Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**DAAR-UL-REHMAT TRUST'S A.E.KALSEKAR DEGREE COLLEGE**
Name of the head of the Institution	**DR NISAR AHAMAD SHAIKH**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**07718849040**
Mobile no.	**9892426872**
Registered Email	**principalaekalsekarcollege@gmail.com**
Alternate Email	**nisarpkdc@gmail.com**
Address	**NEAR BHARAT GEAR FACTORY , POST DAWLA,KAUSA,MUMBRA,THANE**
City/Town	**THANE**
State/UT	**Maharashtra**
Pincode	**400612**

2. Institutional Status

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	**ARJUMAND ZUBAIR RAWAL**
Phone no/Alternate Phone no.	**07718848040**
Mobile no.	**9819185653**
Registered Email	**kalsekar.iqac@gmail.com**
Alternate Email	**anzrawal@yahoo.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://aekalsekarcollege.com/naac-aqar-2017-2018/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://aekalsekarcollege.com/wp-content/uploads/2019/12/academic-calendar-18-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**2.76**	**2017**	**27-Nov-2017**	**26-Nov-2022**

6. Date of Establishment of IQAC	**12-Aug-2014**

7. Internal Quality Assurance System

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

Workshop on Lab Safety	26-Sep-2018 3	26
Workshop on Bio composting and waste Management	06-Sep-2018 3	94
Workshop on Guidelines to Quality Circle	20-Aug-2018 2	43
Workshops on - Guidance on external audit-ISO	10-Jul-2018 3	23
FDP - Guidelines for Academic Audit	05-Jul-2018 7	50
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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	2018 0	0
[View File](#)				

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 :	**4**
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	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Training for Internal /External Audit ISO , Beneficiaries :23 and all stakeholders

2. E Learning initiative by enlisting college as LOCAL CHAPTER on SWAYAM NPTEL portal ,Beneficiaries : Enrolled 307 appeared 58

3. Introduction of Courses in Foreign Language for global competency , Beneficiaries :70

4. Faculty Development Programme & Conference for Research Culture , Beneficiaries :272

5. Workshop/ Training for digitization installation of software for increasing administrative efficiency , Beneficiaries :83

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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
To enhance Student Support Schemes	Financial assistance to economically needy students & differently able students. Prizes & scholarship awarded to academic achievers, sports, cultural & for social contribution. Concession in Fees of short term/online courses to the deserving students Academic Support Services/guidance in applying for government & public trusts scholarships schemes. Mentoring /Counselling /Remedial Lectures for Students. Book Bank scheme / Earn and learn scheme
To develop Linkages with Institutes /Industries.	MoU with institutes & industries for academic, Medical, Career & Placement purpose.
To continue Institutional Social responsibility	Successfully completed social outreach programmes under NSS,DLLE ,Students Council & WDC
To promote Research Culture	Organized Research Workshop/International Conference Students participated in Avishkar /UDAAN research Conventions Resources were made available for research work to Staff and Students. Students and Staff members were encouraged to attend/ present /publish their research papers in Research Seminars / Conferences.
To seek permission for additional division /new courses /online courses	•Additional seats in Arts, Commerce ,BMS BSc IT faculty • Additional division in BMS BSc -IT • Favorable recommendations received by University of Mumbai for M.Com and B.Com (Accounting Finance) (BAF), which was forwarded for further process. • The College got listed as SWAYAM NPTEL

LOCAL CHAPTER for promotion of E-Learning resources for students and staff. 51 students successfully completed the online courses with ELITE-GOLD, ELITESILVER and ELITE certificates enrolled under 11 different subjects. 2 staff members received FDP and 1staff Member received Mentoring Certificate for the same. • Continuation of AddOn/Value Added/Short Term Courses • Introduction of Courses in Foreign Language. (French/German/Arabic).

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
COLLEGE DEVELOPMENT CELL	26-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018

Date of Submission	31-Dec-2018

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	MANAGEMENT INFORMATION SYSTEM (M.I.S) IN OUR COLLEGE The College has MIS which helps in the streamlining and dissemination of information within and outside the institution. The College maintains automated system of MIS in following modules: 1. Exam Software 2. Accounts Software 3. Library software 4. Attendance Software Exam Software : For automation of exam results The College is using exam software "Reso" system in which individual student wise, class wise, subject wise consolidated individual mark sheets are generated. Gracing, conversion of marks/CGPA points etc by adopting this software is easily done. Also it helps in timely declaration of results and

submission of information to University. Accounts Software : Tally ERP 9 software is used for automation of accounts which helps in maintenance of income expenditure record, financial planning, budgeting and monitoring of expenses. It is multiuser software so that simultaneously staff members can work on it. Library software : For automation of library we are using software " Soul Software 2.0". It helps in maintaining title/ publication of text book/ reference book available in the library. Also the record of issue return of books by students and staff are maintained. OPAC (online public access catalogue) helps the users to search books (title wise, subject wise, author wise and publication wise). The college has subscribe N list to access EJournals and Ebooks. Users can access and download journals and books for their research and reference work. Attendance Software : Biometric attendance of staff is maintained on "ESSL" software which helps in updating of leave and attendance records of employees. For automation of student's attendance software, a software was introduced in which subject wise, teacher wise student's attendance is maintained. MIS plays a vital role in the management, administration and operation of the institution. The college has LAN and WiFi connections for easy access. New computers were installed the academic year in major departments like IQAC, Principals office, Administrative Office, Library, laboratories, Examination Section for smooth functioning. These are operational on daily basis. Maintenance and Up gradation is a regular part of the system. ? The college is connected to DU MKCL portal at Mumbai University for first year admissions, Transfer Certificate, Bonafide Certificate Eligibility Status report of students. Examinations details such as lower examination report and generation of hall tickets in third year. ? The College also provides facilities of centralised online assessment system of third year papers of Mumbai University examinations. ? Departmental SOP's and formats are prepared followed which helps in maintaining the data and smooth conduct of all activities. ?

College strives for digitalisation cashless system for Collection of fees through DD, Cheque NEFT, Online Mobile Banking POS machine and generating fee receipts ? Monitoring and Generating different types of report related to the students like scholarship, fees instalments from Trust other bodies ? College has dynamic website which disseminates updated information of the institute activities from time to time.

