



Yearly Status Report - 2019-2020

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	Mrs Arjumand Z Rawal
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07718848040
Mobile no.	9819185653
Registered Email	principalaekalsekarcollege@gmail.com
Alternate Email	anzrawal@gmail.com
Address	Near Bharat Gear Factory, At post Dawla Kausa-Mumbra
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	Mrs Farzana N. Y. Chawre
Phone no/Alternate Phone no.	07718849040
Mobile no.	9220742370
Registered Email	kalsekar.iqac@gmail.com
Alternate Email	farzanachawre79@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	_https://aekalsekarcollege.com/aqar-2019-20/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://aekalsekarcollege.com/academic-calender-2019-20/

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
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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
Orientation Programme for	01-Jul-2019	378

First Year Students and parents	120	
Awareness on NPTEL Courses	30-Jul-2019 180	63
Workshop on Guidelines to Quality Circle	22-Aug-2019 120	56
External Audit-ISO	10-May-2019 240	15
Workshop on Online Submission of AQAR and revised Guidelines by NAAC	12-Feb-2019 360	72
Collaborative learning	28-Sep-2019 120	42
Guidelines on CAS-API as per new UGC norms	02-Dec-2020 360	35
Faculty Development Prog. on 'How to write and publish research papers in Scopus journal'	18-May-2020 300	272
Safety Measures to staff- Post COVID -19	06-Dec-2020 120	32
Webinar on 'An overview of Qualitative and Quantitative metrics of SSR and forth coming AQAR	13-Jun-2020 360	97
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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
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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)	
Worshops /Webinar on Revised AQAR NAAC guidelines for college faculties across India. (Beneficiaries:202)	
Follow up and permission received for FICSI for enhancing employability (Beneficiaries: 70)	
Faculty Development Programme / Conference for Research Culture (Beneficiaries:308)	
ISO Audit successfully completed (Beneficiaries: All stake holders)	
Welfare Schemes Institutional and Social Responsibilities during COVID 19 Pandemic (Beneficiaries: 500)	
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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 seek permission for additional division /new courses /online courses	1.Permission received from Ministry of Food for FICSI courses 2.Permission received from University of Mumbai for M.Com and B.Com (Accounting Finance) (BAF) 3.Additional seats in Arts, Commerce ,BMS BSc IT faculty 4.Continuation of AddOn/Value Added/Short Term Courses
To conduct activities for quality enhancement and monitor the Teaching -Learning process	1.Organised Faculty Development Programmes 2.Co-Curricular activities conducted by Dept./Forums 3.Staff members attended Orientation & Refresher Courses 4.Successful conduction of ISO training 5.Induction Programme for New Staff 6.Orientation Lecture for First Year Students and Parents. 7.Implementation of Teachers Diary .
To promote Research Culture	1.Organized Research Workshop/International Conference 2.Two Staff members completed their Ph.D thesis.Two more were encouraged and

	supported to submit their synopsis. 3.Two University Minor Research Proposals have been sanctioned by University of Mumbai namely (1) Mrs. Nasreen Kolhar and (2) Dr. Parveen Khan. 4.Avishkar Workshop was conducted on 26/11/2019 by Dr. Hema S. Dhaware, Head, Dept. of Accountancy, Motilal Jhunjhunwala College, 5.Online International Conference was held on 30th June 2020.Students and Staff members were motivated to attend/ present /publish their research papers in Research Seminars / Conferences.
To take Institutional Social responsibility	1.Various student and society oriented events were conducted by NSS,DLLE and WDC like Blood Donation Camp,Road safety,Career Exhibition ,Gender Sensitisation. 2.Free Limb Rotaract Camp organised 3.The College Management and NSS Unit were at forefront to help the needy people during Pandemic.Distributed Food Packets/Groceries /Fan /Tubelights to the needy.
To Conduct Audits	1.Conducted Internal Academic Audit . 2.ISO audit successfully conducted and received Certification
To upgrade Infrastructure &Library Learning resources	1.Maintenance of Physical Facilities 2.Purchase of Exam Software 3.E-Resources facilities for Library users.
To enhance Student & Staff welfare Schemes	1.Financial assistance to economically needy students & differently able students. 2.Prizes & scholarship awarded to academic achievers, sports, cultural & for social contribution. 3.Concession in Fees of short term/online courses to the deserving students 4.Support Services and guidance in applying for online /offline government & public trusts scholarships schemes. 5.Mentoring /Counselling /Remedial Lectures for Students. 6.Earn and learn scheme /Book Bank scheme for students
Automation of Administrative office	1.Tally, Swipe Machines for fees payment rthrough cards. 2.Digital entry and Printed Cheques
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
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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	2019
Date of Submission	01-Jun-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>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</p>

