Anjuman-i-islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS

AQAR-2012-13

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)* | 2012-13 |

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/apcaqar1213.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_____10-11___ _____ (03/03/2016)
    iv. AQAR_____11-12_ _____ (03/03/2016)

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 Girl Child – Growth of Community

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
Promote Use of ICT	Purchase of New computers
Promote Women's Safety	Women's safety programs conducted by Mumbai Police in College

  * *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 was carried out at different levels by the University.

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
18 07	Aided- 14 Unaided - 07	04		

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-14 Unaided-7	03 04	4						18	03 04

2.4 No. of Guest and Visiting faculty and Temporary faculty

34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	6	14
Presented papers	1	7	3
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.

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

180 days

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

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   65-77%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the programme	Total no. of students appeared	Pass %
T.Y.B.COM	368	78.26
T.Y.B.MS	54	69.81
T.Y.B.M.M	28	82.14
T.Y.B.Sc.(IT)	105	36.89
T.Y.B.S.c.(COMP.SCI)	42	50.00

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 filled for API
- Guest lecturers/seminars are initiated for teachers and students
- Principal's meet with DR and students council regularly

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	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

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	20	08		
Technical Staff	3			

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		5	2
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 organizations

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. [-]   Chapters in Edited Books [-]

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from

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

DPE [-]   DBT Scheme/funds [-]

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

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

3.10 Revenue generated through consultancy [   ]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					03
Sponsoring agencies					Mgt

3.12 No. of faculty served as experts, chairpersons or resource persons [3]

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 [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	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 [50]   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 | 16 | College forum | 22 |

NCC | | NSS | 36 | Any other | |

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

1) Tie up with BMC & MDACS for spreading awareness programs on HIV AIDS ands prevention of MALAIRIA , Dengue in lane no: 13 of Kamathipura (adopted area)

2) Tie up with BMC for Voter enrollment programs in the adopted area

3) Tie up Sir JJ Hospital & State Blood Transfusion Council Maharashtra for organsing blood donation camps & Thalesima awareness programs.

4) Tie up with NGO United Way for creating awareness on water borne deceases in the adopted area.

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	16	--	College & H.O. Funds	16	--
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.	-- 01 01	01 – Aqua Guard 01 – Digital CopyPrinterDX2430 01 – Bio Matrix Mach	State Minority Fund, College Fund and UGC Fund	01 02 01	-- -- 01 (Old Bio Matrix Mach discarded)
Value of the equipment purchased during the year (Rs. In Lakhs)	---	Aqua Guard : 9490 CopyPrinter DX2430 : 175000 Bio Matrix Mach: 19688	College Fund	204178	
Others **(Computers, Printers)**	--	10 – Computers 10 – Computers (Mgmt) 02 – Printer (HP1020) 02 – Printer (Samsung)(Mgmt) 02 – UPS (Mgmt)	State Minority Fund, College Fund	206000 6000+6500	

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. In each department i.e (Office, Staff Room & Professional Section are fully connected with WiFi enabled. However in each department every staff has been provided a computer with full internet facility. In library there is a research cell for the teaching and non-teaching staffs with 02 computers with fully internet and Printing facility. 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)	6708	4641433	492	65566	7200	4706999
Reference Books	15069	8984814	145	58634	15214	9043448
E-Books	--	--	--	--	--	--
Journals	57	59576	04	10100	61	69676
E-journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify) 1) **Book Bank**	1046	1670270	385	253062	1431	1923332

4.4 Technology up gradation (overall)

	Total Computers	Computers Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	127	91	120	04	02	06	120	05
Added	20	13	-	01	01	01	01	03
Total	147	104	147	05	03	07	121	08

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

- ✓ The entire college office and each department are fully connected with WiFi enabled (03 MTNL Lines).
- ✓ All the computers in Computers Lab1, Lab2, Lab3 and Electronic Lab are fully internet connections of 117 students with LAN
- ✓ Beside MTNL Lines 03 TATA Phone Dongle is provided to the teaching staff members for teaching research materials downloading.
- ✓ The College has 08 interactive projectors Classrooms for teaching to the students with latest configuration (I-5).
- ✓ 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 Center 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   1,71,067.00

  ii. Campus Infrastructure and facilities   3,50,729.00

 iii. Equipments   2,04,178.00

 iv. Others **(Computers & Printers)**   2,18,500.00

                       Total `   9,44,474.00

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The committees 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 provide further support.

