



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1. Name of the Institution

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

- Name of the Head of the institution Prof. Hemanth Kumar Jonnala
- Designation Principal (in-charge)
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 022-23083405
- Mobile no 9324553100
- Registered e-mail apcce\_college@yahoo.co.in
- Alternate e-mail apccecollege@gmail.com
- Address M. S. ALi Raod, Grant Road
- City/Town Mumbai
- State/UT Maharashtra
- Pin Code 400008

##### 2. Institutional status

- Affiliated /Constituent Affiliated
- Type of Institution Co-education
- Location Urban

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Mumbai**
- Name of the IQAC Coordinator **Prof. Kirti Hemant Menghani**
- Phone No. **02223074122**
- Alternate phone No. **02223083405**
- Mobile **9324679730**
- IQAC e-mail address **apciqac@gmail.com**
- Alternate Email address **apcce\_college@yahoo.co.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<http://www.apcollege.in/agar/>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.apcollege.in/admission/>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B</b>	<b>2.30</b>	<b>2018</b>	<b>16/08/2018</b>	<b>15/08/2023</b>

**6. Date of Establishment of IQAC**

**02/02/2004**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>0</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year 3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

Year 20-21 was a very Challenging year due to Covid. IQAC immediately ensured the following: 1) Ensured systematic use of Integrated ERP for declaration of results, Online admission process and conducting online lectures during the year 2) IQAC arranged for Online Platforms i.e. ZOOM for conducting lectures as well Online National / Internaitonal Seminars 3) Ensured Conduct of Online Webinars both national and international 4) Provided training to staff both teachers and non teaching staff for using ERP and working from Home 5) Counsel parents and students and attending to their problem during the year for attending lectures online, appearing online exams and also for conducting online cultural programs and ensuring participation of students

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Lockdown & Covid-19 has indeed given an opportunity to train all staff members to work from home	Online training sessions were conducted for teaching and non teaching staff and ensured that all the academic activities are carried out with ease
To Conduct online Faculty Development programs & Webinars	National & International webinars were conducted
To train students who are coming from very poor economic & financial background to embrace Online process	Successfully brought on board more than 1000 students and ensured that they accept online teaching & learning process

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	18/09/2021

**14. Whether institutional data submitted to AISHE**

**Part A**

**Data of the Institution**

<b>1.Name of the Institution</b>	ANJUMAN-I-ISLAM'S AKBAR PEERBHOY COLLEGE OF COMMERCE AND ECONOMICS
• Name of the Head of the institution	Prof. Hemanth Kumar Jonnala
• Designation	Principal(in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	022-23083405
• Mobile no	9324553100
• Registered e-mail	apcce_college@yahoo.co.in
• Alternate e-mail	apccecollege@gmail.com
• Address	M. S. ALi Raod, Grant Road
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400008
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	University of Mumbai
• Name of the IQAC Coordinator	Prof. Kirti Hemant Menghani

• Phone No.	02223074122				
• Alternate phone No.	02223083405				
• Mobile	9324679730				
• IQAC e-mail address	apciqac@gmail.com				
• Alternate Email address	apcce_college@yahoo.co.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.apcollege.in/aqar/">http://www.apcollege.in/aqar/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.apcollege.in/admission/">http://www.apcollege.in/admission/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.30	2018	16/08/2018	15/08/2023
<b>6.Date of Establishment of IQAC</b>			02/02/2004		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Year 20-21 was a very Challenging year due to Covid. IQAC immediately ensured the following: 1) Ensured systematic use of Integrated ERP for declaration of results, Online admission process and conducting online lectures during the year 2) IQAC arranged for Online Platforms i.e. ZOOM for conducting lectures as well Online National / International Seminars 3) Ensured Conduct of Online Webinars both national and international 4) Provided training to staff both teachers and non teaching staff for using ERP and working from Home 5) Counsel parents and students and attending to their problem during the year for attending lectures online, appearing online exams and also for conducting online cultural programs and ensuring participation of students</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
<p>Lockdown &amp; Covid-19 has indeed given an opportunity to train all staff members to work from home</p>	<p>Online training sessions were conducted for teaching and non teaching staff and ensured that all the academic activities are carried out with ease</p>	
<p>To Conduct online Faculty Development programs &amp; Webinars</p>	<p>National &amp; International webinars were conducted</p>	
<p>To train students who are coming from very poor economic &amp; financial background to embrace Online process</p>	<p>Successfully brought on board more than 1000 students and ensured that they accept online teaching &amp; learning process</p>	
<b>13. Whether the AQAR was placed before</b>	Yes	

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
College Development Committee	18/09/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	15/01/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

### Extended Profile

#### 1. Programme

1.1 270

Number of courses offered by the institution across all programs during the year



File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 1856

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 2212

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 583

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 22

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 27

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>270</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1856</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>2212</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>583</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>22</b>
File Description	Documents
Data Template	No File Uploaded

3.2	27
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	4552910
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	140
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Institute is affiliated to the University of Mumbai. The curriculum is framed by the University through senior teachers nominated as Board of Study members from Colleges affiliated to the University. The curriculum developed by University is applicable to all the affiliated colleges. At our Institutes level, we have undertaken the following initiatives for curriculum development. Few of our experienced faculty members are appointed as the members as well as chairpersons of the syllabus revision committee. They get involved in the process of curriculum development for the enrichment of curriculum keeping in view the Industry trends. Departmental meetings conducted by the HOD's at the beginning of the year and Topics are allotted to the respective teachers for preparing lesson plans. Semester end exams are planned in consultation with all the departments. Under the supervision of the Principal, Vice Principal, IQAC Co-ordinator & HOD's departments are given freedom to plan thier Timetable, Exam Schedule assignment of Projects, Conduct

Workshops, Seminars and other various Curricular activities. Various Committees are also formed comprising of representatives from all stakeholders of the college for coordinating important administrative activities of the college.

However year 20-21 has been an extraordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.apcollege.in/academic_cal/">https://www.apcollege.in/academic_cal/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution prepares an academic calendar in accordance with the academic calendar of the University of Mumbai. The institution abides by the requirements specified by the University of Mumbai in its academic calendar. The academic calendar is prepared well in advance for the next academic year. The academic calendar is displayed on the notice board as well as uploaded on the college website for all-time information for all the stakeholders. It carries tentative schedules regarding admission, teaching-learning schedule, examination schedule, curricular and co-curricular activities, extra-curricular activities, major departmental, committee, and institutional events to be organized. The college follows its academic calendar for conducting internal examinations and CIEs. Schedule for all the CIE tests adhering to Academic Calendar is informed to the students through notices and What's App groups of students. The result of the CIE tests is analyzed and communicated to students for enhancing students' performance in the final examination.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19. Most of the activities were carried out Online.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.apcollege.in/academic_cal/">https://www.apcollege.in/academic_cal/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Subjects or Courses like Foundation Course, Environmental studies which are part of syllabus/ curriculum deal with Socially relevant issues and Issues pertaining to Environment. College integrates these Curriculum oriented subjects into various activities. Workshops on Rainwater harvesting and other programs like Tree plantation are conducted within the college premises as well as surrounding areas. Through NSS Institution has adopted a tribal village, where students are taken to sensitise them about their responsibility towards the society. Students interact with the tribal people and try to understand their problems and issues which are also dealt in the Foundation Course. Apart from the curriculum, the college also attempts to inculcate cross-cutting issues through Institutional Social Responsibility (ISR) as well as the extension activities of NSS and DLLE.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

07

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

908

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the **B. Any 3 of the above**

**institution from the following stakeholders**  
**Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

1855

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

0



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our institution, being a minority, admits learners from diverse socio-economic sections, especially from Muslim communities having average socio-economic status. So, we have well-planned measures to address these learners. The Institution looks for a systematic framework for assessing students' learning abilities and reviewing and evaluating and enhancing their academic performance. All learners are not the same and have different abilities in learning, determined by their cognitive and environment, etc. These learning ability issues are well addressed by the institution using various methods, like the observation of student performance in the previous end semester exam, Internal Assessments, and through Continuous Internal Evaluation (CIE) and Students' engagement in Lectures. During mentoring, mentors take into consideration mentees' learning skills, based on their educational, cognitive, emotional, and social aspects. Along with regular UG and PG in Commerce courses, the institution also offers self financing courses like BMS, BMM, CS (IT), etc. Guidance and motivation are consistently provided during periodic mentoring sessions and classroom teaching. Remedial sessions through individual guidance are provided to the slow learners to perform well in the examination. Students are provided with lecture notes as well as reference material by all the subject teachers. Faculties assign extra assignments to slow learners for concept clarification and better comprehension of the course. Departments maintain and monitor the database, schedules, and remedial sessions and their performances. Students are motivated to participate in various co-curricular activities. Our students have spectacular presentations in the sports and have represented Mumbai University at state-to-national level.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/students-centric-activities/">https://www.apcollege.in/students-centric-activities/</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1855	23

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Experiential learning is a process where learners are allowed to learn experience and hands-on reflection learning. It has two perspectives, one to learn what is given to learning as a specific subject and secondly learning through one's learning process. The purpose of this kind of learning is to commit to realizing the unrecognized and untapped potential in individuals, through deliberate process or endeavor. It involves education through involvement. The institution organizes workshops for students to get hands-on experience by Information Technology, Computer Science, and BAMMC department to have real-life learning and get ready for actual employment, Interaction during the lecture hour is encouraged. Classroom activities like spontaneous discussions on financial topics, economic policies and environmental and social issues are discussed. Students also conduct Social Marketing Campaign in the college foyer, the Objective of which is creating awareness regarding social issues. Students conduct campaigns before 'Bakra Eid' by creating awareness in the line of supporting the dream campaign of Prime Minister Swachhta Abhiyan every year. Learners, in a team, participate and are aware of people staying in Mohalla's regarding cleanliness. NSS volunteers actively participated in the Covid help program organized by the National Institute of Homeopathy (Ministry Of AUYSH) in the Dharavi area of Mumbai. Volunteers conducted online and offline surveys in the area to