<div align="center">Part B</div>

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

Curriculum delivery is an important aspect in every education system. The college is Permanently affiliated to the University of Mumbai. The College follows the curriculum framed and prescribed by the University under Choice based Grading System. The College Principal is member of Board of Studies and Chairperson of Zoology Paper at UG and PG level. Some of our faculty are members of Syllabus framing committee and Paper setters at University of Mumbai. The institution has a range of courses relevant to the local and global needs. The college offers wide ranging courses which includes regular courses like BA, BCOM, BSc and self-finance courses like BBI, BMS and BSc-IT. The college also has Skill Development Centre which runs Add on/Certificate/Short Term /Value courses to enhance the soft skills and employability among the students. Various activities & events are organized by departments for curriculum enrichment to enhance learning experience. ensure that our students get trained in practical and communication skills. They develop the ability to think for themselves and solve problems and adjust to the changing global needs by various career development programmes. Planning for effective delivery of syllabus is ensured by the efficient workload distribution at the beginning of the academic year. This helps in deciding the number of staff & finalization of time table. Academic Calendar and Course Curriculum is discussed during staff and departmental meetings. Principal and staff members give suggestions for effective planning and implementation. Each department conducts meetings for allotment of classes and syllabus distribution among the teachers which is finalised by the Principal. Lesson plan incorporating the number of lectures and topics allotted to each subject is prepared by individual department and submitted to the Principal. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. The students are also guided with ready references at library in the form of text books, reference books, online resources, web links, N-list and other sources. Along with the traditional chalk and talk method, teachers use ICT methods to demonstrate the subject topics. The teaching staff is encouraged to participate and attend workshops, seminars and other academic related programs conducted by the University and affiliated colleges to upgrade the faculties about the latest development in their respective fields. A number of curricular and co-curricular activities like Seminars, Workshops, Educational /Field Visits are organized by every department for effective internalization of the curriculum. The college IQAC takes all efforts to receive timely feedback for the curriculum development from students and its stakeholders. This helps in evaluating the quality of

curriculum delivery and teaching-learning process. The Teachers dairy is maintained by each faculty for keeping record of day to day activities and lecture delivery. Lesson compliance is collected from the teachers and timely assessed by the IQAC at the end of the term. The tentative lesson plans are submitted to IQAC at the beginning of the academic year which helps in timely execution of syllabus and documentation of respective departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
German	Nil	17/12/2018	15	Employabil ity/ Entrepr eneurship	• Introduction of students to acquire basic knowledge of foreign language • To generate interest provide opportunity for students to explore a different culture language thus creating base for global exposure.
French	Nil	17/12/2018	15	Employabil ity / Entrep reneurship	• Introduction of students to acquire basic knowledge of foreign language • To generate interest provide opportunity for students to explore a different culture language thus creating base for global exposure.
Arabic	Nil	22/12/2018	16	Employabil ity/ Entrepr	• Introduction

eneurship of students to acquire basic knowledge of foreign language • To generate interest provide opportunity for students to explore a different culture language thus creating base for global exposure. •

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
BA	**BA**	**18/06/2018**
BCom	**BCOM**	**18/06/2018**
BSc	**BSc**	**18/06/2018**
BCom	**BBI**	**18/06/2018**
BMS	**BMS**	**18/06/2018**
BSc	**B.Sc.IT**	**18/06/2018**

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

	Certificate	Diploma Course
Number of Students	**712**	**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
Communication skill	**05/10/2018**	**200**
MMA and Self Defence	**18/12/2018**	**15**
NPTEL online courses	**25/01/2019**	**313**
Certificate in Finance	**01/09/2018**	**21**
BSE Training on	**08/01/2019**	**85**

	overview of Financial Market	
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	B.S.C (Information Technology	20
BMS	BMS	58
BCom	Banking & Insurance	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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

Feedback for the academic year 2018-2019 on the teaching-learning process is received from students as Students satisfaction survey based on a structured questionnaire framed and approved by the IQAC of our college. It comprises of the stakeholders like students, Teachers, Alumni, employee, employers and Parents. The Parent Teachers Association takes the feedback from Parents in the meetings held in college. The suggestion box is fixed in the college campus for students to put their suggestions and complaints. The college employers give their valuable feedbacks and suggestion to college. The college Alumni association obtain the feedback from the college alumni's. The received feedback is then analysed by the Internal Quality Assurance Cell. It is also forwarded to the Head of the institution with necessary suggestions based on the feedback. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. The analysed feedback in consequence, obtained from all the stakeholders expressing the responses like like Excellent, very good and good and satisfactory. Based on the responses, its need and scope is reported to the concerned. The notable suggestions from the suggestion column have been listed and handover to college authorities. Utilisation of feedback in institutional development: College Internal Quality Assurance Cell deliberates the provided and listed suggestion to the department heads and the heads to the teachers for further action. The suggestion are communicated to staff and stakeholders for improvement. These are noted and implemented during next academic year.

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
BCom	B.Com	756	919	714
BA	BA	360	331	325
BSc	BSc	372	332	304
BMS	BMS	252	254	223
BSc	BSc.IT	258	205	205
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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
2018	1888	Nill	30	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
30	22	7	5	2	7
[View File of ICT Tools and resources]()					
[View File of E-resources and techniques used]()					

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

The institution has a well-defined mentoring system. Mentoring system focuses on providing proper direction and motivation to students to achieve overall excellence in diverse fields. Institutional mentoring system covers academic, personal and career perspectives it offers information, advice, support, encouragement, problem solving references and advocacy to learners. Mentors are assigned to monitor and provide guidance to students. The mentor's lay down the foundation where in students through mentor-mentee sessions can find pathway to overcome various challenges to achieve their desired learning goals. The institution is committed to review the effectiveness of mentoring system. Mentors use formal means of mentoring and works on overall development of the mentee. During the orientation program students are made aware about the system, examination patterns, academic facilities different committees and rules and regulations of the college. Mentors in the beginning of the year conduct formal meetings with the mentee and analyse the diverse need according to the background information collected during the interactive session with the mentee. The mentor collect academic and additional information of the students through forms and that is kept for further follow up of the students. Mentoring includes personal and group mentoring according to the identified need of the mentee. The mentoring sessions are conducted monthly or weekly as per identified need by the mentor. Mentors give their best efforts and attention to advice and guide students. The mentors identify slow learners during regular one to one mentoring sessions and are recommended to subject teachers for remedial lecture facility to help them to improvise their academic performance. Students interested for various competitive exams are also guided through career guidance cell so as to provide them with effective guidance for the same. Institution through its mentoring system strives hard to bridge gap between the diversified students and also helping students to develop interpersonal skills. It focuses on providing encouragement to the advanced learners for excelling their overall performances. Students are allowed to approach the mentor for the guidance, personal, academic and social issues. Institution believes in maintaining confidentiality, mutual respect and trust to develop successful mentor-mentee relationship. Through

mentoring system student gains encouragement to navigate in right direction and achieve higher level of success.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1888	30	1:63

