

SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

ANJUMAN-I-ISLAM'S AKBAR PEERBHOY COLLEGE OF COMMERCE AND ECONOMICS

MAULANA SHAUKATALI ROAD, TWO TANKS, GRANT ROAD,
400008
www.apcollege.in

SSR SUBMITTED DATE: 19-01-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Anjuman-I-Islam's Akbar Peerbhoy College was established to cater to those under privileged sections of the society who are deprived of even basic necessities of life and who are basically from very poor economic & academic back ground. We promote education of international standards amongst these under privileged sections, in response to the changing global needs, keeping in line with National objectives and Mission & Vision of our founders.

Today's youth needs secular, liberal, progressive and sensitive education as we find a serious dearth in moral & national values amongst the present generation. In this direction the core values are revisited time and again so as to increase respect for a pluralistic and multicultural outlook which forms the base of a healthy society. We aim to produce good citizens, who will work towards national development and form the basis of the growth that the nation needs.

Vision

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

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Our vision and mission statement is compatible with National vision ,core value of NAAC and need of time
- Privileged to be under the management and leadership of Anjuman-I-Islam trust which has more than 100 years of existence & experience and over 85 educational institutions under its belt. A trust which works for the inclusive growth of India .
- Location of our college gives a social edge & aids to the achievement of our vision. It is surrounded by economically, academically & socially backward / neglected class.
- Qualified & dedicated staff-providing education to FIRST GENERATION LEARNERS –catering to the

cause of Nation building.

- Visible students progression – academically low performers converted in to 1st class graduates at university level. Average students strengthened to become professionals like C.A,C.S& I.T
- Financial impetus to the economically weak students through Students Aid Fund arranged through various internal & external sources .
- Book bank facility to large No. of students
- Focus on imparting ethical, moral & environmental values to the students.
- Highlighting the activities of the institution through local Newspaper & dailies thereby increasing the participation of local area and community.
- Institutional social responsibility - Active involvement through adoption & developing the surrounding communities through NSS activities .
- Responsible & participating Alumni.
- An interactive Website linked to the college android APP.

Institutional Weakness

- Scarcity of space & paucity of funds restricted physical expansion and also hamper research culture among faculty & students.
- Abnormally high students-teacher ratio hampers effective interaction
- Majority of students are 1st generation learners from vernacular medium.
- Being aided & affiliated college, we have limited academic & administrative freedom.

Institutional Opportunity

College being located in minority dominated area ,it provides huge opportunity to contribute to higher education among the minority community & thus contribute towards National development. Other Opportunities also include:

- **Credit based grading & semester system** has made students more regular. It also provides wider choice to the students.
- Has huge scope to promote Higher education, among the Minority community & back ward communities due to proximity to their settlements
- Scope to add more Courses to meet the demands of the learners & International Linkages.
- Representations on BOS for developing the curriculum
- Advent of ICT has motivated teachers to make use of innovative technology (e.g. Smart boards) to make lectures interactive

Encourage students to learn and earn culture as many of them have to support their families for survival which also helps them to gain work experience.

Institutional Challenge

- Deprived of Non-salary grant since 2004 operational cost of maintaining an educational Institution has increase threefold funds generated through fee collected inadequate which poses a major challenge.
- Competition from various professional courses & colleges has reduced the demand for traditional aided

programmes like B.Com.

- Changing demographic profile of parents & migration of families to the suburbs and preference to pursue courses/self financing courses near to their settlements has become a major challenge for the college to attract large number of girl students.
- To improve upon the infrastructural & other facilities to the learners.
- To reduce the dropout ratio specially among the minority communities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Akbar Peerbhoy College of Commerce & Economics is affiliated to the university of Mumbai and has to adopt to the curriculum framed and prescribed by them from time to time. Some of the senior faculty members are on the board of studies who are constantly involved in the development and up gradation of Curriculum. Our faculty members who attend pre implementation workshops of the new syllabus suggest and help the peer groups who are elected members of Board of studies in different disciplines. Basic curriculum is well supported by supplementary certificates and add courses.

Departmental meetings are held regularly to ensure effective delivery of curriculum. Syllabus allocation and teaching plans semester wise are prepared well in advance. Cross cutting issues relating to gender, environment, and human values are comprehensively covered through out the academic year through a wide variety of activities conducted by well established committees, like we gender issues by CWDC, environmental issues by NSS values and ethics by Seerat-un-Nabi inter collegiate elocution competition.

Stakeholders such as parents,. Alumni are kept aware of the curriculum through regular parent teachers meetings and notifications on the college website. This being a Muslim Minority College catering to those students, whose parents are either illiterates or high school dropouts, the local Urdu Press/Media is effectively used by the college to keep them abreast of the changes in the field of higher education.

Teaching-learning and Evaluation

Last 5 years have seen two thousand students on an average coming from diverse backgrounds and few of them hailing from various states of India. Nearly 1200 students are from reserved category i.e. Muslim Minority.

At the entry level slow learners are identified, who dominate in numbers. Analysis reveals that more than 30% students admitted are either repeaters or pass class, as against a meager 10% inputs who can be categorized as advanced learners in our scenario. Extra lectures, remedial lectures and continuous mentoring are methods to help them academically. Advanced learners though very small in numbers are given intensive coaching for meritorious performance. Field visit programs such as visit to BSE stock exchange, Jail visits & industrial visits are great learning experience. Innovative teaching techniques like use of college android APP, and College website exhibits our strong desire to adopt ICT as a modern means for dissemination of information. Extension activities of NSS are commendable in sensitizing our students to the social requirements. Annual Jashn-e-Anjuman is organized by the students which develops organizing abilities of the students.

It is a matter of praise and eulogy that the academically backward students have been churned into graduates, post graduates, professionals in the fields of accountancy(CA's) business administration (MBA) and IT. Our

effective teaching learning methods have inspired many to take up the noble profession of teaching(formal /informal specially girls) and eventually carry forward the noble and Core values imparted by us to the next generation.

Research, Innovations and Extension

The fact that our college has an active research cell, and is also recognized as a PhD center shows our endeavor to excel in the area of research. Two our professors are recognized as research guides in the field of commerce and statistics. A well equipped library along with ICT enabled cell is a great facilitator for research. Faculties are encouraged to undertake minor and major research projects. Our faculty members have to their credit numerous paper published in UGC recognized journals. Many have actively participated and presented papers at various state national and international seminars.

Our NSS unit is very active and vibrant. Its efforts have been recognized by the University and various NGO, testimony of which is that our college NSS coordinator is designated as area coordinator having 12 colleges under his direct supervision. Our NSS unit is adopted the neighboring kamatipura (popular Red Light) area to create awareness about HIV/AIDS . Red Ribbon day, anti drug campaign, gender equality programmes, Malaria prevention are some of the other successful programs. Our college is a social partner to one of the asia;s biggest hospital i.e. JJ hospital. We conduct regular blood donation drives and thalesima awareness drives in collaboration with JJ hospital. All the above programs has helped the students to become socially responsible citizens.

Infrastructure and Learning Resources

Our college has periodically updates the various infrastructure facilities within the college premise. Though space remain great hindrance in Mumbai, continuous efforts are made to utilize space in the most optimum level. .The building has 25 well lit & airy classroom, out of which 7 classrooms are equipped with overhead LCD projectors, besides classroom, we have an air conditioned auditorium at the ground floor, which is also used as seminar hall at various occasions.