create awareness about Homeopathy Medicine on Covid 19 virus. Virtual visits are organized to industries, institutes, corporate sectors, sanctuaries, SEBI, BSE, RBI, various industries to associate learners to the curriculum requirements. Industrial Visit (IV) brings clarity to important management concepts. It relates classroom teaching to practical learning in a real-life environment and also helps students to clarify their queries in the interested field. It helps learners to enhance their interpersonal skills as they get an opportunity to interact with new people. Participative learning is a process in which we allow learners to get actively involved and participate in various curricular and extra-curricular activities. Such as debate, groups discussion, programming model and assignment, poster making, wallpaper making, panel discussion, quizzes, role play, documentary making, etc. even theoretical and practical assignments given to them to learn by self-involvement and participation. Community surveys are also taken done by the student to know the behavior of the society or consumers. Cultural activities, cooking, rangoli, Mehndi, best out of waste competitions are conducted so that the learners can get more hands-on practice, insight into the areas of interest they have and can choose their career in the same or get into self-employment as an entrepreneur to start own hotels or centers of creative art. In the activities conducted by NSS, the street plays to create awareness regarding road safety measures was performed. Problem-solving helps students to identify the problem and find out a solution for the same. It develops among them time management and also the patience of handling problems. It enables them to get the best result of problems they are handling. Being into social science and humanity subjects, problems solving skills among our students are developed through case studies given in subjects like Business law, commerce, management, and Business Economics and also in subjects like Mass Media. Learners are asked to read the case studies and find out the best solution by applying their perception, thinking, and skill. The competency of the students can be well calculated based on their problem-solving skills. The film screening is a method that gives visual representation to abstract thoughts. It helps learners gain meticulous knowledge, develop a critical interpretation. Through a digital platform, various educational videos were shown to make the teaching more effective and memorable.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19. Most of the activities were conducted online.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://1drv.ms/w/s!AnCxeduLk-R2iVy_xwmFmLip151T">https://1drv.ms/w/s!AnCxeduLk-R2iVy_xwmFmLip151T</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has 8 classrooms well equipped with ICT resources like Desktop Computer, Overhead LCD Projector, Speakers, Cable Internet and high-speed Wi-Fi connection. The college is having 4 fully functional computer labs with 140 computers and a smart-board with all required software. The library is fully computerized with SOUL software. Google Classroom and Zoom were used for unified communication platforms for the students. All curricular, co-curricular, and extracurricular activities were conducted using ICT and live streaming of the program was done on social media. Orientation programs were conducted to make the students well versed with the use of Google classroom and Zoom. Mock tests were conducted to practice online examinations before each semester examinations. During the pandemic, a students survey was conducted for online examination. Students facing technical difficulties were provided a dedicated email and helpline number. Semester Examinations were conducted online through an online Google form with form-presenter and timer-control. A training session was conducted for teachers to provide Hands-On practicals for using Google-Classroom and Google-forms paper setting. A fully-functional ERP System for online admission, fees-payment, attendance, result processing, and result publishing. Online tools were used for conducting student surveys to provide necessary support and assistance in psychological, technical, academic, and financial issues pertaining to the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

08

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

336

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Evaluation is an integral part or outcome of the entire teaching and learning process. It helps learners to get feedback on their learning strengths and weaknesses, enabling them to bring correction in their learning process. At the same time, it also helps faculties to prepare well for their lectures to ensure good learning outcomes for the learners. For this IQAC interacts with the Heads of the different departments, examination committees, and plans out programs and schedules to build a good evaluation system inline with the system adopted by the affiliated University.. The institution prepares an academic calendar taking into consideration the university examination timetable and holidays. The internal evaluation system is made more transparent and objective being decentralized. During the pandemic period, the mock test was conducted to train students for online examinations and to avoid technical glitches during examination time. The helpline number is shared with students as well as displayed at prominent students WhatsApp group.

In online mode, the assessment was computer-based without human interference during covid-19. The assessment was done at a very rapid pace since the mark list was generated at end of exam timings. Results were declared within a week after giving gratings as per University of Mumbai statutes.

During academic year 20-21, all exams were conducted online as prescribed by the affiliated University, due to Covid-19 restrictions & protocols.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://cims.mastersofterp.in/BulkMessage/SendBulkMessage">https://cims.mastersofterp.in/BulkMessage/SendBulkMessage</a>

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

In online mode, since physical contact between students and the exam committee was restricted, a special email id was communicated to students on personal numbers. Dedicated helpline numbers were given to the learners. The students were required to mail their doubts, issues, queries related to exams on this email id (appcce.exam@gmail.com) and the exam committee would communicate back to them within 3 working days. The helpline number was shared with students to solve their problems or queries before or during the examination. Students who failed to complete the paper due to network issues or failed to understand and follow the guidelines were given an opportunity to appear for additional examination. The NSS unit along with the examination committee prepared the orientation cum training video for students as they were appearing for the first time online examination. In the video, all procedures, as well as guidelines with demonstration, were shown to the students. The things to be avoided during the examination were reminded again and again. The students who faced the problem of poor network and failed to submit a paper on time were given an additional opportunity for examination. To handle the stress or anxiety of students even in pandemic office and teaching staff was called to help the students under SOP given by the University of Mumbai. A video with a recorded audio-video message by the principal and examination committee was shared with students to boost their morale and to overcome the phobia of online exams.

.However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.apcollege.in/examination/">https://www.apcollege.in/examination/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Based on our vision and mission of the institution, we keep a holistic and progressive approach for the development of our students. We have UG and PG courses . The institution ensures attainment of the outcome of various programs taking into consideration diverse learners' profiles and knowledge bases. For this, learners are regularly assessed, and whenever needed remedial measures are taken during formative assessment. Internal and semester exams are conducted and learners are assessed on pre-determined assessment criteria. For the subjects like communication, regular tutorials are conducted, or the subjects like accountancy and mathematics, practical sheets and sums are provided to the students to have a regular practice and get the best of knowledge of the subjects. The subject life economics and commerce, various activities are carried out such as essay competition, and curriculum-based programs such as guest lectures, etc. For better evaluation of their understanding, students are given online training on stock markets and are given experimental experience. Projects and assignments are given for developing research aptitude among students. For students of Mass and Multimedia, activities such as short films, advertisements, literary articles, newsletters are conducted. Being a pandemic period, a special program on mental health was organized by DLLE, WDC, and ICC. It helps them to be optimistic and get busy learning new skills through digital platforms. The institution also conducts various programs and sessions on career counseling and soft skills-based subjects for the inclusive development of the students. The NSS units of the college conduct several programs such as to create leadership among the students and make them highly valued citizens of the nation. The outcome of the same is measured from the participation and involvement of the students. Students are also engaged in a participative mode in various activities



enabling them to develop leadership qualities and learn how to initiate. Teachers explain the relevance of each Course forming part of the Curriculum to the Learners and also make them understand how it is beneficial to them. The learning outcome of the students is measured through internal and semester-end examinations consisting of practical and written exams, assignments, projects, viva, participation in-class activities. The role of the teacher is confined to observing the learning abilities of the students from the outcome of the result and helping them to come up or upgrade with their innate potential in improving themselves.

Academic year 20-21 was extraordinary due to Covid-19, an only online mode of teaching and learning was possible due to covid-19 restrictions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.apcollege.in/wp-content/uploads/2018/01/Course-outcomes-1.pdf">https://www.apcollege.in/wp-content/uploads/2018/01/Course-outcomes-1.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Based on our vision and mission of the institution, we keep a holistic and progressive approach for the development of our students. We have UG and PG courses in the regular commerce stream and UG courses in the professional section. The institution ensures attainment of the outcome of various programs taking into consideration diverse learners' profiles and knowledge bases. For this, learners are regularly assessed, and whenever needed remedial measures are taken during formative assessment. Internal and Semester end exams are conducted and learners are assessed on pre-determined assessment criteria. For the subjects like communication, regular tutorials are conducted, or the subjects like accountancy and mathematics, practical sheets and sums are provided to the students to have a regular practice and get the best of knowledge of the subjects.

The subject life economics and commerce, various activities are carried out such as essay competition, and curriculum-based programs such as guest lectures, etc. For better evaluation of their understanding, students are given a line BSE- training course on stock markets and are given experimental experience. Projects and assignments are given for developing research aptitude among students. For students of Mass and Multimedia, activities such as short films, advertisements, literary articles, newsletters are conducted. Through sessions onmind over matter, life skills were discussed to be followed by each one during a pandemic to oneself hopeful and engaged. The institution also conducts various programs and sessions on career counseling and soft skills-based subjects for the inclusive development of the students. The NSS units of the college conduct several programs such as blood donation camp, road safety street guest lecture, street plays, camp visits, international Yoga day, hijama Cupping theory session, inter-collegiate quizzes, etc. To overcome the mental stress and anxiety during the pandemic period the special lectures of renowned psychiatrist Dr. Harish Shetty on mental health awareness was organized through ICC

Academic year 20-21 was extraordinary due to Covid-19, an only online mode of teaching and learning was possible due to covid-19 restrictions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.apcollege.in/course-outcomes/">https://www.apcollege.in/course-outcomes/</a>

### 2.6.3 - Pass percentage of Students during the year

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

558

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.apcollege.in/examination/">https://www.apcollege.in/examination/</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://docs.google.com/forms/d/1kIccwdGr3IU-UkyhSrIhXJFBCO5NYV5FSz3vqGUEb00/edit>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**Rupees 1,60,000**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.icssr.org">www.icssr.org</a>

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

As per the recommendations of the IQAC, the institution has formed an ecosystem for innovations and Incubation by establishing the Research Committee and Incubation Centre. The research committee encourages research activities among students and faculty members, thus inculcating research culture among them. FDP on E-content development, One week international library development program, national webinar on Impact of Covid-Pandemic 19 was organized. The institution in collaboration with the Bombay Stock Exchange (BSE) conducted a Certificate course in entrepreneurial planning in financial markets to enlighten the students about various opportunities and avenues in financial segments. Department of Economics in association with BSE conducted a seven days certificate course on 'Overview of Financial Market' to create financial literacy among students. A career guidance webinar on "Preparation for Law CET", & "Preparation for MAH-MBA/MMS CET", was organized to

enlighten the about various professional career options. The college conducted the faculty development program on e-content development for the staff. They were given hands-on training for Google form for setting question papers. Students were given orientation lectures with demonstrations for appearing online exam, Talk show on Framers Bill was organized. Students of IT & CS were given training on Data Analytics with Python & How to make your own Website & "Hands on Practice on Photoshop" to develop their professional skills. The department conducts competition to develop presentaion skills among the students. Various programmes and talk show was organised to develop mental health awareness during pandemic time. Quiz contest on sports and International yoga day was celebrated to keep students alert about physical activities /exercies to be done at home only during pandemic.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/self_fin_act/">https://www.apcollege.in/self_fin_act/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

09

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

10

File Description	Documents
URL to the research page on HEI website	<a href="https://www.apcollege.in/">https://www.apcollege.in/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