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	30	Nill	20	5

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
2018	MS ARJUMAND Z RAWAL	Assistant Professor	CASI COMMUNITY LEADER (STATE LEVEL)
2018	SHAIKH MISBAH	Assistant Professor	CASI COMMUNITY LEADER (STATE LEVEL)
2018	ARSHAD SHAIKH	Assistant Professor	CASI COMMUNITY LEADER (STATE LEVEL)
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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
BSc	1S00252	11	12/04/2019	08/06/2019
BMS	2M00152	II	12/04/2019	08/06/2019
BSc	1S00142	II	01/04/2019	06/05/2019
BCom	2C00142	II	01/04/2019	06/05/2019
BA	3A00142	II	01/04/2019	06/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Every department of the college conduct various curricular and co-curricular activities for continuous internal evaluation of the students. The curricula and co-curricular activities include debate, group discussion, seminar, symposia, quiz competition, poster making, drama, exhibition, marketing fest, IT Fest and field visits. Students are continuously evaluated through class tests, individual presentation etc. Remedial lectures are conducted for the

slow learners. Based on the nature of a topic, they are served worksheets, questionnaire and descriptive practices, to solve and present. Students are encouraged to participate in research based activities like survey, seminars, research convention (Aavishkar) and intercollegiate research conventions. As per the University norms, students of self-finance courses are evaluated on the basis of internal class test. The schedule for internal class test are pre-informed to the students through time table displayed on the college notice board. Foundation course projects are given to the students followed by presentation and viva. Students are encouraged to participate in curricular activities wherein various competitions are arranged by various departments and forums. Educational visits are conducted for the students to give practical knowledge and exposure to the subjects. Regular test of the students help to keep track of the student's performance. Socio-economic forum encourages students to speak on the current topics through group discussion, oral presentation and seminars. Department of Political science organizes mock parliament wherein students from all streams participate and get the practical exposure to functionary of a nation. Literary forum conducts various activities to develop the oratory and writing skill of the students.

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

The institution is affiliated college of university of Mumbai. Academic calendar is prepared at the beginning of the academic year. The plan of action is chalked out by the IQAC in the academic calendar in the beginning of the year with the focus on initiative on quality enhancement. It has tentative Co-Curricular and Extra- curricular activities and events to be conducted throughout the academic year. The institution adheres the calendar to achieve out comes at the end of the year. Examinations are conducted at the end of each term as per directives of University of Mumbai. College informs students about the Examination related circulars, timetables and notices through the college notice board. Internal examination/ practical exams/ project presentations and viva voce for the respective students are conducted as per the academic calendar. Students are pre informed for the internal examination through the time table displayed the college notice board and the examinations are conducted as per the given schedule.

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://aekalsekarcollege.com/wp-content/uploads/2020/02/Program-outcomes-2.6.1.pdf

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
2C00146	BCom	BCom	207	159	76.81
2M00156	BMS	BMS	55	47	85.45
1S00226	BSc	BSc.IT	61	43	70.49
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

 https://aekalsekarcollege.com/wp-content/uploads/2020/02/Student-Satisfaction-Survey-SSS-2.7.1.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
Any Other (Specify)	90	College Management	0.62	0.62

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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
"Intellectual Property Rights Plagiarism"	Internal Quality Assurance Cell (IQAC)	18/03/2019

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
EN Waste Water Treatment	Naik Farzeen Farooque	DRTs A.E. Kalsekar Degree College	23/03/2019	Best Paper Presenter

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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
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nill

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	URDU	1	5.5
International	COMMERCE AND MANAGEMENT	2	6.8

International	ZOOLOGY	1	7.36
International	CHEMISTRY	1	7.36
International	POLITICS	2	6.43
International	ECONOMICS	4	6.81
International	URDU	1	5.5
International	ENGLISH	3	7.36
International	ISLAMIC STUDIES	1	7.36
International	HISTORY	1	7.36
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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
ACCOUNTANCY	1
HISTORY	1
ISLAMIC STUDIES	1
ENGLISH	3
URDU	2
ECONOMICS	4
POLITICS	2
CHEMISTRY	2
ZOOLOGY	1
COMMERCE AND MANAGEMENT	2
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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
ANTHROPOGENIC IMPACT ASSESSMENT ON THE PRIMARY PRODUCTIVITY OF TWO FRESHWATER BODIES OF DOMBIVLI, (MAHARASHTRA, INDIA)	Dr Nisar Ahmad Shaikh	International Journal of Advance and Innovative Research	2019	63	DRTs A.E. KALSEKAR DEGREE COLLEGE	63
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional

Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
ANTHROPO GENIC IMPACT ASSESSMENT ON THE PRIMARY PRODUCTIVITY OF TWO FRESHWATER BODIES OF DOMBIVLI, (MAHARASHTRA, INDIA)	Dr Nisar Ahmad Shaikh	International Journal of Advance and Innovative Research	2019	5	63	DRTs A.E. KALSEKAR DEGREE COLLEGE

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	Nill	26	45
Presented papers	18	Nill	Nill	Nill