We have 3 technology enabled learning classes which is made available to all the students. For practical purpose internet facility is available to all free of cost.

Our college ground has multiple uses. Open space is utilized for conducting outdoor games. College ground with the backdrop of the auditorium is used for Jashn-e Anjuman and inter-collegiate Seerat elocution competition.

In view of safety of students community and physical assets the entire college premises is under surveillance of CCTV. Water cooler with water purifier have been installed for providing safe and pure drinking water. The ladies common room provides necessary personal space for lady students of the college.

Canteen facilities are provided in college premises with variety of eatables at subsidized rate under hygiene condition. One of our strength lies in our library. The college has an excellent computerized library richly equipped with books / journals & periodical .The library cum reading room remains open daily from 7.00 to 5.00 p.m . during the examination period library is open on sundays and public holidays with extended time.

Student Support and Progression

Since large number of our students are from economically poor back ground large number of students are forced to earn in order to support their education as well as families, while they are learning. Institution is alive to the needs of these students and provides STUDENT AID FUND generated internally and through various other external sources, to such needy students. Our college also has a book bank facility, just like any other college, but the unique part of our book bank facility is that this facility is made available to a large number of students.

There is no discrimination on the basis of religion, though it is religious minority institution, equal opportunities are made available to employees and learners of other religions as well making it the symbol of secularism & national integration.

.Alumni's contribution in developing and helping the Institution is quite praise worthy, as some of the LCD monitors, uniforms & shoes of the supporting staff are generously sponsored by them. Annual Cultural festival like Jashn-E- Anjuman is another major area of alumni involvement..

The college believes in providing the students with opportunities to improve upon their skills and all round development. The college hosts several inter-collegiate programs like TECH CZAR, MEDIA MELA, FUSION etc, inviting quality participation by bringing together some of the brightest minds of the city. Through such events, the college aims to develop the need for practical applications of academic learning in its students, and helps in developing their communication skills.

Governance, Leadership and Management

The management of Anjuman-i-Islam is highly progressive, active, supportive & co-operative. It believes in democratic & decentralized governance system. Decisions are taken at HO after detailed discussion & deliberation. On all levels management is highly participative.

In all major areas like planning & development, administrative F&A, admission & examination we have gone digital. Meetings are regularly held and minutes are recorded & documented. Major welfare schemes are available for teaching & non-teaching staff including timely salary, emergency & festival funds for non-teaching staff. Our management provides reimbursement to attend conferences & workshop. By rotation, faculty members are encouraged to attend orientation, refresher & short term course.

Performance appraisal system is well placed. Students feedback forms are analyzed and necessary action taken.. At end of academic year, self-appraisal form are filled by individual faculty members stating their contributions in teaching, learning, extension & research work.

Anjuman-I-Islam has a strong team of internal auditor;& external audit . Our college has well-established IQAC whose contribution is substantial & visible. Its effect can be seen in teaching, learning, infrastructure & research and administration.

AP college has endeavored to fulfill recommendation of NAAC peer team

1. By making full time appointment as per UGC qualification.
2. Research has been encouraged, college is recognized as research center two professors are research guides
3. College has started B.Sc (CS) M.Sc (IT) thereby utilizing the computer facilities.

College has organized various industrial visits and inter-collegiate program to increase continuous with students of other college.

Institutional Values and Best Practices

A p college cherish and upholds human values and equity. The college is highly gender sensitive. To promote gender equality various programs are regularly organised, some of which are with the help of NGO. These programs involves 100 percent students participation. Our college was prompt in setting an internal complaint committee. Numerous steps to create an awareness of this committee was undertaken.

The CWDC is a perpetual counselor of girl students. We have a separate ladies common room with a full time lady attendant. Our waste management policy is eco friendly . Our waste is segregated into wet and dry and properly disposed. Office waste is recycled in rough note books. file covers converted into greeting cards. To follow healthy green practises the college encourages students and staff to use public transport facility. green plantation initiatives is an annual feature of NSS and EVS dept. We try to keep our campus free from plastic cups and plates

To imbibe the values of our national heros, birth anniversaries is celebrated ,their contribution highlighted and students urged to emulate these great souls. Our college has various best practices. But one which is rare and noticeable is eco friendly bakro eid campaign. Our college is surrounded by Muslim area. Our students create an awareness how to maintain cleanliness pre and post eid.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Anjuman-i-islam's Akbar Peerbhoy College Of Commerce And Economics
Address	Maulana Shaukatali Road, Two Tanks, Grant Road,
City	Mumbai
State	Maharashtra
Pin	400008
Website	www.apcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Shaikh Mehmood Hasan	022-23083405	9820873063	022-23063587	apcce_college@yahoo.co.in
IQAC Coordinator	J. Hemanth Kumar	022-23074122	9324553100	-	apciqac@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-01-1969			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date			
2f of UGC	08-09-2016			
12B of UGC	08-09-2016			
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Maulana Shaukatali Road, Two Tanks, Grant Road,	Urban	0.5	24666

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BMS,Commerce	36	HSC	English	72	64
UG	BSc,Commerce	36	HSC	English	36	25
UG	BCom,Commerce	36	HSC	English	600	540
UG	BSc,Commerce	36	HSC	English	120	44
UG	BA (Journalism),Commerce	36	HSC	English	60	25
PG	MCom,Commerce	24	BCom	English	60	56
PG	MSc,Commerce	24	BScIT	English	20	18
Doctoral (Ph.D)	PhD or DPhil,Commerce	24	MCom	English	8	7

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				18			
Recruited	1	0	0	1	2	0	0	2	10	4	0	14
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				7			
Recruited	0	0	0	0	0	0	0	0	4	3	0	7
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						27
Recruited	12		1		0	13
Yet to Recruit						14
Sanctioned by the Management/Society or Other Authorized Bodies						10
Recruited	8		2		0	10
Yet to Recruit						0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	0	0	3	1	0	6
M.Phil.	0	0	0	1	0	0	2	3	0	6
PG	0	0	0	0	0	0	5	0	0	5

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	3	0	7

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	3	0	5

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	29		18		47

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	5	0	0	0	5
	Female	3	0	0	0	3
	Others	0	0	0	0	0
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	1377	0	0	0	1377
	Female	338	0	0	0	338
	Others	0	0	0	0	0
PG	Male	67	0	0	0	67
	Female	65	0	0	0	65
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	3	1	1	1
	Female	0	1	0	0
	Others	0	0	0	0
General	Male	1535	1618	1495	1420
	Female	471	486	469	465
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2009	2106	1965	1886

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 8

Number of self-financed Programmes offered by college

Response : 7

Number of new programmes introduced in the college during the last five years

Response : 1

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2009	2098	1962	1886	1990

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1244	1244	1232	1232	1232

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
546	538	495	629	603

Total number of outgoing / final year students

Response : 2487

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
65	58	56	65	59

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	25	24	25	25

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	25	25	25	25

Total experience of full-time teachers**Response : 252****Number of teachers recognized as guides during the last five years****Response : 2****Number of full time teachers worked in the institution during the last 5 years****Response : 25****3.4 Institution****Total number of classrooms and seminar halls****Response : 17****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
66.39	110.05	80.88	59.75	50.44

