



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE AND ECONOMICS
Name of the head of the Institution		Dr. Kiran Harishchandra Mane
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		917738515771
Mobile no.		9867703229
Registered Email		dalmialionscollege@gmail.com
Alternate Email		kiranm@dalmialionscollege.ac.in
Address		Sunder Nagar, Off S.V. Road, Malad (West)
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400064

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Emelia Noronha			
Phone no/Alternate Phone no.		919819202132			
Mobile no.		9326208927			
Registered Email		iqac@dalmialionscollege.ac.in			
Alternate Email		emelian@dalmialionscollege.ac.in			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://www.dalmialionscollege.ac.in/wp-content/uploads/PDLC-AQAR-2018-19.pdf">https://www.dalmialionscollege.ac.in/wp-content/uploads/PDLC-AQAR-2018-19.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://www.dalmialionscollege.ac.in/wp-content/uploads/Academic-Calendar-PDLC-2019-20.pdf">https://www.dalmialionscollege.ac.in/wp-content/uploads/Academic-Calendar-PDLC-2019-20.pdf</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	72.05	2004	16-Feb-2004	15-Feb-2009
2	B	2.56	2014	21-Feb-2014	20-Feb-2019
<b>6. Date of Establishment of IQAC</b>			27-Feb-2004		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Orientation Programme for students & parents of BAF	06-Jul-2019 1	240
Orientation Programme for students & parents of BMS	05-Jul-2019 1	252
Orientation programme for students and parents of BCom	03-Jul-2019 3	428
One Day Workshop on	13-Mar-2020 1	30
One Day Workshop on	27-Aug-2020 1	35
Intercollegiate Sports and Cultural Events for administrative staff	06-Feb-2020 1	165
Conference for student researchers on	20-Feb-2020 1	40
Academic Audit Information for the Academic Audit conducted by University of Mumbai was uploaded on the University portal	20-Nov-2019 1	4536
External Audit by Intertek, the International QMS Body	29-Jun-2020 2	4536
Under ISO 9000: 2015 Internal Audits	05-Dec-2019 2	4536
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 00	0
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- MOU with the Training Company signed.
- Department wise encouragement to engage in Innovative practices that can then become Best Practices of the department .
- Continued use of documentation formats with revision under ISO 9001:2015 Certification
- Conference by student researchers and Faculty development programmes, Training programme for teaching and Administrative staff
- • 360 Degree Feedback System

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Activities to be conducted according to the Theme of the year - - Art of Giving	All departmental activites were focused on the them - The Tivri Dam project , Ek Kalam Ek Kitab Project were part of it
Administrative Audit	Admin Audit by Intertek
Workshop / seminar by Alumni Association	Workshop on Reading, Online seminar on The Indian penal Code and IT Act with special reference to Eve teasing , molestation and relevant provisions by Alumni Association The student Research Conference was also sponsored by Alumni Assocaition
Academic External Audit	External audit conducted by Intertek, an ISO Certification Body Audit by Mumbai University - Data by College was uploaded as the direction of the University.
Training students for UPSC / MPSC Exams	Seminar on Competitive Exams conducted by Career Guidance Cell
SET / NET/ Training programmes	Training and Mock Test carried forth by Dept. of MCom
Linkage / collaboration with Industry MOUs to be signed	MOUs signed with The Training Company, Stree Mukti Sanghatana, Technoserve and Qknit

Teachers Academic Planner and Diary	Academic Planner and diary is prepared and is being used by teachers to keep a log of their daily teaching learning practices and other activities				
Bridge Course	Bridge Courses conducted by departments of Commerce, Business Communication, Maths & Stats. And Cost Accounting				
Orientation programme for students and parents	Orientation done for all First Year Students and their parents				
<a href="#">View File</a>					
<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Development Committee</td> <td>22-Jul-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee	22-Jul-2020
Name of Statutory Body	Meeting Date				
College Development Committee	22-Jul-2020				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes				
Date of Visit	29-Jun-2020				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2019				
Date of Submission	07-Jan-2019				
<b>17. Does the Institution have Management Information System ?</b>	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System of Prahladrai Dalmia Lions College 1. Intergrated ERP ACADMiN School/College Management Software provided by Future Tech Partner , 216 / A, Panchratna CHS, Mama Parmananad Marg,Opera House,Charni Road, Near Roxy Cinema, Mumbai - 400 004</p> <p><a href="https://futuretechpartner.com/index.htm">https://futuretechpartner.com/index.htm</a></p> <p>1 Our Cloud Based ACADMiN Solution includes the following modules: 1. Student Information System 2. Exam Result Generation 3. Student Attendance Module (Web Based) 4. Staff Information System 5. Subject Module 6. Administrator Activities 7. All related Reports</p> <p>2. MKCL: Maharashtra Knowledge Corporation Limited (MKCL) promoted by</p>				

the Department of Higher and Technical Education, Government of Maharashtra is an Integrated Digital portal that provides University Management Solutions to University of Mumbai. The college being affiliated to the University of Mumbai uses this digital system for the following purposes:

- Online Admission services
- Online applications
- Single application for multiple courses
- Online payments of application and program fees
- Online submission of documents verification
- Merit List generations seat allocation
- Online Exam services

The Exams conducted by the University of Mumbai and the result process is facilitated through MKCL. MKCL maintains students' data, and their profile, which is retained and can be retrieved using PRN No. ( student unique number ) as necessary. Students can get any updates from the University Portal if required using PRN No. The other services that one can avail through MKCL are:

- Transfer Certificate
- Online examination forms for Regular ATKT students.
- Bonafide Certificates and GR Print.

3. Koha for Library Management: Our Library uses Koha an Integrated Library System which gives following facilities:

- Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items.
- Full catalogue module which enables library staff to capture details of all library items.
- Circulation module which fully automates borrowing and item management, integrating with the OPAC so users can see which items they have outstanding, for example.
- Acquisitions module which assist the librarian with acquisitions and budget management. It also has serials management and reporting modules.

4. TALLY: We also use Tally 9 ERP an accounting program that lets us track and manage all our accounts and everything else related to it.

5. EduQfix: EduQfix application, a comprehensive communication/Mobile based communication administration, parents and students, used by our institution for digital payments. This is an online fee collection platform

integrated with multiple payment gateways, banks and digital wallets which help in easy digital payments for students' fee during admission or fee for examination purposes. 6. Website supported by Future tech Solutions: Our institution now has an Interactive website boasts of following features: It is Designed and Developed with latest technology standards that has Mobile, Tablet and Desktop view compatibility. It also has the following features: 1Year SSD Web Hosting, Development website support, Website Security and Stability.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Planned curriculum delivery and documentation: The college is ISO 9001:2015 certified and thus all teaching - learning processes are properly planned, duly executed and then documented in the formats that are constantly revised and numbered. The process is revisited and revised after Feedback of stakeholders. Following documents are prepared annually and included in a document called the Teacher's Dairy. Academic calendar, Teaching plan, Time-table, List of Non working days and holidays. At the Departmental level the following documents to record curriculum delivery: Departmental Plan charts the following: Objectives to be achieved Results/Learning outcome of the students studying the subject last year; SWOT analysis to mitigate the weaknesses and face challenges. Steps taken to promote the quality of teaching-learning process : Guest lectures, Visit to reputed organisations, Role Play, Seminars, Group Discussions, Live Projects, Book Reviews, Moot Court, Court visit. Plan of Innovative /Best Practices by Departmental. Planning for Teachers' Lecture Observation. Regular Departmental Meetings are undertaken in which activities like: Workload distribution, Planning of tutorials and practicals for specific subjects, Review of departmental activities, Result analysis and Planning of departmental activities is done. The methods used for teaching learning process are also planned in advance and documented in the Log book reviewed by HOD. Periodical Lecture Observation by HOD is done and a Review is given to the HOD through the Monthly Monitoring of the Teaching Plan. Feedback from students on the teaching learning process is taken every year, which is then analysed and conveyed to concerned teachers for improvement or suggestions. On the basis of Result Analysis and Feedback of students, Remedial courses are planned and executed. Bridge Courses are conducted annually for all freshers. Peer assessment: Feedback on the evaluation process is obtained from peers in the fraternity who visit the College as moderators.(assessed answer sheets of the examination and the Question Papers Set). Teachers fill in their Self Appraisal Forms, then scrutinized by HOD, Vice Principal and Principal. Selection/appointment of new faulty is done after Teaching Demonstration and the Evaluation Report is duly submitted to the Principal for consideration and selection. The Daily Teaching Report consists of the following details: Day & Date Class & Division Taught Topic / Sub topic taught Content Teaching Methodology & Teaching Learning Aids Reference books, on-line sources, Remarks & Signature of HOD. A proper Record

