Anjuman-i-islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS

AQAR-2010-11

Symbol of Secularism &
National Integration

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)*   2010-11

1. Details of the Institution

1.1 Name of the Institution

> *Anjuman – I – Islam's*
>
> *Akbar Peerbhoy College of Commerce & Economic*

1.2 Address Line 1

> **Maulana Shaukatali, Road**

Address Line 2

> Do-Taki, Grant Road

City/Town

> Mumbai

State

> Maharashtra

Pin Code

> 40008

Institution e-mail address

> apccecollege@gmail.com
>
> apcc_college@yahoo.co.in

Contact Nos.

> 022-23074122 / 022-2308405

Name of the Head of the Institution:

> **Dr. Shaikh Mehmood Hasan**

Tel. No. with STD Code:

> 022-23063587

Mobile:

9820873063

Name of the IQAC Co-ordinator:

Prof. J. Hemanth Kumar

Mobile:

9324553100

IQAC e-mail address:

apciqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

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

NAAC/A&A/Outcome-93/2004/5687 dt.16-2-2004

1.5 Website address:

www:apcollege.in

Web-link of the AQAR:

http://www.apcollege.in/IQAC/AQAR/apcaqar1011.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**B**	**-**	**Jan 2004**	**Jan 2009**
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

25/02/2004

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

   i. AQAR _____ _____ (DD/MM/YYYY)
   ii. AQAR_____ _____ (DD/MM/YYYY)
   iii. AQAR_____ _____ (DD/MM/YYYY)
   iv. AQAR_____ (DD/MM/YYYY)

1.9 Institutional Status

   University   State [-] Central [-] Deemed [-] Private [-]

   Affiliated College   Yes [√]   No [ ]

   Constituent College   Yes [-]   No [-]

   Autonomous college of UGC Yes [-]   No [-]

   Regulatory Agency approved Institution   Yes [-]   No [-]

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

   Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                         Urban [√]   Rural [ ]   Tribal [ ]

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

                         Grant-in-aid + Self Financing [√] Totally Self-financing [ ]

1.10 Type of Faculty/Programme

   Arts [ ]   Science [ ] Commerce [√] Law [ ]   PEI (Phys Edu) [ ]

   TEI (Edu) [ ] Engineering [ ] Health Science [ ]   Management [ ]

   Others   (Specify) | .BSC (IT) , BSC (CS), BMM, BMS, M.com, Msc(IT) |

1.11 Name of the Affiliating University *(for the Colleges)* | **University of Mumbai** |

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

Autonomy by State/Central Govt. / University   N.A.

University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (*Specify*)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers   14

2.2 No. of Administrative/Technical staff   2 – Office & 01 Library

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

community representatives   -

2.7 No. of Employers/ Industrialists   -

2.8 No. of other External Experts   -

2.9 Total No. of members   23

2.10 No. of IQAC meetings held   01

2.11 No. of meetings with various stakeholders: No. 01   Faculty 01

Non-Teaching Staff Students 01   Alumni   Others

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

If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | - |　International | - |　National | - |　State | - |　Institution Level | 2 |

(ii) Themes | Growth of Community-Growth of Nation |

2.14 Significant Activities and contributions made by IQAC

> IQAC along with CWDC was involved in promoting the importance of education and career growth of Girls, special importance was given for Minority community.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Increase number of Books & computers. Promote Use of ICT	600 additional books & 30 computers were purchased during the year

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body　　Yes ☑　　No ☐

Management ☑　　Syndicate ☐　　Any other body | IQAC |

Provide the details of the action taken

> Academic year focus was on completing the AQAR completion and collecting all the relevant data for compilation of AQAR & SSR

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-			-
PG	02		02	
UG	06		05	
PG Diploma	-			-
Advanced Diploma	-			-
Diploma	-			-
Certificate	14		14	
Others	-			
Total	22			

Interdisciplinary	UPSC/MPSC-1			01
Innovative	NCPUL-1			01

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

Pattern	Number of programmes
Semester	CBGS0-08
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [ ]   Employers [ ]   Students [√]
   (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

> Syllabus Revision is carried out at different levels by the University. College Faculty participate as Board members

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

> No New Department or center has been started in the last academic year by the College

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent
faculty

Total	Asst. Professors	Associate Professors	Professors	Others
Aided – 18	13	05	-	
Unaided- 08	08	-		

2.2 No. of permanent faculty with Ph.D.

06

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

	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
Aided	13	3	5	0					18	03
unaided	08	04	0						08	04

2.4 No. of Guest and Visiting faculty and Temporary faculty:

47

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		9	15
Presented papers	1	4	1
Resource Persons			

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

Coaching and counseling is given to the students, Faculty uses Power presentation, overhead projectors in teaching, study visits and tours are arranged to enhance learning in addition to traditional teaching with chalk and talk method.