Number of computers

Response : 190

Unit cost of education including the salary component(INR in Lakhs)

Response : 19375

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 3305

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

To ensure effective curriculum delivery the following measures are adopted by the college:

- 1.Regular departmental meetings are held to discuss and deliberate the effective delivery of the curriculum
- 2.Students are counseled to make the right choices from the optional courses wherever available
- 3.Faculty members are encouraged to attend workshops and seminars organized by the respective board or studies for better understanding of the objectives of the Courses concerned for its effective implementation.
- 4.Latest edition of the revised syllabus books are purchased and made available to the teachers and learners.
5. Students are encouraged to visit library regularly to get enriched with high quality of books.
- 6.Internet facility is made available to all the students free of cost to enable them to access E-Libraries.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	1	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 4.03

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Any additional information	View Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 25

1.2.1.1 How many new courses are introduced within the last five years

Response: 2

File Description	Document
Details of the new courses introduced	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 87.5

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 7

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 0.8

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	15	15	15	19

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

Akbar Peerbhoy College has established committees to take care of these diverse but socially relevant issues. These committees are responsible for spreading the message social relevance, by organizing

programmes like debates, seminars, workshops and discussions.

Some of the programmes organised by CWDC and other departments to integrate the cross cutting issues are:

1. Self Defence mechanism for Female Child on 13/9/14 by CWDC
2. Exhibition on “Be Environmental Friendly” on 3/9/14 by EVS
3. Go Green on 3/7/13 by NSS
4. Tally ERP – Accountancy Software on 3/01/13 by Accountancy Dept
5. Woman’s Safety & Defence by Mumbai Police on 9/1/13
6. Rally on Hiroshima & Nagasika by NSS unit on 6/8/10
7. Debate on Demonetisation was organised for the students, where final year students took active part

NSS unit of our college has organized several programmes on burning social issues like HIV & AIDS etc.

ICT tools are used by departments as an integral part of teaching.

Subjects or Courses like Foundation Course, Environmental studies deal with Socially relevant issues and Issues pertaining to Environment. College integrates these Curriculum oriented subjects into various programmes Workshops on Rain water harvesting, and other programmes like Tree plantation within the college premises.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 18.86**1.3.3.1 Number of students undertaking field projects or internships****Response:** 379

File Description	Document
Institutional data in prescribed format	View Document
List of students enrolled	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** C. Any 2 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected**

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.44

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	27	40	39	24

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 81.04

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2009	2098	1965	1962	1990

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2488	2488	2464	2464	2464

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1244	1244	1232	1232	1232

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Students forms at admission level are analysed to identify Slow Learners (SL) and advanced Learners(AL). Analysis of admission profile of students reveal that over 30% of students admitted are either repeaters or just passed students. This felicitates grouping them into Slow learners and Advanced learners. In case of advanced learners it is observed that the a meager percentage of 10 to 15% (60% or more at Input level) of the input fall under under this category, in our Institute

Thus all efforts are directed towards those majority of students who are easily categoried as slow learners. Special efforts are taken in the form of extra lectures and remedial lectures to cater to the needs of the slow learners. Book Bank Schemes, Lecture notes, booklets and other materials are distributed to these learners.

Since a majority of the students are from vernacular medium, efforts are made to teach them the subject contents even in vernacular language.

Special efforts are made to integrate the curriculum contents with the various programs organized, in order to generate interest amongst the learners. Activities like essay writing, elocution, Debates are conducted in the premises on relevant issues like demonetization, which not only generates interest but also enables the learners to update tier knowledge through participation. Field visits to Industry visits, BSE etc are also organized to help the learners to get practical perception of the curriculum

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio	
Response: 28.31	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
Response: 0.1	
2.2.3.1 Number of differently abled students on rolls	
Response: 2	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
Response:
<ul style="list-style-type: none"> • College believes in interactive learning process. In the beginning only, students are informed about syllabus to be learnt and which gives broad perspective of the subjects by concern teachers. It is like intimation of teaching plan for each semester. • Each department conducts seminars, elocution, debate, essay competition, poster exhibition competitions on regular basis. • Collaborative learning is encouraged through talent search, cultural activities, food stall, Daawat competition. • To increase the learning experience, on the field trips, like visits to Bombay Stock Exchange, Industrial visits and Jail visits are undertaken by the College. • Students are also encouraged to learn by conducting various competitions like letter writing, essay writing and Elocution, which will help them to increase their communication skills both oral and written, an essential element of overall personality development of the student

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 39.44

2.3.2.1 Number of teachers using ICT

Response: 28

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 80.4

2.3.3.1 Number of mentors

Response: 25

File Description	Document
Any additional information	View Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Majority of the students (85% approximately) are admitted with a percentage which is less than 59% in our Institution. These students come from a very poor economic background and belong to vernacular mediums.

In order to reach the level of the students teachers are compelled to make use vernacular languages in order

to explain the basic concepts of a particular subject. Besides explaining in vernacular languages, special efforts are made to improve the English speaking ability of the students by conducting various programmes like elocution, essay writing, Poster making, letter writing programmes, certificates are also distributed to these students as a motivation, in order to make them globally competitive.

Besides the above filed visits are also organised for the students in order to provide them practical exposure and correlate with the curriculum.

Visits to places like BSE and other industrial premises help the students to get the practical perspective.

Debates on national current topics related to the curriculum like Demonetization, Budget analysis are also organised for the students which help them to learn the curriculum topics and also be rewarded for participation by the way of additional certificates acts as an incentive.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 99.2

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 27.43

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	7	7	6	6

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 3.55

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document
Any additional information	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.6

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	1

File Description	Document
e-copies of award letters (scanned or soft copy)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 28

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	7	7	7	7

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- 1. Examination result analysis:** After every test and semester result declaration HOD's do the brain storming and plan strategy for improving the results and giving additional support to the weak students. HOD's continuously monitor identifying any drop in performance of the students and take immediate steps to counsel the learners concerned. Efforts are made to identify the reasons for the drop and steps are taken to ensure that the learners are positively motivated to improve upon the performance.
- 2. Attendance committee meeting:** One of the crucial KRA is maintaining the attendance in the class rooms. Monthly review takes place, defaulters list is notified, parents are informed and students are motivated to attend lectures through personal counseling by the concerned teachers.
- 3. Parent Teachers meetings** are held at regular intervals, in order to appraise the performance of the students to their parents. Class teachers are given the responsibility to interact with the parents and apprise them about the performance as well as attendance of the learners. Class teachers are also given the responsibility of asserting the family background of the learners in order to have a better idea about the learners.
- 4. Home works / Vivas** are conducted at regular intervals in order to ensure that the students remain upto date with the syllabus.
- 5. Adoption system** is also followed wherein every teacher is assigned 30 learners every year for continues mentoring in curriculum and other stress related issues.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Internal assessment is transparent enough as the learners performance is continuously monitored as well as informed to the concern stakeholders i.e.. parents, students and the management. The attendance reports are generated monthly and PTA is held twice in a academic year. Parents are encouraged to visit the institution according to the convenience for obtaining the information about the performance of the learners. In order to assess the performance homeworks , project works, internal examinations and Class tests are conducted at regular intervals. Tutorials in the subjects like mathematics, Bus. Communication and Computer practicals are also some of the robust methods implemented to monitor the learners continuously on day to day basis.