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.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Process: We, DRT'S A. E. Kalsekar Degree College, Kausa- Mumbra, Thane is an

affiliated institute to the University of Mumbai. The curriculum planning and its implementation is under the jurisdiction of the University. We follow the laid down policy for syllabus and implementation of our University. The effective delivery of the curriculum is followed with a set-up, provided by the University. We follow the University in teaching, learning and evaluation pattern. The curriculum at the undergraduate level has been standardized to be consistent with the norms of the University and in prescribed format. Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. Planning for effective delivery of syllabus is ensured by the efficient workload distribution with a balance of lectures arranged on time in a set pattern of the yearly time table. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of an academic year. The study material is made available for reference. In respect with the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. Along with the traditional chalk and talk method, teachers often use power-point, projectors during the lectures to demonstrate topics. 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. Regular classroom experimentations are conducted in Teaching-Learning process. Class tests or surprise tests and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is collected. Audio-video aids are employed for programme execution and students understanding. Tutorial classes are also held in some departments within class routine hours. Field tours are organized by Departments of history, Economics, Botany, and Zoology to ensure effective implementation of the prescribed curriculum. The feedback system ensures students understanding of the curriculum in detail. The college IQAC takes all efforts to receive timely student's satisfactory survey for the better implementation of the syllabus. The Teachers dairy is maintained by each faculty for keeping record of day to day activities. It is timely assessed by the college authorities and IQAC. The tentative lesson plans are submitted to IQAC at the beginning of the academic year and accordingly the syllabus is executed. The Examination committee of the college responsibly conducts examinations according to the standards set by the University. Documentation: Proper Documentation of the Lesson Plan, Academic Time Table, Syllabus, Previous Question Papers, Department Meetings, Department Activities Plan, Etc. is appropriately maintained by the Individual departments.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Digital marketing in association with ITAA	----	21/10/2019	120	To learn new technology tools for digital marketing 2. To develop online 3. marketing strategy 4. To develop creativity	The students were able to design effective digital campaign.

Accounting Shiksha in association with ITAA	----	21/10/2019	120	in creating images. To instil in students the complete understanding of the niche genre of accounting in order to put practice in their career.	Students were able to learn the techniques, updated tools in accounting which will help them in their career growth.
Career, placement and aptitude test in association with E-Learn	----	21/10/2019	120	To enhance the competence amongst the students and improve their performance in the organisation.	Students were able to clear their CET exam and take admission in MBA. They were able to face the competitions confidently.
Enhancing English Language	----	29/07/2019	120	To improve the existing language skills of the learners. 2. To improve vocabulary and fluency in spoken English. 3. To build confidence to face future challenges. 4. To help students adjust in Professional fields.	After completion of the course the students will be able to use English vocabulary to communicate effectively in both oral and written modes. 2.The students will effectively communicate and influence people in both personal and professional care
Ayurveda	----	31/07/2019	120	To understand basics in Ayurveda	The student will gain knowledge about basic

components
of Ayurveda

Course on
Ethical
Values

Nil

10/08/2019

120

To imbibe
ethical
values among
students.

The
students
will acquire
knowledge
about
ethical
valuesTo
understand
basi

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	00	Nil
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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
Nil	0	Nil

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

	Certificate	Diploma Course
Number of Students	361	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
NPTEL	30/07/2019	267
Self Defence Training Prog	10/08/2019	10
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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
BMS	Marketing /Finance	14
BCom	Banking and Insurance	10
BCom	AVISHKAR (BCom /BBI/Sc)	13
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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 2019-2020 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 PTA association takes the feedback from Parents in the meetings held in college. The complaint 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 IQAC. 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 IQAC deliberates the provided and listed suggestion to the department heads and the heads to the teachers for further action. The college takes the entire responsibility to follow the suggestion scheme further for improvement and deliberations to be implemented and strictly adopted in the next course of action.

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
BSc	BSc-IT	300	215	201
BA	BA	360	325	317
BCom	BCom	780	911	723
BSc	BSc	360	327	299
BCom	BBI	180	110	110
BMS	BMS	300	313	287

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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

2019	1937	Nil	32	Nil	Nil
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2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
32	32	7	11	4	17
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)

Mentoring cell constantly aims in empowering students by enhancing their ability to solve problems, make decisions and deal more effectively with their academic and personal situations. Mentoring sessions help students to understand the challenges and utilize their best potentials to excel. ? All class teachers were mentors for their respective class, group mentors were assigned to some identified group of student class wise. ? Class mentors had identified slow learners and constantly strive to enhance their academic performance and develop inter-personal skills. Mentors provide support for the mentees throughout the academic year to build strong foundation to achieve their professional goals. ? Few Mentees facing emotional or interpersonal barrier in achieving academic progress were identified by the mentors and were recommended to professional counsellor. ? Assigned mentors conduct interactive session with allotted mentees. ? In first year mentor collected and maintain the entire student information in documented format. Mentors also had maintained their mentoring session records and attendance. ? Mentor maintains progressive records of mentees. Mentors through mentoring session motivate students to participate in various events, workshops and courses thus leading to their progressive overall academic and personality development.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1937	32	1:61

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
32	32	Nil	21	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Nil	NIL
View File			

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
BA	3A00426	VI	10/10/2020	31/10/2020
BSc	1S00146	VI	09/10/2020	06/11/2020
BCom	2C00146	VI	09/10/2020	05/11/2020
BMS	2M00156	VI	09/10/2020	02/11/2020
BCom	2C00346	VI	10/10/2020	29/10/2020
BSc	1S00256	VI	08/10/2020	01/11/2020

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

The institution is affiliated college of University of Mumbai, it follows the norms of the University for the internal and external evaluation of the learners, there is semester pattern for the regular UG courses of BA/BCom/BSc. All the regular courses have Foundation Course as compulsory subject in which student are required to submit assignments/project for which viva and presentations are conducted, students are also encouraged to undertake survey or visits and submit report of the same for internal evaluation. The Self-Finance courses have internal and external evaluation pattern .The internal evaluation of the students are consist of class tests, assignments ,project work and individual presentation etc. Every department keep test series for students to prepare them for external theory papers. 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. 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. Due to covid-19 the viva and presentation was taken online and students were continuously encouraged to use ICT tools to get knowledge and presentation through online mode. to enhance the knowledge and skills of the students, the teachers continuously evaluated and give timely help during mentoring session .