180

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

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

Where possible Viva , interview & oral on the subject.

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

01

2.10 Average percentage of attendance of students

70-75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the programme	Total no. of students appeared	Pass %
T.Y.B.COM	355	55.49
T.Y.B.MS	53	60.38
T.Y.B.M.M	32	93.75
T.Y.B.Sc.(IT)	60	53.33
T.Y.B.S.c.(COMP.SCI)	37	70.59

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

- Feedback of the teachers is taken from students and communicated to them accordingly
- Evaluation of teachers is done by self-appraisal forms.
- Guest lectures/seminars are initiated for teachers and students
- Principal's meet with DR and students to get feed back from Students directly about teaching

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	05		
Technical Staff	03			

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC has recommended formation of a Research Cell & also recommended for applying for Research Center to promote Research in the Institutions.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	2	-

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. [2] Chapters in Edited Books [   ]

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

UGC-SAP [   ] CAS [   ] DST-FIST [   ]

DPE [   ] DBT Scheme/funds [   ]

3.9 For colleges Autonomy [   ] CPE [   ] DBT Star Scheme [   ]

INSPIRE [   ] CE [   ] Any Other (specify) [   ]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	07
Sponsoring agencies	-	-	-	-	

3.12 No. of faculty served as experts, chairpersons or resource persons [01]

3.13 No. of collaborations International [-] National [-] Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs :

From Funding agency [-] From Management of University/College [0.25 lacs]

Total [0.25 lacs]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

| 1 |
| 5 |

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 150 | State level | - |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | 10 | College forum | 15 |

NCC | | NSS | 25 | Any other | |

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

- Community education programm on Cleanliness (post Bakri ID & Others)

- HIV & Aids Awareness Programm in the nearby areas.

- Thelesima Awareness Drive / Blood Donation Drive

Criterion-IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of Fund	Total	Remark
Campus area	1580 Sq. Mtrs	--	College & H.O. Funds	1580 Sq. Mtrs	
Class rooms	17	--	College & H.O. Funds	17	--
Laboratories (Computer Lab & Electronic Lab)	04	--	College Funds	04	
Seminar Halls	01	--	College Funds	01	--
No. of important equipments purchased (1-0 lakh) during the current year.	02 --	03 – Water Cooler 01 – Bio Matrix Machine	College and UGC Fund	05 01	
Value of the equipment purchased during the year (Rs. In Lakhs)	--	Water Cooler: 103500 Bio Matrix Machine :8600	College and UGC Fund	112100	
Others **(Computers)**		30 – New Computers	College Fund and UGC Funds	654640	

4.2 Computerization of administration and Library

The Administrative office including Principal's Cabin, Library and Professional Section office and Co-ordinator's Cabin (4th Floor) are fully computerized. However in each department staff has been provided a computer with full internet facility. In library Mezzanine floor has been created for library Books stores. In library there is research cell for the teaching and non-teaching staffs with 02 computer with internet. The library has OPAC (Online Public Access Catalogue) system. It is well equipped with latest books and renowned Indian and foreign Professional Journals. All the records of students and other correspondences are very easy accessibility and transferability.

4.3 Library services:

	Existing		Newly Added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books (Inc. UGC)	5936	4388894	534	195426	6470	4584320
Reference Books	14936	8931098	71	22900	15007	8953998
E-Books	--	--	--	--	--	--
Journals	32	31891	22	20955	54	52846
E-journals	--	--	--		--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify) 1) **Book Bank**	601	1385117	133	144336	734	1529453

4.4 Technology up gradation (overall)

	Total Computers	**Computers Labs**	**Internet**	**Browsing Centers**	**Computer Centers**	**Office**	**Departments**	**Others**
Existing	97	66	78	04	02	04	118	04
Added	30	25	-	-	-	02	02	01
Total	127	91	118	04	02	06	120	05

4.5 Computer, Internet access, training to teachers and students and any other programm for technology upgradation (Networking, e-Governance etc.)

- ✓ All the computers in Computers in Lab1, Lab2, Lab3 and Electronic Lab are fully internet and LAN connections.
- ✓ In library Mezzanine floor has been created for library Books stores.
- ✓ UGC Sponsored SOUL Software available in the Library.
- ✓ Library has a OPAC (Online Public Access Catalogue) Service for students.
- ✓ Library has Online Institutional Membership of British Library and American Centre Library.
- ✓ N-LIST : National Library and Information Service Infrastructure for Scholarly Content by UGC – INFONET. Extending access to e-resources to colleges under UGC-INFONET Digital Library consortiums. (Under this scheme teaching and non-teaching staff members can access to scholarly information for all educational institutions). All teachers have been provided users IDs and passwords list.