The university pattern of examination currently implemented has a provision for conducting examinations wherein the papers are split into a 75 marks final written examination and a 25 marks internal / objective/project.

This pattern is also very useful which helped the learners to prepare on continues basis. The institution could assess the preparedness of the learners well before the written examination trough their performance in the internals which was conducted prior to final exam.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Since the College is an affiliated college the examination related grievances are to be followed as per the provisions prescribed by the University of Mumbai from time to time as laid in the Maharashtra Universities Act. All the exams are conducted by the affiliated colleges on behalf of the University, and all the rules and regulations related to the examination grievances are followed as per the provisions., of University of Mumbai which are time-bound and quite efficient.

- College provides form for putting grievances. Students are instructed to apply for any exam related grievance within 15 days. The college ensures that the problem is resolved within 15 days. If necessary, revised marks sheets are issued.
- Provisional admissions are given to the students. In case they do not pass in grievances, revaluation or reassessment, their provisional admission is canceled.
- The exam committee and unfair committee play an important role in this case.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- College prepared its academic calendar for CIE consisting dates of internal exams, external exams, assessment period and moderation period.
- College conducts semester exams as per the guidelines of the University of Mumbai.
- In the mid of semester, college conducts internal exam for 25 marks subject wise. Proper time-table is displayed and internal tests are conducted.
- A.T.K.T exams are also conducted in the mid of semesters.
- At the end of the semester, regular exams are conducted as per college or university time table.
- Previously First and second year exams were conducted at college level as concern teachers used to set the papers.
- From academic year 2016-2017, University exams are being conducted by University of Mumbai at the same time in all the colleges. Thus college accordingly prepares other schedules.
- Results are declared in the beginning of next semester.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Programmes or Under Graduate Programmes which are offered by our Institute includes the following:

a) B.Com b) BMS c) BMM d) BSc (IT) e) BSc (CS) f) M.Com g) MSc(IT) & h) PhD (Commerce)

Program specific outcomes for these courses if summarized, includes giving basic knowledge in various fields of the requirements of the Industry whether, it is in administration , accountancy, IT of any other area of functioning of the business world.. Detail program wise specific outcomes are listed in the attachment.

A sincere effort has been made by the college to provide the program Outcomes of all the Program offered by the College and display the same in the College Website.

File Description	Document
Any additional information	View Document
COs for all courses (exemplars from Glossary)	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Attainment of program outcomes can be evaluated from the basic inputs or evidences in the for students progression to higher studies or through Alumni data which shows the present position of those graduates who have successfully completed program and placed in various sectors of the Industry. One of the remarkable achievements of our Institution is to convert a just pass class student at input level (HSC) into a industry useful resource (Output) after the completion of Program.

It is heartening to note a good number of our output has either registered themselves for PG level in the programs like MMS or are successfully placed in the fields of accountancy, administration etc in the corporate world. Additional information is also furnished

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 57.88

2.6.3.1 Total number of final year students who passed the university examination

Response: 316

2.6.3.2 Total number of final year students who appeared for the examination

Response: 546

File Description	Document
Any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document
Any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 2.82

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

College has been registered as a Research Center. A special section has been earmarked in the library exclusively for conducting research based study with computer and internet facilities.

Library provides collection of various books, economic survey's etc in order to felicitate research, which enables creation and transfer of knowledge.

College Alumni is invited to conduct lectures under the program called "Minar-e-Noor" in which experiences and knowledge of Alumni is transferred to the present requirements.

Besides the above programs other programmes like Fusion, Media Mela and other inter collegiate programmes are conducted by the students of the college for inculcating entrepreneurship amongst the young students

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 2

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document
Report of the event	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	
Response: Yes	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	
Response: Yes	
File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 0	
3.3.3.1 How many Ph.Ds awarded within last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years	
Response: 0.29	
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years	

2016-17	2015-16	2014-15	2013-14	2012-13
6	13	7	9	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.25

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	8	7	2	5

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

College has an active N.S.S. wing which guides the students to participate in community welfare activities and support relevant social causes. College has undertaken various activities to expose students to the wider issues in the society such as hygiene, environmental and gender equality, HIV/AIDS awareness related issues through N.S.S.,

NSS receive their funds from Mumbai University, Departmental grant is used by others to conduct their

activities.

Some of the major extension activities conducted by the College include:

- Spread awareness regarding Thalassemia,
- Conduct blood donation and health check up Camps
- Create awareness about HIV/AIDS
- Creating Self Defense Mechanism workshop for making girls Confident to handle critical situations alone.
- Enhancing the moral values through several activities to make them a good citizen.
- Spread awareness about General Hygiene, Spread of Air borne diseases like Malaria,Dengue diseases through posters and exhibitions.

All such endeavors create a spirit of teamwork, sense of commitment and dedication to purpose which go a long way in cultivating leadership qualities in the young generation.

Mission of the college is to provide:

Equal Opportunity for Education and encourage ,enlighten and prepare to be useful citizens

Holistic Education ensuring all-round development of students.

Create a human capital, which can be an asset to the nation.

This is best achieved through participation in NSS, which inculcate the values of empathy, service to the society, discipline, team work and patriotism.

Making of Paper Bags and Notebooks which to be distributed in Medical Shops near J.J.Hospital and Notebooks at Kotwalwadi Trust School Children ,Neral, Dist-Raigad.It was well attended by students and staff.

? Mumbaikar Votekar ?, a social awareness program to create and awareness about Voters Registration and Awareness Campaign in Byculla area on was organized by the College.

The program provide guidelines to the young citizens about the Voters Registration and Awareness.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 22

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	5	3	4	6

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Reports of the event organized	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 3.81

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
88	75	81	75	59

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Report of the event	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 11

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	1	1	1

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 2

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other

universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Though space is a very big constraint, continues efforts are made to utilise the space in the most appropriate manner and arrange for adequate facilities for teachers and students. The college has adequate class rooms, 4 computer labs, 190 computers available for facilitating teaching learning process. Around 7 class rooms are equipped with overhead LCD projectors. Wifi and internet connections with adequate speed are made available for academic purposes only.

Efforts are being made by the management to increase the space in future. Necessary permissions are being obtained for additional floor to be constructed, which would give additional four or five class rooms. Lots of investment is being on computers and computing equipments like latest Monitors, keyboards & RAM. Efforts are being made to stay upto date with the latest hardware and software available in the market. This is necessary as we offer computer related programs in the college.

College is also alive to the needs of ICT and as such efforts are made to upgrade the INTERNET facilities also.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

Response:

The College has a functional gymnasium with facilities for indoor and outdoor games. Small open space available within the college premises is utilised for conducting outdoor games like Box cricket, Volley Ball, badminton etc. Indoor games like Chess, Caroms, Boxing Kits & Table Tennis are also made available inside the gymnasium. Newly introduced game Ferali is also made available in the college gymnasium. The college encourages caroms that, inter collegiate carom tournaments was organized inside the college premises.

