC) deliberates on the Annual Budget during meetings, where it is either approved as presented or with modifications. All financial decisions concerning income and expenditure for the fiscal year are then guided by the approved budget, ensuring a structured and aligned approach to financial management.

Sources of Funds:

As the financial head, the Principal strategically plans resource mobilization in collaboration with the Governing body of the Society. The primary sources of funds for the College include:

- Students' Fees.
- Advance from Society.
- Scholarship received from the State Government (DBT).
- Interest earned on savings bank accounts and fixed deposits.
- Other Income sources (For example: Sale of Scrap)

Utilisation of Funds:

- Salary of teaching and non-teaching is the main component of the expenditure of the college.
- Library Fees and Gymkhana Fees are used for the purpose for which it is collected.
- Development Fees is used for the development of the infrastructure and creation of new academic facilities.
- Scholarship amounts directly credited to the accounts of the beneficiaries through the Direct Benefit Transfer (DBT) system.
- Technological advancements such as purchase of computers and printers and other accessories are funded from the surplus, if any.
- All assets purchased by the institution are recorded in the Stock Register. Outdated assets are disposed off as per the norms.
- Both the College and the Society undergo external audits annually, ensuring transparency and accountability in financial matters.

Internal and External Audit:

An annual audit of the College Accounts is systematically carried out by an independent auditor, appointed by the Governing Body of the Society. This audit encompasses a thorough examination of the

receipts and payments of not only the Society but also all schools and colleges operating under its purview. The accounts of the Society and College are up-to-date and have been audited till F.Y. 2022-2023.

Prakash J. Waghela & Co. is the approved auditor of the College and Society. The College accounts have been audited upto F.Y. 2022-23.

Audit Objections – Compliances:

There are no major audit objections from the auditor during the last five years.

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:

IQAC, since its inception in the year 2021-22, has contributed immensely toward institutionalising quality assurance strategies and processes.

Institutionalisation of Quality Assurance Strategies and Processes:

- The process of preparing **Academic Calendar has been institutionalised** with clear demarcation of curricular and co-curricular and extra-curricular activities by inviting inputs from all stakeholders.
- IQAC has also been instrumental in preparing standardised formats for various documents such as **Lecture Plan, Feedback on Syllabus and Course Contents, Mentoring Report, Programme Report and MoUs.**
- IQAC has also been instrumental in initiating and signing several MOUs with different institutions for facilitating students exchange, faculty exchange and training programmes for

students. A total of 4 MOUs have been signed during the assessment period.

Review of Teaching-learning Processes, Structures and Methodologies:

- IQAC has been instrumental in starting several certificate and diploma courses approved by the University of Mumbai and Yashwantrao Chavan Maharashtra Open University (YCMOU), Nashik. A total of 5 different courses have been offered during the assessment period.
- **PO sand COs have been identified for various programmes** and courses and are displayed on the College website. Stakeholders are oriented on POs and COs during the induction programme and outcomes of measured objectively at the end of the academic year.
- IQAC has also proposed the **subscription of 'DelNet', an online educational database** that provides students an access to thousands of books, journals, references and other educational materials from across the globe.
- **Mentoring sessions** are organised under the guidelines of the IQAC, whereby each teacher is allotted specific number of students as mentees. The teacher mentor organise meetings and also counsel and support students in overcoming their personal and academic issues.
- IQAC has also institutionalised the system of seeking **online feedback on syllabus and course curriculum** from various stakeholders and analyse the same and submit a report to the concerned Board of Studies (BoS) for the improvement of the syllabus.

Assessment of Learning Outcomes:

Learning outcomes are measured objectively at the end of the years using multiple methodologies.

- **Learning outcomes in terms of POs and COs are assessed and evaluated annually on the basis of results and progression.**
- **Result Analysis is undertaken to monitor and assess the incremental improvements** across all programmes.
- **Performance Evaluation System through Annual Assessment Reports (AAR) as per the UGC Guidelines, 2018** has been developed to evaluate teaching-learning and research activities of teachers.