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

Academic calendar is prepared in accordance with the University academic calendar at the beginning of the academic year by the IQAC of the college . 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. It is distributed to the departments at the beginning of the new academic session to the teaching staff and the student of the college for the intimation of the academic schedule .The various committees /forums follow the academic calendar and the events are conducted as per the schedule it is prepared for the smooth conduct of the activities of the college and followed throughout the academic 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/2021/04/2.6.1-Programme-outcomes.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
1S00226	BSc	BSc IT	44	42	95.4
2M00156	BMS	BMS	67	62	91
2C00346	BCom	BBI	41	40	97.6
1S00146	BSc	BSc	92	89	96.73
2C00146	BCom	BCom	247	243	98.38
3A00146	BA	BA	101	98	97.1

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2.7 – Student Satisfaction Survey

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

<http://aekalsekarcollege.com/wp-content/uploads/2021/02/2.7.1-STUDENT-SATISFACTORY-SURVEY.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	0.25	0

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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
Digital Marketing	Dept.of Com.and Magnt . with IQAC in asso .with IIM ,Kozikode	02/09/2019

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
0	0	0	Null	0

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
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Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	19	150	16	8
View File				

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
Avhan camp on Disaster Management	NSS Unit ,University of Mumbai 3rd june 2019-13th june 2019	2	2
Leprosy Training drive	NSS Unit ,University of Mumbai 20th September 2019	2	35
LTP training Camp	NSS Unit ,University of Mumbai 16th August- 20th August, 2019	1	2
Gender sensitization	Mazlis	2	26
jaipur foot caliper and prosthetic hand camp	Rotaract Club	3	20
View File			

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
0	0	0	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Drive (16/7/2019)	J J blood bank	blood donation and thalassaemia with JJ blood bank	2	135
Global Warming Awareness	NSS and FFF Mumbai	Seminar on Global Warming	3	71

(20/9/2019)				
Social outreach program	DLLE University of Mumbai	PEC, CP, SWS	2	75
Swacchh Bharat Abhiyan - 15/1/2020-21/1/2020	NSS unit University of Mumbai	NSS Residential Camp- Shramdan, Rally, Skit, Poster Making, Composting etc,	4	21
View File				

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
0	0	0	0
View File			

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
Academic	Project Work	Bluedart, SBI, Om Clothing Centre	24/12/2019	30/06/2020	10
View File					

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
E - Learn	30/07/2019	To provide Training	150
View File			

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
4000000	2552620

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

Class rooms	Existing
Laboratories	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	20487	2792100	1537	254138	22024
Reference Books	2006	1083662	222	143483	2228	1227145
View File						

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
00	00	00	Nil
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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	138	4	138	1	1	14	10	100	16
Added	0	0	0	0	0	0	0	0	0
Total	138	4	138	1	1	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 incurred on maintenance of physical facilities
2134660	1169984	3367000	2059352

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 for hassle free educational environment of a college. • At the commencement of every academic year proper availability of blackboard, lightning and furniture in classrooms are taken care properly. • After due discussion with Principal and IQAC, the Time Table committee allocates the classrooms as per the students strength and the facilities needed as per the curriculum at each level. • Each departmental laboratory is having lab assistant and lab attendant for the proper maintenance of the laboratories. The respective department provides necessary instructions to the students regarding does and don'ts in the laboratories for proper workings of the same. • 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. • AMC is available for proper working of Lift, Air Condition, Pest Control etc. • The library has advisory committee. This committee meets to discuss the functions, requirements, utilisation of resources, budget and other matters related to the library with the necessary guidance and permission from the Principal. • 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. • Computer maintenance and support are carried out by the system administrator. Regular up gradation is carried out for computers and software. • Gymkhana committee has the responsibility for the creation and maintenance of sports facilities in the campus. • The college has a generator system for uninterrupted power supply. • Adequate in-house staff is employed to maintain hygiene and cleanliness in the campus. Classrooms, Staff rooms, Seminar halls Laboratories etc. are cleaned and maintained regularly by non-teaching staff assigned for each floor. Wash rooms and rest rooms are maintained properly. Dust bins are placed at every floor. • Two water tanks are made available in the campus for hassle free water supply. Both water tanks are cleaning quarterly (AMC is available) and water testing is done by Thane Municipal Corporation every year to check whether the water is Microbiologically and Chemically Potable or not. • Water coolers and water purifiers are made available for the students as well staff and support staff cleans it on regular basis. Repairs and maintenance is done as and when required on call basis. • Fire Extinguishers are installed at every floor as well as in the Library, administration office, canteen and laboratories. The college support staff have been trained to act during emergency situation. All fire extinguishers are checked by office staff. • Lift facility and is made available for the staff as well as differently abled and students with medical issues for the easy access to their classrooms.