College Ground and auditorium is used for conducting various cultural activities like Jashn-e-Anjuman, the annual college week, in which various stage events and others programs are conducted. Other Prestige programs like Seerat-un-Nabi an Inter-collegiate elocution competition based on universal brotherhood, is being organized for over decade.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 41.18

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 2.63

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
2.04	2.72	1.22	1.73	1.62

File Description	Document
Any additional information	View Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college has an excellent computerized library, richly equipped with books, valuable reference works, maps, back years question papers of college and university examination and a variety of periodicals. It is enriched every year by the addition of new books. Because of the great demand for text books and adequate number of them, in each subjects is provided. At present library has around 250 CDs/DVDs. The library is subscribing more than 60 periodicals including national and international journals from reputed publications.

The Library cum reading room remains open daily from 7.00 am to 5.00 pm during the examination period, the library timings are extended. The use of library and reading room is open to all students without any extra charge. The Library has Air Conditioned facility in reading room area.

Library Services:-

The college library services are planned and organized so that the users can get their desired information or documents promptly. The library provides variety of services to increase the use of its resources. Reference service and personal service aim to provide right book to a right a reader. Some of the services provided by the Library are:-

- Reference Service
- Circulation of Books
- Display of new arrivals
- Access to syllabus and old question papers set
- Book-Bank facility
- Inter library loan facility
- OPAC (On Line Public Access Cataloged)
- Internet facility
- Research Cell
- Access to e-resources from INFLIBNET's N-List Consortium.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

College Library is as old as the college itself, which has completed 48 years, and is running its 49th year of existence. Due to paucity of space library is required to discard old books at regular intervals, however college still maintains some of the

Rare books and Special reports are also kept in the college library.

Books on 1st Barrister Badrudidin Tayyabji, Sachhar Committee Report, and other related books are maintained in our library.

Besides these books other books on encyclopedia ect also maintained in our library.

Interested students are given access to these books as when required, to enable them to upgrade their knowledge and utilise these books for improving their basic knowledge.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 4.17

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.56	3.66	6.37	3.04	4.20

File Description	Document
Any additional information	View Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Any additional information	View Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 4.9

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 102

File Description	Document
Any additional information	View Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi**Response:**

Yes.

As the college has self financing courses like BSc IT and BSc CS, internet and WiFi are in huge demand.

Mumbai University has started the practice of uploading the examination question papers just 1 hour before the scheduled University examination, which the college is expected to download and print time for the conduct of the examination. As a result of this the college is frequently updating the It facilities in order to update its faculties so that the benefit is passed on to students.

The ICT facility is upto date that even the onscreen marking started by university of Mumbai is also being implemented in our college, helping our faculty members to do onscreen marking in the college premises.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 10.58

File Description	Document
Any additional information	View Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 29.43

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
21.01	24.64	22.83	21.39	14.68

File Description	Document
Any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

College has the following established practices for maintaining and utilizing the physical and other facilities:

- a) Computers and Labs are maintained periodically once in fifteen days for virus updates, and others.
- b) Classrooms & other electrical fittings are maintained on daily basis and reporting is done by the respective floor peons in their reports to the morning in charge
- c) Gymkhana is directly under the supervision of the Physical Instructor, who ensures that maintenance and predation of sports equipments is carried out regularly

College follows the overall procedures laid down by Head office i.e. Anjuman, which is one of the oldest educational trust having more than 100 educational institutions under its umbrella. Akbar Peerbhoy college is one of the oldest institutions under Anjuman and has completed 48 years. Anjuman itself is very historic, and is serving the community over 100 years.

All academic, administrative and other facilities and decisions are taken in line with and after consulting the Head office, which has clear procedures covering all administrative matter of the Institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 0.51

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
24	8	3	10	6

File Description

Document

Any additional information

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.05

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
73	60	51	47	73

File Description

Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Any additional information	View Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 33.89

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
925	860	546	545	511

File Description	Document
Any additional information	View Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 2.91

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
106	104	38	23	23

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Any additional information	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.61

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
24	2	9	2	7

File Description	Document
Self attested list of students placed	View Document
Any additional information	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 18.32

5.2.2.1 Number of outgoing students progressing to higher education

Response: 100

File Description	Document
Any additional information	View Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 5.47

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	24	42	33	31

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
546	538	495	629	603

File Description	Document
Any additional information	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 16

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	7	0	4	2

File Description	Document
Any additional information	View Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Every year the college form student council which is mandatory as per the guideline of university of

Mumbai. The Selection of students is done as per academic merits and representative of various important units such as National Service scheme , cultural committee, college WDC, NCC etc.

The selection of General Secretary of Student Council is done considering his contribution in college activities as well as involvement with the students. Immediately after his selection alumni meeting is organized to gain from the experiences of Ex-GS. GS is the team leader of the student council and under his leadership other student members work for different functions and events for the college.

Student council members do participated in all the competitions, function and departmental activities. Their main role is observe in conducting annual gathering JASHN –E –ANJUMAN, JAM, Fusion, BLITZ, Teczar. etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 14.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	17	13	13	15

File Description	Document
Any additional information	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Report of the event	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The alumni contributes by giving feedback in informal ways on several occasions (guest lectures/ seminars). These are utilized to improve the academic and administrative processes.

- Feedback by participating in IQAC meetings
- Active involvement in placement initiatives
- Some alumni are also invited to deliver the lectures in their chosen field of expertise
- Some alumni help the college in our intercollegiate activities such as Jashn-e – Anjuman, Fusion, JAM, BLITZ, AP T-10, TechCzar.
- Alumni regularly contributes by donating funds for the purchase like Uniforms for menial staff shoes and umbrellas for the menial staff. Alumni has also donated LED display monitors outside the college office.
- Existing / present students are regularly guided by our Alumni for carrying out various activities under student council

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years <1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 27

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	6	5	5	5

File Description	Document
Any additional information	View Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Akbar Peerbhoy College of commerce & Eco was born out of the ideology that children must be given an environment that makes them want to come to college every day. The College was founded in 1969 by Anjuman i Islam.

The College has a well-defined system to monitor and evaluate the effectiveness and implementation of the policies and plans of the institution, in the form of Memorandum of Association and Articles of Association of our Parent organisation "Anjuman--Islam" which governs all the matters pertaining to effective governance in line with the Vision and Mission of our Institution which are in perfect synchronization with the Vision and Mission of our parent body "Anjuman-I-Islam" .

The effective functioning of the institution is monitored and evaluated by the Management through:

- Various statutory and college committees formed by the College.
- Annual and periodic Budget meeting with the Principal and Heads of Department.
- Review meeting by the Principal with the Heads of Department.
- Quarterly report sent by the Principal to the management in Mumbai and presentation to Board for higher education.
- Attendance analysis meeting
- Semester Result analysis system.
- Periodical internal and external audit.

Existence of a well drafted Memorandum & Articles, and well defined organizational structure, with various governing bodies and councils, providing guidance and direction is a reflection of our effective leadership in tune with the Vision and Mission .

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Management of Anjuman i Islam believes in Decentralized governance system. Management opines that it is a key aspect of democratic governance for the development and utilization of human potential. For the development and governance to be fully responsive and representational, our Management has appointed

and empowered the Heads of the department. The Chairperson of various committees are also provided with administrative as well as academic freedom for effective governance.