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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
Consumer Guidance workshop	CGS and BSE	3	300
Pulse polio training (30-07-2018)	Primary health centre	3	72
Thalassemia awarness workshop (06-08-2018)	NSS and triumph blood bank, Thane	3	205
leporosy Training workshop	Primary health centre	3	53
Road safety awareness (Mahawalkathon) (08-10-2018)	CASI and Government of Maharashtra	3	98
Rally on Blood donation camp in adopted area (09-08-2018)	NSS	3	33
Medical check up camp at	Kalamkhande panchayat and	3	110

kalamakhande village (15-12-2018)	kalsekar hospital			
Blood Donation camp (13-08-2018)	NSS and triumph blood bank, Thane	3		124
Thalassemia detection (13-08-2018)	NSS and triumph blood bank, Thane	3		124
Dr. Talk on nutrition and its importance (11-02-2019)	NSS unit and Kalsekar Hospital	3		105
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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
skit competition	consollation prize in skit fest	DLLE University of Mumbai	15
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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 activites	Number of students participated in such activites
Swachh Bharat Abhiyan	University of Mumbai NSS Unit	Cleanness drive in A.E.Kalsekar Degree College- Mumbra (07-08-2018)	3	21
Swachh Bharat Abhiyan	University of Mumbai NSS unit	Cloth Bag Making Competition (24-09-2018)	3	33
Organ Donation Awareness (28-01-2019)	NSS unit, SIA college, Dombivli	District Level Workshop on organ Donation at SIA College- Dombivli (28-01-2019)	3	2
Non- conventional Energy Resoruces	NSS unit, Vedanta college	District Level Workshop on Non- conventional Energy Resources at Vedanta College, Vithalwadi	3	2

Awareness on usage of Digi Thane App	NSS, Digi Thane Pvt. Ltd. And TMC	Digi Thane Workshop	3	92
women empowerment	Majlis Organization and WDC	Expression	1	49
youth leadership	NSS unit Mumbai University	LTP camp (05-10-2018 to 09-10-2018	2	2

(9-2-2019 10-2-2019)

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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
Lecture on Consumer Guidance	300	CONSUMER GUIDANCE	1

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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
BSE Training on overview of Financial Market	BSE Training	Bombay Stock Exchange	08/01/2019	15/12/2019	85
Consumer Guidance workshop	Consumer Guidance	CGSI and BSE organisation	14/07/2018	14/07/2018	300
Academic and Research	Certificate Programme	CASI Global NewYork	03/06/2018	01/09/2018	47
Medical As sistanceMedi cal Assistance	Medical Assistance	Kalsekar Hospital	01/06/2018	30/04/2019	all staff and students
Academic and Research	IQAC CLUSTER MoU	IQAC CLUSTER (DNY ANSADHANA COLLEGE	30/08/2018	01/06/2019	all cluster college in Thane
ISR	Pulse Polio	Primary Health Centre	30/07/2018	09/08/2018	165

ISR	Thalessemea detection	Rotary Club	06/08/2018	13/08/2018	205
Academic and Research	Communication skill	Edubridge	05/10/2018	06/01/2019	200
ISR	Road Safety	CASI Newyork	08/10/2018	08/10/2018	98
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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
IQAC CLUSTER (DNYANSADHANA COLLEGE	30/08/2018	Collaboration in organising FDP Workshops, Seminars for promotion of research and academic	3
Edubridge	22/01/2018	Conducted course to impart basic communications skills	3
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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
3500000	3644800

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

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 patially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18448	2529497	2039	262603	20487	2792100
Reference Books	1848	998988	158	84674	2006	1083662
Journals	98	175862	42	116727	140	292589
Weeding (hard & soft)	818	163000	4675	933000	5493	1096000
CD & Video	72	11988	6	2586	78	14574

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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
NA	NA	NA	30/08/2018

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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	108	73	0	13	0	9	10	100	3
Added	30	12	138	0	0	5	0	0	13
Total	138	85	138	13	0	14	10	100	16

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

100 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 incurredon maintenance of physical facilites
2700000	2785027	1700000	1807101

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)

• The college has well defined guidelines and procedure for repair and maintenance activities to ensure time bound maintenance work of hassle free educational environment of a college. • All physical academic and support facilities are augmented and maintained through various college committee • At the commencement of every academic year proper availability of blackboard, lightning and furniture in classrooms are taken care properly. • Each departmental laboratory is having lab assistant and lab attendant for the proper maintenance of the laboratories. • Stabilizers are used for instruments. Regular servicing and maintenance is carried out for the instruments. Calibration of instrument is done. Service engineers/experts from the manufacturing companies are called for the repairs, if required. • The college successfully runs "Earn and Learn" scheme. The students working under this scheme helps in maintaining the campus properly. • library committee is functional which takes care of the library matters and function • Library is made automated. Computerised issuing and returning of books is done so as to save time. Regular dusting and cleaning is done. Pest control is carried out as and when required to increase the life of valuable resources of the library. Furniture and fixtures are repaired as per the requirement centrally. • Computer maintenance and support are carried out by the system administrator. Regular up gradation is carried out for computers and softwares. • Gymkhana committee has the responsibility for the creation and maintenance of sports facilities in the campus. • AMC has been made for cleaning, sweeping etc. • The college has a generator system for uninterrupted and power supply.

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	College Management Scholarship	234	295270
Financial Support from Other Sources			
a) National	Central Sector, ANGC, SC/OBC, Minority Postmetrix, Trust Scholarship	132	816767
b)International	NA	Nill	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	Date of implemetation	Number of students	Agencies involved

enhancement scheme		enrolled	
Communication Skills	05/10/2018	200	Edubridge
Career Guidance Expert	22/09/2018	60	Professor Mr. Asif Shaikh
Lecture on Career Guidance	10/01/2019	89	Mr Yashwant Chawan
Training on Career Project	16/08/2018	25	Dr Ved Mishra DLLE University of Mumbai.
Career Guidance Seminar	19/09/2019	142	Fazlanis
Chemistry Career Guidance Lecture	23/03/2019	65	Department of Chemistry
Workshop on counselling	10/08/2018	133	Ms Kirti Barad, (Counsellor) Pragati College

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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 passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

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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
5	5	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Tata Strive (Tata Capital India Infoline)	26	4	Daar ul Rehmat Trust	20	12

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

Year	Number of	Programme	Depratment	Name of	Name of

students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
No Data Entered/Not Applicable !!!				
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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
SET	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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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
2018	Nil	National	Nill	Nill	0	0
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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)