09

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

08

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institution is actively involved in extension activities through National Service Scheme (NSS), Department of Life Long Learning and Extension (DLLE), College Women Development Cell, (CWDC) & Internal Complaint Committee (ICC) throughout the year. Through out the year The NSS unit of our college conducted activities to help the community and sensitize students towards social issues. Awareness Programmes on covid, cancer and HIV/Aids.. Students participated in various video ,poster and street play competition to give message on road safety. During pandemic they visited adopted area Komalwadi at Neral to distribute Ration kit to tribes. For this noble cause they raised the funds from staff and friends through digital platform and supported to the people. They participated in Swachh Bharat Abhiyaan, through which they did cleanliness of their home and surrounding areas as good citizen of India. Through virtual platform they participated in celebration of National festival day as well as Maharashtra day, Marathi Diwas Day, Reading Day, Constitution Day, National Unity Day . They paid tribute to martyars of 26th November, Mumbai attack as well as Pulwama attack. Through DLLE students participated in the Bhajaan Sandhay orgaized by Mumbai University on the eve of Gandhi Jayanti. They attended webinar on Save the Blue and Hunar 2021 orgaized by Lala college. The CWDC and ICC orgaized talk show on mental health awareness to give postivity and hope to the students during pandemic period. They were given simple tips to keep them active and positive in their approach. Through all these students got vocal about their issues developed during pandemic. It helped them to learn life skills to overcome challenges. Through awareness program they learnt about behaviour to be followed to save from certain addictions .Celebration of national festivals developed feeling of brotherhood and harmony. They realized their social responsibilities and committed for social cause. They learnt various skills through participation in various competition. They came to know about various NGO's & their projects. Through all these they learnt how to be usefull for society by discharging duties and responsibilities towards society and nation. They realized how community and individual are attached and inter dependent for the welfare. It help them to be a true human being, Good citizen and better community member.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/nss/">https://www.apcollege.in/nss/</a>
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

37

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in



**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1023

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Though space is a very big constraint, continues efforts are made to utilise the available space in the most appropriate manner and arrange for adequate facilities for teachers and students. The college has adequate class rooms, 4 computer labs, 140 computers available for facilitating teaching learning process. Around 8 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. Efforts are made to get necessary permissions for additional floor to be constructed, which would give additional four or five class rooms. Lots of investment are being made on upgrading 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>

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

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 indoor games such as caroms , 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 in the college premises. College also organises academic intercollegiate programs like BLITZ, TECHCZAR ect for UG programs like BSc(IT) etc in the open ground available within the college premises.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>

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

08

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

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

The college has an excellent computerized library, richly equipped with books, valuable reference works, maps, previous 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 thereader. 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.apcollege.in/Library/index.htm">http://www.apcollege.in/Library/index.htm</a> <a href="#">1</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.08

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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. Covid - 19 gave an opportunity for the Institution to immediately subscribe for online portals like Google meet, Zoom, for conducting activities online.

However academic year 20-21 was an exceptional year due to Covid-19 restrictions and protocols. Students and Teachers could not visit College premises for a major part of the year due to the restrictions imposed in Mumbai.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>

#### 4.3.2 - Number of Computers

140

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

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 assistants in their reports to the morning in charge c) Gymkhana is directly under the supervision of the

Physical Instructor, who ensures that maintenance and updation of sports equipments is carried out regularly. College follows the overall procedures laid down by Head office i.e. Anjuman-I-Islam, 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 50years. Anjuman-I-Islam 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 matters of the Institution.

Academic year 20-21 being a Covid -19 year, all atvitivies were condcuted online.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

01

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>



**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

131

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to Institutional website	<a href="https://www.apcollege.in/students-centric-activities/">https://www.apcollege.in/students-centric-activities/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

20

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

05

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

58

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

Nil

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

Every year the college forms student sub-committees which aims to train and groom the students in management activities and participate in the inclusive growth of the institution. The selection of students is done as per academic merits and also includes representatives of various important units such as NSS, cultural committee, CWDC, NCC. The selection of General Secretary is done considering his contribution in college activities as well as his /her rapport with students from all sections as well as teaching, non teaching, authorities of the college. Immediately after his /her selection, meeting is conducted with Ex -GS and Alumni members to gain their support and faith as well as to learn from their experience. As a leader of student sub committees and under his direction and guidance different teams of students organise and participate in various events organised on and off campus level. The college also has other mandatory committee like Internal complaint Committee formed as per the guidelines of POSH Act 2013, it has representatives of female and male student and play significant role in creating awareness of Sexual Harassment Act as well as in organising gender sensitization programme. The NSS students' volunteers play crucial role to make students as better citizens

of India. They organise programmes to create awareness regarding social issues and their role to eradicate wrong practices from the society. CWDC has student representation to involve and sensitize towards gender based issues. The College has a DLLE program Center from University of Mumbai under which the students participate in various welfare activities.

Due to Covid - 19, protocol & SOP's most of the activities could not be conducted offline. In the second half of the academic year few activities were conducted online.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/students-centric-activities/">https://www.apcollege.in/students-centric-activities/</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

35

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association has been registered after the NAAC peer team visited in the month of June 2018, Efforts are being made by the Institution to increase the Alumni base. Alumni have been traditionally contributing by way of training our existing students in cultural activities, guiding them for appearing in exams, competitive exams, and appearing for job interviews. Alumni have also been helping the regular students by giving them leads about job openings. During the pandemic period, our Alumni played a great role in providing medical assistance to families of our students and staff through their network and relationship. They helped our students to get job in covid and quarantine centers during the pandemic period. To boost the morale of students during the pandemic period they conducted sessions and extended their wholehearted support to college and students. During pandemics due to job loss and financial crunch, many students failed to pay outstanding fees and were in a situation to drop out. But our Alumni through their contacts and relationship helped the students to pay their fees through donations or zakat from their contacts with different trusts, philanthropists, and entrepreneurs. They shared their mobile numbers so that at the need of the hour, students can reach out to them for help either for admission in hospital, medicine or injections availability, rations, etc.

Year 20-21 was exceptional due to Covid-19. Most of the students past and present had to lots of hardships. Since most of our students are into business, Covid -19 restrictions have forced them to close thier business for a major part of the year. Many of them were compelled to migrate to their native villages for survival.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/alumni/">https://www.apcollege.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 organization "Anjuman--Islam" which governs all the matters pertaining to effective governance in line with the Vision and Mission of our Institution which is 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 meetings are held with the Principal and Heads of Departments. Review meetings by the Principal with the Heads of Department are held for assessing the progress. Quarterly reports are sent by the Principal to the management and presentation to Board for higher education, covering Attendance analysis, Semester Result analysis. Periodical internal and external audit are carried out by HO for monitoring the finances of the college.. The 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	Documents
Paste link for additional information	<a href="https://www.apcollege.in/management/">https://www.apcollege.in/management/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. Our President, Vice president, Chairman and the Principal have detail discussions and deliberation on the policy related issues and major financial implications of any decision in quarterly review meetings. All urgent and crucial approvals happen at this level. As and when Principal feels the need level lmeeting 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.: 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. 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. 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	Documents
Paste link for additional information	<a href="https://www.youtube.com/channel/UCQ6ZE2SJriUzNKlwPd8-S9A/videos">https://www.youtube.com/channel/UCQ6ZE2SJriUzNKlwPd8-S9A/videos</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being a pandemic year, physical classes and college was closed for a major part of year due restrictions. Therefore after having discussion with management and after their consent the following strategy wasdeployed in the during theyear.

1. On line PTA meeting was conducted to provide the information about virtual classroom as well as well as regarding required facilities required like smart phone, internet or data at home.
2. To keep students connected and optimistic about future, awareness programs on Mental health was organized through



experienced counselors or psychiatrist.

3. During pandemic period, to upgrade the professional and employable skills among final year students on line workshop/webinar/training course was conducted
4. To upgrade digital skills of the teaching staff for virtual classrooms and on line programs ,on line digital training program was conducted.
5. The office staff was provided with the desk top and printer at home to carry out administrative activities through on line / work from home due to Covid Protocols
6. Awareness Program on COVID and safety measures against it was organized under NSS unit.
7. Official whatsapp groups for students were created by the college to communicate all information related with online classes, examination, admission etc. Online platforms like Google Meet was made functional for carrying out Online teaching sessions.
8. Google form weredesigned to collect data about mobile number, what'sapp number and Email Id for examination and other academic purposes.
9. The you tube channel of college was made more active during pandemic to outreach more students as well as provide a platform to learn about different branches of knowledge.
10. Subscribed enterprise edition of zoom along with Master soft ERP system.
11. On line FDP programs at national and international levels were conducted for professional development of the teaching staff.
12. The cultural committee conducted extracurricular activities like singing competition,gazal,naat,rangloi,mehandi etc through virtual platform.
13. The ICC & WDC conducted gender sensitization program through virtual classroom.
14. mock test was conducted to give practice test during on line examination.
15. The teachers were given a list with contact numbers. They were asked to call and find out the well being of students and their families during pandemic period.
16. The Alumni meeting was conducted to extend their support for payment of outstanding fees of regular students through zakat or donation

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.youtube.com/channel/UCQ6ZE2SJriUzNKlwPd8-S9A">https://www.youtube.com/channel/UCQ6ZE2SJriUzNKlwPd8-S9A</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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

President, Senior Vice president, Executive chairman board for higher education, Anjuman I islam, Principal ,Vice Principal & CDC.

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 through Board meeting held in every quarter.. The "College Development Committee " (CDC) consisting of representatives from management, teaching and non teaching staff, student & Alumni along with the Principal is committed to effective governance. The CDC guides in planning, monitoring and evaluating mechanisms regarding administrative and academic processes as per Maharashtra Universities Act, 1994. IQAC provides & ensures 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	Documents
Paste link for additional information	<a href="http://www.apcollege.in/igac/">http://www.apcollege.in/igac/</a>
Link to Organogram of the institution webpage	<a href="https://www.apcollege.in/management/">https://www.apcollege.in/management/</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination** A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

The institution attempts to provide the best of the facilities possible to their staff. Staff welfare is believed to be one of the major determinants in motivating staff and thus enhancing efficiency productively. Following is the way, by which staff and non-teaching welfare are achieved.

Welfare measures for teaching staff:

1. Institution has developed staff fund to help during the medical need of any staff. It is always used to have a get-together for the staff. Special Contributory fund: All

teaching staff contributes as and when required if any non-teaching staff member has to buy a house or arrange for a heavy deposit for rented premises or any health care expenditure.