Participative management Level I: Our President, Vice president, Chairman and the principal have a detail discussion and deliberation on the policy related issues and major financial implications of any decision. All Urgent and crucial approvals happened at this level. As and when Principal feel the need the Level I meeting take place as Anjuman i Islam Management is ever-ready and ever-willing to cooperate. Even at this level HOD's are invited to give valuable suggestions.

Participative management Level II: The Board for higher education, Principal, Registrar, HOD's have quarterly meeting to discuss every aspect of the college. All major issues are discussed and approvals are given on the same day.

Participative management Level III: The Principal takes operational decisions by open consultations with all the faculty members in weekly faculty meeting and also during regular teaching & nonteaching staff meetings.

Participative management Level IV: The Management, Principal & the faculty members conduct open meeting with students and parents to seek suggestions & communicate at the grass-root level. Suggestions to improve the academic climate of the college are collected through Parent – Teacher Meetings.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective plans are developed by the visionary management of Anjuman i Islam which has well-defined goals and perspective plans for developmental work. The perspective plan is drawn as short-term and long-term goals in the different aspects of the functioning of the college such as teaching and learning, research and development, industry interaction, community engagement, human resource planning and infrastructure.

Some of the plans implemented are:

- Entire structure of our College building is reinforced through structural reinforcement and re-plastering and repainting
- M.Com course was started
- Additional division was added to the BSc (IT)
- In keeping with the Global changes and the Industry requirements several value added 'Certificate

Courses 'were initiated by several departments.

- To promote urdu language & culture, a dedicated room was given to the 'Urdu Circle' where the members could meet to discuss various modalities to promote its activities
- A College Board of studies (BOS) has been constituted in all the self-financing courses like the BMS, BMM, BSc (IT) and BSc (CS)
- To encourage Research amongst teachers and students a 'Centre for Research' is being set up.
- We are offering Diploma in Journalism to all our BMM students and other students

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Our organisational structure which takes care of various strategic decision is as under.

- **President**
- **Vice president**
- **Executive chairman board for higher education, Anjuman I islam**
- **Principal**
- **Sr.Vice Principal**
- **Vice Principal**
- **LMC**

The management provides the roadmap and general guidelines for quality policy in order to create a conducive learning environment and preserve the ethos of academic excellence set up by the college. The "Local Managing Committee" (LMC) consisting of representatives from management, teaching and non-teaching staff along with the Principal is committed to effective governance. The LMC guides in planning, monitoring and evaluating mechanisms regarding administrative and academic processes as per Maharashtra Universities Act, 1994. IQAC provides facilitative and participative voluntary system for the sustenance of quality and enhancement measures.

Morning Incharge : Responsible for smooth conduct of lectures

HOD's: The Heads of Department monitor the departmental activities and the performance of the respective departments.

Assistant Director for self financing course: Overall in charge of quality as well as academic aspects of

all self financing courses

Coordinators for various self financing courses: monitor the academic as well as extra curricular activities and the performance of respective programs / courses. .

Various Committees: like Examination, Library, Discipline, Research Coordination Committee, Anti ragging, Cell against sexual harassment and Grievances and Redressal Cell etc work as per the guidelines of the college authorities.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Any additional information	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
ERP Document	View Document
Screen shots of user interfaces	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The LMC guides in planning, monitoring and evaluating mechanisms regarding administrative and academic processes as per Maharashtra Universities Act, 1994. IQAC provides facilitative and participative voluntary system for the sustenance of quality and enhancement measures. The Principal is the ex-officio chairman of IQAC and plays a significant role in ensuring proper communication and networking with the stakeholders.

The College has a well-defined system to monitor and evaluate the effectiveness and implementation of the policies and plans of the institution.

The effective functioning of the institution is monitored and evaluated by the Management through:

- Various statutory and college committees formed by the College.
- Annual and periodic Budget meeting with the Principal and Heads of Department.
- Weekly review meeting by the Principal with the Heads of Department.
- Quarterly report sent by the Principal to the management in Mumbai and presentation to Board for higher education.
- Attendance analysis meeting
- Semester Result analysis system.
- Periodical internal and external audit.

The various committees are directed by IQAC to prepare action plan and submit the same to it for approval. The conveners / vice-chairman for these different committees are appointed based on the potentials of the staff members. The guidelines defining the roles and responsibilities of the committees are communicated to the members.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The major welfare schemes available for teaching and non-teaching staff are as follows

1. **Salary credited by first of every month or latest by 5th of every month:** Irrespective of the salary grant received, the management pays salaries from its account latest by 5th preferably and mostly by 1st of every month. 100 % of the percentage of staff has benefited from this provision
2. **Emergency Fund available for non teaching staff:** Non-teaching staff contributes Rs 100 every month to increase the corpus of emergency fund. This fund is made available to any non teaching staff that needs funds for meeting emergency requirement. 20 to 25 % staff have availed the scheme
3. **Festival funds:** Muslim Teaching staff contribute their Zakat and other then Muslim teaching staff

also contributes funds during major festivals such as diwali / Eid and distributes the funds equally amongst the non teaching staff (Eid-E-Milaad).

4. **Special Contributory fund:** All teaching staff contributes as and when required if any non-teaching staff member has to buy house or arrange for heavy deposit for rented premises or any health care expenditure.
5. **Exclusive lunch, Cash and gift for every employee who retires:** The Management and the staff ensure that every employee who retires or reaches superannuation is given a grand farewell lunch along with cash and gift. 100 % of the staff who attain superannuation benefits from this provision.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 25.07

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	3	8	7	8

File Description	Document
Any additional information	View Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	0	0	0

File Description	Document
Any additional information	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 10.5

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	5	3	2	1

File Description	Document
Any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The college has adopted the following self-appraisal method to evaluate the performance of the faculty in teaching, and non-teaching staff:

1. The Principal and the HOD monitor the performance of the newly recruited teachers by directly interacting with them, gathering information relating to classroom situation and suggest changes, if necessary.
2. The appraisal report of the faculty is submitted to the chairman of the institute.

3. The students' feedback form has a well defined set of questions that help the students to evaluate the teachers on the basis of knowledge base, communication skills and interest.
4. The principal analyzes students' reflections and shares it individually
5. Government has prescribed a self-appraisal method of evaluation for career advancement to evaluate one's performance. The prescribed forms are filled in by the teachers that form the basis for performance appraisal.
6. The teachers being punctual in attending meetings and classes, the pattern of availing leave facilities, the extra hours spent in the college relating to academic work and the degree of sacrifice are some of the parameters for performance assessment.
7. The performance of non-teaching staff is appraised by the degree of cooperation they give at the time of emergency work as the quantum of work varies from time to time. The co-operation extended by the individual in the office is the major criteria for evaluating the individual's performance. The degree of involvement and accuracy in execution are assessed by the Principal. The time taken for disposing a file and regularity of attending the office are also the assessing factors.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Akbar Peerbhoy College is under Anjuman i islam and Anjuman i islam has its own internal auditors. They regularly audit the documents of our College. Internal audit of the college is carried out by the Anjuman i islam central office whereas the external audit is conducted by the finance committee of the Anjuman i islam with the help of external experts.

Budgets are reviewed by a team of finance experts from Anjuman i islam who approve the same after necessary changes and if necessary Anjuman i islam makes a provision for advance/ additional funds wherever needed. The Principal and board for higher education are in charge of managing the financial resources effectively.