? Student's Council organized and celebrated Independence Day on 15th August, 2018. Students presented their songs and Speeches on the occasion. ? Student's Council organized and celebrated Teacher's Day on 5th September, 2018. Students presented their songs and Speeches on the occasion. ? Student's Council organized and celebrated World Student's Day on 15th October, 2018 (To commemorate the birth anniversary of the great Indian scientist and former President of India, Dr. A.P.J. ABDUL KALAM). Students presented their songs and Speeches on the occasion. ? Student's Council organized and celebrated Independence Day on 26th January, 2019. Students presented their songs and Speeches on the occasion. ? On 4th March, 2019 Annual day and Prize Distribution Ceremony was held. Students participated enthusiastically. ? Student Council members participates in events like international conference, workshop and seminar conducted by various committees. They are a part of Quality circle. The also guide students in the college about rules and regulation and play important link between the students and staff.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

106

5.4.3 – Alumni contribution during the year (in Rupees) :
2000

5.4.4 – Meetings/activities organized by Alumni Association :
DRT's A.E. Kalsekar college considers its ex students very valuable and therefore encourage them to get into various activities and events that were held in the academic year 2018-19. The College Alumni Association although not registered, actively supports in organising and arranging number of activities throughout the year. To start with, a blood donation drive was organised on 13th August 2018. This social activity witnessed an active participation of many of our ex-students. Followed to it was an ex student meet on 17th November 2018. This made emphasis on the goals, interest and their current status in various companies where they are employed. In the early start of 2019, that is, on 23rd January the college had organised a marketing fest which received a huge response from the students of various streams. It was a huge success in which the alumini members played a significant role. Later on a noted alumini member named Ajmeri Abdul Basit gave an overwhelming useful seminar on a current topic then which was cybercrime and its prevention. After this event, the most awaited day for the college and students which was convocation, received humongous response. The events of the academic year concluded the 18th Annual day and Prize Distribution function which was held on 4th March 2019. This function motivated the achievers and performers by awarding them with prizes and appreciating their efforts in making the colleges academic year 2018-19, a memorable and successful one. Many ex students were awarded certificates of merits and participation during the event.

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)

The pro-active Management ensures transparency, good governance, decentralisation and participatory decision making .Meticulous planning and implementation of policies by aligning the academic and administrative aspects helps in overall development of the institution. Decentralization and Participative Management practices during the academic year 2018-19 are as follows: Decentralisation: ? Faculty members are given representation and responsibility in various committees /Forum /Cell to conduct /organise various events/activities.The composition of these committees changes Periodically to provide equal chance to teachers for Professional Development . ? Students are given representation in various academics and administrative committees as follows: ? IQAC ? Students Council ? Cultural Committee ? Sports Committee ? Science Forum ? Commerce Forum ? Literary Forum ? Socio Economic Forum ? IT Forum ? National Service Scheme ? Department of Life Long Learning ? Discipline Committee ? Women Development Cell ? Nature Club ? Adventure Club ? Magazine Committee ? Library Committee ? Apart from this, students are also involved in organizing events, Fests, workshops, Seminars and Conferences in the college. Participative Management: • All the activities of the college are students centric and involves staff and students in decision making. • Teaching , Non Teaching Staff and students are members of important committees like IQAC,CDC ,Scholarship. • The CDC constitutes of Management, Teaching Non Teaching Staff ,student representatives local members who provide valuable suggestions for the Quality Initiatives and development of the institutions. • The decisions regarding planning and up gradation of infrastructure is taken up by the Management in consultation with the Principal and CDC.

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
Curriculum Development	•The college follows the curriculum of University of Mumbai for Regular, Self Financing and Add on Courses. Various departments of the college plan and design courses run under Skill Development Centre. Teachers are encouraged to attend workshop/ conference related to syllabus. • Faculty of Urdu is member of Syllabus Committee. • College Principal is co-convenor of syllabus committee in zoology. • Review meeting for TYBSc Zoology syllabus based Textbook/Journals. Subject teachers from various colleges were invited to get their views /expectations regarding syllabus . • Flexibility in the form of Subject options / Elective options is given to the students. • Short term/ Certificate/Add on courses/ Bridge Courses are conducted to enhance student's knowledge. • Educational/Industrial/ Field visits, Workshops, Webinar and Seminar related to curriculum are organised by the departments.
Teaching and Learning	• Preparation of Action plan and Academic calendar at the beginning of the academic year. • Faculty Development Programmes are organised to enhance teaching learning process. • Faculty members are deputed to attend Orientation / Refresher/Short Term courses organized by academic staff college to upgrade their skills and subject Knowledge • Teachers are encouraged to use ICT methods for Teaching Learning Process. • Suggestions are given to the librarian for arranging learning resources such as journals, periodicals, E- resources. • Students enrolled in E-Learning Resources like online Courses in SWAYAM-NPTEL • Infrastructural facilities are regularly upgraded for Teaching -Learning process. • Staff members are motivated to participate and publish papers at various National and International seminars/conferences . • Feedback system to assess enhance teaching learning process.

Examination and Evaluation	• Choice Based Grading System was introduced by university and implemented since 2016-17. • IT room for exam is well equipped for downloading of question papers from University. • The institution monitors the programme and performance of the students through: ? Tutorials, Practical, Class presentations during the term. ? The Internal and External assessment are held semester wise as per norms. ? Preliminary exams for First year / Second /Third Year students. ? The results are declared within stipulated time on the college notice boards. ? Result Analysis further helps in monitoring students' performance. ? PTA meetings are conducted to share the analysis with their parents especially in cases where the student is falling short of the expected standards. ? Mentoring/Counselling is provided to the students regarding improvement of their performance and grades. ? Remedial classes are also conducted for the academically weak students. ? Differently abled students are provided with writer or other facilities as per university guidelines.
Research and Development	• The institution sets aside a budget for organizing seminars and Research Conferences in the college. • The library is equipped with reference books, journals e-books. Cyber zone and library are open beyond college hours for students staff benefit. • The College Management generously spends on project work, exhibition and fests. Excursion are organized for the students of different departments. • Students were provided financial assistance and guidance for presenting their research projects in Avishkar and Udaan Research Conventions. • Faculty members have attended and presented papers in Interdisciplinary seminars/ conference. • Multidisciplinary International Conference was organized successfully.
Library, ICT and Physical Infrastructure / Instrumentation	• Upgraded Infrastructure for overall development of the institution • Installation of new computers in major departments. • The Library Advisory Committee works for overall development and smooth running of the library. • Library Organised Orientation programme