<http://aekalsekarcollege.com/wp-content/uploads/2021/05/Criteria-4.2.2.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Institutional Scholarship	234	295270
Financial Support from Other Sources			
a) National	Central Sector, ANGC ,SC/ OBC, Minority, Post metric ,Trust Scholarship/Other	132	816767
b)International	NA	Nil	Nil
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	19/09/2020	292	Departments of college
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	UPSC/MPSC guidance	13	Nil	Nil	Nil
2019	Career Guidance in Political Science	Nil	34	Nil	Nil
2019	CAPITAL AND SECURITIES MARKET	Nil	101	Nil	Nil
View File					

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
4	4	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCS	20	2	BSE Broker Forum, HDFC Bank, Accenture,	250	52
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	20	BCom	Com /Mgnt	UOM /IDOL MMS Allana	M Com, MMS, B Ed
2019	20	BA	Pol.Sc/Eco	M.S.College Birla College University of Mumbai	LLB M.A MA
2019	32	BSc	Chemistry	Ratnam college B.N. Bandodkar college JVM Mehta College Jhunjhunu wala college K.J somaya college Thakur college of pharmacy Karnataka.	M.Sc in Organic Physical and Inorganic chemistry D. Pharmacy
View File					

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

Items	Number of students selected/ qualifying
NET	2
Any Other	1
View File	

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

Activity	Level	Number of Participants
Intercollegiate	University	75
Outdoor/Annual Sports	College	851
College Indoor Games	college	123
Cultural committee	Collegiate level Regular Activities	119

Cultural committee	Intercollegiate Participation	101
Cultural committee	PARVAAZ (Collegiate level)	185
Cultural committee	PARVAAZ (Intercollegiate level)	511
View File		

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
Nil	Nil	Nil	Nil	Nil	0000	Nil
View File						

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

The formation of Students Council took place through a proper electoral method prescribed by University of Mumbai. The Council has celebrated Independence Day on 15th August 2019 to remember the sacrifices of our freedom fighters. Teachers Day was celebrated enthusiastically by students on 5th September 2019 to show respect and gratitude for teachers. Students Day was celebrated on 15th October 2019 by Film Screening on "Life and Struggles of Dr. APJ Abdul Kalam". The objective was to motivate students and develop Educational spirit among them. Students attended the program. Gandhi Jayanti was celebrated on 2nd October 2019 by conducting an Essay writing competition on "Life and Ideals of Mahatma Gandhi". Students participated in the competition. On 3rd December 2019, International Disables Day was celebrated by Film Screening of some inspirational personalities who despite of challenges and problems, have achieved their goal in life. The objective was to bring the sense of realization among students about Disable persons and to motivate them through success stories. Republic Day was celebrated on 26th January 2020 in college premises. The objective was to remind Indian citizens to govern themselves by choosing their own government and constitution. Annual Convocation Day was held on 28th January 2020 in which Degree Distribution for Ty batch 2018-19 took place by the hands of honourable guest and Respected Trustees. All graduates were motivated and guided for achieving the aim of life. Students Council has conducted events in collaboration with different departments, committees and units such as NSS Unit, Sports Committee, Cultural Committee, Department of Political Science. Some of the collaborating events were Human Rights Day which was celebrated on 10 December 2019 and National Voters Day on 25th January 2020 in collaboration with Department of Political Science. Annual Sports Days were celebrated in collaboration with Sports Committee on 3rd and 4th January 2020. Annual Collegiate and Intercollegiate Cultural Festival "PARVAAZ" was organized in collaboration with Cultural Committee on 6th and 7th January 2020. Student Council members are active members of Quality Circle in the college which contributes in the overall development of the institution. The Council members acted as ambassadors during ISO Visit and State/National Level workshops and events . Apart from Students Council Students are representatives in CDC, IQAC ,WDC and other committees and Forums. Suggestions and feedback from students during regular meetings of Committees ensures smooth conduct of work, free flow innovative ideas which enhances Teaching -Learning ,research and other activities in the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

119

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association meeting was conducted twice in the academic year 2019-2020. The Alumni Association has provided their contribution in the following ways. • Alumni Association meet was organized on 2nd September 2019 • On 28th September 2019, Mr. Rizvi Rehan an active Alumni had conducted a workshop for Quality Circles Students on "Attitude Building" where students were involved in lots of activities like group discussion and chart preparations etc. • On 13th July 2019 Mr. Adil Khan provided a workshop on "Self Defense Training" for female students. • Thereafter, regular "Self Defense Training" was provided to the students. • Special Vacation Camp were conducted during Diwali Vacation of 2019 for the children's of the society. • Few Alumni Members had also participated by Donating Blood in "Blood Donation Drive and Thelessimia Detection Camp" organized by NSS on 20th February 2019 and 17th July 2019. • Alumni Members have also attended and participated in the various activities organized by Different Departments at Collegiate and Inter Collegiate Level. Like Cultural Fest "Parvaz", Sports Day, Inter Collegiate Event Organized by Department of Commerce and Management etc. • Mr. Nouman Abdul Majid and Mr. Mudassir were appointed as Sports Coach for our college sports teams. • Mr. Mubashir had organized Industrial Visit for Our Self Finance Students, he had also motivated our NSS Students by visiting the NSS Camp organized by the NSS Unit. • The Alumni Association in co-ordination with Exam Committee had organized Convocation Ceremony for Our 2018 Graduates.