4.6 Amount spent on maintenance in lakhs:

i.   ICT   1,12,909.00

ii. Campus Infrastructure and facilities   19,24,618.0
     (Renovation of College Building including Painting)

iii. Equipments   1,12,100.00

iv. Others **(30 News Computers)**   6,54,640.00

Total `   28,04,267.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Following committees are to provide support services and to create awareness among students.
- Student council.
- Magazine committee.
- Women's Development Cell.
- National Services Scheme (NSS).
- Nature club.
- Remedial Coaching Committee.
- Career Guidance and Placement Cell.
- Gymkhana Committee.
- Orientation Committee.
- Book Bank Committee.
- Anti Ragging Committee.
- E-Learning Committee.
- Grievances Redressal Cell.
- Students Aid fund and scholarship committee.
- Counseling and vocational guidance cell.
- Language and personality development cell.
- Cultural & Seerat committee.

Apart from above mentioned committees every department has a association through which various programs – academic, curricular and co-curricular are organized which

5.2 Efforts made by the institution for tracking the progression

To track the progress activities are conducted at two stages; In-college and Post-college.
In-College:
1. Subject-wise attendance analysis is done to improve attendance by generate warning list, black list and counseling.
2. Subject wise, semester wise and year wise in-depth result analysis to identify weak students
3. Analysis of students feedback in each semester to identify key areas.
4. Arrangement of remedial lectures for academically weak & vernacular students.
5. PTA meeting to update the college development and student's progress and development.
6. CR and DR meeting to strengthen the development action plan.
7. Departmental meeting to discuss activities to be conducted for improvement.
8. Exam orientation and guidance lecture for all final year students.
9. Book bank facility for financially weak students.

Post College
1. Alumni Association; annual meeting to discuss their role in quality improvement.
2. MIS reports from various institutes to track student's further education.
3. Personal contact and use of social media to track the professional career of individual students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1943	97	NIL	270

(b) No. of students outside the state

26

(c) No. of international students

NIL

Men

No	%
1574	77

Women

No	%
466	23

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						2023	2	NIL	15	NIL	2040

Demand ratio   Dropout %

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

> Competitive examination committee. Guidance by Faculty about various exams & coaching centers.
> Pre recruitment training for police constable.
> Free coaching and guidance for IAS and allied service examination for muslim minority graduates

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counseling and career guidance

> Seminar on ICA.
> Wipro recruitment drive for T. Y. B. Sc (IT/CS)
> Seminar by NIIT on finance and accounts for FY and SY Students.
> Guidance lecture in the field of management by Dr. Promod Kumar.

No. of students benefitted

> Over 60 students attended & Participated in the seminar

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	120	21	33

5.8 Details of gender sensitization programmes

1. Thalesma and hemoglobin checkup camp specially organized for Girl students
2. Awareness program on the "Role of College women Development Cell" to highlight the female oriented welfare programs and mechanism to prevent sexual harassment.

5.9 Students Activities

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

   State/ University level   17   National level   NIL   International level   NIL

No. of students participated in cultural events

   State/ University level   300   National level   ☐   International level   ☐

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

Sports : State/ University level   11   National level   NIL   International level   ☐

Cultural: State/ University level   ☐   National level   ☐   International level   ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	1,57,578
Financial support from government	NIL	NIL
Financial support from other sources	17	1,96,590
Number of students who received International/ National recognitions	NIL	NIL

* 166 applications were send to MOMA for post matric scholarship.

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 02 |

5.13 Major grievances of students (if any) redressed: -NO- Major grievances were brought to the notice of the
Institution.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> ## *VISION Statement of the Institute*
>
> To bring out the Muslim Community from the quagmire of poverty and educational backwardness and encourage, enlighten and prepare all its members to be useful citizens who will contribute to make a prosperous, healthy and strong nation and to promote National Integration by giving equal opportunity to all communities for their promotion and progress.
>
> ## *MISSION Statement of the Institute*
>
> To impart quality higher education in Commerce, Management, IT And Mass Media to students of all communities and those of the Muslim community in particular, to be competent, dedicated and responsible citizens who shall also be the harbingers of Secularism and National Integration to the complete satisfaction of all stakeholders.

6.2 Does the Institution has a management Information System

> An in house developed MIS is being used to maintain regular data & checks.
>
> 1. Activity Reports are prepared by the teaching faculty and discussed with the Principal on a monthly basis.
>
> 2. Term-wise Progress Reports are also prepared and the Principal discusses the same with the Management in Higher Board Meeting conducted by Management (Anjuman-I-Islam)
>
> 3. Half yearly LMC meetings are held for checking the progress made by the Institution.

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

6.3.1 Curriculum Development

> a. Curriculum is designed and developed by Boards of Study of respective subjects at the university level. Members of faculty are encouraged by the college to participate in the curriculum development process through membership and chairpersonship of BOS, faculty development committees and attending workshops.
>
> b. We have started a new initiative in the form of internal Board of Studies for BMS for designing value added inputs for the curriculum along with the industry exposure from time to time. From this year we have started BOS for and, BMS. In subsequent years we intend to launch BOS for all our courses.