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.
3. Analysis of students feedback form twice in a 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
1865	125	NIL	216

(b) No. of students outside the state

24

(c) No. of international students

NIL

Men

No	%
1475	74

Women

No	%
515	26

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2048	02	01	12	NIL	2063	1977	NIL	01	12	NIL	1990

Demand ratio   Dropout %

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

 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

Pre - placement workshop on aptitude test, interview and group discussion for T. Y. B. Sc. IT
Guidance lecture for F. Y. B. Sc. IT by NIIT.
Tally ERP workshop for T. Y. B. Com. By NIIT
Industrial visit of B. Sc. IT, BMM, BMS and B. Sc. CS students

No. of students benefitted

40

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
8	60	60	NIL

5.8 Details of gender sensitization programmes

1. Awareness program on the "Role of College women Development Cell" to highlight the female oriented welfare programs and mechanism to prevent sexual harassment.
2. NSS conducted a Thelisima and hemoglobin check-up camp for female students.
3. Awareness program on road safety measures.
4. Awareness program on "Rising Crime against women".
5. Awareness program on "Cyber crime cases against women " was organized by CWDC

5.9 Students Activities

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

State/ University level   4   National level   NIL   International level   NIL

No. of students participated in cultural events

State/ University level   200   National level   NIL   International level   NIL

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

Sports : State/ University level   3   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	51	104855
Financial support from government	2	47582
Financial support from other sources	23	332250
Number of students who received International/ National recognitions	NIL	NIL

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [03]

5.13 Major grievances of students (if any) redressed: 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

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6.2 Does the Institution has a management Information System

Management Information System is in the process of been installed.

1.   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

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1.   We have internal Board of Studies for BMS and, BMM or designing value added inputs for the curriculum along with the industry exposure from time to time. From this year we have started BOS for BSc (IT)

2.   From Current academic year we have started Certificate course in Basic MS Office for all our students.

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a. This year the college formed Academic Monitoring and Improvement Cell (AMIC). Established an effective system in place for remedial group lessons for certain subjects and all TY's
- To appoint student director for individual subject every academic year.
- To organize remedial class for all the subjects at TY level and other subjects based on constant feedback from the students.   .
- To arrange Guest lectures for the said subjects in coordination with HOD.
- To study the data and reports of Syllabus completion report (SCR), and suggest measures to improve the quality of education.
- To give feed back to faculties based on the data and reports of Syllabus completion report (SCR).

b. The college brings out an academic calendar at the beginning of every academic year. For each year the teaching plans are prepared by the teachers based on the subject allotment.

c.   Before the students appear at Final year University Examination, they have to sit for preparatory examination held by the college.

d. Internal tests are conducted to evaluate the students and the schedule of tests is incorporated in the academic calendar itself.

e. The teachers of most departments make use of chart, model, graphs, diagrams, notes, model questions, projector, overhead projector, black board, white board, computer, power point, modules, reference books etc.

f. All teachers attend orientation programme and Refreshers courses regularly to upgrade their knowledge and teaching skills.

g. Book bank facilities are provided to the students

h. Weekly examination are conducted for final year students of all programs

i. Students are guided, motivated and coached to participated in slew of intercollegiate initiatives and festivals to get the exposure.

j. Bridge course is conducted by all departments at the beginning of academic year.

6.3.3 Examination and Evaluation

a. Internal tests are conducted regularly for evaluating the performances in theory and practical.
b. 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.
c. College regularly conducts various examinations for final year students for various courses offered by University of Mumbai.
d. Question papers for internal evaluation are prepared by staff members of respective subjects, under the guidance of Head of Departments.
e. 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.
f. 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. Leave is granted to them on priority.