		for staff and students. • Upgraded the number of books, periodicals and journals. • N-List ,Soul software for computerization of records. OPAC , e-books are made available • E attendance Machines installed in library for In and outcoming time of students • Barcode Machine for Book issing to staff and students. • Advanced learner facility, Ex-student/ Scholar /Visitor membership are provided to the students • Internet access for students staff through cyber zone in library. • Display of interesting and informative articles on notice boards and bulletin board. • Installation of new computer in Teachers Research Section.
	Human Resource Management	? The institution provided training for Internal /External to its staff for effective implementation of the Quality assurance procedure. ? The institution regularly conducts workshops and seminars on different topics that helps in quality improvements such as Collaborative learning initiatives, research paper writing, Computer training ,workshops on Preparation of Documentations etc. ? The Faculty Development Programme are arranged to enhance teaching learning and improve ICT skills of staff for ICT based teaching. ? Regular meetings / workshops are conducted with office support staff. ? The impact of these trainings can be seen in the smooth efficient performance of college activities. ? Faculty members who were due to attend Orientation Programmes, Refresher Courses or Short-term courses for Career Advancement were encouraged to attend the same. ? The faculty members due for placements under CAS were informed about the procedure and encouraged to submit the duly-filled forms on time.
	Industry Interaction / Collaboration	• The institution makes continuous efforts to establish industry-institution-community interactions to benefit the students, staff community at large. • The college arranges visits to various institutes, industries for the students which helps them in gaining practical knowledge. • Experts from industry and banking institutions were invited as resource persons which helped in enriching the knowledge of students staff. • Career guidance

	lectures with experts have been useful to students for gaining insights and selection of appropriate careers. • Signing of MoUs with various Institutes and Industries • A number of organisations had interacted with students locals during placement drives organised in the College Campus.
Admission of Students	• The college adheres to the guidelines regarding admission provided by University of Mumbai, as applicable to the minority institution. • The College admission committee consists of teachers from every faculty which enables smooth conduct of admission. • Admission is given on merit basis without any discrimination. • The institution seeks permission for additional seats and divisions for courses in demand and received the • Permission received from University of Mumbai for additional seats in Arts, Commerce, BMS BSc - IT faculty and additional division in BMS BSc –IT. • Teachers provided guidance counseling to the students for the selection of courses. • Notices regarding the details of admission process were displayed on college notice boards and websites. • The institution follows the online enrolment system for undergraduate courses as introduced by the University of Mumbai. Confirmation of enrolment takes place after university assigns Permanent Registration Number to the students. Procedure is same for regular self-finance courses.

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

E-governace area	Details
Planning and Development	? Institute have the MIS software for e-governance which is used for Planning of admission ? Registration for first year admission is done through DU MKCL portal Merit list is ? Planning of students fees is done in the beginning of year ? Yearly budget like income and expenses ? Formats are prepared circulated which helps in maintaining the data of teachers, staff and students ? Preparation of merit lists of first year students. ? Collection of fees through DD, Cheque NEFT, Online Mobile Banking POS machineand generating fee receipts ? Maintaining student data of admission in Excel

	sheets ? Maintaining digital attendance report ? Generating different certificates like bonafide TC ? Generating all types of report related to the students and staff
Administration	? Maintaining fee record of students ? Monitoring fees instalments through trust other bodies ? Tally software for income expenses entries ? Generation of Receipts for expenses and vouchers ? Producing all types of report like income, expenses and balance sheets
Finance and Accounts	Tally ERP 9 software is used for automation of accounts which helps in maintenance of income expenditure record, financial planning, budgeting and monitoring of expenses. It is multiuser software so that simultaneously staff members can work on it. ? Online admission process ? Details of admission process put up on College website. ? Availability of prospect, online registration, merit lists for admission ? Support of android app for student for online fee payment
Student Admission and Support	? Online admission process ? Details of admission process put up on College website. ? Availability of prospect, online registration, merit lists for admission ? Support of android app for student for online fee payment
Examination	? Examination registration ? Examination roll number allocation ? Generation of hall tickets ? Marks entry and generation of data in required formats ? Reso Software is used for Exam result record

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
2018	Fatima Sayed	Gurukul College Of Commerce	NIL	500
2018	Mr Sanjay S Kalekar	R.C. English	NIL	1000
2018	Ms Farzana Y Chawre	R.C. Social Sciences (ID)	NIL	1000
2018	Mr Arshad	V.G. Vaze	NIL	600

Year					
	Aiyub Khan	College			
2018	Ansari Zahid Husain	One Day Workshop on Revised Syllabus of TYBCOM	NIL	400	
2018	Miss Siddique Shahid	G.N. Khalsa College	NIL	400	
2018	Dr. Shrivastav Vijay	Workshop for Teaching Staff	NIL	500	
2018	Suvarna M Chindhe	National Seminar on Modern Concepts in Library Designing and Modification	NIL	500	
2018	Misbah Shaikh	State Level Five Days Training Programme For IQAC Co-ordinators Members	NIL	2500	
2018	Arjumand Rawal	State Level Five Days Training Programme For IQAC Co-ordinators Members	NIL	2500	
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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)
2018	FDP "Guidelines for academic Audit"	NA	05/07/2018	05/07/2018	50	Nill
2018	Workshops on "Guidance on external audit-ISO"	NA	10/07/2018	10/07/2018	36	Nill

2019	NA	Workshop on "Guidelines for Office Documentation /Automation 7th Pay Commission	16/02/2019	16/12/2019	16	50

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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
UGC Sponsored Refresher Course	1	12/10/2018	01/11/2018	147
UGC Sponsored Refresher Course	1	20/08/2018	08/09/2018	147
UGC Sponsored Refresher Course	1	04/09/2018	24/09/2018	147
UGC Sponsored Refresher Course	1	15/10/2018	03/11/2018	147
UGC Sponsored Refresher Course	1	03/12/2018	22/12/2018	147

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
12	32	5	25

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Welfare scheme for the Teaching staff: Financial help is provided to the staff member in case of emergency. Medical assistance at OPD Emergency ward in adjoining Kalsekar Hospital The College has a Medical Room for staff students. Gymnasium Facilities to for Physical Fitness.	Welfare scheme for the Non Teaching staff: Concession /free ship in feesfor the wards of the staff. Duty leaves/study leave are assigned to the staff for educational upgradation. Uniform is provided to Class IV employees/security. Free computer literacy program /workshops on office docu mentation/Administrative	Welfare scheme for the students: Book Bank Scheme Earn and Learn Scheme Students Group Insurance under Yuva Raksha Scheme. Prizes and Awards for Meritorious students. Medical assistance at OPD Emergency ward in adjoining Kalsekar Hospital Scholarship for Handicap students.

