



Anjuman-i-Islam's

AKBAR PEERBHOY COLLEGE OF COMMERCE & ECONOMICS

Website: www.apcollege.in

AQAR-2011-12



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)

2011-12

I. 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/apcaqar1112.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	1 st Cycle	B	-	Jan 2004	Jan 2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR _____ (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR 10-11 (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

(ii) Themes

Growth of Community – Inclusive Growth

2.14 Significant Activities and contributions made by IQAC

IQAC along with other committees was involved in conducting one day National Seminar on Inclusive Growth.

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
Conduct National Seminar Promote Use of ICT	One day National Seminar was conducted on Inclusive growth Purchased Projectors & Laptops

* 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

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-			-
PG	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
19 07	Aided- 14 Unaided-07	05		

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	03	5						19	5
Unaided-07	05	0						07	5

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	8	19	21
Presented papers	4	14	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

	01	
--	----	--

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

65-75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the programme	Total no. of students appeared	Pass %
T.Y.B.COM	366	74.32
T.Y.B.MS	47	71.74
T.Y.B.M.M	33	90.00
T.Y.B.Sc.(IT)	55	55.56
T.Y.B.S.c.(COMP.SCI)	48	62.50

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 lectures/seminars are initiated for teachers and students
- Principal's meet with DR and students council students regularly

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
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	21	07		
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	2	5	
e-Journals			
Conference proceedings		4	

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 <i>(other than compulsory by the University)</i>				
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		01			02
Sponsoring agencies		Mgt			Mgt

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
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 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	<input type="text" value="11"/>	College forum	<input type="text" value="14"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="25"/>	Any other <input type="text"/>

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 and 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 organising 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.	02	03 – Projector	College and UGC Fund	05	--
	02	02 – Laptop		04	--
	--	01 – TCT LCD		01	--
	10	01 - Quick Heal (10 users)		10	01 (10 User Expired)
	--	16 – CCTV Camers		16	--
	--	01 – DVR		01	--
	--	01 – CopyPrinter DX2430		01	--
	--	12 – Steel Cabinet (Lib.)		12	--
Value of the equipment purchased during the year (Rs. In Lakhs)	--	Sr. No. 1 to 4: 141700 CCTV: 53808 CopyPrinter : 149516 Steel Cabinet: 208125	College and UGC Fund	553149	
Others (Printers & Furniture)	--	Printer (HP1020) : 6500 Furniture : 87221	College Fund	93721	

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 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 01 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)	6470	4584320	238	57113	6708	4641433
Reference Books	15007	8953998	62	30816	15069	8984814
E-Books	--	--	--	--	--	--
Journals	54	52846	03	6730	57	59576
E-journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)						
1) Book Bank	734	1529453	312	140817	1046	1670270

4.4 Technology up gradation (overall)

	Total Computers	Computers Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	127	91	118	04	02	06	120	05
Added	-	-	-	-	-	-	-	-
Total	127	91	107	04	02	06	120	05

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

- ✓ The Entire College premises are under **CCTV SURVEILLANCE**.
- ✓ All the computers in Computers in Lab1, Lab2, Lab3 and Electronic Lab are fully internet and LAN connections
- ✓ 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	1,59,757.00
ii. Campus Infrastructure and facilities	3,50,887.00
iii. Equipments	5,53,149.00
iv. Others (Printers)	93,721.00
Total `	11,57,514.00

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 result 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
1991	72	NIL	227

(b) No. of students outside the state

28

(c) No. of international students

NIL

Men	No	%	Women	No	%
	1559	76		404	24

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2023	2	NIL	15	NIL	2040	2048	02	01	12	NIL	2063

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 counselling and career guidance