6.3.2   Teaching and Learning

a.   Faculty is well-versed with the use of ICT in the teaching and learning process.

b.   An orientation session was organised for newly inducted faculty members in Un-aided section with the objective of enhancing their teaching skills.

c.   Students and staff are made acquainted with library facilities and orientation. Programme is organised to enable them to effectively access various data bases.

d.   ICT component has been significantly increased to make teaching more effective.

e.   LCD projectors used in class rooms for lectures.

6.3.3   Examination and Evaluation

a.   The college complies with and rigorously follows the examination and evaluation guidelines prescribed by the University of Mumbai.
b.   The functioning of the Examination Department is aided by techno-ware like computers and advanced copying machines.
c.   The various committees involved in the examination-evaluation process, the Examination Department, the Centralised Assessment Programme Committee and the Unfair Means Committee, have been strengthen their coordination and collaboration through regular meetings, information sharing. Optimization of resources used in the examination and evaluation process is ensured by the Principal.
d.   Question papers set by new Faculty are vetted by Senior Faculty to ensure they adhere to standards.
e.   Revaluation and moderation of the examination papers are done as per the University rules and regulations.
f.   The students are sensitized well in advance on the consequences of using unfair means.
g.   Internal tests are conducted regularly for evaluating the performances in theory and practical.
a.   After result declaration in each Semester both internal as well as external, the Principal and the Heads of Department monitor the performance of the students by making an analysis for gaining continuous feedback for quality enhancement and productive learning.
b.   Question papers for internal evaluation are prepared by staff members of respective subjects, under the guidance of Head of Departments.
c.   Faculty members are actively involved in the confidential examination work at the affiliating University. This includes paper setting, assessment, revaluation and moderation during the central assessment programmes (CAP) conducted by the affiliating University at various centers.
d.   To ensure transparency in the assessment, masking of every answer sheet is done and photocopies of answer books are provided to student candidates of various examinations on request at the first year level.

6.3.4 Research and Development

a. Guidance for improving Academic Performance Indicators (API) by various means is provided to the faculty.

b. Faculty is motivated and encouraged to offer their expert services as resource persons, experts and chairpersons whenever invited. Duty leave is granted to them on priority.

c. The Institute reimburses the Registration Fees paid by the Teachers who present papers at various National and International Conferences.

d. Has future plans to make the Institution a Phd Research center in future.

6.3.5 Library, ICT and physical infrastructure / instrumentation

a. The library infrastructure has been enhanced through computerization, online data bases
b. Orientation programmes are organised to familiarise staff and students with the library facilities.
c. Faculty members are encouraged to make use of ICT in the teaching learning process
d. The process of digitalising documents in the administrative office has begun
e. The equipments in the laboratories are upgraded periodically and high standard is applied for their maintenance
f. The institute effectively optimises the use available infrastructure
g. Library system in the whole campus is linked (LAN). Computers and internet facility is provided.
h. INFLIBNET with SOUL software is available for online references.
i. Book bank facility is provided to a larger number of students
j. Library timing are extended during examination and it function from 7:00 am to 7.00**pm** as a reading room for those students who do not have studying environment at home.
k. Display of new arrivals.
l. Purchase of books and magazines on regular basis.
m. The Library Committee plans for the development and proper functioning of the College library and takes effort for maximum utilization of library facility to students. We also have local libraries maintained by various departments typically known as "departmental library".
n. Bar-coding system is used for all the books in the library.

6.3.6   Human Resource Management

a. Student Aid Fund: This year we have disbursed Rs 1.57 lacs towards payment of Fees.

b. Total Number of Students benefitted : 35

c. Employees' credit society disbursed loan at zero interest to non teaching staff.

d. Registrations Fees for attending workshop, seminar and Conference are reimbursed by the College.

e. The IQAC guides various committees during the academic year taking into account the interest and caliber of the faculty members known to them and/or on their special request. This is to ensure active and effective participation of faculty in different activities close to their heart.

f. Every Wednesday psychological counseling is offered to students of BMS section by eminent *Psychoanalyst*, and Psychotherapist Micky Bhatia along with inhouse staff Prof M H Lakdawala and Prof Haya Shaikh

6.3.7   Faculty and Staff recruitment

a) The college is affiliated to the University of Mumbai and enjoys minority status.

b) The faculty is recruited through the duly constituted Selection Committee as per University norms. This comprises of the nominees of the Management, University and Director of Higher Education. The Vice-Chancellor nominates the Subject Experts.

c) The vacant post(s) of the faculty is / are widely advertised and applications are invited.

d) The Principal and the concerned Head of the Department carry out the scrutiny of the applications and candidates with higher merit are called for an interview before the Selection Committee. Proceedings of the Selection Committee are sent to the University for the Vice-Chancellor's approval. After getting the approval of the Vice-Chancellor, faculty is appointed on probation for two years. Since, the Management provides better service conditions and a better working environment, many faculty have been working in the college for almost 25 years.