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)

Decentralisation: Authority and autonomy is given to various heads at different stages of working within the institution. • The Principal is delegated day to day academic and administrative responsibilities by the college Management for smooth conduct of work. The vision ,mission and objectives of the institution are regularly communicated to all stakeholders. • Faculty members are given representation and responsibility in various committees /Forum /Cell to conduct /organise various events/activities. The committees/forum/Dept.align their events with the vision ,mission and objectives of the institution. • Regular meetings of Staff and students in the committees enable streamlining of activities and active , participatory role of members in decision making process. • Students are encouraged to play an active role in the institution by giving them platform as Student In charge /Representative in various academics and administrative committees like Students Council, National Service Scheme, Department of Life Long Learning, Women Development Cell, Cultural Committee, Sports Committee, CDC,IQAC, Quality Circle, Science Forum/Commerce Forum/Literary Forum/Socio Economic Forum/IT Forum . • Staff and Students are

delegated duties during events like Cultural /Marketing/Science/IT Fest, Annual Sports Day, Annual Prize Distribution, Degree Distribution, State/National/International Seminars, Workshops, Conference. • Some leading examples of decentralisation are the regular meetings of Staff, Quality Circle, Committees, Departments, Forums etc in which staff and student members put forth their ideas and valuable suggestions . • During Seminars ,State workshops(2nd December 2019/12th February 2020),Cultural Fest (8th and 9th January 2020), Staff and students were assigned duties under different heads like reception ,registration, anchoring, volunteering which enhance their Oratory/Organising /Managerial /leadership skills and also builds team spirit. • Every Committee/Forum/Department have autonomy to prepare Tentative Year Plan and Budget. Notices, Invitation /Thanks Letter are also drafted. All plans for improvement in infrastructure and facilities are presented to the Principal, IQAC and CDC.The plans are executed after due approval from the concerned authorities. Participative Management : • All the activities of the college are students centric and involves staff and students in decision making. • The CDC and IQAC constitutes of Management, Teaching, Non Teaching Staff ,student representatives, ex-students and local members who meet at regular intervals during the academic year for smooth functioning of the institution. • Views and feedback of stakeholders are taken into consideration before arriving at the decisions during the meetings for improvements in functioning of the institution. . • These Suggestions are instrumental in decisions relating to new courses, audits, Teaching-learning and research, Safety and Security within the premises, infrastructural,the scheduling of events to be conducted during the academic year etc. • The decisions regarding planning and up gradation of infrastructure is taken up by the Management in consultation with the Principal and CDC. • Thus all stakeholders valuable suggestions and inputs taken from time to time ensures the quality initiatives and development of the institutions.

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	<ul style="list-style-type: none"> • Teachers are encouraged to attend workshop/Seminar/ conference related to syllabus. • Faculty of Urdu is member of Syllabus Committee. • 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. • Internal Tests, Case Study, Tutorials, Preliminary Examination are conducted at regular intervals. • Feedback related to Curriculum is collected from Stakeholders and analysed.
Teaching and Learning	<ul style="list-style-type: none"> • Preparation of Action plan and Academic calendar at the beginning of

the academic year. • Faculty Development Programmes are organised to enhance teaching learning process. • 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. • Faculty members are deputed to attend Orientation / Refresher/Short Term courses organized by academic staff college to upgrade their skills and subject Knowledge • Students Centric Teaching Learning activities like Seminars, Debates, Elocution, Exhibitions/Visits, critical thinking and participative learning. • Students enrolled in E-Learning resources like online Courses in SWAYAM-NPTEL • Infrastructural facilities are regularly upgraded for Teaching-Learning process. • Feedback system to assess enhance teaching learning process. • Students and Staff members are motivated to participate and publish papers at various research Conventions and State/National/ International Seminars/conferences

Examination and Evaluation

• 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 and accordingly prepare Strategic Planning. ? 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. • Installation of Reso Software for preparation of

	<p>results. • Digital Edu-Tech software services hired for conducting online Sem VI University Exams.</p>
<p>Research and Development</p>	<ul style="list-style-type: none"> • The institution sets aside a budget for organizing seminars, workshops 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 guidance for presenting their research projects in Curriculum and also financial assistance in research during Avishkar Research Conventions. • Faculty members have attended and presented papers in Interdisciplinary seminars/ conference and were also motivated to register for Ph.D and higher education. • Multidisciplinary International Conference was organized successfully. • Two University Minor Research Proposals have been sanctioned by University of Mumbai for staff members, Mrs. Nasreen Kolhar and Dr. Parveen Khan. • With the encouragement of Management, Two Staff members completed their Ph.D. in the academic year 2019-20. Two more were encouraged and supported to submit their Ph.D. synopsis during this academic year.
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> • 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 • 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 additional Wi-Fi /Routers on 5th floor having Library/Cyber zone and computer labs.
<p>Human Resource Management</p>	<ul style="list-style-type: none"> • The institution provided training

for Internal /External Audits 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/for office support staff. • The impact of these trainings can be seen in the smooth efficient performance of college activities. • Faculty members who were due for Refresher Courses / 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/Corporate/ Banking sectors and also from educational 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. • Linkages and Signing of MoUs with various institutes and industries . • A number of organisations had interacted with students locals during Placement drives /events 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-governance area	Details
<p>Planning and Development</p>	<ul style="list-style-type: none"> • 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 machine and generating fee receipts • Maintaining student data of admission in Excel sheets • Maintaining digital attendance report • Generating different certificates like bonafide TC • Generating printed cheques and all types of report related to the students and staff
<p>Administration</p>	<ul style="list-style-type: none"> • Maintaining fee record of students • Monitoring fees instalments through Trusts other bodies • Tally software for income expenses entries. • Generation of Receipts for expenses and vouchers. • Digitalised Cheque printing. • Producing all types of report like income, expenses and balance sheets.
<p>Finance and Accounts</p>	<ul style="list-style-type: none"> • Tally ERP 9 software is used for automation of accounts which helps in