is maintained of the Non- Engaged Lectures, Extra Lectures Engaged, Invigilation -Theory and practical, Question Paper Setting, Evaluation of Answer sheets by teachers, Remedial Lectures, Excursions/Study Tour & Appointment on Committees and involvement in Extra Curricular Activities. A proper record is maintained regarding the Development of e-Learning Content & Delivery under the following heads: Date of upload of content , Module No, and its Title , Class, Subject , E-resources and techniques used, ICT tools used, url / link to the module; Summary of Students' Feedback is also part of the Teacher's diary; details like Personal Information, Term Information, list of working days in each term help in timely syllabi completion.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	01/06/2019	00	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Accounting and Finance	06/06/2019
BA	Multimedia and Mass Communication (BAMMC)	06/06/2019
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	BCom	06/06/2019
BSc	Information Technology	06/06/2019
BCom	Banking and Insurance	06/06/2019
BCom	Investment Management	06/06/2019
BCom	Financial Market	06/06/2019
BCom	Accounting and Finance	06/06/2019
BMS	Management Studies	06/06/2019
BA	Multimedia and Mass Communication (BAMMC)	06/06/2019
MCom	Accountancy and Management	06/06/2019

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Fashion Designing	01/07/2019	24



(BASIC)		
Certificate Course in Tourism and Travel Management	09/07/2019	13
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	BCom	1495
BA	Multimedia and Mass Communication (BAMMC)/ BMM	316
BCom	Accounting and Finance	333
BCom	Banking and Insurance	118
BCom	Investment Management	81
BMS	Management Studies	174
MCom	Accountancy	125
MCom	Management	33
BSc	Information Technology	2
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>2 We believe in taking 360 degree feedback from our stakeholders on teaching learning, curriculum and college administration and other aspects for all courses s. All feedback was analysed using MS Excel. Feedback on curriculum was based on following parameters: Difficulty Level of the course, Balance between Practical and Theory, Usefulness in imparting transferable and life skills, Contribution towards inculcating ethics, values and moral sense, Employability enhancing content, stimulating extra learning and self-learning Usefulness for internal assessment. This feedback was recorded in hardcopy, was collated, analysed and published on the college website. Students came up with valuable contribution regarding current curriculum and its role in their overall development. These contributions were discussed for enhancing the teaching-learning process. Similar process was followed for the feedback from parents and alumni of the college. Student Satisfaction Survey was taken from the students on following parameters: Teaching - Learning Environment Infrastructure Teaching Faculty Placement Overall personality development This feedback was recorded in both with Google forms and hardcopy, collated and</p>

analysed. Student Satisfaction Index was calculated to understand the satisfaction level of the students. Students also gave feedback about individual teachers on following parameters: Teachers Subject Knowledge Motivation Provided Communication Skill Teachers Regularity Punctuality Interest generated by the teachers in the subject Use of innovation Teaching Methods (BB/PPT'S) Accessibility of the Teachers in out of the class Discipline in Class Syllabus Coverage Refers to latest developments in the field This feedback was recorded in hardcopy format. Afterward it was collated and analysed. The feedback given from students was submitted to head of the institution and was conveyed to the respective teachers. Parents feedback is also taken on two criteria, admission process and college infrastructure. For the feedback about the admission process following parameters was examined: Availability of Information at campus Availability of Information on College Website Usefulness of help desk Verification process Staff at the Office Counter Feedback on online payment method Overall Rating of the Admission Process. This feedback was recorded in hardcopy format during admission process, was collated and analysed. Parents came up with valuable suggestions on the admission process which was discussed with the admission committee and college administration for better admission experience. Parents' feedback on the college infrastructure was also taken on the following parameters: Environment Infrastructure Faculty Fee structure Quality of support material Training Placement This feedback was recorded in hardcopy format during parent-teachers' meeting and analysed. The parents' feedback was discussed with college authorities. Feedback was taken from teachers on curriculum. The given feedback was discussed with college authorities. Feedback from Employers was taken by the Placement Cell and analysed.

## **CRITERION II – TEACHING- LEARNING AND EVALUATION**

### **2.1 – Student Enrolment and Profile**

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Accountancy & Management	400	402	296
BA	Bachelor in Mass Media	402	398	324
BCom	Banking & Insurance	396	468	334
BCom	Accounting & Finance	583	764	510
BCom	Financial Markets	192	191	165
BSc	Information & Technology	204	195	163
BCom	Investment Management	180	130	130
BMS	Management Studies	583	982	548
BCom	BCom	2210	2491	2066

[View File](#)

### **2.2 – Catering to Student Diversity**

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	4240	296	52	2	Nil

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
54	49	38	21	Nil	31
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Our Institute follows a formal methodology of student mentoring. The basic objective of mentoring is developing a healthy rapport with the students individually and hence personal mentoring is done by each mentor. Every class is assigned a Class Teacher/Mentor Class who is responsible for the day-to-day activities of that particular class in this procedure the Class Teacher / Mentor plays a vital role to come close to the students in respect of the problems that they are facing in their life. This process of mentoring involves guiding, providing training, giving advice to the mentee. The Class Teacher/Mentor helps the students in not only in academics but also in overall development of the students like making students participate in various events of the institution. So many cases have been handled successfully by the mentors in respect of anger management, anxiety, depression amongst the students. On the basis of analysis of the student's needs and their career prospects the mentor then contacts the concerned associations and cell for further growth of the student. 1. Various carrier-oriented workshops, Workshops in respect of NET/SLET examination, MPSC examinations are conducted through placement cell, to acquaint the students about their future needs, further emotional and psychological helps are directed to the Counsellor appointed by the college wherever necessary. 2. Mentoring is also inclusive of developing better communication between students and teachers through regular circulation of information through WhatsApp, helping out students in special cases by identifying slow learners and advance learners. 3. The students are also guided regarding the usage of the college infrastructure and library facilities for positive up gradation of their knowledge. Co-coordinating with all associations and giving the students a healthy exposure also falls under the umbrella of mentoring in our institute. Mentors engage the mentees into various activities of the Institution, like in admission process, holding seminars, symposiums, etc. 4. Throughout the years Students' record is kept in the form of Teacher Mentor Report. 5. Remedial lectures for slow learners and weak students are conducted wherein the main focus is on how to study and face exam pressure and inputs are given on the methods and techniques used for learning specially e- resources. 6. Advanced learners are motivated by teachers and tasks that cater to their curiosity and abilities are allotted to them proper guidance is provided for them whenever required. They are encouraged to take up challenging and more demanding projects and are motivated to take part in intercollegiate competitions. 7. Mentors are always in touch with the parents of the Mentee through combined Whatsup group, through personal meeting and Parents Teachers Meeting.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4536	54	1 : 84

### 2.4 – Teacher Profile and Quality

#### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with

positions			the current year	Ph.D
54	54	Nil	37	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Ms. Subhashini Naikar	Assistant Professor	MTC Global distinguished Teacher Award 2019, Management by MTC Global Trust ISO 9001:2008 certified organisation, registered with NITI Aayog, Government of India.
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	2C00531	1	10/01/2020	14/02/2020
MCom	2C00533	3	15/01/2020	02/03/2020
MCom	2C00534	4	23/12/2019	11/11/2020
BCom	2C00141	1	18/10/2019	13/12/2019
BCom	2C00143	3	30/09/2019	13/12/2019
BCom	2C00145	5	01/10/2019	21/11/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since 2016-17 The University of Mumbai has introduced CBSC system and the same has been adopted by our Institution. Our institute being affiliated to the University of Mumbai we adhere to the rules and regulations put forth by the University. According the norms some courses fall under an evaluation system that has a mandatory marking scale for internal and external Evaluation. Thus, Continuous Internal Evaluation (CIE) system for this course is followed as per the norms wherein continuous assessment is done on the basis of class tests, projects, viva-voce, presentations, internships, industrial visits, etc. The other courses that do not have mandatory internal assessment system the institute follows its own practices of Continuous Internal Evaluation in the following manner Reforms relating to examinations are introduced by University of Mumbai and are the same is implemented by the college from time to time. Socioeconomic issues are assigned to the students for their projects related work and for classroom participation. Result processing work is carried out by fully computerised and hence there Processing of result is fully computerised.

