

## The Annual Quality Assurance Report (AQAR) of the IQAC2009-10

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

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	Secondary Training College,Mumbai.
1.2 Address Line 1	3, MAHAPALIKA MARG
Address Line 2	DHOBI TALAO
City/Town	Mumbai.
State	Maharashtra
Pin Code	400001
Institution e-mail address	secondarytrainingcollege@gmail.com
Contact Nos.	(022)22620050
Name of the Head of the Institution:	I/C. Principal <b>Dr.S.Y.Chikhalikar.</b>
Tel. No. with STD Code:	(022)22620050
Mobile:	9969685767

Name of the IQAC Co-ordinator:

Mrs.SunitaLondhe

Mobile:

09821678365

IQAC e-mail address:

stcnaac2013@gmail.com

1.3 NAAC Track ID(For ex. MHC OGN 18879)

MHCOTE11982

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/34/118.4/11/2004

1.5 Website address:

www.secondarytraingcollege.org

Web-link of the AQAR:

www.secondarytrainingcollege.org/IQAC-AQAR  
2009-10.pdf

The college AQAR link is available on the home page of the college web site.

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	80.75	2004	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

01/03/2005

2009-10

**1.8 AQAR for the year (for example 2010-11)**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2007-08 Submitted to NAAC (26/05/2014)
- ii. AQAR 2008-09 Submitted to NAAC (22/05/2014)

1.10 Institutional Status

University                      State                      Central                       Remedial                       Private                      

Affiliated College                      Yes                       No

Constituent College                      Yes                       No

Autonomous college of UGC                      Yes                       No

Regulatory Agency approved Institution                      Yes                       No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution                      Co-education                       Men                       Women

Urban                       Rural                       Tribal

Financial Status                      Grant-in-aid                       UGC 2(f)                       UGC 12B

Grant-in-aid + Self Financing                       Totally Self-financing

1.11 Type of Faculty/Programme

Arts                       Science                       Commerce                       Law                       PEI (PhysEdu)

TEI (Edu)                       Engineering                       Health Science                       Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

OLD HISTORIC  
COLLEGE

UGC-COP Programmes

NA

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

00

2.3 No. of students

00

2.4 No. of Management Representatives

03

2.5 No. of Alumni

00

2.6 No. of any other Stakeholder and  
Community Representatives

00

2.7 No. of Employers/ Industrialists

---

2.8 No. of other External Experts

01

2.9 Total No. of Members

09

2.10 No. of IQAC meetings held:3

2.11 No. of Meetings with various Stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes:No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Motivation to the staff for participation in the Seminar and Conferences and Research write up.	Teachers took interest in the seminars presented papers and prepared for participation
The question vacant post of Principal to be taken up with Government.	Hon. Chief Secretary issued instructions to the department to pursue and revoke the stay order from Mumbai High Court.

\* The Academic Calendar of the year 2009-2010 is Annexed.

2.15 Whether the AQAR was placed in statutory body      Yes      No

Management       Syndicate  any other body

Provide the details of the action taken

Provisional format of AQAR was placed before Local Management Committee for review and suggestions. The major problems of human resources were taken up with the Government.

## Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	√	-----	-----	-----
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	1	-----	-----	-----
Interdisciplinary				
Innovative				

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	√

#### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni      Parents      Employers      Students

Mode of feedback :      Online       Manual       Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

B.Ed. Course is yearly pattern having Continuous Evaluation in Theory and Practicum. The changes as per UGC Norms are on anvil will be implemented in the coming years.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
7	5	2	---	

2.2 No. of Permanent faculty with Ph.D.

02

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
----	---	----	----	----	1	----	----	---	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

NA

NA

NA

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NA	4	3
Presented papers	2	4	3
Resource Persons	NA	NA	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

SEMINAR CUM DISCUSSION METHOD.

2.7 Total No. of actual teaching days during this academic year

202

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

NIL
-----

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

NA	NA	NA
----	----	----

2.10 Average percentage of attendance of students

80%
-----

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass/Fail %
B.Ed.	97	-----	13%	46%	35%	5 Failed/
						All passed in Second Attempt

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

- Question Bank Preparation and publication by the college
- Seminar presentations with the help of computers
- Practice Examination on term basis.
- Guidance to Hindi/Urdu/Englishmedium Students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty Exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL



2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	1	Nil	----
Technical Staff	2	----	---	----

### Criterion – III

### 3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Organised National Conference
Conducted Research Methodology Workshop
Developed Research Project Book.
Staff motivated to take up Major/Minor Research project