6.3.5 Library, ICT and physical infrastructure / instrumentation

a. Orientation for the first years about Library Usage
b. ICT teaching & Learning is encouraged and monitored through Library Committee.
c. Inventory Audit is done to ensure Quality
d. External and Internal Academic Audit is done to ensure Quality Education
e. Computers and internet facility is provided.
f. INFLIBNET with SOUL software is available for online references.
g. Book bank facility is provided to the students
h. Library timing are extended during examination and it function from 7:00 am to 11:30 pm as a reading room for those students who do not have studying environment at home.
i. Display of new arrivals.
j. Direct access to books and magazines.
k. Purchase of books and magazines on regular basis.
l. 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".
m. Bar-coding system is used for all the books in the library.

6.3.6 Human Resource Management

a. Staff are working in various academic and administrative committees

b. Student Aid Fund: This year we have disbursed Rs _105455 towards payment of Fees.

c. Total Number of Students benefitted : 51

d. Employee's credit society disbursed loan at zero interest to non teaching staff.

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

f. The NSS unit of the college arranged talks on issues concerning public health and especially on Thalassaemia, HIV, epidemic diseases etc and arranged seminar talk on Human Rights. The students participated in door – to -door campaign programme regarding health issues.

g. The IQAC constitutes 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.

h. The teaching and administrative and supporting staff is encouraged to attain higher qualifications along with their duties on.

i. Regular health check up for both students and staff

6.3.7 Faculty and Staff recruitment

a) Recruitment of faculty and staff members is conducted by following the official and due procedure which confirms to the directives of the University Of Mumbai and/or the State department of higher education / and or Joint Director.

b) The selection committee is constituted involving all the standard constituents to ensure the selection strictly on the basis of pure merit.

c) The same procedure is adopted for the recruitment of staff (part time / full time / teaching / support) for the self-financing courses too.

6.3.8 Industry Interaction / Collaboration

a. Internal Board of Studies (BOS) has adequate representatives from the cross section of Industry. Many of the industry professionals are members of our 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 Industry 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. This an open door policy is in keeping with the mission of the college to provide a holistic education for all round development. Merit lists are displayed both on the web-site and notice-boards.

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. 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
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	NO	NO	NO	
Administrative	YES	YES	YES	

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. Parenting workshops are regularly organized
> c. Parents are actively involved during result distribution and analysis of students' performance.
> d. 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. LAUNCH OF TRIGGER : Proto type In-house Advertising Agency:**
>
> To provide practical exposure to our BMM and BMS students this year we started our in house advertising agency.
>
> **Vision:** Each and every student of BMM and BMS should get practical exposure in Marketing, Branding, Advertising and promotion of a real life client with real life product..
>
> **Details given in Annexure -III**
>
> **B. Student Cabinet :** This the college launched student cabinet to give opportunities to our students to acquire leadership qualities. Also to improve Student discipline and coordinate through the Student Cabinet of the College. It comprises the Head boy, Head Girl, Class Representatives, Contingent leaders and Assistant Contingent leaders. The Cabinet functions under the direction of the Principal, Vice-Principal and other Staff Advisors of the different Associations. It is the responsibility of the College Cabinet to uphold academic standards, aim at excellence in all their activities and programmes, in keeping with the objectives and vision of the College.
>
> **Details given in Annexure .-IV**

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 fourteen 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 by winning various medals intercollegiate competition etc
d. PLACEMENT INTERVIEWS	Our various department arranged placement for our students
e. Industrial 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. On an average 1300 to 1600 students from across 40 colleges participate every year. The events is combination of various competition based on skills and presentation
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: 5200** The THEME FOR THE CURRENT YEAR WAS : **Say No to Tobacco**

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

I) **Student Aid for As many needy students as possible**

II) **Social Awareness Programmes for Character Building**
        .**Details given in Annexure -V.**