Other Initiatives for Quality Sustenance and Enhancement:

Some important recommendations of the IQAC, which have been accepted and implemented:

- Installation of ICT in classrooms.
- Use of e-governance in admissions and students support.
- Mobile App for students for effective communication.
- Installation of Solar Lamps in Campus.

- Substitution of Traditional Lights with LED.
- Gender Audit.
- Energy Audit.
- Green Audit.

IQAC prepares a **Plan of Action** at the end of every academic year for the next academic year and the same is implemented with the help of various committees. Also regular meetings of IQAC are conducted in order to review incremental improvements in quality initiatives and propose the new initiatives.

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: C. Any 2 of the above

File Description	Document
NIRF report, AAA report and details on follow up actions	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document
Provide Links for any other relevant document to support the claim (if any)	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:

Navneet College of Commerce and Science is dedicated to the cause of higher education for girl students, especially working females. Although, the enrolment of female students in the college is low, the College management has taken several measures to ensure gender equity and safety and security of girls students on the college premises.

Gender Sensitization in Curricular Activities:

Course curriculum for various programmes includes and highlights many issues pertaining to women such as:

- **Commerce – I: Women Entrepreneurs:** Problems and Promotion.
- **Foundation Course (Semester I):** Disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media, Role and significance of women in politics, Trafficking of women? causes, effects and response.
- **Foundation Course – III:** Women- Constitutional and legal rights, Forms of violations, Redressal mechanisms.

Gender Sensitization in Co-curricular Activities:

As part of the Foundation Course project work at Navneet College of Commerce and Science, students actively engage in activities aimed at raising awareness on issues related to women. This includes conducting surveys, organizing street plays, and hosting poster-making competitions. These initiatives not only enhance their academic experience but also contribute to the broader goal of fostering social awareness and understanding among the student community.

Gender Sensitization in Extra-curricular Activities:

Navneet College of Commerce and Science's Women Development Cell (WDC), in collaboration with NSS and DLLE unit, actively conducts workshops, interactive sessions, and skill development programs to raise awareness about women's rights. These efforts aim to foster an inclusive and supportive

environment, promoting respect, equality, and empowerment for all.

Year	Programme/Activity
2018-19	Workshop on Stress Management
2019-20	Self Defence Programme for Female Students

Facilities for Women Safety:

Provisions for Safety and Security:

- Girls' Common Room.
- CCTV Surveillance in Campus and Building.
- Security at the Entry Gate.
- Peons to monitor the discipline.
- Sanitary napkin facility in Girls Washroom.
- Separate washrooms for boys and girls.
- Code of conduct for stakeholders.
- Presentable Dress Code.
- Compulsory wearing of I-Card.
- Regular Meetings with Parents.

Internal Complaint Committee (ICC)

- Internal Complaint Committee (ICC) has been constituted as per the guidelines of the Government of Maharashtra.
- Regular meetings of the Committee are conducted and students' sensitisation campaigns are organised.
- No grievance has been received by the ICC so far.

Gender Audit

Gender Audit has been conducted by an independent female social worker, Dr. Rashmi Joshi. The recommendations given by her are being implemented in a phased manner.

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
Certificates of the awards received from recognized agency (if any).	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:

Navneet College of Commerce and Science has implemented numerous initiatives to foster an inclusive environment for its diverse student body. Our students come from a wide range of socio-economic and cultural backgrounds, emphasizing the need for unity in their actions and behaviors.

Inclusiveness in Administrative Processes:

- **Admission Process:** The institution follows a merit-based admission process for all programs, ensuring fairness and non-discrimination.
- **Committees:** All committees within the institution maintain diversity by incorporating a mix of gender, cultural, communal, linguistic, and socio-economic backgrounds.

Integrating Socially Backward Classes:

- **Reservation of Seats:** The College adheres to the reservation policy set by the Central and State Government for admissions across all classes.
- **Committee for Welfare of Backward Classes:** This committee plays a crucial role in orienting students about the various scholarship schemes offered by the government.