2. 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.
3. Paid Maternity leave of 45days is provided to the Management female staff ensuring their and child care.
4. Reimbursement of participation fees for seminars, conferences, symposiums, and workshops is done to motivate further research.
5. Well-equipped centrally air-conditioned staff room with good seating arrangement is provided.
6. Female staff is provided with a seperate ladies common room to have privacy like praying Namaz and rest
7. Non-staff is provided uniforms every year.
8. Our-head officehas a cooperative society that grants quick loans to the staff in their personal, home-related, or medical needs.
9. Institution provides Teacher day's gift every year in kind to each staff.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/welfare-sch/">https://www.apcollege.in/welfare-sch/</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

05

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

23

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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 HODs monitor the performance of the 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, 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.Punctuality of teachers 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	Documents
Paste link for additional information	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 on continuous basis 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	Documents
Paste link for additional information	<a href="https://www.apcollege.in/audited-statement/">https://www.apcollege.in/audited-statement/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

**during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

Rupees 72,645

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The major source of institutional receipts are Tution fees recieved from students and the grant-in aid funds received from the state government for salary and non-salary expenditure of teh aidedsection. 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 is available and have been audited. Besides the above the college also arranges certian funds from Non - Government organisations which donate certain funds for specific purposes like purchase of computers etc. Major contribution of our Head office is to arrange Zakat funds for our poor students who cannot even afford annual fee of Rs. 6500/-. Our Head office approaches various organisations and tries to mobilise funds for thousands of poor and deserving students studying in



File Description	Documents
Paste link for additional information	<a href="https://www.youtube.com/watch?v=by59ztylWkw&amp;t=3584s">https://www.youtube.com/watch?v=by59ztylWkw&amp;t=3584s</a>
Upload any additional information	<a href="#">View File</a>

## 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

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 by analysing various feedback reports.
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 prepare reports on the feedback.
7. Internal Quality Assurance Cell (IQAC) of the College has taken initiatives.

File Description	Documents
Paste link for additional information	<a href="http://www.apcollege.in/igac/">http://www.apcollege.in/igac/</a>
Upload any additional information	<a href="#">View File</a>

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 and recorded the incremental improvement in various activities

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 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 CDC guides in planning, monitoring and evaluation mechanisms regarding academic and administrative processes as per the Maharashtra Universities Act.

8. HODs, 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	Documents
Paste link for additional information	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our mangement Anjuman-I-Islam's promote gender equity by selectingfemale represntative in the mangement board. Our Chairperosn of Board of Anjuman hHigher education is MS. Saifullah Yasmin,We have good number of female staff in degree,junior and professional section too .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. The College Women Development cell and Internal Complaint Committee celebrated international women's day through digital platform . The counselor Ms. Aporva Singh Verma was invited from Mpower and she spoke on building resilience during pandemic period. 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. To help to continue the higher education among female students the college has provision of zakat fund and student welfare fund. During pandemic period the female staff was assigned the task to counsel girl students to help them the challenges they are facing in academic and personal life. 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. The college has a separate ladies common room with a full time lady attendant on the 1st floor. During pandemic period to give exposure to the skills of girl students, the cultural committee organised the competition like mehandi, nail art so that they could associated with their peer group and interacted to develop social bonds.

However academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.youtube.com/watch?v=5joNJT9HPv0">https://www.youtube.com/watch?v=5joNJT9HPv0</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.apcollege.in/welfare-sch/">https://www.apcollege.in/welfare-sch/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy**

**D. Any 1 of the above**

**conservation measures Solar energy  
Biogas plant Wheeling to the Grid Sensor-  
based energy conservation Use of LED  
bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Being a Commerce College regular waste generated is basically in the form Solid (paper waste).

Since it is not a Science college Hazardious chemicals and radioactive waste, Bio-medical waste etc is not generated in the premises. A compost pit is created which is filled with very little waste generated from canteen and others like oprotted trees /l branches / leaves from the small garden within the premises

.E waste like discarded computer peripherals etc are donated.

However academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the**

E. None of the above

**campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**D. Any 1 of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**National Festivals and birth & death anniversaries of great Indian personalities are celebrated with lots of zeal and enthusiasm in our Institution. Prominent personalities like Maulana Abul Kalam Azad whose birthday is celebrated as Minority**

Rights day are celebrated by conducting various programs like special lectures etc in our college. Marathi Language Conservation Day -Marathi Diwas is celebrated every year by inviting the resource person to speak significant contribution of Marathi Poets and academicians in Maharashtra & Indian Culture. To pay tribute to martyrs of the 26th November attack on Mumbai, Shaheed day is celebrated. To feel proud of the Indian Constitution & to make students realize the importance of freedom as well as towards responsibilities, constitution day is celebrated. The NSS slogan -NOT ME BUT YOU,- inspires students to be empathetic and theNSS Foundation day is celebrated to sensitize students towards social issues and inspired them to become good citizens and contribute positively to the welfare of society. To respect every religion, language, and State to maintain peace and harmony, Maharashtra day is celebrated. The great president of India, Late Dr. Abdul Kalam Azad, in his memory the reading day is celebrated. To promote gender equality and for the growth and development of female students, International women's day is celebrated. To have respect for faith in every religion and to be a good human being, the NAAT (Poetry to praise Prophet Muhammad)competition is organized.

Academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Along with academic and professional development, to make the students good global and Indian citizen is in the mission and vision of College and for that various programs are conducted to create awareness about our duties towards the nation and society. Every year on 26th November, Constitution day is celebrated where the authority, staff, students take a pledge to discharge their duties towards the nation and fulfill their responsibilities as Indian Citizens. During a pandemic, to



create awareness about corona and safety measures to protect against it, the NSS unit made a video and poster and shared it. During the lockdown, many families lost income and source of food and at that time Our NSS unit through the staff and friends raised funds for the distribution of 40 ration kits to tribals of adopted area Komblawadi at Neral. To create awareness about road safety measures they participated in poster and street play competitions. To give the message of cleanliness, they participated in SWACHH BHARAT YOJNA. They undertook cleanliness drives of their homes and in surrounding areas. Being a pandemic period, students participated in the celebration of Independence Day, Republic Day, Reading Day, Maharashtra Day through virtual platforms. To conserve the Marathi language and its rich heritage, Marathi Diwas is celebrated, To pay the tribute to martyrs of the Mumbai attack and Pulwama attack, to sensitize the students for sacrifices done by our soldiers, the SHAHEED DIWAS is organized. To develop gender equity and to sensitize girls' issues of society, International Women's day is celebrated. To help the family and friends and nearby from covid related anxiety and stress, a talk show by renowned psychiatrist Dr.Harish Shetty was organized. Students participated in the celebration of Rashtriya Ekta Diwas or National Unity Day on 31st October. To keep students alert and awaken as responsible citizen campaigns like drug free India, HIV-AIDS awareness, Ek Bharat Shrestha Bharat, Waste and dry waste collection by Majhi Vasundhara Mitra, Chatrapati Shivaji Maharaj Jayanti, Financial literacy, Organ donation, etc were organized. The students registered in the DLLE unit participated in Bhajan Sandhya, Blue earth, etc.

Academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.apcollege.in/nss/">https://www.apcollege.in/nss/</a>
Any other relevant information	<a href="https://www.youtube.com/watch?v=5joNJT9HPv0&amp;t=28s">https://www.youtube.com/watch?v=5joNJT9HPv0&amp;t=28s</a>

**7.1.10 - The Institution has a prescribed**

**C. Any 2 of the above**

**code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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 as Minority Rights day is celebrated by conducting various programmes like lectures etc in our college. National Unity Day is celebrated on Birth Anniversary of Sardar Vallabhbhai Patel. The Reading Day is organized to give the tribute to our beloved Ex-President Late Dr. Abdul Kalam. on 27th Feb. Marathi Bhasha Divas is celebrated in the memory of Poet V.V. Shirwadkar (Kusumagraj). Shaheed Divas is celebrated to give a tribute to martyrs of a Mumbai Attack and Pulwama Attack. Maharashtra Day is celebrated on the occasion formation of the state. Republic Day , Independence Day and Constitution days are celebrated to cherish our freedom and constitutional values. NSS Day celebrated to remind the motto of NSS Not me but you. International Women's Day celebrated to highlight the contribution of women in various fields as well as sensitized towards gender issues. On the birth

anniversary of Mahtma Gandhi Swachhata Abhiyan is conducted by NSS unit of college. NSS volunteers participated and attended National Youth Parliament Festival, Mascot for the International Day of Yoga, Inauguration of Dr. Babasaheb Ambedkar International Research Institution, Chatrapati Shivaji Maharaj Jayanti by University of Mumbai, SIR SYED EXCELLENCE NATIONAL AWARD

Academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice - I

1) Title of the Practice: Students & Parents Orientation for Online Teaching & Learning:

2) Goal (Objectives): Provide training to students & parents for accepting online mode of Institutional activities due to restrictions imposed by Govt of Maharashtra on account of Covid-19 protocols.

3) The Context: Academic year 20-21 was an exceptional year due to Covid-19 Pandemic which forced the world to go under lockdown. Though physical movements were restricted, nothing stopped and even academic institutions were compelled to accept the online mode. Even though our institution is situated at the heart of the city, most of the students come from economically poor/weaker sections, who could barely manage to pay an annual fee of Rs. 6000/- in one installment. Under such a scenario,

Institution faced the challenge of making the students and their parents accept the online mode of teaching & learning process.

4) The Practice: At the beginning of the year teachers and non-teaching staff were given the phone numbers of the students to contact them personally. Students were requested to join the WhatsApp groups created through which lecture links, and notes were communicated. Students who had migrated to far-off villages in UP & Bihar could successfully connect with institutions and participate in the online mode. Students were given necessary online training multiple times for joining online lectures, and for appearing for semester-end exams. Parents were also contacted and were involved under PTA in the entire process which helped us to remove any apprehensions about the online teaching-learning and examination process.

5) Evidence of Success: Though students had to face issues like recharging their mobiles on daily basis, and internet connectivity issues, approximately 1800 students could connect online, and participate in the online mode of teaching-learning and evaluation process. College could successfully conduct online exams in both semesters. The entire process of admission, teaching & learning, evaluation & conduct of examination, result declaration, and cultural activities were conducted online.

6). Problems Encountered Resources Required: Contacting students was a major problem due to physical restrictions imposed and the lack of contact details of some students who could not provide because of their economic background. The single device being shared by multiple children in one family was another major problem. The institution had to schedule lectures in the afternoon to enable the kids to use the single device one after the other. Internet connectivity from the students especially those who migrated to native places in remote villages was another major problem, for which multiple lectures were conducted online.

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

## Best Practice - II

1) Title of the Practice: Student Aid / Zakat Fund for As many

needy students as possible

2) Goal (Objectives): One of the main missions of the Institution is to help poor students and ensure they are educated. Keeping this objective in mind the institution ensures that funds be arranged for as many deserving and needy students as possible.

3) The Context: Academic year 20-21 was an exceptional year due to Covid-19 Pandemic which forced the world to go under lockdown. Though physical movements were restricted, nothing stopped and even academic institutions were compelled to accept the online mode. Even though our institution is situated at the heart of the city, most of the students come from economically poor/weaker sections, who could barely manage to pay an annual fee of Rs. 6000/- in one installment. Due to lockdown, a number of business organizations were closed, and as such most of our students faced a severe financial crisis. Under such a scenario, institutions faced the challenge of retaining students coming from poor economic backgrounds, who were unable to even pay their fees. Since It is the mission of the Institution to bring these students from the quagmire of poverty, all efforts are made to ensure students are provided with all the possible support to make them graduates and make worthy citizens, help the cause of nation-building. Students are provided with maximum possible financial aid from within and outside sources and efforts are made to pass this benefit to a large number of students.