The college has upgraded software for preparing mark sheets of students. Results are declared on the college website • Feedback from Result analysis: After every test and semester end result declaration HOD's and coordinators plan strategies for improving the results and giving additional support to the weak students. They continuously monitor identifying any drop in performance of the students and take immediate steps to counsel the learners concerned. Efforts are made to identify the reasons for the drop and corrective steps are taken to ensure that the learners are positively motivated to improve upon the performance. Remedial classes are arranged for the needy students. • Proactive Attendance committee: One of the crucial key result areas is maintaining the attendance in the class rooms so that their academic progressed is monitored and maintained. Monthly review takes place, defaulters list is notified, parents are informed and students are motivated to attend lectures through personal counselling by the concerned teacher mentors. • Parent Teachers meetings are held at regular intervals, in order to appraise the performance of the students to their parents. Mentors are given the responsibility to interact with the parents and apprise them about the performance as well as attendance of the learners. Mentors also ascertain the social background of the learners in order to have a better idea about the learners. • Mentoring system is followed wherein every teacher continuously mentors the students in respect of curriculum and exam and other stress related issues.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of the academic term the students are apprised of academic calendar and same is uploaded on college website. The contents of the same are teaching and evaluation plans, academic, co-curricular, extracurricular activities. For preparation of the teaching schedule, time table committee in the college prepared time table in consultation with various heads of the departments. Accordingly, the meetings of the departments are held by the respective heads to discuss the syllabus to be taught and departmental activities. Every department plans the best practice at the beginning of the year to bring the improvisations in the institution and system. At the beginning of every semester teaching plan is prepared. Head of the Departments supervise of Teaching plan at the beginning of every semester is prepared. Head of departments monitor the completion of the syllabus and ensures the overall examination pattern, question papers and weightage of topics as per the recommendation or suggestions of the University keeping the academic calendar in mind. A teacher's diary is maintained by every teacher. Teachers Dairy Contains the daily lectures taken, Lectures not taken and reasons for the same, Departmental Meetings conducted, Remedial Lectures taken, Record of the lectures compensated. There is a flexibility to accommodate remedial lectures, extra classes and extra contact hours with students in the time table. A review of the departmental plan is conducted at the end of every semester. The Examination schedule is a tentative one, since the exams are conducted by the University and the exact dates are given by the university few days prior to the exams so there may be a slight disparity with our academic calendar, prepared at the beginning of the academic year. For appropriate implementation of strategies various techniques are adopted: Regular staff meetings are conducted by the Principal with the teaching and non-teaching staff to takereview of various tasks assigned to them. IQAC meetings are conducted at regular interval to appraise the quality improvement strategies adopted and to assess its impact on working of the institution. Reports of Various committees presented to the principal to review the performance and necessary improvements as suggested are carried out. As far as the Teaching Learning Process, Infrastructure and other amenities a structured feedback is obtained from students and remedial actions are taken wherever necessary. Academic audit is conducted as per the provisions prescribed in the Academic Calendar to review

departmental progress. The next years academic calendar is prepared keeping in mind the suggestions given through the reviews and feedback. In this manner academic calendar brings out all the policies and plans to be implemented which are to the best of our efforts followed and it helps us to achieve our goals and objects.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.dalmialionscollege.ac.in/po-and-co/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00533	MCom	( Sem 3 ) Accountancy	120	87	72.5
2C00533	MCom	( Sem 3 ) Management	34	21	61.76
2C00534	MCom	( Sem 4 ) Accountancy	121	113	93.39
2C00534	MCom	( Sem 4 ) Management	32	29	90.63
2C00455	BCom	Accounting & Finance -V	166	156	93.98
2C00456	BCom	Accounting & Finance-VI	166	163	98.19
2C00255	BCom	Financial Markets -V	53	33	62.26
2C00256	BCom	Financial Markets -VI	55	47	85.45
2C00345	BCom	Banking & Insurance-V	102	89	87.25

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.dalmialionscollege.ac.in/wp-content/uploads/PDLC-SSS-ANALYSIS-2019-20.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	0.57	0

[View File](#)

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on IPR solutions Funding Schemes for Start ups in India.	BAF and BIM	21/09/2019
ENTREPRENEURIAL PREMIERE LEAGUE (EPL) 2K19	BMS	27/09/2019
Seminar on 'Career Short Film Making'	BMM	18/07/2019
Seminar on 'Creating an Ecommerce website'.	DLITA Incubation Cell	31/08/2019
A Seminar on Advance Career options for Girls in IT / Computer Sector	BSc(IT)	26/09/2019
A Seminar on 'Branding the Jewellery and Gold Business'	BMM	27/09/2019
A seminar on "Careers in Online Trading in Share Market".	BBI	28/09/2019
Guest lecture on "Intellectual Property Rights"	Business Law	11/01/2020
National Conference on Ethics and Digital Media	BMM	07/03/2020
Workshop on 'Medical Representative as Career Prospects'	Career Guidance Cell	11/01/2020
Workshop on Jewellery/Accessory Designing	Placement Cell and Astha Committee	17/01/2020
Seminar on 'INVESTOR AWARENESS INITIATIVE'	BBI BFM	18/01/2020
Students through Employability through Emotional Intelligence".	BMS	23/01/2020
Seminar on Melting Tension by Meditation	Aastha Cell	24/01/2020
Seminar on Voter Awareness Day	Patriot Cell	26/01/2020
Conference on 'Art and Science of Generosity'	Business Communication Student Research Cell	20/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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M.Phil Research (A Comparative study on Cost benefit analysis between Cloud accounting VS Computerized Accounting in Mumbai Suburban Area)	Ms. Priyanka Radhakrishnan	Dr. M.S.Kurhade	01/09/2019	Research
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Dept. BAF BIM	Inter- Collegiate Seminar	College	IPR solutions and Funding Schemes for Startups in India"	To incubate, create a climate and refine the ideas or concepts with a support from technical and creative experts of the concerned fields.	21/09/2019
Dept. B.Sc (IT)	DLITA	College	"Building an E- Commerce Site from Scratch"	Giving opportunity to prospective students to bring out innovative ideas in the field of E- commerce	31/08/2019
Dept of BMS	Marketing Fair	College	"ENTREPREN EURIAL PREMIER LEAGUE (EPL)	It aims to provide a platform to young entrep reneurs and give them practical knowledge about the corporate world. It helps in developing their entrep	27/09/2019



Incubation Cell, PDLIC	Interactive Talk by Mr. Willibrord George, Principal and CEO of Willibrord School and Educational Entrepreneur	College	Talk on Developing Entrepreneurial Skill through Innovative ideas"	renewal skills, Creating awareness among students regarding various aspects of entrepreneurship schemes for entrepreneurs, essential for framing business plans and develop start-ups.	17/01/2020
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	Nil

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	3	6.2
National	M.Com	1	0
National	BBI	1	0
International	Mathematics Statistics	2	0
International	Economics	1	5.5
International	Accountancy	5	6.62
<a href="#">View File</a>			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	8
Economics	3
Business Law	3
BBI	2

BAF	3
BAMMC	2
M. Com	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2019	0	Nil	Nil
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2019	Nil	Nil	Nil
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	25	283	6	65
Presented papers	3	6	Nil	Nil
Resource persons	1	Nil	Nil	4
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Disaster management	NCC	2	39
Beti bachao, beti padhao	NCC	2	39
Independance day	NCC	2	39
Tree plantation	NCC	2	39
Blood donation	NCC	2	39
Swachta abhiyan	NCC	2	40
Sports day	NCC	2	40
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Udaan - Inter Collegiate Street Play Competition	Consolation Prize	DLLE University of Mumbai	15
"Students Leadership Programme" by the Training Sessions by The Indian Development Foundation - IDF	Award of Excellence IDF Social Impact Award 2019	INDIAN DEVELOPMENT FOUNDATION	91