	<p>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 • Financial assistance provided to Security guard during his ailment and also to his family after his death due to ailment. • Financial support in the form of advance is provided when needed by the staff. One peon staff was benefitted in this academic year. • The wards of the college employees are given concession /free ship in fees.</p>
Student Admission and Support	<p>• 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</p>
Examination	<p>• Registration process for CAP of all final year teachers completed • Examination roll number allocation • Marks entry and generation of data in required formats • Reso Software is used for Exam result record • Online Sem VI University Exam Conducted due to Pandemic</p>

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Mrs Arjumand Z.Rawal	Zonal Training Workshop for ICC and WDC	Nill	1000
2019	Mrs Farzana .Chawre	Zonal Training Workshop for ICC and WDC	Nill	1000
2019	Dr Parveen Khan	Zonal Training Workshop for ICC and WDC	Nill	1000
2019	Mrs Farzana	Data	Nill	1500

	Chawre	organization in revised Accreditation framework of NAAC		
2019	Mrs Arjumand.Z Rawal	NAAC Workshop	Nill	1100
2019	Ms Misbah Shaikh	NAAC Workshop	Nill	1100
2019	Mrs Arjumand.Z Rawal	Data organization in revised Accreditation framework of NAAC	Nill	1500
View File				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on Online Submission of AQAR and revised Guidelines by NAAC	Workshop on Online Submission of AQAR and revised Guidelines by NAAC	02/12/2019	Nill	89	16
2020	Guidelines on CAS-API as per new UGC norms'	Nill	12/02/2020	Nill	59	8
2020	FDP on 'How to write and publish research Papers in Scopus Journal'	Nill	18/05/2020	Nill	270	2
2019	Nill	Office Documentati on and software Training	12/09/2019	Nill	Nill	11
2020	Stress	Stress		Nill	15	4

	Management during Lockdown (Pandemic)	Management during Lockdown (Pandemic)	01/05/2020			
2020	Safety Measures to staff- Post COVID -19	Safety Measures to staff- Post COVID -19	12/06/2020	Nil	Nil	13
2020	Webinar on 'An overview of Qualitative and Quantitative metrics of SSR and forthcoming AQAR'	Nil	13/06/2020	14/06/2020	84	8
2019	CAS/API Guidelines for Staff 12	Nil	21/12/2019	Nil	12	Nil
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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
SWAYAM ARPIT Online Course (IIT, Delhi)	1	01/09/2019	30/12/2019	120
Short Term Course in Com. Magnt.	1	23/12/2019	30/12/2019	07
Refresher Course UGC-HRDC, Pune University Social Science	1	18/09/2019	01/10/2019	14
Refresher Course UGC-HRDC Manu-Hyderabad	1	10/12/2019	23/12/2019	14
Refresher Course UGC-HRDC University of Mumbai Commerce Management	1	20/09/2019	03/10/2019	14
Refresher Course UGC-HRDC University of Mumbai, Cont.	1	18/11/2019	30/11/2019	14

literature				
Refresher Course UGC-HRDC University of Mumbai, Social Sciences	2	05/12/2019	18/12/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	32	5	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
02	04	04

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 Chartered 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. The college has a pre audit/post mechanism. The audit of expenditure incurred under various administrative /Examinations in regularly taken up and Grants are sanctioned for conducting Research activities, seminars/Conferences/Workshops etc. .

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
Individuals	5000	Student Support Services: Earn n learn Scheme, Scholarship, Prize Money
View File		

6.4.3 – Total corpus fund generated

150000

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	--	Yes	IQAC
Administrative	Yes	JD, Panvel	Yes	CDC

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

- Parents Representative in IQAC /CDC provide time to time suggestions for overall development of College.
- Parents enthusiastically attend /participate in parent's workshop.
- Parents are invited for Annual day, Degree Distribution Ceremony and other events in the college.
- Active cooperation of parents during ISO visit.
- PTA members give feedback on Syllabus and new courses to be introduced in the institution

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

- Support staff is motivated and encouraged to complete their higher education. Two office staff could pursue and complete their higher education in the academic year 2019-20.
- Study leaves/Duty Leaves are sanctioned to these support staff for educational up gradation .
- Regular meetings/ workshops are conducted for office support staff
- Security /Fire control system provided to security Guard.
- Following Programmes / Workshops organised for admin./support are as follows: ? Workshop on Fire Safety ? Office Documentation and software Training, ? Stress Management during Lockdown(Pandemic), ? Safety Measures to staff-Post COVID -19
- Post COVID-19 safety measures -distribution of groceries, food packets, accessories to the needy in and around Mumbra-Thane.
- Principal, IQAC and Administrative Registrar provides time to time guidance and instructions to the support staff for behaviour etiquettes with stakeholders and multitasking of work .This helps in smooth conduct of daily work in the institution.