4) The Practice: Students are given notice in advance about the avenues and various schemes which are available to them for getting financial aid. Google forms were circulated and online applications forms along with income proof certificates copies of other relevant documents are received and processed along with a personal interview of the students, before distributing the aid to the needy students. In some cases where the aid is not sufficient efforts are made to arrange financial aid from outside sources also. Teachers & Management collected funds to the tune of Rs. 17 lacs for paying fees for those who are genuinely deserving and needy.

5) Evidence of Success: Institution has always aimed at providing the maximum possible support to the students. Many students have benefited from the efforts taken by the institution for providing financial aid and support, Which helped the students in their progression in higher studies and

prevented them from discontinuing their studies due to wanting of funds. The table below shows the funds arranged from various sources by the Institution as financial aid for needy students:

Class No' of Students Amount

Financial support from the institution(Zakat) 113 Rs. 17,07,485

Financial support from government 01 Rs. 6,293

Financial support from other sources 17 Rs. 152,964

Total 131 Rs. 18,66,742

The success of the practice is evident from the fact that a sum of Rs. 18.66 Lacs was arranged and distributed as financial aid for payment of fees to the needy students.

#### 6) Problems Encountered Resources Required:

Identifying those who are really in need of this facility due to their family background becomes a huge challenge. Some of the students may be really very poor, and needy, and hesitate to express their problems. A major section of our students is economically poor, even the amount of Rs. 18.66 lacs arranged was not sufficient and many students had to be given an installment facility for paying the remaining fees.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.apcollege.in/best-practices/">https://www.apcollege.in/best-practices/</a>
Any other relevant information	<a href="https://www.apcollege.in/pta/">https://www.apcollege.in/pta/</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Being a pandemic year it was a great challenge for the college like us to conduct online teaching as well as online examination. Because most of our students were not having smart phones and to recharge data on daily basis was a big difficulty due to their socio-economic conditions. Most of students were not having Gmail account too. Therefore the college conducted

the PTA meeting to create a awareness among the parents regarding new requirement's as well as support to be provided to the students at their homes. To train the students for online classes and exams, the IQAC along with IT cell and examination committee conducted orientation cum awareness program. In that they were trained how to fill up all required information as well as asked them to appeared for mock test to avoid last minutes technical glitches. They were informed about various applications to be installed for attending online classes as well as other activities. The special help desk with helpline numbers was setup to help the students for examination, admission, fees payment etc.

Vision & Mission of our institution emphasizes on creating citizens who will contribute to the growth of nation. Another important performance of the instituion very distincitive to its priority is its identification with social needs. Institution, Alumni and its students were in forfront for providing various services to all those covid effected communities specially in around the college campus during the covid imposed lockdown. Students past & present & staff raised funds to purchase food packet kits to all those families who were badly hit by the covid lockdown and its impact on various small time businessmen. Instituion takes pride in its Alumni, students & staff who were providing help to all those needyat the time when it was badly needed, and helped the college discharge its Instituional Social Responsibility.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Institute is affiliated to the University of Mumbai. The curriculum is framed by the University through senior teachers nominated as Board of Study members from Colleges affiliated to the University. The curriculum developed by University is applicable to all the affiliated colleges. At our Institutes level, we have undertaken the following initiatives for curriculum development. Few of our experienced faculty members are appointed as the members as well as chairpersons of the syllabus revision committee. They get involved in the process of curriculum development for the enrichment of curriculum keeping in view the Industry trends. Departmental meetings conducted by the HOD's at the beginning of the year and Topics are allotted to the respective teachers for preparing lesson plans. Semester end exams are planned in consultation with all the departments. Under the supervision of the Principal, Vice Principal, IQAC Co-ordinator & HOD's departments are given freedom to plan their Timetable, Exam Schedule assignment of Projects, Conduct Workshops, Seminars and other various Curricular activities. Various Committees are also formed comprising of representatives from all stakeholders of the college for coordinating important administrative activities of the college.

However year 20-21 has been an extraordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.apcollege.in/academic_cal/">https://www.apcollege.in/academic_cal/</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution prepares an academic calendar in accordance



with the academic calendar of the University of Mumbai. The institution abides by the requirements specified by the University of Mumbai in its academic calendar. The academic calendar is prepared well in advance for the next academic year. The academic calendar is displayed on the notice board as well as uploaded on the college website for all-time information for all the stakeholders. It carries tentative schedules regarding admission, teaching-learning schedule, examination schedule, curricular and co-curricular activities, extra-curricular activities, major departmental, committee, and institutional events to be organized. The college follows its academic calendar for conducting internal examinations and CIEs. Schedule for all the CIE tests adhering to Academic Calendar is informed to the students through notices and What's App groups of students. The result of the CIE tests is analyzed and communicated to students for enhancing students' performance in the final examination.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19. Most of the activities were carried out Online.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.apcollege.in/academic_cal/">https://www.apcollege.in/academic_cal/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Subjects or Courses like Foundation Course, Environmental studies which are part of syllabus/ curriculum deal with Socially relevant issues and Issues pertaining to Environment. College integrates these Curriculum oriented subjects into various activities. Workshops on Rainwater harvesting and other programs like Tree plantation are conducted within the college premises as well as surrounding areas. Through NSS Institution has adopted a tribal village, where students are taken to sensitise them about their responsibility towards the society. Students interact with the tribal people and try to understand their problems and issues which are also dealt in the Foundation Course. Apart from the curriculum, the college also attempts to inculcate cross-cutting issues through Institutional Social Responsibility (ISR) as well as the extension activities of NSS and DLLE.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

07

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

908

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1855

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our institution, being a minority, admits learners from diverse socio-economic sections, especially from Muslim communities having average socio-economic status. So, we have well-planned measures to address these learners. The Institution looks for a systematic framework for assessing students' learning abilities and reviewing and evaluating and enhancing their academic performance. All learners are not the same and have different abilities in learning, determined by their cognitive and environment, etc. These learning ability issues are well addressed by the institution using various methods, like the observation of student performance in the previous end semester exam, Internal Assessments, and through Continuous Internal Evaluation (CIE) and Students' engagement in Lectures. During mentoring, mentors take into consideration mentees' learning skills, based on their educational, cognitive, emotional, and social aspects. Along with regular UG and PG in Commerce courses, the institution also offers self financing courses like BMS, BMM, CS (IT), etc. Guidance and motivation are consistently provided during periodic mentoring sessions and classroom teaching. Remedial sessions through individual guidance are provided to the slow learners to perform well in the examination. Students are provided with lecture notes as well as reference material by all the subject teachers. Faculties assign extra assignments to slow learners for concept clarification and better comprehension of the course. Departments maintain and monitor the database, schedules, and remedial sessions and their performances. Students are motivated to participate in various co-curricular activities. Our students have spectacular presentations in the sports and have represented Mumbai University at state-to-national level.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/students-centric-activities/">https://www.apcollege.in/students-centric-activities/</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1855	23

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Experiential learning is a process where learners are allowed to learn experience and hands-on reflection learning. It has two perspectives, one to learn what is given to learning as a specific subject and secondly learning through one's learning process. The purpose of this kind of learning is to commit to realizing the unrecognized and untapped potential in individuals, through deliberate process or endeavor. It involves education through involvement. The institution organizes workshops for students to get hands-on experience by Information Technology, Computer Science, and BAMMC department to have real-life learning and get ready for actual employment, Interaction during the lecture hour is encouraged. Classroom activities like spontaneous discussions on financial topics, economic policies and environmental and social issues are discussed. Students also conduct Social Marketing Campaign in the college foyer, the Objective of which is creating awareness regarding social issues. Students conduct campaigns before 'Bakra Eid' by creating awareness in the line of supporting the dream campaign of Prime Minister Swachhta Abhiyan every year. Learners, in a team, participate and are aware of people staying in Mohalla's regarding cleanliness. NSS volunteers actively participated in the Covid help program organized by the National Institute of Homeopathy (Ministry Of AUYSH) in the Dharavi area of Mumbai.

Volunteers conducted online and offline surveys in the area to create awareness about Homeopathy Medicine on Covid 19 virus. Virtual visits are organized to industries, institutes, corporate sectors, sanctuaries, SEBI, BSE, RBI, various industries to associate learners to the curriculum requirements. Industrial Visit (IV) brings clarity to important management concepts. It relates classroom teaching to practical learning in a real-life environment and also helps students to clarify their queries in the interested field. IT helps learners to enhance their interpersonal skills as they get an opportunity to interact with new people. Participative learning is a process in which we allow learners to get actively involved and participate in various curricular and extra-curricular activities. Such as debate, groups discussion, programming model and assignment, poster making, wallpaper making, panel discussion, quizzes, role play, documentary making, etc. even theoretical and practical assignments given to them to learn by self-involvement and participation. Community surveys are also taken done by the student to know the behavior of the society or consumers. Cultural activities, cooking, rangoli, Mehndi, best out of waste competitions are conducted so that the learners can get more hands-on practice, insight into the areas of interest they have and can choose their career in the same or get into self-employment as an entrepreneur to start own hotels or centers of creative art. In the activities conducted by NSS, the street plays to create awareness regarding road safety measures was performed. Problem-solving helps students to identify the problem and find out a solution for the same. It develops among them time management and also the patience of handling problems. It enables them to get the best result of problems they are handling. Being into social science and humanity subjects, problems solving skills among our students are developed through case studies given in subjects like Business law, commerce, management, and Business Economics and also in subjects like Mass Media. Learners are asked to read the case studies and find out the best solution by applying their perception, thinking, and skill. The competency of the students can be well calculated based on their problem-solving skills. The film screening is a method that gives visual representation to abstract thoughts. It helps learners gain meticulous knowledge, develop a critical interpretation. Through a digital platform, various educational videos were shown to make the teaching more effective and memorable.