6.3.8 Industry Interaction / Collaboration

a. Internal Board of Studies (BOS) for BMS has adequate representatives from the cross section of Industry. Many of the industry professionals are members of our BMS BOS as well a many are invited to attend meeting of BOS as invitees. These professionals give us valuable insight into the functioning, working and requirement of the industry.

b. Many industry professional visits our college as guest faculty and deliver application oriented lecture/ talks and give demonstration.

c. Periodic visit to various industries giving students the first hand exposure and its functioning.

d. The placement cell of the college maintains a cordial and professional relationship with the industry by inviting them for campus recruitments. The standard operating procedure for the placement activity is strictly followed. The requirements are communicated to the students by way of notices of the same with sufficient time and the industries are communicated the specializations of the candidates.

e. Students visiting various Industries to get sponsorship for our various annual intercollegiate events.

f. Summer internship is arranged for interested students in various industries.

6.3.9 Admission of Students

a. As per University guidelines and Govt. rules

b. The college endeavors to give an opportunity for higher education to all students from the deprived section of the society who wish to take admission. Hence cut-off marks are not important. Institution follows an open door policy, keeping with the mission of the college to provide a holistic education for all round development.

c. Brand building continues to be undertaken so as to attract the more academically inclined students. Information about the college is circulated among the nearby schools to attract local candidates. This year students from schools and junior colleges were invited to attend events.

d. The IQAC prepares the plans and strategies related to admission in consultation with the Principal. A Admission committee with several sub-committees is constituted to facilitate the admission process at all level and all courses.

e. Single Window System is arranged for undertaking all the admission steps such counseling / guidance for selection of programmes /subject/courses, eligibility verification, submission of documents, payment of fees and issue of fee receipt and identity cards.

f. **Easy Installment facility is made available to all students as majority of the students belong to the deprived class**.

6.4 Welfare schemes for

Teaching	a. Advance payment against the salary whenever required b. Assistance to avail loan from banks. c. A Staff Welfare committee organizes programmes for the staff welfare such as health related issues, stress management etc. d. Maternity Leave as per guidelines
Non teaching	a. Advance payment against the salary. b. Assistance to avail loan from banks. c. Free uniforms for supporting staff. d. A Staff Welfare committee organizes programmes for the staff welfare such as health related issues, stress management etc. e. Employees' credit society disbursed loan at zero interest to non teaching staff. f. Maternity Leave g. Fee Concessions to staff wards
Students	a. Workshops are organized to guide students for the NET/SET and General competitive examinations leading to their success. b. Coaching for UPSC/MPSC and Maharashtra state police prerecruitment are conducted by the NCPUL Guidance Centre for Competitive Examination operational at our college. c. Installment facility is provided for fee payment. d. Facilities like 'Earn while you Learn' and 'Book Bank' scheme are provided to deserving students. e. Women's Development Cell organizes workshops on Health and Hygiene especially for the girls and the lady staff. f. Blood donation camps are conducted in which hemoglobin levels are checked g. There is a doctor on call in case of emergencies. h. College gymkhana is there for indoor and outdoor games.

6.5 Total corpus fund generated   Nil

6.6 Whether annual financial audit has been done   Yes ✓   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	-	-
Administrative	YES	JDE	YES	Management

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

For UG Programmes   Yes ✓ No ☐

For PG Programmes   Yes - No -

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

> a. University of Mumbai uploads most of the question papers of examination & are downloaded by College Registrar by using secrete code which is created by University of Mumbai.

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

> NA

6.11 Activities and support from the Alumni Association

> 1. Alumni is the member of our internal Board of Studies
>
> 2. Active involvement in placement initiatives
>
> 3. Some alumni are also invited to deliver the lectures in their chosen field of expertise
>
> 4. Some alumni help the college in our intercollegiate activities such as Jashn-e – Anjuman, Fusion, JAM, BLITZ, AP T-10, TechCzar

6.12 Activities and support from the Parent – Teacher Association

> a. Suggestions to improve the academic climate of the college are collected through Parent – Teacher Meetings.
> b. Parents are actively involved during result distribution and analysis of students' performance.
> c. Regular feedback is given to parents in the form of phone calls and one to one interaction.

6.13 Development programmes for support staff

> To develop Computer knowledge to administrative staff they are permitted to undertake training and short duration leave is granted for this purpose

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

a. Principal take personal interest in maintaining the lush GREEN CAMPUS

b. Dust bins are provided at prominent locations in the premises which are cleared regularly. The garbage is segregated in to dry, wet and then disposed-off in eco-friendly manner.

c. Vehicle pooling is practiced by several staff clusters who reside in the same locality. This is done by prior planning among those interested. Requests for slight change and approval for mutual exchange of workload in the timetable are also entertained to ensure this ecofriendly practice. Besides being economical, it reduces air pollution thereby cutting down the carbon print and relieves the burden of driving/riding vehicles in the crowded urban roads

d. Maintaining fruit-trees in the campus by the staff of the college.