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

7.4 Contribution to environmental awareness / protection

    a.   For 10ᵗʰ Year running our students launched eco-**friendly** Bakra-eid: Our students launched multi
         media campaign and padyatra in Nine Muslim Majority Neighborhood.

    b.   Green Audit of the campus conducted (Both water and electricity)
    c.   Energy conservation measures for reducing consumption of energy undertaken and all air-conditions
         are set at 25° C
    d.   Water economizing faucets have been installed to conserve water.
    e.   Efforts are made for carbon neutrality

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.   A detailed SWOT analysis is done periodically. **Details given in Annexure –VI**

    2.   '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.
    3.

7.7. Plans of institution for next year

    a.   To make campus more Gender sensitive
    b.   To enhance social outreach programs
    c.   To strengthen Alumni interface
    d.   To increase interface with industry

Name Prof. J. Hemonti Kumar   Name   Dr. Shaikh Mehmood Hasan
                                               Principal
                                               Anjuman-i-Islam's
                                               Akbar Peerbhoy College of Com. & Eco
                                               M. S. Ali Road, Do Taki, Mumbai 400 008

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

                            ***
                      ****

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

****

Annexure-I

Academic Calendar – 2012-2013

Month / Date	Name of the event	Event in AVc /Audi	HOD / Chairperson
11th June 12	College Re-opens		
22nd June 2012	Anti Narcotics Awareness – Awareness Program – by Mumbai Police	College Audi	NSS Unit & Mumbai Police
14th Aug 2012	NAAT Recitation – Programme	College Audi	Bazm-Adab
15th Aug 12	Independence Day Celebration	College Campus/Ground	NSS Unit
29th Aug 12	Placement Drive – TCS	Room No:17	Placement Cell
4th Sep 12	Internal Exams -		Exam Committee
24th Sep 12	Placement Drive- FLY HIGH	College Campus	
3rd Oct 12	Sem – I & III Exams		Exam Committee
31st Oct 12	Diwali Vacations – begins		
25th Nov 12	College Re-opens		
25th Nov 12	Peace Rally – Anjuman	Churchgate	NSS – Unit
13th Dec 12	Red Ribbon Day	College Campus	NSS – Unit
21st to 24 Dec 2012	a) Jashn e Anjuman b) Seerat Inter Collegiate Elocution c) Annual Inter Collegiate – Bait Bazi competition	College Auditorium College Campus	Cultural / Seerat Committee
22nd Dec	Thalessima – Awareness Program	Room no 17	NSS – Unit
26th Dec 13	Winter Break		
2nd Jan 13	College Reopens		
3rd Jan 13	Accountancy Software – TALLY ERP	Room NO 17	Accountancy Association

Month / Date	Name of the event	Event in AVc /Audi	HOD / Chairperson
8th Jan 2013	Road Safety Drive – Mrutyunjaya – Mumbai Police	Nagpada	NSS – Unit
9th Jan 2013	Women's Safety & Defense	College Audi	CWDC – Police
10-12 Jan 2013	TECHCZAR – Inter Collegiate	College Campus	Bsc
	JAM – Media mela- Inter collegiate	College Campus	BMM
14th Jan 2013	Gandhi Philosophy – Lecture	Room No -17	NSS – Unit
18th Jan 13	Ciber Crime Awareness Program	Room No 17	Police – NSS
22nd Jan 13	Industrial Visit	Sylvassa – Voltas	BMS
22nd Jan 2013	Blood Donation Camp	College Audi	NSS – Unit
23rd Jan 2013	Letter Writing Competition	College Audi	English – Dept
26th Jan 113	Republic Day Celebrations	College Campus	NSS
31st Jan 13	Debate – Programme	College Audi	BMM/ BMS
4th Feb 13	Internal Exams		Exam Comm
7th Feb 13	Annual Sports Meet	Xaviers Ground	Gymkhana Committee
25th Feb 13	Industrial Visit	IIS – PUNE	BSC (IT)
12th March 13	Seminar on Union Budget – by CA Nisar Merchant	College Audi	Accounts Dept
4th to 18th March 13	II & IV Sem End Exams		Exam Comm