Basic certification course in computer for skill improvement for T. Y. B. Com by Prof. Hemanth Jonnala.
Accounts association organized a guidance lecture on company secretariat.
Career festival program organized .
Industrial visit of B. Sc. IT, BMM, BMS and B. Sc. CS students
Student's entrepreneurship program.
Paper presentation by faculty members on personality development and changing job scenario.
Workshop on java and oracle integration and advance java
Placement program with panoramic advance java.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	120	21	33

5.8 Details of gender sensitization programmes

1. Thalesma and hemoglobin checkup camp for Girls
2. Awareness program on the "Role of College women Development Cell" to highlight the female oriented welfare programs and mechanism to prevent sexual harassment.
3. NSS conducted a Thelisma and hemoglobin check-up camp for female students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	1,57,578
Financial support from government	8	1,67,832
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

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

6.2 Does the Institution has a management Information System

A pilot study is done to identify the various modules of MIS required and vendors have been already Identified. Meanwhile an In house developed MIS is been used.

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)

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

6.3.1 Curriculum Development

- a. We have 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, Bachelor in Mass Media.
- b. From Current academic year we have started Certificate course in Basic English speaking with Prof Haya Shaikh as Incharge.
- c. Feedback obtained by Faculty members from students, Peers and Industry are passed on to the Dean Faculty of Commerce / concerned Board of Studies for review and further discussion.

6.3.2 Teaching and Learning

- a. Faculty are well-versed with the use of ICT in the teaching and learning process.
- b. As a part of curriculum students of the college are required to undertake projects, industrial visits, seminars etc.
- c. Students have open access to computer labs which are fully equipped with broadband connectivity. They also have open access to digital library.
- d. Case study methods of teaching are adopted by teachers in order to enable the students analyze and interpret the actual problems faced by corporate sector.
- e. Students are taken to field visits to various institutions like NSE, BSE, RBI, News rooms, Television production house and Printing Presses to teach them the practical conditions prevailing in the industries.
- f. 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.
- g. Before the students appear at Final year University Examination, they have to sit for preparatory examination held by the college.
- h. Internal tests are conducted to evaluate the students and the schedule of tests is incorporated in the academic calendar itself.
- i. 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.
- j. Book bank facilities are provided to the students
- k. Weekly examination are conducted for final year students of all programs
- l. Students are guided, motivated and coached to participated in slew of intercollegiate initiatives and festivals to get the exposure.

6.3.3 Examination and Evaluation

- a. As an affiliate institution of the University of Mumbai, the college follows the examination system set out by the University.
- b. The examination committee of the college prepared the schedule of all the examinations to be conducted during the year in the beginning of the academic session which enables the faculty and students to plan their teaching and learning schedules.
- c. Question papers set by new Faculty are vetted by Senior Faculty to ensure they adhere to standards.
- d. Revaluation and moderation of the examination papers are done as per the University rules and regulations.
- e. The students are sensitized well in advance on the consequences of using unfair means.
- f. 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. College regularly conducts various examination for final year students for various courses offered by University of Mumbai.
- c. Question papers for internal evaluation are prepared by staff members of respective subjects, under the guidance of Head of Departments.
- d. 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.
- e. 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. Library system in the whole campus is linked (LAN). 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. Orientation and training programmes are periodically organised for new recruits.
- b. Staff are working in various academic and administrative committees
- c. Student Aid Fund: This year we have disbursed Rs 155065 towards payment of Fees.
- d. Total Number of Students benefitted : 31
- e. Employees credit society disbursed loan at zero interest to non teaching staff.
- f. Registrations Fees for attending workshop, seminar and Conference are reimbursed by the College.
- 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.

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) 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 is an open door policy 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	<ol style="list-style-type: none">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	<ol style="list-style-type: none">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 Leaveg. Fee concessions to staff wards

Students	<ul style="list-style-type: none"> 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 haemoglobin levels are checked g. There is a doctor on call in case of emergencies. h. College gymkhana is there for indoor and outdoor games.
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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. Communications improvement and skills development Cell (CISDC) for Unaided section:

At Akbar Peerbhoy College of Commerce & Eco a large number of students are from vernacular medium with very poor communication skills in English. To help them in improving their basic spoken, written and reading skills we have launched an exclusive Cell for Communication and Skills Development.