However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19. Most of the atvities were condcuted online.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://1drv.ms/w/s!AnCxeduLk-R2iVy_xwmFmLip151T">https://1drv.ms/w/s!AnCxeduLk-R2iVy_xwmFmLip151T</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college has 8 classrooms well equipped with ICT resources like Desktop Computer, Overhead LCD Projector, Speakers, Cable Internet and high-speed Wi-Fi connection. The college is having 4 fully functional computer labs with 140computers and a smart-board with all required software. The library is fully computerized with SOUL software. Google Classroom and Zoom were used for unified communication platforms for the students. All curricular, co-curricular, and extracurricular activities were conducted using ICT and live streaming of the program was done on social media. Orientation programs were conducted to make the students well versed with the use of Google classroom and Zoom. Mock tests were conducted to practice online examinations before each semester examinations. During the pandemic, a students survey was conducted for online examination. Students facing technical difficulties were provided a dedicated email and helpline number. Semester Examinations were conducted online through an online Google form with form-presenter and timer-control. A training session was conducted for teachers to provide Hands-On practicals for using Google-Classroom and Google-forms paper setting. A fully-functional ERP System for online admission, fees-payment, attendance, result processing, and result publishing. Online tools were used for conducting student surveys to provide necessary support and assistance in psychological, technical, academic, and financial issues pertaining to the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

08

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

336

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Evaluation is an integral part or outcome of the entire teaching and learning process. It helps learners to get feedback on their learning strengths and weaknesses, enabling them to bring correction in their learning process. At the same time, it also helps faculties to prepare well for their lectures to ensure good learning outcomes for the learners. For this IQAC interacts with the Heads of the different departments, examination committees, and plans out programs and schedules to build a good evaluation system inline with the system adopetd by the affiliated University.. The institution prepares an academic calendar taking into consideration the university examination timetable and holidays. The internal evaluation system is made more transparent and objective being decentralized. During the pandemic period, the mock test was conducted to train students for online examinations and to avoid technical

glitches during examination time. The helpline number is shared with students as well as displayed at prominent students WhatsApp group.

In online mode, the assessment was computer-based without human interference during covid-19. The assessment was done at a very rapid pace since the mark list was generated at end of exam timings. Results were declared within a week after giving gratings as per University of Mumbai statutes.

During academic year 20-21, all exams were conducted online as prescribed by the affiliated University, due to Covid-19 restrictions & protocols.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://cims.mastersofterp.in/BulkMessage/SendBulkMessage">https://cims.mastersofterp.in/BulkMessage/SendBulkMessage</a>

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

In online mode, since physical contact between students and the exam committee was restricted, a special email id was communicated to students on personal numbers. Dedicated helpline numbers were given to the learners. The students were required to mail their doubts, issues, queries related to exams on this email id(appcce.exam@gmail.com) and the exam committee would communicate back to them within 3 working days. The helpline number was shared with students to solve their problems or queries before or during the examination. Students who failed to complete the paper due to network issues or failed to understand and follow the guidelines were given an opportunity to appear for additional examination. The NSS unit along with the examination committee prepared the orientation cum training video for students as they were appearing for the first time online examination. In the video, all procedures, as well as guidelines with demonstration, were shown to the students. The things to be avoided during the examination were reminded again and again. The students who faced the problem of poor network and failed to submit a paper on time were given an additional opportunity for examination. To handle the stress or anxiety of students even in pandemic office and teaching staff was

called to help the students under SOP given by the University of Mumbai. A video with a recorded audio-video message by the principal and examination committee was shared with students to boost their morale and to overcome the phobia of online exams.

.However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.apcollege.in/examination/">https://www.apcollege.in/examination/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Based on our vision and mission of the institution, we keep a holistic and progressive approach for the development of our students. We have UG and PG courses . The institution ensures attainment of the outcome of various programs taking into consideration diverse learners' profiles and knowledge bases. For this, learners are regularly assessed, and whenever needed remedial measures are taken during formative assessment. Internal and semester exams are conducted and learners are assessed on pre-determined assessment criteria. For the subjects like communication, regular tutorials are conducted, or the subjects like accountancy and mathematics, practical sheets and sums are provided to the students to have a regular practice and get the best of knowledge of the subjects. The subject life economics and commerce, various activities are carried out such as essay competition, and curriculum-based programs such as guest lectures, etc. For better evaluation of their understanding, students are given online training on stock markets and are given experimental experience. Projects and assignments are given for developing research aptitude among students. For students of Mass and Multimedia, activities such as short films, advertisements, literary articles, newsletters are conducted. Being a pandemic period, a special program on mental health was organized by DLLE, WDC, and ICC. It helps them to be optimistic and get busy learning new skills through digital platforms. The institution also conducts various programs and

sessions on career counseling and soft skills-based subjects for the inclusive development of the students. The NSS units of the college conduct several programs such as to create leadership among the students and make them highly valued citizens of the nation. The outcome of the same is measured from the participation and involvement of the students. Students are also engaged in a participative mode in various activities enabling them to develop leadership qualities and learn how to initiate. Teachers explain the relevance of each Course forming part of the Curriculum to the Learners and also make them understand how it is beneficial to them. The learning outcome of the students is measured through internal and semester-end examinations consisting of practical and written exams, assignments, projects, viva, participation in-class activities. The role of the teacher is confined to observing the learning abilities of the students from the outcome of the result and helping them to come up or upgrade with their innate potential in improving themselves.

Academic year 20-21 was extraordinary due to Covid-19, an only online mode of teaching and learning was possible due to covid-19 restrictions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.apcollege.in/wp-content/uploads/2018/01/Course-outcomes-1.pdf">https://www.apcollege.in/wp-content/uploads/2018/01/Course-outcomes-1.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Based on our vision and mission of the institution, we keep a holistic and progressive approach for the development of our students. We have UG and PG courses in the regular commerce stream and UG courses in the professional section. The institution ensures attainment of the outcome of various programs taking into consideration diverse learners' profiles and knowledge bases. For this, learners are regularly

assessed, and whenever needed remedial measures are taken during formative assessment. Internal and Semester end exams are conducted and learners are assessed on pre-determined assessment criteria. For the subjects like communication, regular tutorials are conducted, or the subjects like accountancy and mathematics, practical sheets and sums are provided to the students to have a regular practice and get the best of knowledge of the subjects. The subject life economics and commerce, various activities are carried out such as essay competition, and curriculum-based programs such as guest lectures, etc. For better evaluation of their understanding, students are given a line BSE- training course on stock markets and are given experimental experience. Projects and assignments are given for developing research aptitude among students. For students of Mass and Multimedia, activities such as short films, advertisements, literary articles, newsletters are conducted. Through sessions onmind over matter, life skills were discussed to be followed by each one during a pandemic to oneself hopeful and engaged. The institution also conducts various programs and sessions on career counseling and soft skills-based subjects for the inclusive development of the students. The NSS units of the college conduct several programs such as blood donation camp, road safety street guest lecture, street plays, camp visits, international Yoga day, hijama Cupping theory session, inter-collegiate quizzes, etc. To overcome the mental stress and anxiety during the pandemic period the special lectures of renowned psychiatrist Dr. Harish Shetty on mental health awareness was organized through ICC

Academic year 20-21 was extraordinary due to Covid-19, an only online mode of teaching and learning was possible due to covid-19 restrictions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.apcollege.in/course-outcomes/">https://www.apcollege.in/course-outcomes/</a>

### 2.6.3 - Pass percentage of Students during the year

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

<b>558</b>	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.apcollege.in/examination/">https://www.apcollege.in/examination/</a>

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://docs.google.com/forms/d/1kIccwdGr3IU-UkyhSrIhXJFBC05NYV5FSz3vqGUEb00/edit>

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**Rupees 1,60,000**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**



**3.1.2.1 - Number of teachers recognized as research guides**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

01

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="http://www.icssr.org">www.icssr.org</a>

**3.2 - Innovation Ecosystem**

**3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

As per the recommendations of the IQAC, the institution has formed an ecosystem for innovations and Incubation by establishing the Research Committee and Incubation Centre. The research committee encourages research activities among students and faculty members, thus inculcating research culture among them. FDP on E-content development, One week international library development program, national webinar on Impact of Covid-Pandemic 19 was organised. The institution in collaboration with the Bombay Stock Exchange (BSE) conducted a Certificate course in entrepreneurial planning in financial markets to enlighten the students about various opportunities and avenues in financial segments. Department of Economics in association with BSE conducted a seven days certificate

course on 'Overview of Financial Market' to create financial literacy among students. A career guidance webinar on "Preparation for Law CET", & "Preparation for MAH-MBA/MMS CET", was organized to enlighten the about various professional career options. The college conducted the faculty development program on e-content development for the staff. They were given hands-on training for Google form for setting question papers. Students were given orientation lectures with demonstrations for appearing online exam, Talk show on Framers Bill was organized. Students of IT & CS were given training on Data Analytics with Python & How to make your own Website & "Hands on Practice on Photoshop" to develop their professional skills. The department conducts competition to develop presentaion skills among the students. Various programmes and talk show was organised to develop mental health awareness during pandemic time. Quiz contest on sports and International yoga day was celebrated to keep students alert about physical activities /exercies to be done at home only during pandemic.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/self_fin_act/">https://www.apcollege.in/self_fin_act/</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

09

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

<b>3.3 - Research Publications and Awards</b>	
<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
10	
File Description	Documents
URL to the research page on HEI website	<a href="https://www.apcollege.in/">https://www.apcollege.in/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
09	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
08	

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institution is actively involved in extension activities through National Service Scheme (NSS), Department of Life Long Learning and Extension (DLLE), College Women Development Cell, (CWDC) & Internal Complaint Committee (ICC). throughout the year. Through out the year The NSS unit of our college conducted activities to help the community and sensitize students towards social issues. Awareness Programmes on covid, cancer and HIV/Aids.. Students participated in various video ,poster and street play competition to give message on road safety. During pandemic they visited adopted area Komalwadi at Neral to distribute Ration kit to tribes. For this noble cause they raised the funds from staff and friends through digital platform and supported to the people. They participated in Swachh Bharat Abhiyaan, through which they did cleanliness of their home and surrounding areas as good citizen of India. Through virtual platform they participated in celebration of National festival day as well as Maharashtra day, Marathi Diwas Day, Reading Day, Constitution Day, National Unity Day . They paid tribute to martyars of 26th November, Mumbai attack as well as Pulwama attack. Through DLLE students participated in the Bhajaan Sandhay orgaized by Mumbai University on the eve of Gandhi Jayanti. They attended webinar on Save the Blue and Hunar 2021 orgaized by Lala college. The CWDC and ICC orgaized talk show on mental health awareness to give postivity and hope to the students during pandemic period. They were given simple tips to keep them active and positive in their approach. Through all these students got vocal about their issues developed during pandemic. It helped them to learn life skills to overcome challenges. Through awareness program they learnt about behaviour to be followed to save from certain addictions .Celebration of national festivals developed feeling of brotherhood and harmony. They realized their social responsibilities and committed for social cause. They

learnt various skills through participation in various competition.They came to know about various NGO's & their projects. Through all these they learnt how to be usefullfor society by discharging duties and responsibilities towards society and nation. They realized how community and individual are attached and inter dependent for the welfare. It help them to be a true human being,Good citizen and better community member.