Integrating Economically Weaker Sections:

- The Society has a rich culture of waiving fees of students belonging to economically weaker sections.
- The College has a Book Bank Scheme, fully financed by the Society, for poor and needy students.

Integrating Vernacular Medium Students:

- Teachers make use of **Hindi or Marathi** in class in order to make these students understand complex concepts.
- Special attention is given to develop the vocabulary of the students from vernacular medium.

Promotion of Inclusiveness Environment:

- **Celebration of National Festivals:** Celebration of Independence Day, Republic Day and Birth and Death Anniversaries of great leaders like Shivaji Maharaj, Mahatma Gandhi, Dr. B.R. Ambedkar, Lokmanya Tilak, Savitribai Phule, Swami Vivekanand, APJ Abdul Kalam (Vachan Prerna Din), etc. to inculcate the spirit of **‘Unity in Diversity’**.
- **Camps and Workshops: Health Camps, Blood Donation Camps, AIDS Awareness Activities and Cleanliness Drives** are organized to inculcate feeling of care and compassion among students.
- **Yoga and Meditation: ‘Yoga’ and ‘Meditation’** were introduced with the objective of making students more mindful and sensitive, so that they can practice tolerance and inclusiveness in different aspects of their lives.
- **Traditional Day:** Student Council organizes traditional day to celebrate the attire of states to which the students belong, highlighting variations in the costumes in different regions of the country.

Activities Organised to Promote Constitutional Values:

Voters’ Registration Drive	NSS Unit organizes Voter’s Awareness Program to encourage students to register for voting.
Constitutional Responsibilities	The College premises provides for polling booths during elections and staff for election duties.
Constitution Day	Constitution Day is celebrated to administer oath to all stakeholders to pledge their loyalty to the Constitution of India.
Promotion of Ethical Practices	Sessions on IPR and Patents Laws are organised to highlight ethical practices <i>w.r.t</i> Patent Laws .
Awareness about LGBT	Issues related to LGBT and Transgenders find

	place in project work for Foundation Course and street play was organised by the students to create awareness about the same.
Awareness about Environment	Tree Plantation Drives, Cleanliness Drive and Anti-plastic Campaigns are organised. .
'Shramdan' in Villages	NSS Unit organizes Seven Days Residential Camp for contributing to rural development.
Anti-ragging Campaign	Anti-ragging Committee encourages students to submit No Ragging Pledge .
Activities by NSS, WDC and DLLE	NSS, DLLE and WDC units organize several programmes for the promotion of social values.

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:

Higher Education Opportunities for the Working Youth

Objectives of the Practice:

- 1. Accessibility and Flexibility:** Provide a flexible schedule with evening classes to accommodate the diverse work schedules and commitments of working professionals.
- 2. Inclusive Education:** Extend educational opportunities to the working youth, particularly targeting those dropped out at the higher secondary level.
- 3. Reducing Dropout Rates:** Address the common challenges of economic constraints and dual pressures of work and study by counselling such students.
- 4. Financial Accessibility:** Facilitate ease of access to education by offering installment-based fee payment options.

The Context:

Navneet Education Society was established in 1998, with the sole motive of imparting quality higher education to working youth in the city of Mumbai. The College made a humble beginning in 2010-11 with mere one programme (B.Sc.-IT) and 13 students on the roll. Today, the College offers 6 UG and 3 PG programmes with 729 students on roll. Most of our students are the first generation learners from economically poor background and therefore, they start working at a very young age and discontinue their studies. Navneet College took up the task of bringing such children to the mainstream by counselling them and their parents.

The Practice:

The College started several UG and PG programmes since its inception and proposes to start more as per the demand to cater to the higher education needs of the working youth.

1. The College started with B.Sc. (IT) in 2010-11 followed by B.Com. and BMS in 2012-13 and BAF in 2020-21. B.A. (Psychology) and BAMMC programmes were introduced 2022-23.
2. In the year 2021-22, 3 PG programmes, viz., M.Com. (Advanced Accountancy), M.Com. (Business Management), and Master of Science (Information Technology) were started.