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Department of DLLE	DLLE	Essay Writing	3	45
Department of DLLE	DLLE NGO	Muskan	3	109
Department of DLLE	DLLE	Poster Making	3	88
Department of DLLE	DLLE	Republic Day	3	34

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**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	00

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
TRAINING	INTERNSHIP	Vaidya Associates	09/12/2019	11/01/2020	1

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
The Training Company	20/07/2019	The objective of this MOU is to provide our students with the necessary training and skills required for hiring purposes. The Training training sessions provided by Wicky David, a master of 'campus recruitment training programs, on Grooming, Etiquett	15
NYCS - National Yuva Co-operative Society Ltd.	05/11/2019	A multi-state co-operative society registered under The Multi-State Cooperative Societies Act, 1984 Registration No. MSCS/CR/97/99 intended to create opportunities for youth and provide Skill Training programs/courses for youth. MOU was signed in or	30
Stree Mukti Sangathana	01/01/2020	The general Objective of this MOU is to stimulate and facilitate the development of collaborative and mutually beneficial programs to strive and take action for the waste management methods of bio-degradable, inorganic, Compost and E-waste generated	16
Kurves and Smiles for counselling sessions for students	12/12/2019	The main purpose of this MOU is to solve various counselling related issues to Academic, Behavioural, Emotional and	50

Recurrent Physical Problems of youngsters and adults. Their main activities are - 1) To conduct Orientation sessions to make students

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
65	50.46

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Libsuite	Partially	-	2004
Koha	Fully	19.11.00.000	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Nil	Nil	Nil	Nil	Nil	Nil
Text Books	Nil	Nil	Nil	Nil	Nil	Nil

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	01/06/2019

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### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	165	2	165	1	1	1	13	20	0
Added	0	0	0	0	0	0	0	0	0
Total	165	2	165	1	1	1	13	20	0

#### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS
---------------

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

### 4.4 – Maintenance of Campus Infrastructure

#### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
31.8	25.85	65	50.46

#### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures Policies for maintaining maintenance of physical facilities and academic support facilities Teaching Learning Process: For smooth facilitation of the teaching learning process for timely completion of courses and developing students' skill ICT is in place in classrooms. Policies are in place for timely up-gradation and maintenance of the projectors and laptops that are used. To facilitate the documentation of the teaching learning process teachers avail the desktops, laptops available in the Computer lab and language lab. Policies are in place for their maintenance. Office Administration: For the Smooth conduct of administrative functions and liaison with regulatory authorities the admin staff is sent for regular workshops and skill enhancement training programmes. Proper MIS software is in place in order to manage the admin work. Facility Planning and Maintenance: In order to manage the infrastructure and facilities the college administration has logbooks that are duly filled in as and when maintenance or up-gradation happens. Policies are in place as per ISO 9001:2015. Proper audit are done regularly. Gymkhana, Computer Lab, Language Lab: These are managed as per the policies drafted so that proper facilities can be availed by the students and teachers. Library Management: Budget allocation and monitoring by the Library advisory committee. The library follows the standard Dewey Decimal Classification system (DDC), a logical system for organising books. It uses koha Library software for book accessioning and circulation. Internet browsing facility is provided for students in the library . Operating procedures for Examination dept, Extra-curricular activities, Facility planning and Maintenance, Gymkhana, Teaching learning process, Library management, Office administration, are clearly specified and documented in the form of OPERATING PROCEDURES under ISO

9001:2015, available at : <https://www.dalmialionscollege.ac.in/wp-content/uploads/Operating-Procedures-ISO-9001-2015.pdf>

<https://www.dalmialionscollege.ac.in/wp-content/uploads/Operating-Procedures-ISO-9001-2015.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Freeship by Prahladrai Dalmia Lions College of Commerce Economics	21	203751
Financial Support from Other Sources			
a) National	Government Scholarships and Freeships	64	337121
b) International	Nil	Nil	0

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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Workshop on 'Read Fast and Learn More	28/01/2020	90	Dept of Business Communication and Alumni Association
International Yoga Day	21/06/2019	59	Department of Sports and Yoga trainers Dr. Ananad Mohan Maurya Dr. Anisha Maurya
Remedial Lecture in Economics	28/02/2020	36	Department of Economics
Remedial Lecture Environmental Studies	05/01/2020	30	Department of Commerce

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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Association of Certified Chartered Ac	Nil	84	Nil	Nil

	countant (ACC A)				
2019	Training Cum Campus Drive	Nill	35	Nill	31
2019	Career Guidance Seminar on Animation and Visual Effects	Nill	42	Nill	Nill
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	30

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
HR Reflection	40	Nill	Shoppers Stop Ltd.	25	11
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	Nill	Nill	Nill	Nill	Nill
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nill
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Day	Collegiate	800
Dalmia Lions Utsav 2k19	Intercollegiate	3000
10th Dalmia Lions KheI Mahotsav	Intercollegiate	865
Ashadi Ekadashi by	Collegiate	163



Marathi Vangmay		
Azaadi	Collegiate	279
'BMM GOT TALENT'-	Collegiate	57
Painting competition by patriot Cell	Collegiate	20
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### 5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Cricket Men Inter-University National Level West Zone	National	1	Nil	66826659 9851	Dicholkar Yash Prakash

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

**Students' Council:** The objective of the student council is to give students an opportunity to develop leadership by formulating and carrying out institutional activities and community service projects. In addition to planning events that contribute to institutional spirit and community welfare, the student council is the articulation and exclamation of the student body. **OBJECTIVE:** To make the students participate in the development of the Institute and develop their career, personality and organizational skills through interactive programs with the faculty, administration and society. **DUTIES AND RESPONSIBILITIES OF THE COUNCIL:** 1. Calling applications from poor students for financial aid and scrutinizing recommending the qualified candidates to the Institute authorities for sanction of financial assistance from Student Aid Fund. 2. To help in carrying out community relief work 3. Prevention of ragging on the campus through counseling senior students, helping the administration whenever and wherever necessary. 4. Suggesting the administration to improve the student amenities to improve their progress in their career and building harmonious personality. 5. Helping the authorities in smooth conduct of different student activities on the campus. 6. Guiding the junior and needy students to improve their technical, legislative and managerial skills by helping students while organizing seminars / symposia / workshops etc. 7. Encouraging innovative and creative skills of the undergraduate and post - graduate students. 8. Be part of every activity to improve the knowledge and skills of the campus students. 9. Maintenance of discipline, peace and harmony among campus community in general and student community in particular. 10. To provide a dynamic workshop of democratic processes, through activities such as Elections, Quality Circle, Discipline, participation in a Constitutional Representative Assembly, Right to Information, Equal Opportunity Cell, Counseling Cell, Health and Hygiene Cell etc. 11. To promote respect for law and order and general welfare of the institution and community. 12. To develop student potential and encourage to make a well-informed, conscientious, virtuous and active citizens. 13. Smooth conduct of the Institute Annual Day every year. 14. Smooth conduct of Farewell for graduating students every year. 15. Smooth conduct of Fresher's day every year.