Training Programmes in Fire safety /Lab safety/Stress Management is provided regularly. Faculty Development Programmes/ Workshops/ arranged to enhance teaching learning process and improve ICT skills The college reimburses TA expenses of the staff who represent the college in sports, cultural, NSS and other activities. Also Registration Fees for attending Seminar/Workshops/Conferences is reimbursed to staff.	Training programmes are conducted for staff. Refreshment and lunch organized for staff during college events The college reimburses TA/DA expenses of the staff who attend workshops other activities. Training and Demo drives are conducted on Lab safety / Fire fighting Security system provided to security Guard. Necessary accessories like umbrella, Gumboots, etc are provided to class IV employees and security guards.	Freeships/ scholarship for DRT's orphanage girls from the Trust. Free ship and Scholarship for deserving students. Government University Scholarships /Freeships for Reserved Categories students. Camps and Awareness lectures are organized by the College. Refreshment facility is provided during the practice session and the events. Sports uniform and equipments are provided to members of participating teams. The college reimburses TA expenses of the students who represent the college in sports, cultural, NSS and other activities. The College has a Medical Room students. First Aid boxes are maintained in Lab, Gymkhana and NSS room. Entry fees for participating in intercollegiate events is paid by the college.

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal and external audits . Finance and Accounts are maintained systematically. Financial Audit are conducted by Charted Accountants appointed in Management AGM every year. External audits are conducted by the Joint Director at the end of every year. Management reviews the revenue and expenditure Statements every three months and Suggestions are noted. Updates of Financial Statements are taken up in College Development Committee and Governing Body meetings. Tally ERP 9 software is used for automation of accounts which helps in maintenance of income expenditure records, financial planning, budgeting and monitoring of expenses. It is multiuser software so that simultaneously staff members can work on it.

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
College Management	295270	Earn Learn Scheme,Scholarship, Prize Money
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6.4.3 – Total corpus fund generated

3200000

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	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	Management

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

• Parents actively participate in PTA meetings/Orientation • Parents enthusiastically attend /participate in parent's workshop. • Parents are invited for annual day and other events in the college • Active Cooperation of parents during NAAC /ISO visit. • PTA members give suggestion for overall development of College

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

• Workshop on "Guidelines for Office Documentation/Automation 7th Pay Commission • Workshop on Exam Data and Software • Workshop on Lab Safety for teaching and Nonteaching staff . • Workshop on Bio composting and waste management. • Regular Maintenace and refilling of Fire extinguisher .Also training and demo drives conducted for Security Guards and support staff .

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

• The college received 2f 12 B • ISO Certification 9001:2015 • Introduction of Foreign Language Courses/certificate / online courses under Skill Development Centre • Additional Division in BMS BSc IT • College got listed as SWAYAM NPTEL LOCAL CHAPTER for promotion of E –Learning resources for students and staff.

6.5.5 – Internal Quality Assurance System Details

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

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
2018	FDP "Guidelines for academic Audit"	05/07/2018	05/07/2018	05/07/2018	50
2018	Workshops on "Guidance on external audit-ISO"	10/07/2018	10/07/2018	10/07/2018	36
2018	Orientation Programme for first Year students and parents	06/07/2018	06/07/2018	12/07/2018	310

2018	Faculty induction Programme	20/08/2018	20/08/2018	20/08/2018	8
2018	Workshop on guidelines to quality circle members	22/08/2018	22/08/2018	22/08/2018	76
2018	Workshop on Bio composting and waste management	06/09/2018	06/09/2018	06/09/2018	94
2018	Lab Safety Workshop	26/09/2018	26/09/2018	26/09/2018	26
2018	Seminar on Values "Freedom from fear"	13/10/2018	13/10/2018	13/10/2018	44
2018	Use of E-Resources	03/11/2018	03/11/2018	03/11/2018	56
2018	Seminar on Competitive Exam Guide lines	16/11/2018	16/11/2018	16/11/2018	127

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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
Status of Women in society	01/10/2018	20/10/2018	22	Nill
Mahila Utsav in NSS Camp (Skill Exchange Programme)	17/12/2019	17/12/2019	41	Nill
Seminar on Gender Isuues	08/03/2019	08/03/2019	86	Nill
Gender Sensitization Awareness Workshop	28/09/2018	28/09/2018	43	64

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

• **New electrical gadgets are selected after considering minimum power consumption.** • **Waste is segregated and biodegradable garden waste is used for composting.**		

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	**Yes**	**4**
Provision for lift	**Yes**	**4**
Ramp/Rails	**Yes**	**4**
Rest Rooms	**Yes**	**3**
Scribes for examination	**Yes**	**2**
Any other similar facility	**Yes**	**4**

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
2018	**1**	**1**	**14/07/2018**	**05**	**Milk sample testing**	**food adulteration**	**22**
2018	**1**	**1**	**05/08/2018**	**05**	**Pulse Polio Drive-5days-5 hrs each day**	**Immunization of children**	**40**
2018	**1**	**1**	**08/12/2018**	**04**	**Workshop on Medicinal preparation**	**Unawareness among youth about natural/ home remedies**	**57**
2019	**1**	**1**	**17/01/2019**	**04**	**Composting at camp site(once a week -3 months)**	**Waste management**	**60**
2019	**1**	**1**	**22/02/2019**	**05**	**Free Eye Check up camp**	**Health issues in senior citizens**	**107**
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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)
Prospectus	02/06/2018	The code of conduct f is available in prospectus also communicated during orientation programme. Prospectus is revised annually.
Teacher's Planner and Record Book	29/07/2018	Teachers diary is regularly reviewed sign by IQAC Principal