The College offers B.Com., B.C.A. and B.A. (Mass Communication and Journalism) programmes through distance mode from the Yashwantrao Chavan Maharashtra Open University (YCMOU), Nashik.

Further to enable students to complete the basic requirement of successful completion of higher secondary degree, the College offers secondary and senior secondary certificate programmes from the National Institute of Open School (NIOS) through distance mode.

The College also provides short duration certificate and diploma courses for developing employability skills of students.

Evidence of Success:

The College has successfully completed 13 years and expanded its offerings from mere 1 UG programme in 2010-11 to 6 UG and 3 PG programmes by the year 2021-22. The students' strength has also increased from mere 13 students in 2010-11 to 729 students in 2022-23. This humble growth over the period of the last 13 years signifies the successful expansion of the College. The College is poised to

grow rapidly in the post-NAAC period with a proposal to start new programmes and certificate and diploma courses under the NEP, 2020.

Problems Encountered:

Starting a new night college in the commercial city like Mumbai was a challenge indeed. However with the cooperation of all stakeholders, the College has not merely survived, but has also grown in terms of number of programmes and students over the period of time.

Resources Required:

Physical infrastructure, furniture and fixtures and teaching and non-teaching staff. services and staff training.

Best Practice – 2

Title of the Practice:

E-governance Initiatives

Objectives of the Practice:

- 1.To streamline communication and automate processes, ensuring precise teacher attendance tracking and seamless collaboration with the University of Mumbai.
- 2.To digitize financial operations, improve fee collection with a user-friendly interface, and expedite receipt issuance electronically for efficient financial management.
- 3.To simplify admissions through an online portal, leverage technology for comprehensive student support, and enhance overall satisfaction with accessible services.
- 4.To streamline exam processes, provide quick and secure access to results and mark sheets online, ensure secure question paper transmission, and adopt OSM for efficient assessment.

The Context:

Navneet College is at the forefront of technological integration, deploying comprehensive e-governance initiatives across administrative, financial, admission, and examination realms. With the help of data management software (ACADMIN), the College seeks to modernise communication, streamline processes, and enhance collaboration with the University. The digitisation of accounts and finance aims to improve transparency, while innovative student-centric solutions, including online admissions, support

services, and examination processes, prioritise accessibility and efficiency.

The Practice:

Navneet College has made extensive use of IT resources in administration, admissions, examinations, finance and accountancy and students support services to elevate efficiency, transparency, and student-centric experiences.

1. **Administrative Operations:** Navneet College makes extensive use of technology in its day-to-day administration through data management software, ACADMIN. The institution embraces ICT for diverse operations, like daily correspondence, issuance of railway concession and implementing a biometric attendance. The College submits all data to the Affiliating University through its e-portal and seeks affiliation online.
2. **Accounts and Finance:** Navneet College takes a leap towards digital financial management, conducting all accounts and finance operations electronically. This encompasses an online fee collection portal, the use of Talley accounting software, and streamlined interfaces for fee payments. The college prioritizes financial transparency with the instantaneous issuance of receipts for various transactions, creating an efficient and transparent financial ecosystem.
3. **Student-Centric Admissions and Support:** The college communicates notices through its website and mobile app, facilitating an online admission portal, attendance tracking, and diverse support services for the students ease. From scholarships and attendance to grievance submissions and identity card generation, the College makes effective use of ICT for students' convenience.
4. **Efficiency in Examination Processes:** Students register for university examinations through the Online Portal of the University. Online transmission of question papers, utilization of the Online Screen-based Marking System (OSM) for assessment, and the generation of hall tickets and mark sheets online collectively underscore the institution's commitment to efficient and technologically advanced examination processes.

Evidence of Success:

Navneet College has been using e-governance effectively in the areas of administration, admissions and students support, examination and accounts and finance since 2020-21. The staff has been given training in the use of software by the vendor to bring about its effective implementation. The implementation of these initiatives has resulted in time-saving, reduced paper usage and record storage and effective retrieval of data as per need.