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

- FICSI Process completed and Approval received.
- ISO Certification 9001:2015
- The college received 2f 12 B
- Skill Development Centre
- Enhanced Research Culture

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	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Orientation Programme for First Year Students and parents	01/07/2019	01/07/2019	02/07/2019	378
2020	Workshop on Guidelines to Quality Circle	22/08/2019	22/08/2019	22/08/2019	56

2019	Workshop on Online Submission of AQAR and revised Guidelines by NAAC	02/12/2019	02/12/2019	02/12/2019	72
2019	External Audit-ISO	05/10/2019	05/10/2019	05/10/2019	15
2020	Guidelines on CAS-API as per new UGC norms'	12/02/2020	12/02/2020	12/02/2020	35
2020	Webinar on 'An overview of Qualitative and Quantitative metrics of SSR and forthcoming AQAR	13/06/2020	13/06/2020	14/12/2020	97

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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
(Expression) " Freedom What's your say"	24/01/2020	24/01/2020	35	5
Gender Sensitization Day	21/09/2019	21/09/2019	48	28
Workshop on Rights of Women	04/03/2020	04/03/2020	50	5
Lecture on PCOD	07/03/2020	07/03/2020	93	Nil
Essay competition on "Why gender equality is important?"	13/09/2019	13/09/2019	16	Nil

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

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

- Waste segregation is implemented and supplemented with proper waste

management. Biodegradable garden waste is subjected to composting. • Tapping and avoiding wastage of energy is the key element of energy management. Cognizant efforts are made by staff and green initiative committee to switch off lights and fans when not in use. • Minimum power consumption is one of the primary parameter for selection of new electrical gadgets for installation.

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
Special skill development for differently abled students	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
2019	1	1	10/07/2019	3	Anti - Tobacco Day	Substance abuse	154
2019	1	1	08/08/2019	3	Mahitee Dhoot Workshop and	Lack of awareness about Govt. Facilities and schemes	142
2019	1	1	08/08/2019	21	Yuva Mahitee Dhoot programme (UMICEF and Maharashtra Govt.)	Lack of awareness about Govt. Facilities and schemes	52
2019	1	1	30/09/2019	5	Consumer guidance and milk testing	Food adulteration	316
2019	1	1	15/09/2019	48	Book collection and set	Limited resources and	29

					up of library in adopted area	material availability and issues in accessibility for satisfying educational needs	
2019	1	1	01/10/2019	3	Swachata abhiyan in adopted area	Improper waste management and lack of awareness in society	29
2019	1	1	15/10/2019	21	Voter Registration Camp	Fewer voters enrolment	7
2019	1	1	23/10/2019	40	Leprosy Drive	Undetected leprosy patients and lack of medical facilities	35
View File							

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.	Nil	The code of conduct is available in prospectus. Prospectus is reviewed and revised annually.
Teacher's Planner and Record Book	Nil	Teacher's diary is timely reviewed sign by IQAC and Principal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	20/06/2019	20/06/2020	24
Indian Constitution Rights Seminar	30/09/2019	30/09/2019	87
Constitution Day	26/11/2019	26/11/2019	89
National Aids Day	01/12/2019	01/12/2019	12

[View File](#)

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

1) Active E-Waste collection centre of the institution conducts regular monthly E-waste collection drive. IT department staff and students took conscious efforts for successful collection and disposal of e-waste. 2) The college discourages use of polluting vehicles through promotion of "walk to college initiative" among students and staff. 3) Seminars and drives are conducted on topics like Global warming, waste management and other environmental issues to generate sense of consciousness among students to enhance their participation in eco-friendly projects adopted by institution. 4) Herbal plantation and medicinally important plant plantation in campus. 5) Practical workshop on growing micro-greens at home by nature club and green soul. 6) New electrical gadgets are selected after considering minimum power consumption. 7) Campus plantation comprises majorly of endemic and native plant species. Tree plantation drives are conducted as a regular annual practice by N.S.S Unit. 8) Department of science has organised webinar on Nurturing nature for sustainable future with an objective of inculcating the sense of adoption of sustainable practices by learners.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

A. E-WASTE MANAGEMENT: Goals:

- The main objective of the project is to promote the E-waste management among IT department and library managing staff.
- To introduce and create awareness about the impacts of E-Waste on environment and its sustainability.
- Establish E-waste collection centre for the convenience of staff and students.
- Quantification and sorting of e-waste of locality.

Context: Conduct awareness drive to induct and train IT department and library staff to set up effective organized E-waste management system. **Practice:** "E-Waste marked bins" are placed for collecting E-Waste on 5th floor. Student volunteers will collect e-waste from predefined areas at the end of every month. Collected waste is quantified and sorted by E-Waste management team. Walkthrough survey by core team members and students volunteer are conducted to check whether the E-bins are properly installed. In order to reduce e-waste the college has taken the following steps: Usage of Pen Drives instead of CD and DVD are preferred.

- Taking photocopy instead of printing paper because it consumes more amount of cartridge.
- Using of LCD monitor instead of CRT.
- UPS batteries are recharged, repaired or exchanged with suppliers. Working parts of damaged
- Computers are reused.

Success: Major committee like Exam, IQAC, office, etc are provided with Pen drive thus reducing usage of paper in the campus. Students submit E waste collected from locality to E waste center and contribute towards a positive greener approach in the society.