1. VISION: To help students to improve their basic communication and IT skills

2. MISSION: To design and implement the cost effective customized course / programme for effective communication and IT skills.

Objectives:

- Design simple modules for English speaking, writing and reading for vernacular medium students
- Give them practical exposure in English speaking, writing and reading
- Provide them with basic material for English speaking, writing and reading
- Give them enough practical exposure to basic usage of information technology

Details given in Annexure -III

B. Self paced Tutorials a pilot project for unaided section:

At Akbar Peerbhoy college of Commerce & eco we launched several Self-paced tutorials and instructional program that provides step by step information in presenting a concept or learning unit. Computer based tutorials are used with interactive methods such as hyperlinks, and audio and visual presentation of the subject matter, and provide feedback through question-answer exercises.

Self-paced instruction is any kind of instruction that proceeds based on learner response. The content itself can be curriculum, corporate training, technical tutorials, or any other subject that does not require the immediate response of an instructor. Self-paced instruction is constructed in such a way that the learner proceeds from one topic or segment to the next at his/her own speed. This type of instruction is becoming increasingly popular as the education world shifts from the classroom to the internet

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 conduct of all the academic activities
b. Career Guidance Lecture	Our faculty and students visited Ten 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	<p>College organises Intercollegiate festivals.</p> <ol style="list-style-type: none"> 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. <p>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 1200 to 1300 students from across 40 colleges participate every year. The events is combination of various competition based on skills and presentation</p>

g. AP T10	An intercollegiate 10 over cricket competition was organised 14 teams participated.
Tree plantation Drive	This year NSS launched aggressive tree plantation drive within and outside the college.
i. YES I CAN HELP	<p>Every year we identify one social issue and motivate each student to purchase and post Five postcards to their relatives or contacts. Students.</p> <p>Total Post card posted: 3050</p> <p>The THEME FOR THE CURRENT YEAR WAS :</p> <p>DO NOT LITTER</p>

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

<p>I) Student Aid for As many needy students as possible</p> <p>II) Book Bank Scheme for large number of students</p> <p>Details given in Annexure - V</p>

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

7.4 Contribution to environmental awareness / protection

<p>a. For 9th Year running our students launched eco-friendly Bakra-eid: Our students launched multi media campaign and padyatra in 12 Muslim Majority Neighborhood.</p> <p>b. Energy conservation measures for reducing consumption of energy undertaken and all air-conditions are set at 25* C</p> <p>c. We conducted audit of our electricity consumption and reduced tube light by 25 % by changing our windows and making it broader so that they allow natural sunlight.</p>

7.5 Whether environmental audit was conducted?

Yes

No

☐
☒

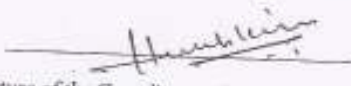
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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.


7.7. Plans of institution for next year

- a. To make campus more Gender sensitive
- b. To conserve water
- c. To promote use of ICT
- d. To strengthen Alumni interface
- e. To increase interface with industry