Annexure-II – Analysis of Feedback Form

Feedback of TY BMS Students -2012-13				
Sr.No	Overall Infrastructure	Teaching Faculty	Co-op from supporting staff	Others
1	4	5	3	3
2	3	4	4	3
3	4	4	3	3
4	4	4	4	3
5	3	4	3	2
6	4	4	3	3
7	4	4	4	3
8	3	4	3	3
9	4	4	4	2
10	3	4	4	3
11	4	5	3	3
12	3	4	2	3
13	4	3	3	3
14	3	4	4	2
15	4	4	3	3
AVG	3.60	4067	3.33	3.00

Feed back from students of TY BMS was obtained about the college & the faculty. An Analysis of the feedback forms reveals that general perception of the students about the college, teaching & non teaching staff and the facilities offered. Overall impression of the students shows that students rated average about the infrastructure facilities offered to them.

About Trigger:

Trigger is a fully integrated advertising and marketing in house concept. Its basic premise is "Discover, Define & Communicate." Year after year, we have studied market dynamics, human behavior and the changing customers' demands. Now, with over 11 years experience backing us and a diverse research tools, we offer you a diverse range of communications services. Out-of-the-box creative solutions, Brand identity, Interactive & PR are just a few strengths amongst our diverse and vast portfolio of offerings. We are an agency that is small enough to give you the undivided attention that every client deserves, and big enough to know what it takes to ignite great ideas.

People

TRIGGER believes its only inventory is people and hence the biggest asset to the business of communications. A fusion of experience and talent is manifested in the caliber of our professionals who leave their indelible mark in their respective fields of proficiency. Our lifeblood is people; people with ideas, people with the ability to find compelling insights and solutions, people that client and business associates like to be with. We are passionate about our work and pursue excellence in all that we do. We nurture our people to be peak performers. To love what they do. And to do it better.

Our people are highly diverse in their skill-sets and specializations. That's most evident in our senior managers, who hail from backgrounds as diverse as marketing, advertising, journalism, industry, finance and public relations. Thanks to their varied capabilities, they can offer niche skills appropriate to a wide variety of clients.

At the same time, you'll find them united in key values. Such as placing a premium on knowledge, data, and information in all its forms. Understanding the unique aspects of every client and every task rather than thinking generally. Working with a sense of personal accountability for the outcome of every campaign. Building close relations with clients, from an 'insider' perspective. And remaining committed to their long-term interests. We believe that success is achieved through a 'client-agency' partnership based on integrity, transparency and trust. And our people, as true partners, are committed to achieve results in every assignment.

We plan your growth strategy:

•   Plan a suitable growth plan in association with our team of Experienced Experts

•   Our professional Campaign Managers assist you in selecting an appropriate marketing strategy

- So sit back and witness your business grow

Once you hire the specialized services of TRIGGER, you don't have to worry about your business growth as we take complete responsibility of expanding your business in a short span of time. We at TRIGGER, live your marketing objective until it's accomplished!

Our Services

At TRIGGER, we assist you in broadening your business horizons by making use of the latest marketing tools and strategies. We offer an array of Communication initiatives that help trigger unprecedented growth of your business. Our services include:

1. **Copy writing: For**

- Advertisements

- Brochure

- Websites

- Social marketing

2. **Strategic Branding:** Branding is the representation of a firm's culture through all forms of media: speeches, appearances, marketing collateral, websites, conferences, events, thought leadership and social media. Branding done well is the consistent representation of the firm's culture across all forms of media in line with the firm's core purpose, core values and mission statement. We help you with the ultimate outcome of brand development creating a roadmap for guiding your customers on how to think, feel and act about your brand in a way that best benefits revenue growth and profitability. Our marketing professionals, designers and writers work closely with you to define your vision, strategy, brand position and brand delivery. Our dedicated approach in the form of brand communication guarantees a smooth ride for your brand.