B. GREEN PURCHASE: Goals:

- To encourage green purchase wherever and whenever reasonably possible.
- Promote indigenous and eco-friendly products as primary objective.
- To increase purchase of energy saving electrical gadgets and equipment's. Increase Awareness of the eco-friendly products.

Context: Replace all the gift/souvenirs and particulars with pre-identified eco-friendly products for all college events and other places wherever and whenever reasonably possible. Aware staff about eco-friendly gift/purchase options. College events within the premises were saplings or eco- friendly gifts are presented as appreciation or token of respect. **Practice:** All annual/year around events are identified and enlisted wherein souvenirs, gifts are required. Emphasis shall be given to products which are biodegradable and that contribute towards sustainable approach. Present and promote awareness about the products during college events. Suggestions are collected from staff and student for the purchase. Major amount of LED bulbs are installed to check the energy consumption. **Success:** Gifting sapling to the guest is a regular practice of all departments. Green initiative committee ensures efficient implementation of the practice. Energy efficient equipment's are installed on different floors. BEST

PRACTICE: - 2 SUSTAINABILITY ENDEAVOUR: A. E-WASTE MANAGEMENT: Goals:

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- To introduce and create awareness about the impacts of E-Waste on environment and its sustainability.
- Establish E-waste collection centre for the convenience of staff and students.
- Quantification and sorting of e-waste of locality.

Context: Conduct awareness drive to induct and train IT department and library staff to set up effective organized E-waste management system.

Practice: "E-Waste marked bins" are placed for collecting E-Waste on 5th floor. Student volunteers will collect e-waste from predefined areas at the end of every month. Collected waste is quantified and sorted by E-Waste management team. Walkthrough survey by core team members and students volunteer are conducted to check whether the E-bins are properly installed. In order to reduce e-waste the college has taken the following steps:

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Present and promote awareness about the products during college events. Suggestions are collected from staff and student for the purchase. Major amount of LED bulbs are installed to check the energy consumption.

Success: Gifting sapling to the guest is a regular practice of all departments. Green initiative committee ensures efficient implementation of the practice. Energy efficient equipment's are installed on different floors.

B. ENERGY CONSERVATION: Goals:

- Contribution to Environment sustainability.
- To make positive contribution to the community by participating in projects related to the betterment of the society.
- To check energy consumption in the institution.?
- To create awareness among students about energy conservation.

Context: New electrical gadgets are selected after considering minimum power consumption. Every Saturday is observed as "No Lift Day". Appropriate signages are displayed to create awareness among students. The college has taken initiation to minimize utilization of paper. The students as well as staff are advised to use digital means to communicate and transfer information.

Success: LED bulbs are installed in campus. Regular servicing of Computer system and lab electrical equipment's checks the energy consumption.

7.3 Institutional Distinctiveness Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words 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 thrives 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. Library best user award is awarded annually to encourage use of library facilities among users. Thus, institution focuses on educational up-liftment of youth. The corona-virus pandemic had exposed students to Anxiety, trauma of personal and familial illness, financial hardship, displacement and stress to cope with changing educational dynamics Institution has provided additional help to strengthen the student support by setting up various help-lines for student. Wherein their queries regarding to exam, library facilities etc were addressed and resolved. Special helpline was also setup to address issues of student anxiety and some needy students were also provided with financial support.

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/2021/02/7.2-BEST-PRACTICES.pdf>

7.3 – Institutional Distinctiveness

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Provide the weblink of the institution

<https://aekalsekarcollege.com/wp-content/uploads/2021/02/7.3-INSTITUTIONAL-DISTINCTIVENESS.pdf>

8.Future Plans of Actions for Next Academic Year

FUTURE PLAN OF ACTION

1. Curriculum
 - i. Introduction of new courses in PG like M.Com in Advanced Accountancy, M.Com in Business Management and MA in Economics
 - ii. Diploma in Tours Travel Management.
 - iii. Additional courses in FICSI
 - iv. Organise syllabus revision workshop.
 - v. Increase number of courses in Skill Development Courses which focus on employability and entrepreneurship.
 - vi. Increase enrolment of students for NPTEL courses.
2. Teaching Learning Evaluation
 - i. To enhance ICT tools and techniques like smart class room, E-Modules, WI-FI/LAN connection for teaching learning..
 - ii. To augment the funds and resources for teaching learning
 - iii. To organise student exchange programme
 - iv. To organise E- Content Development Programme
 - v. Encourage teachers to present lectures through E-Modules, Webinars etc.
3. Research Extension
 - i. To get financial support from funding agencies for research activities
 - ii. To motivate faculty to published papers in reputed journals
 - iii. To organise workshops /seminars/ conference for staff and students and collaborate with UGC care listed journals for publications of research papers.
 - iv. To explore Industry - Academic linkages
 - v. To work on student field projects / Internships.
 - vi. To extend social outreach programmes with government other agencies and also with individual/ community.
4. Infrastructure
 - i. Upgradation and automation of Library /office/ laboratories.

ii.Enhance and improve MIS modules. iii.Increase in number of E resources for reference and research work. 5.Student support i.Welfare Schemes for students ii.Increase in number of scholarship 6.Governance Leadership i.Quality initiatives ii.Conducting external academic and administrative audit 7.Best Practices i.To increase number of extension activities to benefit the society in general and students in particular.