3.2 Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3 Details regarding minor projects:: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	-----	-----	-----	-----
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	NIL	NIL	NIL
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:- -----

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-----	NA	NA	NA
Minor Projects	-----	NA	NA	NA
Interdisciplinary Projects	-----	NA	NA	NA
Industry sponsored	-----	NA	NA	NA
Projects sponsored by the University/ College	-----	NA	NA	NA
Students research projects <i>(other than compulsory by the University)</i>	-----	NA	NA	NA
Any other(Specify)NAVOPAKRAM	ONE YEAR	MSCERT,PUNE	5,000	5,000
Total	-----		5,000	5,000

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue Generated through Consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NA	NA	NA	NA	NA
Sponsoring agencies	NA	NA	NA	NA	NA

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent	Number	
	National	Applied
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
 Of the institute in the year

Total	International	National	State	University	Dist	College
NIL						

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)   
 JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:   
 University level  State level   
 National level International level

3.22 No. of students participated in NCC events:   
 University level  State level   
 National level International level

3.23 No. of Awards won in NSS: NIL

	University level	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	International level	<input type="text" value="NA"/>		<input type="text" value="NA"/>

3.24 No. of Awards won in NCC: NIL

	University level	<input type="text" value="NA"/>	State level	<input type="text" value="NA"/>
National level	International level	<input type="text" value="NA"/>		<input type="text" value="NA"/>

3.25 No. of Extension Activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="7"/>		
NCC	<input type="text" value="NA"/>	NSS	<input type="text" value="NA"/>	Any other	<input type="text" value="NA"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1) Survey of Women Status, 2) Survey of families from Village 3) Participation in University level UDAAN Festival of University Extension Department.

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area(Excluding Corridors)	13262 sq.ft.	NIL	NA	13,262
Class rooms	02	NIL	NA	02
Laboratories	02	NIL	NA	02
Seminar Halls	01	NIL	NA	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	5	NIL	NA	5
Value of the equipment purchased during the year (Rs. in Lakhs)	7	NIL	NA	7
Others	NA	NA	NA	NA

#### 4.2 Computerization of Administration and Library

Computerization of Library is HELD UP DUE TO APPOINTMENT OF FULL TIME LIBRARIAN. THE GOVERNMENT HAS STARTED E- Bill system. This will encouraged computerized pay bills

#### 4.3 Library services:13-14

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3569	21837	30	5511	3599	27348
Reference Books	32580	196532	276	49604	32856	246136
e-Books	-----					
Journals	----	-----				
e-Journals	-----	-----				
Digital Database	-----	-----	-----	-----	-----	-----
CD & Video	----	-----	-----	-----	-----	----
Others (specify Magazine)						
Total	---	----	----	---	36455	273484

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	12	01	√	NA	NA	√	NA	NA
Added	02	01	√	NA	NA	NA	NA	NA
Total	14	01		NA	NA		NA	NA

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

MTNL Broad Brand SERVICE ON SELF FINANCED BASIS IS AVAILABLE AND IS LAN BASED.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	65,897
ii) Campus Infrastructure and facilities	NA
iii) Equipments	1,44,923
iv) Others	1,44,091
<b>Total :</b>	<b>3,54,911</b>

### **Criterion – V**

#### **5. Student Support and Progression**

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC Organised special camp for filling in GOI scholarship forms.  
Special camp for filling in Minority scholarship forms  
Special camp for filling in employment forms.  
Earn and Learn SCHEME for Students and Ex-students

##### 5.2 Efforts made by the institution for tracking the progression

Theory paper wise , Essays, and Tutorials, Terminals. Display of grades, and guidance to the students. Practice exam with feedback given. Micro Teaching cycle of Teach-Reteach is followed by feedback. Simulation and Macro lessons followed by feedback.

##### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100			

##### (b) No. of students outside the state

2

(c) No. of international students -----NIL

Men	No	%	Women	No	%
	31	31		69	69

Last Year(2008-09)						This Year(2009 -10)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
41	21	07	31	---	100	31	17	8	44	0	100

Demand ratio

Dropout % =1%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Advertisement displayed on notice board. Announced in the class.
- CV's are verified and forwarded to students.
- Internet and computer facility made available to students for filling in forms.
- Academic help to students.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	GA	0	CAT	0	0
IAS/IPS etcState	0	UPSC	0	OTHE	0	0	0

5.6 Details of student counselling and career guidance

Informal counselling and career guidance cell is organized in the college.