## 5.4 – Alumni Engagement

### 5.4.1 – Whether the institution has registered Alumni Association?

Yes

We are proud of the fact that our students have contributed to the progress and development of the society. Though there was great support from the Alumni over the years the Managing Committee of Dalmia Lions Alumni Association was registered in 2017-18 bearing the Registration No 1437. The Dalmia Lions College Alumni Association has been conducting Alumni Meets every year trying to get the students back to campus. They honour the members of the management, teaching and administrative and support staff at these meets. Ex students and their achievements are applauded at the Meet. The Alumni regularly arranges motivational and inspirational lectures, workshops and seminars. The Alumni constantly interacts with our students and encourages them to venture into new opportunities of business, professional and private jobs. Our vision: "To groom the students as icons of tomorrow, potentially contributing to commerce, trade and industry progress and development of the society, keeping in mind, at the same time, the ethical values of humanity" is seen fulfilled when one strolls down the vast list of our alumnus that are making a mark in a variety of fields. The Office Bearers of the Dalmia Lions Alumni Association are as follows: Dr. N. N. Pandey President Shri. Jaiprakash Thakur Vice President Adv. Shailesh Shrivastava Vice President Shri. Ashish Singh Secretary Shri. Ajay S. Havelia Joint Secretary Ms. Manisha Naik Joint Secretary Shri. Sunil Kothare Treasurer Prof. A. D. Patel Advisor, Member Ms. Sejal Deshmukh Member This year too our Dalmia Lions College Alumni Association organized an Alumni Meet. This was an occasion for the Alumni to meet and refurbish their fond memories of college life. Karaoke was the highlight of the function wherein old memories were cherished in the form of song and dance. The Meet ended with dinner. The Alumni supports the college in its academic endeavours. The Alumni sponsored the trophies for the Student research conference, an inter-collegiate conference on 'Art and Science of Generosity ' organized on 20th February, 2020. The alumni Association also sponsored a Workshop on 'Read Fast and Learn More': The Dept. of Business Communication organized an informative workshop on 'Read Fast and Learn More" on Monday, 28th January 2020 at 10:30 am in the college auditorium. The workshop was conducted by Professor Rajesh Tayal, a student-guide and wellness instructor. The Association also rendered its support to the Placement Cell. The efforts of the Alumnus helped us in getting connected with TechnoServe. The Association sponsored 5 students in their academic endeavours. The Dalmia Lions College Alumni Association Scholarship was instituted and 5 students received it this year. With the active support of the alumni we had the IDF - Youth Leadership Programme (YLP) 2020 for students that empowered students and built their leadership skills. The Dalmia Lions College Alumni Association ensures that the glory and splendor of our college rises to greater heights.

### 5.4.2 – No. of enrolled Alumni:

652

### 5.4.3 – Alumni contribution during the year (in Rupees) :

166380

### 5.4.4 – Meetings/activities organized by Alumni Association :

Meetings by alumni Association in 2019-20 : 03 Three meetings Activities of Alumni association: 1. The Alumni sponsored the trophies for the Student research conference, an inter-collegiate conference on 'Art and Science of Generosity ' organized on 20th February, 2020. 2. The alumni Association also

sponsored a Workshop on 'Read Fast and Learn More': The Dept. of Business Communication organized an informative workshop on 'Read Fast and Learn More' on Monday, 28th January 2020 at 10:30 am in the college auditorium. The workshop was conducted by Professor Rajesh Tayal, a student-guide and wellness instructor. 3. The Association also rendered its support to the Placement Cell. The efforts of the Alumnus helped us in getting connected with TechnoServe. 4. The Association sponsored 5 students in their academic endeavours. The Dalmia Lions College Alumni Association Scholarship was instituted and 5 students received it this year. 5. With the active support of the alumni we had the IDF - Youth Leadership Programme (YLP) 2020 for students that empowered students and built their leadership skills.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1 - Sustainable Lifestyle @ Agriculture: Introduction : Sustainable Lifestyle @ Agriculture, an innovative experiential learning project was undertaken by Department of Commerce in Mr. Kundan Raut's Farm at Narpad Villegge at Dahanu Taluka of Palghar District. The Prime objective was to orient students on organic farming and experience them of sustainable livelihood in agriculture which sustained human civilisation for last more than 11000 years and specially develop consciousness on present environmental issues of climate change, global warming among the future generations with students. Process: Project initiated by first visit on 19.7.2019 to learn paddy transplantation and do field work in every month's visit. A visit was arranged at Bhaskar Save's Farm at Umergaon to understand mulching, fertiliser making by vermin-composting, rain water harvesting, gobar gas, coconut oil compressions also practised planting certain native trees. In the final visit students learned to clear the land after crop was gathered prepare the land for the next vegetable cultivation. After the concept note was prepared and discussed in the Departmental Meeting to work out detailed execution plan to be put forward to the Principal for further process. HOD, Vice Principal and Senior Teachers discussed in detailed to clarify doubts and seek required information for approval and getting necessary sanctions from the management. Thereafter Principal discussed with College Management got final approval for adequate financial provisions to arrange travelling cost for successful implementation of this innovative project. Results: Out of the six planned visits three field visits and three orientation visits were conducted and finally resulted in training a team of 15 student volunteers in the process of major agricultural activities. 2. Flood Relief Operation: Introduction: Heavy rainfall in July 2019 created havoc in Western Maharashtra and caused flooding, damaging all crops, hundreds of animals drowned, more than 80 people lost their lives, thousands acres of fertile soil was wiped out, lakhs of people were displaced. Process After Primary survey of Satara Ratnagiri districts a detailed plan was worked out, after discussion and approval of the Principal the proposal was put forward to the Management to get sanctioned adequate financial provision for Travelling food arrangements for volunteers engaged in implementation of Flood Relief Operation by Disaster management Cell (DMC). The DMC Team - In-charge, teacher members student volunteers worked hard around a month to collect relief materials like groceries, cloths, utensils and several miscellaneous articles from students, vicinity area, staff, family friends relatives etc. by maintaining proper records material storage safely. Two teams executed the operation, lead by one teacher and one support staff. Flood Relief Operation was carried out at six villages of Satara and Ratangiri district namely Tiwari (Dam Burst affected), Maley, Kolaney, Kashelli, Vajegaon and Patharpunj (Flood affected) wherein our College DMC's students' and teachers' team reached out to more than 260 flood

affected families. Result: Relief operation carried out on 20th 21st September, 2019 by distributing two months dry ration kits, cloths, utensilsmiscellaneousarticles through the DMCTeam of 10 students, 2 teacherssome local social workers. For more details : <https://www.dalmialionscollege.ac.in/wp-content/uploads/Flood-relief-operation-by-DMC-2019-20.pdf> <https://www.dalmialionscollege.ac.in/wp-content/uploads/Sustainable-Lifestyle-@-Agriculture-2019-20.pdf>

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>The institute has reinforced the online admission process by amassing feedback from the students and teachers and worked ardently towards upholding a faultless admission process. We yearn for making the admission process convenient for parents and teachers.</p> <p>The college website efficiently disseminates information concerning the admission processes enunciated by the University. Digital technology is used as a tool in our endeavor to avoid wastage of paper in the admission process.</p>
Industry Interaction / Collaboration	<p>Students are encouraged to undertake Internships and industry field projects. The institute organizes seminars, workshops and talks for the students from the industrial realm to render an authentic know-how of the market conditions. We have MOUs with NGOs. We focus on having collaborations with industries to get things rolling for students' placement. We aim at establishing connection with companies to help provide our students quality Internships and industry field projects. The institute regulates Industrial visits for familiarizing students with recent developments in the field of management, commerce and Information technology.</p>
Human Resource Management	<p>The Institute focuses on building up an empowered staff - both teaching and non-teaching, who will be ready to undertake the responsibilities efficiently. The administrative staff is trained regularly in order to augment their efficiency by arranging Workshops on updated use of technology which further aids in upgrading their technical knowledge related to the</p>

software brought in use for the improved governance of the organization. Workshops on Quality enhancement methods and team building are conducted. The institute counsels the staff in combating any stress and strain in personal and professional front.

Library, ICT and Physical Infrastructure / Instrumentation

We endeavor to build up a completely digital library in the upcoming years. The initial steps being, increase in number of books, e-books and periodicals on a regular basis. We have 21 ICT enabled classrooms and we aim to equip more in the years to come. The institute focuses on facilitating the media students to enhance their practical learning experience. Our Plans for creating the art infrastructure for students is our priority. It caters to a positive teaching learning environment.

Research and Development

The institute has a Research Centre under the supervision of which a PhD Program in Commerce, subject Accountancy has been commenced. The institute encourages teachers to undertake Minor and Major Research Projects. Teachers are further motivated to publish their research work in reputed International and National Journals under UGC Care list. Students' Research Cell stimulates research ambiance in the institute. The inquisitiveness of the students is evident in the student research conference organized every year. These conferences direct the students towards independent research. The students find a boost in their confidence by guidance and mentoring from the experts.