Problems Encountered and Resources Required:

The College faced challenge of overcoming the initial resistance from the staff and ensuring their active engagement in adapting to new technologies. However, the college navigated these hurdles by organizing multiple training sessions for the staff.

Resources Required:

ACADMIN Data management software, internet services and staff training.

File Description	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:

Navneet Education Society was established in 1998, with the sole motive of imparting quality higher education to working youth in the city of Mumbai. The two philosophies guiding us are “Vidya Vardhate Rashtram” (Enriching Nation through Education) and “Vidya Dadati Vinayam” (Education gives Humility).

The Society founded Navneet Junior College of Arts, Science and Commerce 2008-09, which was followed by the establishment of Navneet Education Society’s Night Degree College in 2010-11. In the commercial city like Mumbai, most youth start working at a very young age and fail to balance studies and work pressure together. This leads to high dropout rates among youth pursuing higher education. Considering this, the Society founded a night degree college for encouraging such students to complete their higher education with a flexibility of pursuing their degree programmes after their working hours.

The College made a humble beginning in the year 2010-11 with mere one programme (B.Sc.-IT) and 13 students on the roll. Today, the College offers 6 undergraduate and 3 postgraduate programmes with 729 students on roll for the year 2022-23. The Trustees, the Principal and the teachers had to work hard to convince students and their parents to continue their studies along with their job responsibilities. These collective efforts did yield some short-term success in increasing the enrolment ratio across all programmes, but the overall enrolment continued to be far lower than the sanctioned intake. The main reason for the same is the preference of the working students to pursue higher education degree from the Institute of Distance Learning (IDOL) run by the University of Mumbai. The lower enrolment rate in most programmes offered by the College affected the economic viability of the institution and the Trust found it difficult to sustain with meagre economic resources with no philanthropic support from any

outside agencies. Therefore, the College management decide to convert the Night Degree College in to the regular college with a flexible approach for working students. In the year 2019-20, the College sought approval from the government for changing the nomenclature of the College from Navneet Education Society's Night Degree College to Navneet College of Commerce and Science. The evening classes were gradually shifted to morning with flexibility for students to attend classes as per their convenience. The College operates special classes for working students on Sundays and holidays.

The College has robust infrastructure in the heart of the city in the vicinity of the Mumbai Central railway station. At present the College offers the following 6 UG programmes and 3 PG programmes across Arts, Science and Commerce Faculty:

Undergraduate Programmes:

1. Bachelor of Science (Information Technology) (B.S.c – IT)
2. Bachelor of Commerce (B.Com.)
3. Bachelor of Management Studies (BMS)
4. Bachelor of Commerce (Accounting and Finance) (BAF)
5. Bachelor of Arts (Multimedia and Mass Communication) (BAMMC)
6. Bachelor of Arts (Psychology)

Postgraduate Programmes:

1. Master of Science (Information Technology) (M.S.c – IT)
2. Master of Commerce (Accountancy) (M.Com. – Accountancy)
3. Master of Commerce (Business Management) (M.Com. – Business Management)

Also in order to cater to the higher educational needs of working youth, the College offers several degree programmes approved by the Yashwantrao Chavan Maharashtra Open University, Nashik, through distance mode:

1. Bachelor of Commerce (B.Com.),
2. B.A. (Mass Communication and Journalism) and
3. Bachelor of Computer Applications (BCA) programmes

The College also offers secondary and senior secondary certificate programmes of the National Institute of Open School (NIOS) through distance mode to enable dropped out students to complete their qualifying degree for higher education.

In addition to the programmes offered by the University of Mumbai, the College also offers four Certificate programmes approved by the University of Mumbai and one Diploma programme approved by Yashwantrao Chavan Maharashtra Open University (YCMOU).

1. Diploma in Mass Communication and Journalism
2. Certificate Course in Management of Retail Business
3. Certificate Course in Stock Market Operations
4. Certificate Course in Advertising, Sales Promotion and Sales Management
5. Certificate Course in Web Designing and Office Automation

In order to match enrolments with the sanctioned intake, the College staff undertakes special drives to convince working students and their parents to complete their studies from the Navneet College. The College teachers provide such students necessary support in completing their higher education, which is reflected in above university average results at the final year. The POs and COs for all programmes have been displayed on the College website and teachers orient students about the same in their introductory lectures.