No. of students benefitted

20

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	NA	NA	60

## 5.8 Details of Gender sensitization programmes

- Survey undertaken by students under Extension Department.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	44	6,98,990
Financial support from other sources		
Number of students who received International/ National recognitions	Nil	

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: -NIL



## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Mission:**-Excellence through Training(To achieve excellence through all sorts of professional lustrous learning and training of teachers, is the Mission of the college.)

**Vision:**-Our vision is to prepare such type of excellent teacher through excellent training so that all teaching community will identify our product and will brand it as an STIANS teacher.

6.2 Does the Institution has a management Information System

Director of Higher Education has developed Management Information System for all Government colleges. College has its own updated website

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

6.3.1 Curriculum Development

All professors are involved in B.Ed. revised curricular planning and orientation of syllabus

6.3.2 Teaching and Learning

Seminar cum discussion method is used in Teaching and Learning.

6.3.3 Examination and Evaluation

The Evaluation is continuous internal cum external examination

6.3.4 Research and Development

This area needs attention and development.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New computer added. Funds for renovation are required.

6.3.6 Human Resource Management

Human resources are managed very well. Talent and ability of every employee is identified and given chance to work. Teaching Staff is assigned duties for various committees of Joint Director ,Higher Education Mumbai Region

6.3.7 Faculty and Staff recruitment

Being Government College Faculty and staff recruitment is done as per Government norms. Librarian appointed on temporary basis

6.3.8 Industry Interaction / Collaboration

ANTI DOWRY MOVEMENT an NGO and MSCERT, Pune.

6.3.9 Admission of Students

Centralized CET based Admission process is followed.

6.4 Welfare schemes for

Teaching	Pension,Gratuity,GPF,Group Insurance
Non-teaching	PensionGratuity,GPF,Group Insurance
Students	Group Insurance,scholarship for needy students,Earn and Learn scheme for students

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			√	Principal and Students Feedback
Administrative			√	Director and Joint Director Higher Education Office

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes  No

For PG Programmes      Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

This perhaps the 1st year of the old syllabus. The process of new syllabus will begin in the next academic year.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The autonomy is offered to the college with potential of excellence

6.11 Activities and support from the Alumni Association

Every year SulabhaPanandikar Lecture Series is organised with the help of Alumni Association,

6.12 Activities and support from the Parent – Teacher Association

Parents are invited on Annual Prize Distribution

6.13 Development programmes for support staff

Uniform Grant, Stitching Grant

6.14 Initiatives taken by the institution to make the campus eco-friendly

- 1) Plastic free zone. 2) Ban on use of Pen Drive.
- 3) Terrace Garden

## Criterion – VII

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

**Use of ICT:**Created following positive impact

- 1) Cooperation among students increased.2) Students gained Confidence.3)Many students learnt to make PPT and took lessons in schools.(40% students took such lessons)

**Formation of Counselling Cell:** Created following positive impact

- 1) Students were eager to know about various possible opportunities in their career.
- 2) First time they thought about their strengths and weaknesses and felt need for guidance about it.
- 3) 2) Students opened up with their personal, vocational, emotional, problems during counselling and took guidance.

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

Students were motivated and guided to use ICT. ii) Students were motivated to take up project topic related to Use of ICT

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

1) Daily Prayers which help in peace of mind ,concentration self-confidence , development  
2)Self Government through an apolitical Student Council 3) Students Function in groups in form of KULAS 4) Sneha bandhan a unique programme to tie Rakhi to anyone irrespective of Gender 5) All Religious prayers on occasion of Gandhi Jayanti. 6) Life time member as STIANS

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

7.4 Contribution to environmental awareness / protection

1)Green Audit 2) Celebration of OZONE Day.3) Tree Plantation.(Terrace Garden)4) Extra Lessons taken by students for Environmental awareness under Extension Activity

7.5 Whether environmental audit was conducted? Yes No

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

Students feedback form is analysed and staff is guided accordingly. Staff prepares API and submit to Internal Quality Assurance Cell.

### **8.Plans of institution for next year**

To develop scheme for awareness of Environment. Each one nurture one plant, Plastic free zone.2)To develop scheme for Guidance and Counselling 3)To develop Placement Cell 4) To develop coordination between Old Student Association, Guidance and counselling cell and Placement cell 5) International Conferences.

Mrs.SunitaAtmaramLondheDr.Shashank Y.Chikhalikar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

I/C Principal

\*\*\*

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- 1) Daily Prayers which help in peace of mind ,concentration self-confidence , development
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Yes  No

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Mrs. Sunita Atmaram Londhe

Signature of the Coordinator, IQAC



Dr. Shashank Y. Chikhaliwar

Signature of the Chairperson, IQAC

I/C Principal