3. **Market Research:** We back our experience and knowledge by intensive and incisive research. Thoroughly analyzing the market conditions, current trends, case studies, competition and opportunities... all to arrive at a winning strategy.

Our Methodology:

i. Conduct indebt qualitative research to identify the pain points and the sweet spots of the customers
ii. To submit analytical reports consisting of findings, recommendations and suggestions

4. **Creative Strategy and Execution:** We use creativity to give your brand the uniqueness.

    i. Brand Building and Corporate Identity: A distinct brand identity that stands out from the crowd in a meaningful way.

    ii. Campaign: Integrated messaging across media.

    iii. Outdoor: Traditional outdoor collateral like hoardings, banners and bus-panels as well as BTL collateral such as wall paintings and shop-signages.

    iv. Events, Exhibitions and Promotions: Event, Exhibition and Promotion specific campaigns that include theme ideation, pre-invitation mailers, stall backdrop design, event collateral design, AV presentation, post-event mailers and gift ideas.

5. **Internal Communication:** Campaign ideation and execution for internally spreading specific messages like Customer Sensitivity, Employee/ Customer Feedback, Training/ Induction, CSR, IT Awareness, Voice of Employee, Employee Motivation etc.

6. **Sales and Marketing Collateral:** Newsletters, brochures, presentations, white papers, case studies, data sheets, POP collateral, posters, etc.

7. **Direct Marketing:** Communicating on a one-on-one basis with your target audience through direct mailers, SMS campaign, telemarketing and other traditional as well as innovative direct marketing tools.

Our promise to you: At TRIGGER, we help clients achieve their targets, and change the rules of the contest, by taking approaches that go beyond the conventional. We work with our clients, right from the idea generation to planning, execution, and change thereon. With a corporate culture based on Creativity and Innovation, we endeavor to practice "something new, something different" everyday, and have established a commendable position in the Entertainment, Media and Communications industry. By digging deep to cultivate a keen understanding of who your customers are and what they value, we're able to help you reach them in a memorable, compelling way. From competitive analysis to customer surveys to positioning, our research and discovery phase is when the right side of our brain meets the left as we gather seeds of data that will germinate into creative solutions. Our approach is informed by our belief that brands are as complex and diverse as people, and should be treated as such. Expressing their unique stories and personalities with authenticity and a sense of joy is at the core of our work.

Mode of Payment: We are amongst the few agencies who offer 'pay-for-performance' model for our professional fees.

<div align="center">*************</div>

Annexure -IV

Student cabinet:

Student discipline and activities are co-ordinated through the Student Cabinet of the College comprising the Head boy, Head Girl, Class Representatives, Contingent leaders and Assistant Contingent leaders. The Cabinet functions under the direction of the Principal, Vice-Principal and other Staff Advisors of the different Associations. It is the responsibility of the College Cabinet to uphold academic standards, aim at excellence in all their activities and programmes, in keeping with the objectives and vision of the College.

The Student cabinet shoulders several responsibilities and organize several programmes individually in their capacity as Secretaries and also as a team. Every year an Orientation programme is organized for the members soon after their induction into the Cabinet to help them set goals and find methods of meeting them, to develop leadership skills and team spirit. Experts who take up the sessions also conduct interactive exercises to boost their confidence and learn to take responsibility.

Student Cabinet

The student cabinet is a very integral part of the college and comprises of a well-knit team of head boy, head girl, CR , CL and ACL, chosen by the Principal and the teachers. Each year on the First week of July the cabinet is sworn in an elaborate investiture ceremony. Each cabinet's term lasts for a year, after which the next team takes over. The cabinet is responsible for the maintenance of discipline and academic standard in the college..