With the implementation of National Education Policy, 2020 from the A.Y. 2024-25 by the University of Mumbai, the College is all prepared to offer inter-disciplinary and multidisciplinary programmes as per the NEP due to its present offerings in all three streams, viz., Arts, Science and Commerce. The College also proposes to start Research Centre in Commerce and Management as stipulated in its perspective plan. The central location of the College in the heart of the metropolitan city of Mumbai with office of most of the Indian companies and MNCs, banks, office of stock brokers, professionals, etc. offer a good opportunity to the College to offer professional degree, diploma and certificate programmes in collaboration with such units.

The College has adequate infrastructure for teaching-learning and evaluation. There are a total of 13 classrooms, of which 3 have ICT facilities, 2 Computer Labs with 50 and 40 computers, library with 4263 books, 6 journals and 3 newspapers. The College has subscription to DelNet database, which help students in their field work and research projects. The College has an Auditorium which can accommodate 200 persons and adequate facilities for indoor and outdoor sports within the College premises.

In conclusion, Navneet College of Commerce and Sciences stands as a beacon of dedication to quality education and inclusivity. Established by the Navneet Education Society in 1998, the institution has evolved to meet the unique needs of working youth in Mumbai. Overcoming challenges, the college transitioned from a Night Degree College to the esteemed Navneet College of Commerce and Science. With a comprehensive range of undergraduate and postgraduate programs, the institution empowers students to balance education and work seamlessly. As the college embraces the NEP, 2020, it prepares to offer interdisciplinary programs and establish a Research Centre in Commerce and Management. The

central location in Mumbai provides a fertile ground for collaboration with industry, ensuring practical and relevant education.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Nil

Concluding Remarks :

The journey of Navneet College of Commerce and Science is a testament to its unwavering commitment to providing quality higher education to the working youth of Mumbai. Since its establishment in 1998 by the Navneet Education Society, the college has embodied the principles of "Vidya Vardhate Rashtram" (Enriching Nation through Education) and "Vidya Dadati Vinayam" (Education gives Humility).

Recognizing the challenges faced by working youth in balancing employment and education, the Society took a pioneering step by establishing the Night Degree College in 2010-11. The institution commenced with one program and 13 students, growing today to offer six undergraduate and three postgraduate programs with a student strength of 729 for the academic year 2022-23.

Despite initial hurdles in convincing students and parents to embrace education alongside their work responsibilities, the college witnessed short-term successes in increasing enrollment ratios. However, the preference of working students for distance education programs posed challenges to overall enrollment. To address this, the institution transformed into Navneet College of Commerce and Science, with a flexible approach for working students, offering classes on Sundays and holidays.

The college's robust infrastructure, strategically located near Mumbai Central railway station, serves as a conducive learning environment. It currently offers a diverse range of undergraduate and postgraduate programs across Arts, Science, and Commerce faculties, along with additional degree programs approved by Yashwantrao Chavan Maharashtra Open University through distance mode.

In alignment with the National Education Policy (NEP) 2020, the college is well-prepared to introduce interdisciplinary and multidisciplinary programs from the academic year 2024-25. It also aspires to establish a Research Centre in Commerce and Management, tapping into the central location's opportunities for collaboration with industry professionals, banks, stockbrokers, and multinational companies.

Navneet College of Commerce and Science stands out not only for its academic offerings but also for its proactive outreach efforts to convince working students to complete their studies within its premises. The dedicated faculty ensures necessary support, reflected in consistently above-average results at the final year.

As the institution looks toward the future, it envisions a dynamic educational landscape, offering professional programs in collaboration with industry units. With its well-equipped infrastructure, including classrooms, computer labs, a library, and sports facilities, the college is poised to continue its legacy of providing accessible, quality education in the heart of Mumbai. Navneet College remains a beacon of educational dedication, inclusivity, and adaptability, embodying the ethos of its founding society.