External Audit involves audit of the institution by the Joint Director's Office, University Department Audit and the regular external auditor who does the audit Islam as per the legal requirements.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)**Response:** 12.45

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.38	1.54	3.05	3.24	3.24

File Description	Document
Any additional information	View Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The major source of institutional receipts are the grant-in aid funds received from the state government for salary and non-salary expenditure of Grantable section. The college is also entitled to utilize some part of student fees as per rules for meeting routine non-salary expenses. For self-financed courses the major source of receipt is Students' Educational Fees and the deficit is managed by Anjuman i islam. College also receives UGC plan development grants for several co-curricular and extra-curricular activities and instruments, books and journal purchases for UG and PG.

The audited income and expenditure statements of academic and administrative activities for each of the previous four years is available and have been audited. The respective audited statements of income and expenditure are mentioned in the SSR as annexure.

Besides the aboe the college also arranges certian funds from Non - Government organisations whihc donate certain funds for specific purposes like purchase of computers etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The college has established an Internal Quality Assurance Cell (IQAC) post accreditation period from 2004 onwards. The college IQAC has played an instrumental role in designing/ framing and implementing the policies of the college.

The institutional policy with regard to quality assurance is as follows:

1. Motivation and appreciation of teachers to develop professional skills and encourage them to conduct research.
2. Develop and follow innovative teaching methods with reasonable use of ICT.
3. Involve in co-curricular and extra-curricular activities and contribute to overall development of students.
4. The IQAC plays a vital role in maintaining and enhancing the quality of the teaching and learning process and suggests quality enhancement measures to be adopted.
5. The IQAC meets regularly to plan, direct, implement and evaluate the teaching, research and publication activities in the College.
6. The sub-committees dealing with various activities and departments implement the IQAC guidelines and report the feedback.
7. In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the College has taken initiatives.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

For the quality assurance of the academic and administrative activities following framework is in place:

1. **Academic calendar** of the routine events like exams and other cultural and co curricular activities is prepared.
2. **Individual faculty time-table** is prepared and distributed in the term end meeting of preceding academic year.
3. **Departments meetings** are frequently conducted to update subject knowledge on current happenings.

4. **Teaching plans are prepared for a term.** These get verified / checked at different stages in accordance with syllabus and scheme of examination given by University of Mumbai/ UGC.
5. **The teaching – learning process** is facilitated through qualified, trained and experienced faculty with support from office staff. Apart from class-room teaching, students are encouraged to use library and internet facilities.
6. **The IQAC** meets regularly to take stock of academic and administrative matters to ensure monitoring of the programmes and to ensure sustenance and enhancement of the quality of higher education as stipulated by the NAAC.
7. **The college LMC** guides in planning, monitoring and evaluation mechanisms regarding academic and administrative processes as per the Maharashtra Universities Act, 1994.
8. **HODs, Registrar and office staff** forms the backbone of administrative set up of the College. Several committees like the Admission committee, Purchase committee, Examination committee, Unfair Means Inquiry Committee etc look into all aspects of administration.
9. **Cooperation and collaboration of action:** As the academic and administrative activities are intertwined in many ways there is complete cooperation and collaboration of action.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description	Document
Any additional information	View Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for**

improvements**2.Academic Administrative Audit (AAA) and initiation of follow up action****3.Participation in NIRF****4.ISO Certification****5.NBA or any other quality audit****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** D. Any 1 of the above

File Description	Document
Any additional information	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

The college has endeavored to fulfill the recommendations of NAAC Peer

Team. Some of them are highlighted as under

Recommendation -1): It is suggested that the lecturers should be fully qualified as per UGC norms. They should be encouraged to acquire eligible qualification:

Action taken on Recommendation: All the teachers who are appointed on full time basis are as per the qualifications prescribed by the UGC. The teachers already in service completed and acquired the eligible qualification as per the UGC.

Recommendation-2): There is need to motivate more teachers to take up research projects.

Action taken on Recommendation: The College recognizes that lot more can be done in this particular that what has been achieved. The College has been recognized as a research center, and one of the faculty members of the college who is in Professors grade is the research guide. Two teachers have completed Phd on the job, and three faculty members have already registered for Phd. Teachers are also encouraged to take minor research projects.

Recommendation-3): The college has well-established department of Commerce, Management Studies and Computers. These facilities may be utilized to start Post Graduate Courses in management and job-oriented courses such as PGDCA, MCA, Certificate Courses in Advertisement and other area specific courses.

Action taken on Recommendation: Courses like BSc (CS), MSc (IT) &

M.Com have been introduced by the college to facilitate student progression

and fulfill the NAAC recommendation.

Recommendation-4) It is recommended that students of BMS and BMM should be taken to other institutions imparting such courses so as to give them opportunity to interact with the students of these institutions

Action taken on Recommendation: Yearly Industrial visits & organising of inter collegiate Academic oriented programs like TECH CZAR, FUSION & MEDIA MELA has resulted in continuous interaction with students of other colleges.

Over the last 5 years the Institution has improved the ICT facilities by

increasing the number of computers in the college. Internet high speed and additional Internet facilities along with Wi-Fi facilities are made available in the staff room and other areas of the Institution.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 10

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	2	0	2

File Description

Document

Any additional information

[View Document](#)

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

1. The college has a functional Internal complaint Committee as well as College women Development Cell to cater to the issues regarding safety and security of female students as well as staff, which conducts regular programs to create awareness as well as handle discipline issues.

2. The same committees also conducts programs for counseling of girl students by calling NGOs and experts from various fields to help them deal in various issues related to personality development, security and psychological issues.

3. the college has a separate ladies common room with a full time lady attendant on the 1st floor.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 96000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 4.98

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 29127

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 584549

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The college has resources to manage waste by segregating waste into wet and dry. This waste is then transferred to municipal pickup vans which visit college daily. The waste generated from office (used one side printed papers) and examinations like blank pages of used answerbooks are removed and handed over to NSS unit. The students convert these waste papers into note books, rough writing pads, etc. which are then distributed to needy students from adivasipadas (scheduled tribes) in villages around Kotwalwadi near Panvel. The other wastes like file covers etc. are converted into greetings and others items.

College has also made arrangements for Composite Pit, which will help to effectively manage the waste arising out of the functioning of the college. Since the college is basically a commerce college without any Science labs, there is no waste generated out of chemicals & other materials.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

Even though the college does not have a system for harvesting the rain water duly collected from the terrace, we however plan to install the same in the near future after utilisation of the additional FSI granted, for construction of an extra floor. However the rain water flowing from the terrace is not allowed to go to the drains, instead it is diverted towards the garden area wherein the water is absorbed by the soil. However the college also has a borewell facility duly available at its disposal for utilisation of water in toilets and other non potable requirements. This also helps the institution in reducing the dependence on municipal water.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**

- **Green landscaping with trees and plants**

Response:

- 1.Encouragement is provided to students to use public transport by providing concession passes for railways and BEST buses.Students are educated to avoid excessive use of own vehicles which leads to pollution.
- 2.Green plantation initiatives taken up every year by NSS unit and EVS department in college campus.EVS department organizes an exhibition every year on environmental issues, where students prepare projects and put on display. NSS unit has also conducted tree plantation drives in Aarey milk colony, Goregaon.
- 3.Cleanliness drive and Dengue-malaria awareness camps are organized every year by college in 13th lane Kamathipura (Red light area).
- 4.Staff is encouraged to use public transport and also pooling of private vehicles.