Name Prof. J. Hamanli Kumar


Signature of the Coordinator, IQAC

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


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 – 2011-2012

<u>Month / Date</u>	<u>Name of the event</u>	<u>Event in AVc /Audi</u>	<u>HOD / Chairperson</u>
13 th June 11	College Re-opens		
13 th June 11	Presentation on -Credit Based Grading System	Staff room	Exam Comm
6 th July 11	Islam in Pluralistic Society – Seminar at College level	Staff Room	Forum for Intellectual Development
2 nd Aug 11	Inauguration of College Audi - Hon MP Sri. Milind Deora	College Audi	
15 th Aug 11	Independence Day Celebration	College Campus/Ground	NSS Unit
18 th Aug 11	IQAC – Meeting	Staff Room	IQAC
14 th Sept 11	PTA – B. Com	Room No 1	PTA
16 th Sep 11	Anti-Honking Rally – BMM	Nagpada	BMM
22 nd Sept 11	Elocution competition – Corruption	College Audi	English Dept
22 nd Sept 11	Pen your Thoughts –Essay writing	College Audi	Prof. Hanif Lakdawala
24 th Sept 11	DR's Meeting Principal – feedback	Principals Chamber	Prof. Samir Naik
1 st Oct 11	Sem – I & III Exams		Exam Committee
	Diwali Vacations – begins		
	College Re-opens		
26 th Nov 2011	<u>One day National Seminar on- INCLUSIVE GROWTH AND MINORITIES OF INDIA</u>	College Audi	Dr. Rahmatullah
1 st Dec 2011	Annual Sports Meet	Xaviers Ground	Gymkhana Committee
19 th Dec 11	Blood Donation Camp	Room No 1	NSS – Unit

<u>Month / Date</u>	<u>Name of the event</u>	<u>Event in AVc /Audi</u>	<u>HOD / Chairperson</u>
21st to 24 Dec 2011	a) Jashn e Anjuman b) Seerat Inter Collegiate Elocution c) Annual Inter Collegiate – Bait Bazi competition	College Auditorium College Campus	Cultural / Seerat Committee
26th Dec 11	Winter Break		
2nd Jan 12	College Reopens		
24th Jan 12	PTA – BSC/BMM/BMS	Room No: 1	PTA
25th Jan 12	TECH CZAR – Inter collegiate program for BSC (CS)	College campus	BSC (CS)
26th Jan 12	Republic Day Celebrations	College Campus	NSS
31st Jan 12	Stigma – Discrimination – HIV awareness programmes	Room No 1	NSS – Unit
4th Feb 2012	FUSION – Inter collegiate programme for BMS	College Campus	BMS
11th Feb 2012	JAM – Inter collegiate program for BMM	College Campus	BMM
28th Feb – 20th March 2012	II & IV Sem End Exams		Exam Comm
30th March 2012	Placement Drive –Panorama group of companies		BMS

Annexure-II – Analysis of Feedback Form

Feedback of TY BMM Students -2011-12				
Sr.No	Overall Infrastructure	Teaching Faculty	Co-op from supporting staff	Others
1	4	4	3	3
2	3	4	4	4
3	4	4	3	3
4	4	3	4	3
5	3	4	3	3
6	4	4	3	3
7	4	4	4	3
8	3	4	3	3
9	4	4	4	3
10	3	4	4	3
11	4	5	3	3
12	3	4	4	3
13	5	5	3	3
14	3	4	4	3
15	4	4	4	3
AVG	3.67	4.07	3.53	3.07

Feed back from students of TY BMM 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 are very happy with the faculty of the college.

Annexure-III

Communications improvement and skills development (CISD)

At Akbar Peerbhoy College of Commerce & Eco a large number of students are from vernacular medium with very poor communication skills in English. To help them in improving their basic spoken, written and reading skills we have launched an exclusive Research center for communication and skills development.

1. VISION: To help students to improve their basic communication and IT skills
2. MISSION: To design and implement the cost effective customized course / programme for effective communication and IT skills.

Objectives:

- a. Design simple modules for English speaking, writing and reading for vernacular medium students
- b. Give them practical exposure in English speaking, writing and reading
- c. Provide them with basic material for English speaking, writing and reading
- d. Give them enough practical exposure to basic usage of information technology

Certificate in Business Communications and Corporate Grooming

Overview:

Written and verbal communication skills are vital to success in business. Whether you operate your own company, work for someone else, plan to seek employment, or want to start your own business in the future, you need to understand your audience and how to effectively reach them.