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Thought of Gandhi session was organised by N.S.S unit	01/10/2018	01/10/2018	103
Constitution Day	26/11/2018	26/11/2018	76
International Yoga Day	21/06/2018	21/06/2018	51
AIDS awareness workshop	01/12/2018	01/12/2018	25
World Wetland conservation Day	08/02/2018	08/02/2018	25
Seminar on values session I : Freedom from Fear	13/10/2018	13/10/2018	44

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

1) Green Initiative committee takes up various projects to maintain eco-friendly campus. 2) College had setup E-waste collection centre. IT department staff and students actively take initiative for successful collection and disposal of e-waste. 3) College has a composting pit, for promotion and enhancement of active participation of students Zoology, Botany department and green initiative committee conducts workshops on composting. 4) New electrical gadgets are selected after considering minimum power consumption. 5) Campus plantation comprises majorly of endemic and native plant species. Tree plantation drives are conducted by N.S.S Unit. 6) College conducts green audit for maintaining ecologically sustaining campus. 7) The college discourages use of polluting vehicles through promotion of "walk to college initiative" among students and staff.

7.2 – Best Practices

7.2.1 – Describe at least two institutional 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://aekalsekarcollege.com/wp-content/uploads/2020/02/Best-Practices-7.2.1.pdf

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

INSTITUTIONAL DISTINCTIVNESS The institution constantly thrives to achieve its stated vision and mission through distinctive approaches and innovative strategies. Institution has comparatively large number of minority girl students. Most of the students from locality belong to low income group and are first generation learners, our college provide them platform to achieve academic excellence and also provide them self-dependency through earn and learn scheme. College provides ambience of creativity, innovation, discipline and good learning experiences. It constantly updates its infrastructure facilities as per need and requirement.College organises various Training programmes and Workshops on Transferable Skills to help the students to contribute to society.College conducts various courses under skill development centre to promote self-employability and meet the global entrepreneur skill requirements. Institution had introduced foreign language courses and has MOU's with various institutions to enhance student's competent ability. Various industrial visits, excursions and internships are conducted for providing practical approach learning to students, thus contributing to meet industrial demand. Research committee of the college focuses on promotion and inculcation of research culture among students. Various research workshop, presentations, seminar etc are organised to provide right path of guidance to produce quality research beneficial to the society. The institution motivates and provides financial support to students for participating in research competitions like "Avishkar". The effort of young researchers to convert their idea into realisation is valued through "Budding researcher award" on annual day. Appreciation certificates awarded to students for actively contributing to institution through various programmes. The College provides self-defence and MMA training for learners for their overall psychical personality development. The college conducts various outreach activities and courses each year with the help of its support services to develop life skills among the students. Students are motivated to visit orphanage and serve the local adopted school or village through NSS, inculcating value of social responsibility. Many extension activities carried out under NSS, DLLE and WDC are one the significant feature of the college and its commitment towards overall development of the students. Needy students can opt for earn and learn scheme and scholarship in the college so as to avail the facility of education. College constantly thrive to contribute in educational development of the local area, Ex-students and needy local students appearing for competitive exams can avail the facility of college library. College has cyber library facility and has subscribed to INFLIBNET facility. Institution is registered as NPTEL Local chapter. Many students have successfully completed NPTEL online courses. One student was awarded "Gold Certificate" and few have received "Elite Silver" certificates for online courses. Library best user award is awarded annually to encourage use of library facilities among users. Thus, institution focuses on educational upliftment of youth.

Provide the weblink of the institution
https://aekalsekarcollege.com/wp-content/uploads/2020/02/Institutional-Distinctiveness-7.3.1.pdf

8.Future Plans of Actions for Next Academic Year

Introduction of Post-Graduation courses like M.Com in Advanced Accountancy, M.Com in Business Management and Bachelor of Commerce (Accounts and Finance). Also Diploma in Tours Travel Management. To seek permission for additional add on/ certificate courses with the focus on employability and entrepreneurship. •

Increase in number of courses in Skill Development Courses which will help to focus on communication skill/ personality development and leadership qualities. Increase the enrolment of students for online courses, NPTEL courses. Organisation of syllabus revision workshop, Seminars and involve the stakeholders in the curriculum delivery and mechanism. To enhance ICT tools and techniques like smart class room, E-Modules, WI-FI/LAN connection for teaching learning. To augment the funds and resources for Teaching- Learning, Research facilities which will enrich the knowledge of the staff and students. To organise student exchange programme,Educational /Industrial/ Field visits and projects which will give practical exposure to the curriculum related topics to the students. • To organise E- Content Development Programme which helps in training and promoting E-resources among the staff. Increase in number of E resources for reference and research .Encourage teachers to present lectures through E-Modules, Webinars etc. • To get financial support from funding agencies for research activities. To motivate faculty to published papers in reputed journals. To organise FDP/workshops /seminars/ conference for staff and students and collaborate with UGC care listed journals for publications of research papers. • To explore Industry –Academic linkages which will enable the students to work on field projects / Internships. The college will collaborate with placement agencies and plans to conduct On Campus and Off Campus Placement drives. • To increase number of extension activities and social outreach programmes to benefit the society in general and students in particular. To extend these social outreach programmes with government other agencies. • Addition and augmentation in ICT Facilities for Teaching -Learning, library, Research and administration .Increase the no of Equipments in Gymnasium Laboratories and other departments as required. To continue the work of developments within the campus. To continue and enhance O M facilities. • Up gradation and automation of Library with focus on increase in the References, E-Resource Learning. • Digitalisation of Office which helps in reduction in wastage of paper work .Also the plan to make Paperless office work. Enhance and improve MIS modules with necessary details of Staff and students. Purchase of Software which simplifies the work and increase the work efficiency. • To improve Welfare Schemes for students, staff which includes Increase in number of scholarship, Earn and Learn Schemes, Book Bank Schemes, SMAF. Increase in number of Endowment prizes in curricular and Extra curricular activities. The institution plans to appoint / hire Counsellor /Counselling Services which will help the stakeholders in academics, career and psychological areas of counselling. • To Conduct External Academic and Administrative audit, Green Audit and Gender Audit. To improve the Governance in the college by time to time Communication, Formal-Informal meetings and events. To have Institutional Distinctiveness and follow Best Practices which will help institution and stakeholders.