College student cabinet hierarchy

1.   Head Boy
2.   Head Girl
3.   CR of BMM, BMS, IT, CS
4.   CL of BMM, BMS, IT, CS
5.   ACL of BMM, BMS, IT, CS

1.	College cabinet: Faculty Incharge:

Student discipline and academic activities are coordinated through the Student Cabinet of the College comprising the following:

    i.   Head Boy (Morning session)-

    ii.   Head Boy (Afternoon session),

    iii.   Head Girl (Morning session),

    iv.   Head Girl (Afternoon session)

Class representatives:

    i.   FYBMS

    ii.   SYBMS

    iii.   TYBMS

    iv.   FYBMM

    v.   SYBMM

    vi.   TYBMM

    vii.   FYIT

    viii. SYIT

    ix.   SYIT

    x.   TYIT

    xi.   TYIT

    xii.   FYCS

    xiii. SYCS

    xiv. TYCS

CL and ACL of BMM, BMS, IT, CS

    i.   BMM CL

    ii.   BMS CL

The Cabinet functions under the direction of the Principal, AD and coordinators. It is the responsibility of the College Cabinet to uphold academic standards, aim at excellence in all their activities and programmes, in keeping with the objectives and vision of the College.

Coordinators and faculty will nominate all the above mentioned post in the Monday meeting based on the following criteria:

Academic performance. They should be amongst top three

Participation in curricular and extra curricular activities

	Min 90 % attendance
2.	**Responsibilities of the student cabinet:**
	Meet every Saturday for 30 mins discuss the academic progress and the discipline. Give feed back on implementation of code of conduct Feed back on syllabus completion and regularity of lectures. Organize orientation program for the First year student Organize fresher and send off party. Discuss measures to improve the academic standard, Students grooming, and over all discipline. Form and manage various associations and organize curricular activities. Planning the participation of inter collegiate competition Planning and organizing Blitz, Media Mela, Fusion, APT 10 and Tecz Czar Promotional activities in other Junior colleges to promote BMS, BMM, BSc (IT), BSc (CS).
3.	**Duties and responsibilities of the Class Representatives**
	i. Conduct roll-call of the class during every lecture and reports the same to concern coordinator; ii. Supervise 'prep' or self-study iii. Ensures that all the children in the class devote sufficient time for studies in order to improve their own performance as well as academic performance of the class; iv. Reports absentees and sick children to the in charge faculty everyday; v. Ensures cleanliness around his/her class; vi. Maintains good personal conduct and ensures proper discipline in the class;

	vii. Reports to concern faculty in case he/she observes and unusual behavior (such as persistent depression, rebelliousness continued sickness etc.) on the part of any student of the class; viii. Ensure good discipline in the class room and report if any code of conduct is broken; ix. Every CR will maintain the CR register mentioning the major and minor happening of the day. x. Carries-out all other duties assigned by Faculties.
	Role and Responsibility of the Head boy and head girl
	i. Organize weekly meeting and circulate the agenda to all the student cabinet members every Friday. ii. Maintain the Register of the minutes of the college cabinet. iii. Guide CR to effectively implement their responsibilities
	Role and Responsibility of the CL and ACL
	i. Collect the information about all the inter collegiate festival / activities and discuss the participation in the college cabinet ii. Finalize the list of participation for various inter collegiate festival / activities in consultation with the AD and get the principal approval. iii. Attend CL meet. iv. Prepare the report for every inter collegiate festival / activities where our students participated and also submit the list of prize winners to AD.

Annexure -V

Best Practice – I

1) Title of the Practice: **Student Aid for As many needy students as possible**

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 funds be arranged for as many deserving and needy students as possible.

3) The Context: A large number of students are coming from poor economic 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 make them worthy citizens , help the cause of nation building. Students are provided with maximum possible financial aid from within and outside sources and efforts are made to pass this benefit to large number of students.

4) The Practice: Students are given notice in advance about the avenues and various schemes which are available to them for getting financial aid. Application forms along with income proof certificates & copies of other relevant documents are received and processed along with a personal interview of the students, before distributing the aid to the needy students. In some cases where the aid is not sufficient efforts are made to arrange financial aid from outside sources also.