Criterion – VII

7. Innovations and Best Practices

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

A. Campus Placement and Practical Training Cell (CPPT Cell)

MISSION: The mission and Endeavour of this CPPT Cell is to enhance and facilitate the process of gainful employment for BCom, BSc IT, BMM, BMS and BSc (CS) students for entry-level jobs as well as entrepreneurship opportunities, matching and commensurate with their personal and academic profiles. In the present day business scenario, companies demand job-ready candidates for employment at the shortest possible time period.

The qualified students are expected to be equipped with employable skills suitable for respective sectors. Taking into account this scenario, the cell will aligned its strategies to enhance the Employability Quotient of our BCom, BSc IT, BMM, BMS and BSc (CS) students by imparting employable skills training after their skills mapping and bridging the gaps through appropriate training.

Details given in Annexure - III

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

Plan of Action	Outcome
a. Academic plan is prepared at the beginning of the year in the form of academic calendar to perform the different curricular and co curricular activities	It resulted in the smooth conduction of all the academic activities
b. Career Guidance Lecture	Our faculty and students visited Nine Junior colleges and conducted career guidance lecture and distributed a comprehensive career information brochure to these students.
c. Organization of multiple sporting events (local and Intercollegiate) with special impetus to participation of our students	Students of our college exhibited brilliant performances at the intercollegiate competition etc
d. PLACEMENT INTERVIEWS	Our various department arranged placement for our students
e. Industrail visits were organized for our students	Visit Media, IT, Production, Manufacturing etc industries were identified and visits to these industry were organized for the exposure of BMM, BMS, IT, CS students and excursion cum study tours for general students were organized.

f. Intercollegiate Festivals for Commerce, BSc IT, BSc CS, BMM, BMS	College organises Intercollegiate festivals. 1. Jashn e Anjuman for the entire College 2. JAM: By BMM students for BMM colleges across Mumbai 3. FUSION: By BMS students for BMS colleges across Mumbai 4. Blitz: By BSc IT students for BSc IT colleges across Mumbai 5. TechCzar : By BSc CS students for BSc CS colleges across Mumbai. These intercollegiate events are organized to provide platform to our own students as well as students across Mumbai to showcase their talent and creativity. Students from across 28 colleges participate every year. The events is combination of various competition based on skills and presentation
g. **AP T10**	An intercollegiate 10 over cricket competition was organised 11 teams participated.
Tree plantation Drive	This year NSS launched aggressive tree plantation drive within and outside the college.
i. YES I CAN HELP	Every year we identify one social issue and motivate each student to purchase and post Five postcards to their relatives or contacts. Students. **Total Post card posted: 3050** The THEME FOR THE CURRENT YEAR WAS : **DO NOT LITTER**

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

> I. Value-Oriented Education
>
> II. Book Bank Scheme for large number of students
>
> Details given in Annexure – IV

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

7.4 Contribution to environmental awareness / protection

> a. Students launched eco-friendly Bakra-eid: Our students launched multi media campaign and padyatra in 8 Muslim Majority Neighbourhood.
> b. Energy conservation measures for reducing consumption of energy undertaken and all air-conditions are set at 25* C
> c. We conducted audit of our electricity consumption and decided to reduced tube light by 25 % by changing our windows and making it broader so that they allow natural sunlight. The management had approved the budget for the same.

7.5 Whether environmental audit was conducted?   Yes   No

☐   ☑

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

> 1. 'Seerat Competition to promote universal brotherhood'& Communal Harmony: Being a Muslim Minority Institute, 'Seerat-un-Nabi' – a State Level Elocution Competition – is organized in Honor of Prophet Mohammed (pbuh) to promote universal brotherhood and to inculcates moral values.

8. Plans of institution for next year

> a. To promote communication skills amongst our students
> b. To inculcate entrepreneurship skills
> c. To conserve water
> d. To engage parents for the overall development of the child
> e. To strengthen Alumni interface
> f. To increase interface with industry

Name _Prof. J. Hemanti Kumar_

Signature of the Coordinator, IQAC

Name   Dr. Shaikh Mehmood Hasan
Principal
Anjuman-I-Islam's
Akbar Peerbhoy College of Com. & Eco
M: S.B. Ali Road, DO Taki, Mumbai-400 008

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure-I – Academic Calendar – 2010-2011