Examination and Evaluation

The examination system of the institute ascertains that the Course objectives and Program objectives delineated at the outset are attained by evaluating the factual, conceptual and global understanding of the prescribed syllabus, keeping intact the designed curriculum. The evaluation system ensures complete pellucidity. Students are allowed to have a photocopy, reassessment and revaluation of their answer sheets. Teachers are sent for workshops conducted by University on a regular basis. Examination Patterns are regularly referred to and updated as per the

	University Circulars. Orientation Program for informing the students about examination, evaluation system and Result Analysis is organized.
Teaching and Learning	The institute meticulously follows the system of teaching-learning process formulated and documented under ISO 9000:2015 and efficiently regulates the methodology to enhance the teaching learning process. Techniques like blended and flipped classroom are used in the teaching- learning process. Teachers are trained to use Learning management system such as Edmodo and Google Classroom and ensure that they use it for enhancing the teaching learning process. The institute aims at making the teaching-learning process more interactive and efficient.
Curriculum Development	The institute aims to have in place various new Skill development, Employability enhancement and Value added courses that would enrich the University of Mumbai curriculum. It sends more teachers for seminars and conferences that would vet their subject knowledge and keep them abreast of the know-how. Teaching staff is urged to inculcate higher level skills - Service learning - a combination of experiential learning and community service. New Academic Programs are applied for and introduced Plans are in place to introduce Certificate and Diploma programs related to vocational skill building

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The yearly planning - Academic Calendar prepared and put on the website <a href="http://www.dalmialionscollege.ac.in/wp-content/uploads/Academic-Calendar-PDLC-2019-20.pdf">http://www.dalmialionscollege.ac.in/wp-content/uploads/Academic-Calendar-PDLC-2019-20.pdf</a> The Management and Teaching and non teaching staff through College Development Committee and IQAC meetings plan the yearly schedule. Monthly report through email is sent to the members of the management with regards to the activities and achievements of students and staff of the institute. All notices and information related to students and teaching processes are put up on the website <a href="https://www.dalmialionscollege.ac.in/notices/">https://www.dalmialionscollege.ac.in/notices/</a> All stakeholders are encouraged to give

feedback through the feedback forms provided on the website : <https://www.dalmialionscollege.ac.in/feedback/> All Associations, Committees and Cells follow the Plan- Do- Act- Check cycle in implementation of programs for the students. The annual reports of the programs are then sent for review to the IQAC and published in the Annual College Magazine - Spectrum.

Administration

Proper SOPs are in place through the documented Operational Procedures prepared under ISO 9000:2015 : <https://www.dalmialionscollege.ac.in/wp-content/uploads/Operating-Procedures-ISO-9001-2015.pdf> The office initiates and executes admission and enrolment process smoothly. It facilitates the process to seek permissions required to start new courses/ divisions, ensures proper authentication related to needs /requirements of the regulatory bodies, seeks approval from authorities, wherever necessary like teacher appointments, promotion, starting research Centre. The smooth functioning of academic and infrastructural needs as per the guidelines of regulatory bodies is ascertained by them. Management Information Systems are in place for the smooth administration processes of the institute.

Finance and Accounts

Tally 9 ERP and EduQfix is used by the Accounts section. The Finance Section actively administers financial management of the College incorporating accounts receivable, accounts payable, payroll operations and asset management functions for methodical use of financial resources. The College Accountant relates to the College authorities issues which demand attention. It oversees the maintenance of systems and processes to administer the financial transactions of the College. It helps in mapping out procedural policies and guidelines that leads to effective functioning of the College. It monitors expenditure, budget, assists in preparation of financial budgets, handles college fees billings and reconciles accounts

Student Admission and Support

Maharashtra Knowledge Corporation Limited (MKCL) promoted by the Department of Higher and Technical Education, Government of Maharashtra is an Integrated Digital portal that

provides University Management Solutions to University of Mumbai. The college being affiliated to the University of Mumbai uses this digital system for the following purposes:

- Online Admission services
- Online applications
- Single application for multiple courses
- Online payments of application and program fees
- Online submission of documents verification
- Merit List generations seat allocation
- Online Exam services

The Exams conducted by the University of Mumbai and the result process is facilitated through MKCL. MKCL maintains students' data, and their profile, which is retained and can be retrieved using PRN No. ( student unique number ) as necessary. Students can get any updates from the University Portal if required using PRN No. The other services that one can avail through MKCL are:

- Transfer Certificate
- Online examination forms for Regular ATKT students
- Bonafide Certificates and GR Print.

**Examination**

The institute has well-organized and competent result processing integrated software - Intergrated ERP by ACADMiN School/College Management Software provided by Future Tech Partner , 216 / A, Panchratna CHS, Mama Parmananad Marg, Opera House, Charni Road, Near Roxy Cinema, Mumbai - 400 004 <https://futuretechpartner.com/index.html>. Modules :

1. Student Information System
2. Exam Result Generation
3. Student Attendance Module (Web Based)
4. Staff Information System
5. Subject Module
6. Administrator Activities
7. All related Reports

The entire exam related processes are carried out in-house by the examination department. The software and the processes are scrutinized minutely and steps for improvement are accordingly taken. The department ensures complete confidentiality in all the processes. Grievance related to the examination processes are considered of topmost priority. The Internal Evaluation System ensures that the students' creativity and diverse learning abilities are tapped.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year



Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Sachin Bansode	Short Term Course in "Teacher Entrep reneurship and Educational Leadership" organised by UGC, HRDC of Mumbai University from 4. 23 - 30 Dec., 2019	NA	1000
2019	Varsha Tandel	Short-Term Course in "E- filing and statutory compliances to Tax Laws" from 18th December 2019 to 24th December 2019 organised by Human Resource Development Centre of University Grant Commission	NA	1000
2019	Dr. Shami Nimgulkar Kamble	Refresher Course in Social Sciences organized by HRDC, University of Mumbai from 5th December 2019	NA	1000
2019	Shital Shah	Workshop on Plagiarism and Reference Management on 13th July 2019	NA	500
2019	Dr. Sunita Tidke	Refresher course in Commerce Accountancy Management conducted by the UGC Human Resource Development Centre, University of	NA	1000

		Mumbai from June 17 to June 24, 2019.		
2019	Shweta Ranade	Workshop on 'Filing AQAR under New NAAC Process' organised by KES College and IQAC Cluster India on 28th June 2019.	NA	1000
2019	Madhavi Nighoskar	Workshop on 'Filing AQAR under New NAAC Process' organised by KES College and IQAC Cluster India on 28th June 2019.	NA	1000
2019	Emelia Noronha	Workshop on 'Filing AQAR under New NAAC Process' organised by KES College and IQAC Cluster India on 28th June 2019.	NA	1000
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on 'An insight into Career Advancement Scheme and its recent amendments' by Faculty Development Cell	NA	27/08/2019	27/08/2019	35	Nil
2020	Workshop on Data	NA	13/03/2020	13/03/2020	30	Nil

	Analysis in research with application of R software					
2019	Workshop on Learning through Cyberspace	NA	23/08/2019	23/08/2019	30	Nil
2020	Lecture on Developing Entrepreneurial Skills through Innovative Ideas by Incubation centre	NA	17/01/2020	17/01/2020	11	Nil
2020	Webinar: Sweat of the Brow"-IPR by Dept of Bus Law	NA	21/05/2020	21/05/2020	13	Nil
2019	'IPR Solutions and Funding Schemes for Start-ups in India by BAF and BIM Incubation centre	NA	21/09/2019	21/09/2019	20	Nil
2020	Lecture on "Block Chain: A Glimpse into the Future Tech"by Dept of Mathematics Stats	NA	05/01/2020	25/01/2020	6	Nil
2020	NA	Training for admin Using eduquifix for online admission	20/06/2020	20/06/2020	1	15

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Commerce, Accountancy Management	1	07/06/2019	26/06/2019	12