Business Communications provides an in-depth study of verbal and non-verbal communications. It introduces techniques for choosing the right format, tone, and message for diverse audiences as well as the most appropriate way to deliver the message. It also identifies the barriers that can prevent the message from being received or acted upon in the way you intended and how to handle matters when they do not go as planned.

Just studying the theory behind communications is no substitute for actually communicating. Each week, you will apply the lessons learned in simulated real-life situations and interactive exercises. You will work with your classmates to identify your strengths and weaknesses, and learn how to deliver and accept both compliments and practical assessments of your skills. This will allow you to improve and develop confidence in the relative privacy of the online classroom.

By the end of the course, you will be able to:

- Draft, edit, and proofread written messages in a variety of business document formats.
- Create videos and both perform self-analysis as well as give and receive constructive criticism on your mastery of non-verbal and verbal skills.

- Work in teams and examine the challenges of communicating through different channels, languages, cultures, schedules, and time zones.
- Learn how to make a great first impression.
- Develop techniques for resume writing, and interviewing techniques
- Learn working skills of MS word, MS Excel, MS Powerpoint, MIS

Duration: Four Months:

Hours: 96

Time: Twice a week between 3.00pm to 6.00pm

Fees: Free of Cost

Module1: Fundamentals of Business Communication Skills

Objectives:

1. To understand the concept, process and importance of communication.
2. To gain knowledge of media of communication.
3. To develop skills of effective communication - both written and oral.
4. To help students to acquaint with application of communication skills in the business world.

	Subject	Topics	No of hours
Unit 1	Introduction to Communication	Meaning and Definition - Process - Functions - Objectives - Importance - Essentials of good communication - Communication barriers - Overcoming communication barriers	4
Unit 2	Types of Communication	Written - Oral - Face-to-face - Silence -	4
Unit 3	Business Letters	Need and functions of business letters - Planning & layout of business letter - Kinds of business letters - Essentials of effective correspondence –	4

Unit 4	Drafting of business letters	Enquiries and replies - Placing and fulfilling orders - Complaints and follow-up - Sales letters - Circular letters - Application for employment and resume - Report writing - Notices, Agenda and Minutes of the Meetings – Memos	12
Unit 5	Oral Communication	Meaning, nature and scope - Principles of effective oral communication - Techniques of effective speech - Media of oral communication (Face-to-face conversation - Teleconferences - Press Conference – Demonstration - Radio Recording - Dictaphone – Meetings - Rumor - Demonstration and Dramatisation - Public address system - Grapevine - Group Discussion – Oral report - Closed circuit TV). The art of listening - Principles of good listening.	6
		Total	30

Module 2: Fundamentals of Business Communication Skills

Objectives:

1. Developing an art of creating first impressions
2. Mastering the techniques of using non verbal communications for effective communications
3. Preparing an effective resume and learning the skills for appearing for job interviews.
4. Developing an art for communicating with clients.

	Subject	Topics	No of hours
Unit 1	Business Communications	First Impressions, connecting with the Audience, Communication Channels, 9 Rules of Effective Communication	4
Unit 2	Nonverbal Communication	Nonverbal Cues, Physical Appearance, Paralanguage—How the Voice Communicates, Kinesics, Eye Contact, Posture, Gestures, Image, Proxemics, Intrapersonal communication.	12
Unit 3	Listening skills	Differences between the hearing process and the listening process, different types of listening, their purposes, and their role in communication, barriers to effective listening.	4
Unit 4	Resume writing	Components of a professional resume, best-practice techniques for creating a professional resume, how to draft and produce a professional resume for both print and virtual distribution (through email), main function of a cover letter, how to develop an effective cover letter to accompany a resume, effective language	6

		and keywords to use in a professional resume or cover letter.	
Unit 5	Preparing for job interview	What is a job interview?, Types of Interviews, Stress Interview, Behavioral Interview, Sequential Interviews, Panel Interview, Group Interviews, The Interview Process, preparation for interview, employer research.	8
Unit 6	Communicating with Clients and Customers	Customer Service, Protocols, Conversations, how to identify the grief stages, How to tailor your response appropriately, Key phrases for every situation, What NOT to say, Understand the psychology.	8
			42