Month / Date	Name of the event	Event in AVc /Audi	HOD / Chairperson
7th June 10	College Re-opens		
10th June 10	Financial Assistance to Minorities – Awareness Drive		Minority Affairs
15th June 10	Hostel Accommodation to Minority Student – Awareness Programme		Anjuman I I slam
26th June 10	IQAC Meeting	Staff Room	IQAC
1st July 10	Motivational Lecture on Personality Development – College Level	Room No 1	Comm Dept & Prof. Lakdawala
9th July 10	Mushaira – Gazal Singing	Room No 1	Bazm E Adab
31st July 10	Elocution Competition – Great Indian Entrepreneurs	Room No 1	Comm Dept
6th Aug 10	Rally on Hiroshima & Nagasaki	Azad Maidan	NSS unit
7th Aug 10	Blood Donation campaign Talent Hunt Show- College Level	Room No 1 Room no 17	NSS – Unit Cultural Comm
10th Aug 10	Jashn E Azadi – Essay writing competition – College level	Room No 1	Bazm E Adab
13th Aug 10	DR's Meeting	Principals Chamber	Morning In charge
15th Aug 10	Independence Day Celebration	College Campus/Ground	NSS Unit
21st Aug 10	NAAT Khwani Competition – college level	Room No 1	Bazm E Adab
28th Aug 10	Cleanliness Drive – CHAKA CHAK – Mumbai	Nagpada	NSS –unit
18th Sep 10	PTA – Meeting	Room No 1	PTA
30th Sep 10	Seerat Elocution – College level Elimination rounds	Room No 1	Seerat Comm

Month / Date	Name of the event	Event in AVc /Audi	HOD / Chairperson
4th Oct 10	FY & SY Ist Term Exam		Exam Committee
25th Oct 10	3 Day Malaria Awareness Drive	Nagpada	NSS – Unit
30th Oct 10	Diwali Vacations – begins		
22nd Nov 10	College Re-opens		
25th Nov to 4th Dec 101	a) Jashn e Anjuman b) Seerat Inter Collegiate Elocution c) Annual Inter Collegiate – Bait Bazi competition	College Auditorium College Campus	Cultural / Seerat Committee
6th Dec 2010	Annual Sports Meet	Xaviers Ground	Gymkhana Committee
3rd Dec 10	Career Guidance Programme – Institute of Computer Accountants	Room No 17	Accountancy Assn
16th Dec 10	Inter – Collegiate Boxing Competition	College Campus	Gymkhana Comm
18 -20 Dec 10	Fusion Media Mela Tech CZAR & BLITZ	Inter Collegiate Programme – College Campus	BMS BMM BSc
24th Dec 10	Winter Break		
2nd Jan 11	College Reopens		
10th Jan 11	Industrial Visit	HTNL – Lonavala	BMS / BMM
17th Jan 11	Thalesima & AIDs Awareness Drive	Room No: 1	NSS – Unit
26th Jan 11	Republic Day Celebrations	College Campus	NSS
27th Jan 11	Industrial Visit	Infosys – Pune	BSC (IT)
28th Jan 11	PTA – Meeting	Room No 1	PTA
31st Jan 11	Oil & Energy Conservation Awareness Drive	Room No 17	NSS – Unit
8th Feb 11	HIV & AIDS – Awareness Drive –	Room No 1	NSS – Unit

	Quiz Competition		
18th Feb 11	College level seminar on – Financial Accounting	Room No 1	Accountancy Dept
28th Feb – 20th March 2012	II & IV Sem End Exams		Exam Comm

Annexure-II – Analysis of Feedback Form

Sr.No	Overall Infrastructure	Teaching Faculty	Co-op from supporting staff	Others
1	3	4	3	3
2	3	5	4	3
3	3	4	3	3
4	4	5	4	3
5	2	4	3	2
6	4	4	3	3
7	3	4	4	3
8	2	4	4	3
9	3	5	4	2
10	3	5	4	3
11	3	5	3	3
12	3	4	3	3
13	3	5	3	3
14	3	4	3	3
15	3	4	3	2
AVG	3.07	4.40	3.467	2.80

Feedback of TY B.Com Students -2010-11

Feed back from students of TY B.Com was obtained about the college & the faculty. The overall impression was that college needs to improve upon infrastructure & other facilities. Students have given excellent opinion about the Teaching & Non Teaching staff of the College.

Annexure III

Campus Placement and Practical Training Cell (CPPT Cell)

MISSION: The mission and Endeavour of this CPPT Cell is to enhance and facilitate the process of gainful employment for BCom, BSc IT, BMM, BMS and BSc (CS) students for entry-level jobs as well as entrepreneurship opportunities, matching and commensurate with their personal and academic profiles. In the present day business scenario, companies demand job-ready candidates for employment at the shortest possible time period.

The qualified students are expected to be equipped with employable skills suitable for respective sectors. Taking into account this scenario, the cell will aligned its strategies to enhance the Employability Quotient of our BCom, BSc IT, BMM, BMS and BSc (CS) students by imparting employable skills training after their skills mapping and bridging the gaps through appropriate training.