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	37	23	24

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The institute reassures that the faculty seeks Ph.D. program and undertake major and minor research projects facilitating them by the internet and Library resources, further accelerated by the open access library and the hyperspace. The institute acts as a spine for the teaching staff encouraging them to undertake training programs, seminars, conferences, workshops and present papers. Professional advancement is an integral part of the institute, where the institute ensures that the teaching staff attends orientation and refresher programs on a regular basis. The staff members yearning for success in NET/SET examination are also coached. Enhancing work competence and delivering improved learning experience is done</p>	<p>The non-teaching staff is trained sending them for training programs which further augment their potentialities as the support staff. Training and workshops are arranged to increase their efficacy in team work and other relevant topics. The institute focuses on reconditioning the organizational skills by conducting intercollegiate admin festival of sports and other competitions for the admin staff. Financial welfare facilities for the non-teaching staff include aid concerning medical expense for the families, advance on the salary, annual medical check-up, disbursement of government welfare schemes, education-fee waiver, concession and scholarships for their wards, as well as P.F. and gratuity benefits. Recreational activities,</p>	<p>Students can avail of student support through the various Government of Indian Scholarships schemes. Prahladrai Dalmia Lions College Freshships and the Alumni Association Scholarships are also in place. Student's fee is also sponsored by teachers and well wishers. The teaching-learning experience finds the best concordance in the ICT enabled classroom that the Institute provides the students with. Stability in teaching-learning is ascertained by remedial and intensive coaching for the slow learners and the log-book system for the teachers. Different departments including the Student Research Cell organizes conferences which motivates the students to climb the rungs of research responsibilities. The newsletters, magazines</p>

through various Faculty development programs and training programs, also including computer based training, personality development programs and professional development training programs. 'Self-appraisal system' is adopted by the institute, the teachers are expected to submit comprehensive reports of their academic assessment, co-curricular, extracurricular, research and other assessments. Taking feedback from the students is also a vital part of the routine. It acts as an aid to the teachers ameliorating their teaching possibilities. Medical check-ups, leave as per the government norms, P.F. and gratuity benefits, free field trips, etc. are ascertained for the welfare and development of the teaching staff.

free-field trips and visits are also arranged and encouraged by the College considering the development of the support staff. Leave facilities following the government norms are also ensured.

and bulletins published by various departments of the college ensure research and critical thinking among the students. The students are kept updated about their interest-specified research areas through Seminars, Conferences, workshops and guest lectures on various relevant topics.

Industrial visits too are conducted for encouraging the students to develop an inclination towards research. NET/SET aspirants are provided prompt guidance as well. To acquaint the students with the current market environment, Value Added Course programs, Counseling Cell, Career Guidance Cell and Placement Cell organize various programs for creating more room for employable individuals training them in soft-skills, providing guidance under industry experts.

Hyperspace and open access to the Library has been ensured to instill reading habits in the students. Holistic development of the students is of paramount importance to the institute. The in-house sports infrastructure, equipment, extensive coaching, inter as well as intra-collegiate sports- events like 'Khel Mahotsav' aid the students in developing sports skills. Cultural endeavors like Annual Day, 'Dalmia Lions Utsav' and participation at various intercollegiate cultural competitions like IPTA prepares an active platform for the students. Individual

empowerment tools including the social activities under the NCC, NSS and DLLE, inculcate compassion among the students making them better individuals.

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Chartered Accountants are annually appoints to conduct external by the management . Financial audit of the accounts of the trust and college as per the guidelines of Charity Commissioner. All Payment Vouchers, Receipt Vouchers, Bills, Bank Reconciliations and Bank Statements are audited. The receipts, payments and other financial records are maintained in the account ledger regularly. The audit report is the guide in planning and monitoring the financial matters of the college. The Auditor's report is presented in the LMC/CDC meeting. After its approval in the Governing Council, copies are submitted to Management members, Charity Commissioner (Worli) and Principal.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	Nil
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

5196298

## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Intertek , International ISO Certification Body	Yes	Internal Trained Auditors
Administrative	Yes	Intertek , International ISO Certification Body	Yes	Internal Trained Auditors

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents Teacher Meetings has been an integral part of institution. Meetings with parents were conducted to update them about the performance of their ward. Parents Teacher Meetings were conducted in 2019-20 as follows: 20th July, 2019 - The First Parents Teacher Meeting and ORIENTATION for parents of FYBCom. 21st September, 2019: The Second ParentsTeacher Meeting for all BCom students . 18th January, 2020: The Third Parents Teacher Meeting for all BCom students 10-August 2019: Parent-Teachers Meeting was conducted for the First, Secondand Third Year Students of all Self Financed Courses. 21-September 2019: The

Parent- Teacher’s Meeting of FYBCom students was held. 28-September 2019: Parents Teachers Meeting was conducted for Third Year Students of all Self Financed Courses. 18-January 2020: Parents Teacher Meeting was conducted for all First, Second and Third Year SFC students. 07-Mar-2020: Parent-Teacher Meeting was conducted for all First, Second and Third Year Self Financed Courses students who were in Double Trouble Zone in Defaulters List. 2. ORIENTATION for parents of FYBCom and MCom students 3. Feedback from Parents is taken for curriculum and to enhance the teaching learning process, admission and facilities.

6.5.3 – Development programmes for support staff (at least three)

1. Advance given in case of need for non-teaching staff and salary advances to new staff before release of government grant. 2. Education fee waiver / concession and scholarship to the wards of Non-teaching staff. 3. Annual basic medical checkup for teaching and non-teaching staff. 4. Helping non-teaching staff to meet medical expenses of their family as financial assistance as and when required. 5. Proper disbursement of governmental welfare schemes to the employees. 6. Free field trip for staff recreation. 7. To enhance the working potential excellence, computer based training is provided to non-teaching staff and human resource development training sessions are organized for support staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. All processes are under ISO 9000:2015 and documented systematically. 2. Regular internal audits - academic and administrative take place. 3. More impetus on student research by organizing conferences and sending them to conferences.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Internal Audit UnderISO 9000: 2015	05/12/2019	05/12/2019	07/12/2019	4536
2019	External Audit by Intertek, the International QMS Body	29/06/2020	29/06/2020	29/06/2020	101
2019	The Quality Circle of students	20/02/2020	13/06/2019	18/03/2020	10

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Survey of Womens Status	01/08/2019	30/11/2019	31	13
Survey on hotel worker	02/12/2019	29/02/2020	Nil	7
Survey on Women Rights	02/12/2019	29/02/2020	8	Nil
Survey on Safai Karamchari	02/12/2019	29/02/2020	7	3
Survey on women safety	02/12/2019	29/02/2020	18	2
Visit to NGOs- Old Age Home, Orphanage, Disability Homes by FYBCom students	01/08/2019	30/11/2019	300	450
Visit to NGOs- Old Age Home, Orphanage, Disability Home by SYBCom students etc	01/08/2019	30/11/2019	200	350
Photography Competition on Poverty of India	01/07/2019	01/07/2019	3	4
Prevention of Sexual Violence	30/09/2019	30/09/2019	18	32
Challenges faced by women in India	09/12/2019	09/12/2019	20	18
Gender sensitization	27/01/2020	13/02/2020	41	9
Cooking Competition	03/02/2020	03/02/2020	20	2
Self Defense	05/02/2020	05/02/2020	35	Nil
Contibution of Sanitary Pad by Students	01/08/2019	31/10/2019	250	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:



Percentage of power requirement of the University met by the renewable energy sources

Environment means surrounding. It includes every aspect of life. In the teaching learning process it is essential for students to understand the value and importance of environment. As a part of the same following are a few environmental consciousness initiatives taken by us: E-waste drive: the main objective here is if we can't contribute towards cleaning the existing pollution, we can atleast inculcate the recycling habit among students. Students and teachers together contributed a lot of e-waste items which were reused and recycled by DLITA. Green learning: All trees on campus have been identified and a QR code has been given, so that information regarding importance of trees and their specifications can be spread. Planting project: Students of a few classes were given an activity of planting and growing plants at their home. They were expected to nurture such plants and ensure their growth. This helps in inculcating responsibilities among students to become Green Citizens of tomorrow. For upcoming academic year a Green Cell would be introduced to undertake various such initiatives under a single aegis.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	15
Provision for lift	Yes	15
Ramp/Rails	Yes	20
Scribes for examination	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	Nil	28/01/2020	1	Court Visit	Students were made aware about the day to day functioning and live court proceedings	150
2019	1	Nil	24/09/2019	1	BSE RBI visit	Awareness about stock market and currency evolution was created	52

among  
students

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prahladrai Dalmia Lions College of Commerce Economics Handbook on Code of Conduct	08/06/2019	Prahladrai Dalmia Lions College of Commerce Economics Handbook on Code of Conduct was first published on 19th June 2018. As per policy, it is reviewed by the end of the year and published at the start of the academic year after thorough discussions with Staff, Students and other stakeholders. The Handbook was further revised in the month of June 2020 on the advice of the Auditor from Intertek. The revised Code of conduct Handbook was then republished with the SOPs for students and teachers on 29 June 2020 .for more details check <a href="https://www.dalmialionscollege.ac.in/wp-content/uploads/code-of-conduct-2019-20.pdf">https://www.dalmialionscollege.ac.in/wp-content/uploads/code-of-conduct-2019-20.pdf</a> Thus First Published: June 2018 Revised and Reprinted: 8 June 2019 3rd Revision: 29 June 2020