The college follows a policy of plastic free campus.Plastic plates, cups,etc. are not

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.1

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.06	0.1	0.08	0.06	0.05

File Description	Document
Any additional information	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Green audit report	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Any additional information	View Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 14

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	5	2	2	3

File Description	Document
Any additional information	View Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 7

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	1	1	1

File Description	Document
Any additional information	View Document
Details of initiatives taken to engage with local community during the last five years	View Document
Report of the event	View Document

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about

national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

File Description	Document
Any additional information	View Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** No

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 25

File Description	Document
Any additional information	View Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

National Festivals and birth & death anniversaries of great Indian personalities are celebrated with lots zeal and enthusiasm in our Institution.

Prominent personalities like Maulana Abul Kalam Azad whose birthday is celebrated Minority Rights day is celebrated by conducting various programmes like lectures etc in our college.

Similarly Birthday of APJ Kalam is celebrated as World Students day in our college and various programmes like talks and lectures are organised for the students. The birthday of Sarveppaly Radha Krishna which is celebrated as Teachers day allover India is also celebrated with lot of devotion. Students organise various programmes under student council to pay respects to our former president

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Akbar Peerbhoy College is one of the oldest institutions for higher education under Anjuman-I-Islam is about to enter its 50th year of existence next year.

All the administrative decisions are directly taken by the Principal in consultation with management through the structured meetings held by the management in the form of meeting of Higher Boards, Local management meetings and meeting of the general council & executive council of Anjuman which debates and discusses on all the administrative, financial and other matters pertaining to all the Institutions of the Trust.

Besides the HO, the accounts of the trust are also audited by various statutory bodies like audit by the University, Joint Director and the normal statutory audit which is a routine yearly matter. Most of the information is easily accessible,.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)**Response:****1. Book bank scheme**

Most of the students come from economically poor background, out of which some are forced to work to support their families. Hence it becomes difficult for them to buy books and support their own education. The college library operates a book bank scheme in which students are shortlisted from the students and are selected after interview process. These students are provided with a set of books for their respective years at a very nominal charge which the students can take for home issue for entire year or semester and then return to library after final examination. The success of this initiative can be gauged from the number of books issued every year under this scheme. 2013-14 – 5768: 2014-15 – 6826: 2015-16 – 4523 : 2016-17 - 4307

1. Students Aid Fund

As most of the students are first generation learners and come from economically poor background it is necessary to support them to continue with their education or these students drop out due to lack of funds. The college has an initiative to give financial assistance to such students. A nominal sum of rs. 20 is collected from all the students at the time of admission which adds to the corpus fund of the Student aid Fund every year. Then through proper scrutiny and interviews students who need financial assistance are selected and their fees are paid/ refunded from the student aid fund corpus. During distribution of the amount special preference is given to female students since their drop out rate is higher. The amount distributed through Student aid fund in 2012-13 was Rs. 484957..... (?????) .. The committee also assists students in getting scholarships and free ships from other trusts and charitable institutions.

*Besides the above for 14 Years running our students conduct an **eco-friendly** Bakra-eid campaign: Our students launched multi media campaign and padyatra in 9 Muslim Majority Neighbourhood. The students persuaded such housing societies to hire the services of professional agencies or the local domestic help to clean the areas where the animals were kept, at least three times a day, so that there is no risk of any epidemic during Bakrid. The masterstroke of the eco-friendly Bakrid movement was targeting Muslim housewives and requesting them to keep their neighbourhood clean during the entire period. A group of five women students with the help of local contacts, first developed a network of women who will support them in launching a door to door campaign. “We educated housewives about the importance of maintaining the neighborhood clean when the Qurbani animals are kept before Bakrid, and on the days of Qurbani, as it directly affects them and their family’s health”*

Our Students also take part in conducting and managing the Ganesh Immersion procession for managing as well cleaning after the procession is over at the end of the Ganesh Festival, spreading the message of swatch Bharat.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

We are an institution eventhough located in heart of city in South Mumbai are surrounded by industrial unit, red light areas and low income group dwellings. We are proud of the fact that we cater to first generation learners coming from minority from local as well as far of places like Kurla, Mumbra, Govandi, Mira road etc. Our distinctness can be emphasized from the fact that we in take students with low grades and even multiple marksheets and convert them into graduates and post graduates by our consistent efforts and encouragement. Its an uphill task of converting an pass class student into a first class student which we have been doing consistently over the years. We also have to take care of the high drop out ratio hence give assistance to such students through Book Bank facility and students aid fund. (<http://www.apcollege.in/results/>)

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

Akbar Peerbhoy College of Commerce is an integral part of Anjuman-I-Islam which treasures a long history of education revolution in this country. Anjuman-I-Islam was established in the year 1874 by late justice Badruddin Tayabji, who was the president of Indian National Congress at its third session at Madras in 1887, and also the first Chief Justice of Mumbai High court. From a small educational trust in 1874, Anjuman-I-Islam has grown into one of the largest educational trust with more than 85 institutions offering variety of courses from KG to PhD, and catering to huge population both minority & majority, and has become a Symbol of Secularism. It not only imbibes the values of national integration & secularism, but also helped the national cause of inclusive growth. Akbar Peerbhoy College of Commerce & Economics is proud & privileged to be a part of Anjuman-I-Islam.

Anjuman -I-Islam, our Management has ambitious future plans for our Institute which are likely to be implemented from the next year itself. Some of the future plans for Akbar Peerboy college includes:

- a) Increase available space by constructing additional floor, necessary permissions already obtained
- b) To Start more number of Value Added Courses in future.
- c) To improve upon present infrastructure facilities in Computer labs, Gymkhana, Library and provide modern state of art facilities to learners.
- d) To encourage our 100% approved teaching faculty who are fully qualified as per the prescribed norms, to go for research and take up Major & Minor research projects.

Concluding Remarks :

Akbar Peerbhoy College of Commerce & Economics was established in May 1969 with the objective of providing quality higher education to the financially & academically less fortunate students specially of Muslim community with special focus on female & vernacular medium students. This objective is clearly pronounced in the vision & mission statement of the Institute. The small but beautiful lush-green campus encompasses, classrooms with LCD projectors, sound systems, WiFi & internet LAN connectivity, computer laboratories, gymkhana, Ladies common room, air conditioned auditorium with audio-video facility, and air conditioned library equipped with variety of reference books, journals & magazines, newspapers & periodicals. The infrastructure is regularly upgraded & structural audit of the building has also been completed.

Our experienced management, has ambitious plans for infrastructural development expansion in our college. We also plan to strengthen the research cell of our college. The research center recognition we received recently is a big push in our efforts to strengthen the research environment in our institution.

Our best faculty who form its backbone, the students who are its ambassadors and who represent the great Anjuman and the active alumni are working together to take the institution towards its vision of producing

citizens who will contribute in making our country prosperous & healthy and who will be harbingers of Secularism & National Integration to the complete satisfaction of its stakeholders.

NAAC