The cell conducts on-campus and off-campus placement and employability enhancement activities. The CPPT Cell comprises four faculties member selected by the Principal:

CPPT team will strives for effectively striking a match between recruiter expectations and student aspirations.

CPPT **will be responsible for the following:**

a. Established an effective system in place to support the training, internship and placement process
b. Organize short term basic skills development workshops for BCom, BSc IT, BMM, BMS and BSc (CS) to upgrade them.
c. Ensure that CPPT cell sends invitations to companies and organizations along with relevant information.
d. If the company/organization is willing to conduct a Pre-Internship Talk (PIT) or campus placement, coordinates with them for preferred dates.
e. Make relevant details available to students who are interested and eligible (as per the criteria specified)
f. Streamline internship and recruitment procedure which may include Statement of Purpose, Group Discussions, and Telephonic/Personal Interview.
g. Arrangement for Final Offers at the earliest after the completion of internship procedure.

Annexure IV

Best Practice – I

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1) Title: Value-Oriented Education to imbibe Moral Values in students:

2) Goal (Objective) : To imbibe the qualities of good conduct, self-confidence and high Moral values; to elevate the prominence of education with spiritual bent and to make the students respectable citizens.

3) Context: In the prevailing environment where there is lot of destruction, frustration & misguidance among the young generation with specific reference to the students being exposed to unedited internet and violence, the institution aims at not only training them to have commercial & industrial knowledge but also make them sensitive to human values and ethic. The institution, with specific reference to the Muslim community, has been organising the Seerat-un-Nabi competition which is based on teachings of Quran, Hadees and Islamic perspective and to create a special environment to impart value-oriented education that will help the students to earn a significant & Respectable place in the society.

4)The Practice: the College organises Seerat-un-Nabi inter colegiate competition, every year. Letters are drafted and sent to all the major colleges asking them to send their students for participation along with the pre-selected topics on which the students are required to speak. Students are also trained to educate community for environment friendly Bakri Eid etc , the cornerstone of the college for disseminating moral and spiritual education.

5) **Evidence of Success**: Students from Minority community and Majority community participate in the Seerat competition on large numbers. Imparting of moral values through such programs has resulted in the students participating in large numbers in social awareness programms like cleanliness during Bakri Id, Malaria prevention drives, reduce Eve teasing in and around college premises, and maintain a peaceful atmosphere in the vicinity of the college thereby creating a conducive environment for promoting higher education.

6). **Problems Encountered & Resources Required:**   Involving NGO's & Local organizations on regular basis for conducting such awareness programs for youth is a huge challenge. Social Awareness programs requires involvement of manpower, and social contacts. Efforts are made my the institution to involve all those social workers and NGO's who are resourceful to participate in such awareness programs, in the overall development of the character of the learners.

Best Practice – II

1) Title of the Practice: Book Bank Scheme for large number of students:

2) Goal (Objectives):   One of the main mission of the Institution is to help the poor students and ensure they are educated. Keeping this objective in mind the institution ensures that books are made available to as many needy students as possible.

3) The Context: A large number of students are coming from economically poor back ground, and hence are unable to even pay their fees. Some of these students are even forced to work in order to support their families for survival, and are also first generation learners. Since It is the mission of the Institution to bring these students from the quagmire of poverty, all efforts are made to ensure students are provided with all the possible support to make them graduates and help the cause of nation building. Book Bank scheme is unique in our Institution which is extended to a large number of students.

4) The Practice: The book bank scheme is executed through a book bank committee which ensures that maximum students are benefited through this scheme. Immediately after the admission at the beginning of the term, notices are issued asking the students to apply for the scheme. On receipt of the applications these application are scrutinized and books are distributed to the deserving & needy students after conducting personal interview of the students.

5) Evidence of Success: Over a period of time the Institutions' has successfully increased the number of Books which are distributed under the book bank scheme. More and more students have shown interest in availing the Facility and as such it has also contributed to the steady increase in the results of the college. The table below shows the **Number of books distributed under book bank scheme during the year 2010-11**

Class	No' of Students	Number of books per student	Total Books
F Y B Com	**221**	**07**	**1547**
	188	**06**	**1128**
T Y B Com	**150**	**13**	**1950**

A total of 4625 books were distributed to students under the book bank scheme.

6). **Problems Encountered & Resources Required:**

Identifying those who are really in need of this facility due the family back ground becomes a huge challenge. Some of the students may be really very very poor , so channelizing the resources to those who are desperately in need becomes a major problem as some times it may so happen that a slightly better off student may get the facility ahead of those who need the same, but could not get the same.

Arrangement of funds for procuring more number for distribution to large number of economically backward students is a major requirement in the endeavor of the college to help the needy students and make higher education available to all those who are interested.