5) Evidence of Success: Institution has always aimed at providing maximum possible support to the students. Many students have benefited from the efforts taken by the institution for providing financial aid and support, Which helped the students in their progression in higher studies and prevented them from discontinuing their studies due to want of funds. The table below shows the funds arranged from various sources by the Institution as financial aid for the needy students:

Class	No' of Students	Amount
Financial support from institution	51	Rs. 104855
Financial support from government	2	RS. 47582
Financial support from other sources	23	Rs. 332250
Total	**76**	**Rs. 484957**

Success of the practice is evident from the fact that a sum of Rs. 4.85 Lacs was arranged and distributed as financial

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 it, but could not get the same.

Arrangement of funds 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.

Best Practice – II

1) **Title:**   **Social Awareness Programmes for Character Building**

2) **Goal (Objective) :**   To imbibe the qualities of good conduct, and high values; to elevate the prominence of education to make the students responsible & respectable citizens of our country.

3) **Context:** In the prevailing environment where there is lot of hatred, negative information, availability of unedited Internet, destruction, misguidance, & misuse of social media, leading to frustration & misguidance among the young generation, the institution aims at not only train them to have commercial & industrial knowledge but also make them sensitive to human values and ethics. The institutions which belongs To Anjuman – I – Islam a trust which is over 100 years old and has been part of great freedom movement, aims at inculcating moral values with specific reference to the Muslim community and overall student community.

4) **The Practice**: The Institute has been in forefront and actively involved in various programs initiated by Government in educating the students about drug abuse, Gender sensitizing programs like Eve teasing, Sexual harassment, etc through **Mumbai Police. The** Institution has organized programs in collaboration with Mumbai police on Drugs abuse, Sexual Harassment of women. It has been a practice of the Institution to actively participate in various programs organized by the Local Police authorities not in college but also in and around the vicinity of the college, to educate the local public about drug abuse, and Eve teasing, Sexual Harassment of women.

5) **Evidence of Success**: Students participate in large numbers in such programs through NSS activities and other initiatives and not only educating themselves but also educate the local community through street plays, Pad Yatras, and other means. This has resulted in awareness amongst the students about drug abuse and Sexual harassment, thereby reducing the occurrence of such events in the college and   preventing the spread of drug abuse, HIV/ Aids, and Sexual harassment of women in and around the college premises.

6). **Problems Encountered & Resources Required:**   Involving NGO's & Local Police 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.

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Annexure VI

SWOC Analysis of Anjuman- I – Islams

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECO -2012-2013

Strengths	Weaknesses	Opportunities	Challenges
1. Providing Education to the first generation learners and those from deprived class 2. Large Capacity for IT Education. 3. Brand Legacy. 4. Qualified & Dedicated Staff. 5. Excellent Infrastructure. 6. Excellent Academic Results 7. Vision & Goal oriented activities. 8. Focus on all round development of students. 9. Efficient Administration support from Anjuman I Islam. 10. Participation in inter collegiate activities. 11. Playground for sporting activities. 12. Emergency Exit during Disaster / Crisis situations. 13. Excellent computer Lab	1. Narrow & long entrance passage. 2. Cannot maintain required area per child. 3. Problems of co-ordination and communication due to more than one institute and large number of staff in the campus. 4. Most students from vernacular medium 5. College in the very congested area. 6. Access road to the college encroached by the unauthorized hawkers 7. Low attendance in class room	1. Rapid favourable changes in the Educational Scenario / Govt. Policies. 2. Growing demand for Quality Schools / Education. 3. Scope for charging fees in case of un-aided programmes/projects. 4. Higher Demand for professional courses. 5. Representations on BOS	1. Coping with the change management. 2. No Govt. Non Salary Grant since 2004. 3. Ecological / Environmental problems like Water logging, Traffic, Pollution, Congestion, Redevelopment etc. 4. Changing demographic profile of parents.