Module 3: The Basic Computer skills in Business

Objectives:

1. Provide an introduction to the role of computers and other information technologies in business.
2. An introduction to two of the most widely used presentation and spreadsheet packages: PowerPoint and Microsoft Excel. Demonstrate the skills in the appropriate use of various features of the spread sheet package MS Excel and also to create useful spreadsheet applications like tabulated statements, balance sheets, statistical charts, business statements, etc.
3. Draw graphical pictures, flow charts, block diagrams etc., using the drawing tools available in MS Word or MS Power Point and incorporate them into documents and presentations
4. To help students understand the application of **MIS in business**

	Subject	Topics	No of hours
Unit 1	Working with MS Word	Introduction to MS word, Formatting Documents, Setting Page Style, Setting Document Styles, Creating Tables, Tools, Printing MS word.	6
Unit 2	Working with MS EXCEL	Introduction to MS EXCEL, Working with Spreadsheets, Formatting Spreadsheets, Working with sheet, Creating Charts, Using Tools, Printing worksheet.	6
Unit 3	Working with PowerPoint	Introduction to Powerpoint, creating a presentation, formatting a presentation, adding graphics to a presentation, adding effects to a presentation, printing handouts.	6
Unit 4	Management Information System	Role of Management Information System in Business, Concepts of Management Information System, Information Requirements for modern business, Objectives of MIS, Types of MIS, Role of MIS in improving decision.	6
			24

Self paced Tutorials

At Akbar Peerbhoy college of Commerce & eco we launched seven Self-paced tutorials and instructional program that provides step by step information in presenting a concept or learning unit. Computer based tutorials are used with interactive methods such as hyperlinks, and audio and visual presentation of the subject matter, and provide feedback through question-answer exercises. Self-paced instruction is any kind of instruction that proceeds based on learner response. The content itself can be curriculum, corporate training, technical tutorials, or any other subject that does not require the immediate response of an instructor. Self-paced instruction is constructed in such a way that the learner proceeds from one topic or segment to the next at his/her own speed. This type of instruction is becoming increasingly popular as the education world shifts from the classroom to the internet.

Definition

Self-Paced Learning - Education in which the learner studies at their own pace without a fixed starting date or regularly scheduled assignment completion dates in common with other students enrolled in the same program, however there may be a fixed completion timeframe.

Pedagogy

- Allows different learning styles
- 24/7 access
- Review as needed

Implications for Instructions

- Prepare for upcoming lectures
- Supplement existing course material
- Online distribution of lectures
- Address missed lectures
- Anytime/anywhere instruction
- Site visits to remote locations
- Interview with experts
- Allow students to contribute their own content

Process Self-paced Tutorials

1. Student has to filled the self tutorial form
2. Student are handed over the entire self study material
3. Exam are conducted every semester
4. Certificate is awarded is students clear the exam

We have following **Self-paced Tutorials**

1. **Basic Computer & Journalism**
2. **Digital advertising and marketing**
3. **Basic computer languages & Basic English**
4. **Direct and interactive marketing**
5. **Sales and persuasion**

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	35	Rs. 1,57,578
Financial support from government	8	Rs. 1,67,832
Financial support from other sources	17	Rs. 1,96,590
Total	60	Rs. 522000

Success of the practice is evident from the fact that a sum of Rs. 5.22 Lacs was arranged and distributed as financial aid for needy students.

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 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 scrutinised 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 2011-12

Class	No' of Students	Number of books per student	Total Books
F Y B Com	230	08	1840
S Y B Com	177	06	1062
T Y B Com	153	13	1989
Others - Class	14	5	24

A total of 4970 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.