However year 20-21 has been an extra ordinary year due to pandemic i.e. Covid-19.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/nss/">https://www.apcollege.in/nss/</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

02

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

37

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1023

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

Though space is a very big constraint, continues efforts are made to utilise the available space in the most appropriate manner and arrange for adequate facilities for teachers and students. The college has adequate class rooms, 4 computer labs, 140 computers available for facilitating teaching learning process. Around 8 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. Efforts are made to get necessary permissions for additional floor to be constructed, which would give additional four or five class rooms. Lots of investment are being made on upgrading 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>

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

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 indoor games such as caroms , 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 in the college premises. College also organises academic intercollegiate programs like BLITZ, TECHCZAR ect for UG programs like BSc(IT) etc in the open ground available within the college premises.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>

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

08



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The college has an excellent computerized library, richly equipped with books, valuable reference works, maps, previous 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 thereader. 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.apcollege.in/Library/index.html">http://www.apcollege.in/Library/index.html</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

0.08

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure**

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

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. Covid - 19 gave an opportunity for the Institution to immediately subsribe for online portals like Google meet, Zoom,for conducting activties online.

However academic year 20-21 was an exceptional year due to Covid-19 restrictions and protocols. Students and Teachers could not visit College premises for a major part of the year

due to the restrictions imposed in Mumbai.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>

#### 4.3.2 - Number of Computers

140

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

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 assistants in their reports to the morning in charge c) Gymkhana is directly under the supervision of the Physical Instructor, who ensures that maintenance and updation of sports equipments is carried out regularly. College follows the overall procedures laid down by Head office i.e. Anjuman-I-Islam, 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 50years. Anjuman-I-Islam 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 matters of the Institution.

Academic year 20-21 being a Covid -19 year, all atvitivies were condcuted online.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.apcollege.in/virtual-college-2/">https://www.apcollege.in/virtual-college-2/</a>

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

01

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

131

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File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.apcollege.in/students-centric-activities/">https://www.apcollege.in/students-centric-activities/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**20**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**20**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

05

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

58



File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

Nil

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Every year the college forms student sub-committees which aims to train and groom the students in management activities and participate in the inclusive growth of the institution. The selection of students is done as per academic merits and also includes representatives of various important units such as NSS, cultural committee, CWDC, NCC. The selection of General Secretary is done considering his contribution in college activities as well as his /her rapport with students from all sections as well as teaching, non teaching, authorities of the college. Immediately after his /her selection, meeting is conducted with Ex -GS and Alumni members to gain their support and faith as well as to learn from their experience. As a leader of student sub committees and under his direction and guidance different teams of students organise and participate in various events organised on and off campus level. The college also has other mandatory committee like Internal complaint Committee formed as per the guidelines of POSH Act 2013, it has representatives of female and male student and play significant role in creating awareness of Sexual Harassment Act as well as in organising gender sensitization programme. The NSS students' volunteers play crucial role to make students as better citizens of India. They organise programmes to create awareness regarding social issues and their role to eradicate wrong practices from the society. CWDC has student representation to involve and sensitize towards gender based issues. The College has a DLLE program Center from University of Mumbai under which the students participate in various welfare activities.

Due to Covid - 19, protocol & SOP's most of the activities

could not conducted offline. In the second half of the academic year few activities were condcuted online.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/students-centric-activities/">https://www.apcollege.in/students-centric-activities/</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

35

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association has been registered after the NAAC peer team visited in the month of June 2018, Efforts are being made by the Institution to increase the Alumni base. Alumni have been traditionally contributing by way of training our existing students in cultural activities, guiding them for appearing in exams, competitive exams, and appearing for job interviews. Alumni have also been helping the regular students by giving them leads about job openings. During the pandemic period, our Alumni played a great role in providing

medical assistance to families of our students and staff through their network and relationship. They helped our students to get job in covid and quarantine centers during the pandemic period. To boost the morale of students during the pandemic period they conducted sessions and extended their wholehearted support to college and students. During pandemics due to job loss and financial crunch, many students failed to pay outstanding fees and were in a situation to drop out. But our Alumni through their contacts and relationship helped the students to pay their fees through donations or zakat from their contacts with different trusts, philanthropists, and entrepreneurs. They shared their mobile numbers so that at the need of the hour, students can reach out to them for help either for admission in hospital, medicine or injections availability, rations, etc.

Year 20-21 was exceptional due to Covid-19. Most of the students past and present had to lots of hardships. Since most of our students are into business, Covid -19 restrictions have forced them to close thier business for a major part of the year. Many of them were compelled to migrate to their native villages for survival.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/alumni/">https://www.apcollege.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 organization "Anjuman--Islam" which governs all the matters pertaining to effective governance in line with the Vision and Mission of our Institution which is 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 meetings are held with the Principal and Heads of Departments. Review meetings by the Principal with the Heads of Department are held for assessing the progress. Quarterly reports are sent by the Principal to the management and presentation to Board for higher education, covering Attendance analysis, Semester Result analysis. Periodical internal and external audit are carried out by HO for monitoring the finances of the college.. The 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	Documents
Paste link for additional information	<a href="https://www.apcollege.in/management/">https://www.apcollege.in/management/</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

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. Our President, Vice president, Chairman and the Principal have detail discussions and deliberation on the policy related issues and major financial implications of any

decision in quarterly review meetings. All urgent and crucial approvals happen at this level. As and when Principal feels the need level 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.: 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. 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. 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	Documents
Paste link for additional information	<a href="https://www.youtube.com/channel/UCQ6ZE2SJriUzNKlwPd8-S9A/videos">https://www.youtube.com/channel/UCQ6ZE2SJriUzNKlwPd8-S9A/videos</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Being a pandemic year, physical classes and college was closed for a major part of year due restrictions. Therefore after having discussion with management and after their consent the following strategy was deployed in the during theyear.

1. On line PTA meeting was conducted to provide the information about virtual classroom as well as well as regarding required facilities required like smart phone, internet or data at home.
2. To keep students connected and optimistic about future, awareness programs on Mental health was organized through experienced counselors or psychiatrist.
3. During pandemic period, to upgrade the professional and employable skills among final year students on line workshop/webinar/training course was conducted
4. To upgrade digital skills of the teaching staff for

virtual classrooms and on line programs ,on line digital training program was conducted.

5. The office staff was provided with the desk top and printer at home to carry out administrative activities through on line / work from home due to Covid Protocols
6. Awareness Program on COVID and safety measures against it was organized under NSS unit.
7. Official whatsapp groups for students were created by the college to communicate all information related with online classes, examination, admission etc. Online platforms like Google Meet was made functional for carrying out Online teaching sessions.
8. Google form weredesigned to collect data about mobile number, what'sapp number and Email Id for examination and other academic purposes.
9. The you tube channel of college was made more active during pandemic to outreach more students as well as provide a platform to learn about different branches of knowledge.
10. Subscribed enterprise edition of zoom along with Master soft ERP system.
11. On line FDP programs at national and international levels were conducted for professional development of the teaching staff.
12. The cultural committee conducted extracurricular activities like singing competition,gazal,naat,rangloi,mehandi etc through virtual platform.
13. The ICC & WDC conducted gender sensitization program through virtual classroom.
14. mock test was conducted to give practice test during on line examination.
15. The teachers were given a list with contact numbers. They were asked to call and find out the well being of students and their families during pandemic period.
16. The Alumni meeting was conducted to extend their support for payment of outstanding fees of regular students through zakat or donation

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.youtube.com/channel/UCQ6ZE2SJriUzNKlwPd8-S9A">https://www.youtube.com/channel/UCQ6ZE2SJriUzNKlwPd8-S9A</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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

President, Senior Vice president, Executive chairman board for higher education, Anjuman I islam, Principal ,Vice Principal & CDC.

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 through Board meeting held in every quarter.. The "College Development Committee " (CDC) consisting of representatives from management, teaching and non teaching staff, student & Alumni along with the Principal is committed to effective governance. The CDC guides in planning, monitoring and evaluating mechanisms regarding administrative and academic processes as per Maharashtra Universities Act, 1994. IQAC provides & ensures 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	Documents
Paste link for additional information	<a href="http://www.apcollege.in/iqac/">http://www.apcollege.in/iqac/</a>
Link to Organogram of the institution webpage	<a href="https://www.apcollege.in/management/">https://www.apcollege.in/management/</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

The institution attempts to provide the best of the facilities possible to their staff. Staff welfare is believed to be one of the major determinants in motivating staff and thus enhancing efficiency productively. Following is the way, by which staff and non-teaching welfare are achieved.

Welfare measures for teaching staff:

1. Institution has developed staff fund to help during the medical need of any staff. It is always used to have a get-together for the staff. Special Contributory fund: All teaching staff contributes as and when required if any non-teaching staff member has to buy a house or arrange for a heavy deposit for rented premises or any health care expenditure.
2. 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.
3. Paid Maternity leave of 45days is provided to the Management female staff ensuring their and child care.
4. Reimbursement of participation fees for seminars, conferences, symposiums, and workshops is done to motivate further research.
5. Well-equipped centrally air-conditioned staff room with good seating arrangement is provided.
6. Female staff is provided with a seperate ladies common room to have privacy like praying Namaz and rest
7. Non-staff is provided uniforms every year.
8. Our-head officehas a cooperative society that grants quick loans to the staff in their personal, home-related, or medical needs.
9. Institution provides Teacher day's gift every year in kind to each staff.

File Description	Documents
Paste link for additional information	<a href="https://www.apcollege.in/welfare-sch/">https://www.apcollege.in/welfare-sch/</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

05

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

23

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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 HODs monitor the performance of the 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, 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.Punctuality of teachers 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	Documents
Paste link for additional information	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 on continious basis 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	Documents
Paste link for additional information	<a href="https://www.apcollege.in/audited-statement/">https://www.apcollege.in/audited-statement/</a>
Upload any additional information	<a href="#">View File</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

Rupees 72,645

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The major source of institutional receipts are Tution fees recieved from students and the grant-in aid funds received from the state government for salary and non-salary expenditure of teh aidedsection. 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 is available and have been audited. Besides the above the college also arranges certian funds from Non - Government organisations which donate certain funds for specific purposes like purchase of computers etc. Major contribution of our Head office is to arrange Zakat funds for our poor students who cannot even afford annual fee of Rs. 6500/-. Our Head office approaches various organisations and tries to mobilise funds for thousands of poor and deserving students studying in

File Description	Documents
Paste link for additional information	<a href="https://www.youtube.com/watch?v=by59zty1Wkw&amp;t=3584s">https://www.youtube.com/watch?v=by59zty1Wkw&amp;t=3584s</a>
Upload any additional information	<a href="#">View File</a>

## 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

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 by analysing various feedback reports.
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 prepare reports on the feedback.
7. Internal Quality Assurance Cell (IQAC) of the College has taken initiatives.