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Rally for creating awareness about the importance of Blood Donation	17/09/2019	17/09/2019	80
Blood Donation	19/09/2019	19/09/2019	149
Poster Making on Socio-Economic aspects	14/11/2019	14/11/2019	90
Actual Flood Relief Operation at Sangli Satara	20/09/2019	21/09/2019	12
Disaster Management work for	05/09/2019	17/09/2019	232

Flood Relief Operation			
Rashtra Prem Mahotsav	11/09/2019	11/09/2019	44
Martyrs Day	30/01/2020	30/01/2020	56
Mumbai Youth Change - The narrative on Inequality	21/09/2019	21/09/2019	44
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) E-Waste Collection drive 2) Green Audit 3) A Visit to National Park 4) In Campus Tree information System 5) Eco-friendly Ganesh Sthapana

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Two of the Best Practices of the institute: 2019-20

1. Buddy Learning: Best Practice of Department of Accountancy  
 Goal: ? To Build an active and cooperative learning environment. ? To Encourage students to give and receive feedback and evaluate each other's learning. ? To Increase participation, motivation, and student engagement. ? To Promote deeper understanding of new concepts.  
 The Context: The Department of Accountancy always makes an effort to make the students excel academically along with creating an active and cooperative learning environment. Teachers of the department follow this practice of encouraging the advanced learners to help out their fellow slow learner students to explain a topic along with the practical sums, during some of the lectures. This is done to increase the students' engagement and participation and to promote peer learning.  
 The Practice: As per the practice two teachers of the department viz. Ms. Kirti Sigtia and Ms. Varsha Tandel conducted such sessions at the TYBCOM and SYBCOM students respectively. In this practice the classroom is divided into small groups which are led by an advanced learner. The advanced learner takes a lead to help his team members to understand the concept and solve the problem. The peer buddy is given direction as to the approach that he/she needs to follow. The attending students were quite enthusiastic to accept the practice. The slow learners felt more comfortable to ask their peers their doubts. The teacher was always available if required.  
 Evidence of Success: This method teaches and gives students the opportunity to practice, the important values of respect, care, valuing difference, responsibility, friendship and including others. The students learn the skills associated with empathy and compassion through activities in the classroom. It can also help students to feel valued and supported. They can create connectedness that enables the buddies to bond more closely, thereby increasing the likelihood of more positive social behaviour. Buddy systems help reduce negative behaviours such as bullying.  
 Problems Encountered and Resources Required: The slow learners feel shy to get them identified and share their problems. Low attendance during the lectures is also a problem.  
 Contact Details: Name of the Principal: Dr. Kiran Mane  
 Name of the Institution: Prahladrai Dalmia Lions College of Commerce Economics. City: Malad, Mumbai, Pin Code: 400064  
 Accredited Status: B, Work Phone: 912228725792, Fax: 28732270  
 Website: <http://dalmialionscollege.ac.in> E-mail: [dalmialionscollege@gmail.com](mailto:dalmialionscollege@gmail.com)

Best Practice : 2. Road to Employability: Best Practice of Placement Cell  
 Goal: - To Develop Soft Skills among the students. - Overall Grooming of the learner and career development. - To Enhance the learner's personality. - Exploring towards further better career opportunities.  
 The Context:: "Road to

Employability" is a Students Development Program which is conducted by the College Placement Cell to enhance the personality of students and also to make students ready to crack the interview process. The various activities which carried out by the cell cover areas like - How to Crack Competitive Exams, How to Build an Effective Resume and Techniques of Self Introduction, Grooming and Group Discussion Techniques, How to Choose the Right Job. The Practice: The Placement cell organized various soft skill training programmes which included development of communication abilities, language skills, personality development, cognitive or emotional empathy, time management, teamwork and leadership traits, guidance on business start-ups by experts from well-known industries and other soft skill trainers. It helped students to plan their career by providing information and guided them about the companies which approached the College for recruitment. From 15th February, 2020 to 21st February, 2020 sessions were conducted in 4 parts - a. Road to Employability Session 1- How to Crack competitive Exams. The resource person was Mr. Vivek Kumar Singh - SSB Institute. The session was based on the various strategies to be planned for cracking the competitive examinations. b. Road To Employability Session 2- How to Build an Effective Resume and Techniques of Self Introduction . The session was based on How to prepare a resume and it also covered the aspect of self-introduction. The resource person was Mr.Palash Shrotiya - CAT mentor at career launcher. c. Road To Employability Session 3- Grooming and Group Discussion Techniques . The session was based on How to groom yourself and your role in group discussions. The resource person was Mr. Sukrut Sanjeev Bhushan - Director in Charge. d. Road To Employability Session 4- How to Choose Right Job . It was based on How to choose right job. The resource person was Ms. Ritika Kapoor Chopra Trainer, Speaker, and Educator. Evidence of Success: This programme proved to be very beneficial for the youth of our institution where in they are getting acquainted to the whole process of "How to crack the interviews and explore themselves towards the best of the opportunities". Also the learners values of time management, effective presentation, communication and many more aspects related to soft skills are enhanced. It has always proved to be very helpful to students to plan their career by providing information and guide them about the companies which approach the College for recruitment. Problems Encountered and Resources Required: Few of our learners who are introverts are not able to approach and take the benefit of the session due to lack of confidence in them and also poor vocabulary. Contact Details: Name of the Principal: Dr. Kiran Mane Name of the Institution: Prahladrai Dalmia Lions College of Commerce Economics. City: Malad, Mumbai, Pin Code: 400064 Accredited Status: B, Work Phone: 912228725792, Fax: 28732270 Website: <http://dalmialionscollege.ac.in> E-mail: [dalmialionscollege@gmail.com](mailto:dalmialionscollege@gmail.com) Mobile: 9867703229 Also check : <https://www.dalmialionscollege.ac.in/wp-content/uploads/Road-to-Employability-Best-Practice-of-Placement-Cell-.pdf> <https://www.dalmialionscollege.ac.in/wp-content/uploads/Buddy-Learning.pdf> For other Best practices of our college Please check <https://www.dalmialionscollege.ac.in/our-best-practices/>

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.dalmialionscollege.ac.in/our-best-practices/>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3 Institutional Distinctiveness Our college adheres to the motto of "Vyaparey Seva" which also encapsulates the vision of "progress and development of the society, keeping in mind..the values of humanity and social responsibility." Our forte is social outreach and we abide by our core values which also includes

"Each one Reach one". We aim to intensify our endeavor of - Each One Reach One - in order to infuse the value of "Vyaparey Seva" in our students and all those connected with our institution. To fulfill the aims, our students have taken up several projects which include: 2019-20 • Flood Relief Operation by Disaster Management Cell - Flood Relief Operation by DMC was successfully carried out at Tiware Dam,Ratnagiri details available at <https://www.dalmialionscollege.ac.in/wp-content/uploads/Flood-relief-operation-by-DMC-2019-20.pdf> • Sustainable Lifestyle @ Agriculture - Sustainable Lifestyle @ Agriculture, an innovative experiential learning project was undertaken by Department of Commerce <https://www.dalmialionscollege.ac.in/wp-content/uploads/Sustainable-Lifestyle-@-Agriculture-2019-20.pdf> Other Practices that were carried forth from the previous years : • EPL: Giving chance to budding entrepreneurs • Monthly Defaulter: to maintain discipline • Project Learning by doing: Reaching out to NGOs • Project Ek Kitab Ek Kalam • Project Muskaan • The "Give Pad Give Hygiene" Project • Student Leadership Program • BSC(IT) E- waste drive: Environmental Sustainability.

Provide the weblink of the institution

<https://www.dalmialionscollege.ac.in/our-institutional-distinctiveness/>

### **8.Future Plans of Actions for Next Academic Year**

Make the online e-learning process more robust and dynamic. Carry forth all quality initiatives of the present year with greater impetus To conduct workshops for students to prepare for competitive exams To introduce employability and skill enhancement certificate courses for students To conduct more programs on soft skills for students To go for more eco friendly measures To continue with the best practices put in place this academic year To improve research output with regards to students and teachers.