File Description	Documents
Paste link for additional information	<a href="http://www.apcollege.in/iqac/">http://www.apcollege.in/iqac/</a>
Upload any additional information	<a href="#">View File</a>

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 and recorded the incremental improvement in various activities

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 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 CDC guides in planning, monitoring and evaluation mechanisms regarding academic and administrative processes as per the Maharashtra Universities Act.
8. HODs, 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	Documents
Paste link for additional information	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include:** Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.apcollege.in/feedback/">https://www.apcollege.in/feedback/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Our mangement Anjuman-I-Islam's promote gender equity by selectingfemale represntative in the mangement board. Our Chairperosn of Board of Anjuman hHigher education is MS. Saifullah Yasmin,We have good number of female staff in

degree, junior and professional section too .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. The College Women Development cell and Internal Complaint Committee celebrated international women's day through digital platform . The counselor Ms. Aporva Singh Verma was invited from Mpower and she spoke on building resilience during pandemic period. 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.To help to continue the higher education among female students the college has provision of zakat fund and student welfare fund. During pandemic period the female staff was assigned the task to counsel girl students to help them the challenges they are facing in academic and personal life.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. The college has a separate ladies common room with a full time lady attendant on the 1st floor. During pandemic period to give exposure to the skills of girl students, the cultural committee organised the competition like mehandi, nail art so that they could associated with their peer group and interacted to develop social bonds.

However academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.youtube.com/watch?v=5joNJT9HPv0">https://www.youtube.com/watch?v=5joNJT9HPv0</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.apcollege.in/welfare-sch/">https://www.apcollege.in/welfare-sch/</a>

<p><b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b></p>	<p><b>D. Any 1 of the above</b></p>
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Being a Commerce College regular waste generated is basically in the form Solid (paper waste).

Since it is not a Science college Hazardious chemicals and radioactive waste, Bio-medical waste etc is not generated in the pemises. A compost pit is created which is filled with very little waste generated from canteen and others like oprotted trees /l branches / leaves from the small garden within the premises

.E waste like discarded computer peripherals etc are donated.

However academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

<p><b>7.1.4 - Water conservation facilities</b></p>	<p><b>E. None of the above</b></p>
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**available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3.Pedestrian-friendly pathways</b></li> <li><b>4.Ban on use of plastic</b></li> <li><b>5.Landscaping</b></li> </ol>	<p><b>D. Any 1of the above</b></p>
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File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>D. Any 1 of the above</b></p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

National Festivals and birth & death anniversaries of great Indian personalities are celebrated with lots of zeal and enthusiasm in our Institution. Prominent personalities like Maulana Abul Kalam Azad whose birthday is celebrated as Minority Rights day are celebrated by conducting various programs like special lectures etc in our college. Marathi Language Conservation Day -Marathi Diwas is celebrated every year by inviting the resource person to speak significant contribution of Marathi Poets and academicians in Maharashtra & Indian Culture. To pay tribute to martyrs of the 26th November attack on Mumbai, Shaheed day is celebrated. To feel proud of the Indian Constitution & to make students realize the importance of freedom as well as towards responsibilities, constitution day is celebrated. The NSS slogan -NOT ME BUT YOU,- inspires students to be empathetic and theNSS Foundation day is celebrated to sensitize students towards social issues and inspired them to become good citizens and contribute positively to the welfare of society. To respect every religion, language, and State to maintain peace and harmony, Maharashtra day is celebrated. The great president of India, Late Dr. Abdul Kalam Azad, in his memory the reading day is celebrated. To promote gender equality and for the growth and development of female students, International women's day is celebrated. To have respect for faith in every religion and to be a good human being, the NAAT (Poetry to praise Prophet Muhammad)competition is organized.

Academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Along with academic and professional development, to make the students good global and Indian citizen is in the mission and vision of College and for that various programs are conducted to create awareness about our duties towards the nation and society. Every year on 26th November, Constitution day is celebrated where the authority, staff, students take a pledge to discharge their duties towards the nation and fulfill their responsibilities as Indian Citizens. During a pandemic, to create awareness about corona and safety measures to protect against it, the NSS unit made a video and poster and shared it. During the lockdown, many families lost income and source of food and at that time Our NSS unit through the staff and friends raised funds for the distribution of 40 ration kits to tribals of adopted area Komblawadi at Neral. To create awareness about road safety measures they participated in poster and street play competitions. To give the message of cleanliness, they participated in SWACHH BHARAT YOJNA. They undertook cleanliness drives of their homes and in surrounding areas. Being a pandemic period, students participated in the celebration of Independence Day, Republic Day, Reading Day, Maharashtra Day through virtual platforms. To conserve the Marathi language and its rich heritage, Marathi Diwas is celebrated, To pay the tribute to martyrs of the Mumbai attack and Pulwama attack, to sensitize the students for sacrifices done by our soldiers, the SHAHEED DIWAS is organized. To develop gender equity and to sensitize girls' issues of society, International Women's day is celebrated. To help the family and friends and nearby from covid related anxiety and stress, a talk show by renowned psychiatrist Dr.Harish Shetty was organized. Students participated in the celebration of Rashtriya Ekta Diwas or National Unity Day on 31st October. To keep students alert and awaken as responsible citizen campaigns like drug free India, HIV-AIDS awareness, Ek Bharat Shrestha Bharat, Waste and dry waste collection by Majhi Vasundhara Mitra, Chatrapati Shivaji Maharaj Jayanti, Financial literacy, Organ donation, etc were organized. The students registered in the DLLE unit participated in Bhajan Sandhya, Blue earth, etc.

Academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.apcollege.in/nss/">https://www.apcollege.in/nss/</a>
Any other relevant information	<a href="https://www.youtube.com/watch?v=5joNJT9HPv0&amp;t=28s">https://www.youtube.com/watch?v=5joNJT9HPv0&amp;t=28s</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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 as Minority Rights day is celebrated by conducting various



programmes like lectures etc in our college. National Unity Day is celebrated on Birth Anniversary of Sardar Vallabhbhai Patel. The Reading Day is organized to give the tribute to our beloved Ex-President Late Dr. Abdul Kalam. on 27th Feb. Marathi Bhasha Divas is celebrated in the memory of Poet V.V. Shirwadkar (Kusumagraj). Shaheed Divas is celebrated to give a tribute to martyrs of a Mumbai Attack and Pulwama Attack. Maharashtra Day is celebrated on the occasion formation of the state. Republic Day , Independence Day and Constitution days are celebrated to cherish our freedom and constitutional values. NSS Day celebrated to remind the motto of NSS Not me but you. International Women's Day celebrated to highlight the contribution of women in various fields as well as sensitized towards gender issues. On the birth anniversary of Mahtma Gandhi Swachhata Abhiyan is conducted by NSS unit of college. NSS volunteers participated and attended National Youth Parliament Festival, Mascot for the International Day of Yoga, Inauguration of Dr. Babasaheb Ambedkar International Research Institution, Chatrapati Shivaji Maharaj Jayanti by University of Mumbai, SIR SYED EXCELLENCE NATIONAL AWARD

Academic year 20-21 was an exceptional year due to Covid-19 pandemic. Mumbai city was under restrictions due to Covid-19 protocols and SOP's. Institution had to conduct most of its activities online for the major part of academic year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice - I

1) Title of the Practice: Students & Parents Orientation for Online Teaching & Learning:

2) Goal (Objectives): Provide training to students & parents for accepting online mode of Institutional activities due to restrictions imposed by Govt of Maharashtra on account of Covid-19 protocols.

3) The Context: Academic year 20-21 was an exceptional year due to Covid-19 Pandemic which forced the world to go under lockdown. Though physical movements were restricted, nothing stopped and even academic institutions were compelled to accept the online mode. Even though our institution is situated at the heart of the city, most of the students come from economically poor/weaker sections, who could barely manage to pay an annual fee of Rs. 6000/- in one installment. Under such a scenario, Institution faced the challenge of making the students and their parents accept the online mode of teaching & learning process.

4) The Practice: At the beginning of the year teachers and non-teaching staff were given the phone numbers of the students to contact them personally. Students were requested to join the WhatsApp groups created through which lecture links, and notes were communicated. Students who had migrated to far-off villages in UP & Bihar could successfully connect with institutions and participate in the online mode. Students were given necessary online training multiple times for joining online lectures, and for appearing for semester-end exams. Parents were also contacted and were involved under PTA in the entire process which helped us to remove any apprehensions about the online teaching-learning and examination process.

5) Evidence of Success: Though students had to face issues like recharging their mobiles on daily basis, and internet connectivity issues, approximately 1800 students could connect online, and participate in the online mode of teaching-learning and evaluation process. College could successfully conduct online exams in both semesters. The entire process of admission, teaching & learning, evaluation & conduct of examination, result declaration, and cultural activities were conducted online.

6). Problems Encountered Resources Required: Contacting students was a major problem due to physical restrictions imposed and the lack of contact details of some students who could not provide because of their economic background. The single device being shared by multiple children in one family

was another major problem. The institution had to schedule lectures in the afternoon to enable the kids to use the single device one after the other. Internet connectivity from the students especially those who migrated to native places in remote villages was another major problem, for which multiple lectures were conducted online.

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

#### Best Practice - II

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

2) Goal (Objectives): One of the main missions of the Institution is to help poor students and ensure they are educated. Keeping this objective in mind the institution ensures that funds be arranged for as many deserving and needy students as possible.

3) The Context: Academic year 20-21 was an exceptional year due to Covid-19 Pandemic which forced the world to go under lockdown. Though physical movements were restricted, nothing stopped and even academic institutions were compelled to accept the online mode. Even though our institution is situated at the heart of the city, most of the students come from economically poor/weaker sections, who could barely manage to pay an annual fee of Rs. 6000/- in one installment. Due to lockdown, a number of business organizations were closed, and as such most of our students faced a severe financial crisis. Under such a scenario, institutions faced the challenge of retaining students coming from poor economic backgrounds, who were unable to even pay their fees. Since It is the mission of the Institution to bring these students from the quagmire of poverty, all efforts are made to ensure students are provided with all the possible support to make them graduates and make worthy citizens, help the cause of nation-building. Students are provided with maximum possible financial aid from within and outside sources and efforts are made to pass this benefit to a large number of students.

4) The Practice: Students are given notice in advance about

the avenues and various schemes which are available to them for getting financial aid. Google forms were circulated and online applications forms along with income proof certificates copies of other relevant documents are received and processed along with a personal interview of the students, before distributing the aid to the needy students. In some cases where the aid is not sufficient efforts are made to arrange financial aid from outside sources also. Teachers & Management collected funds to the tune of Rs. 17 lacs for paying fees for those who are genuinely deserving and needy.

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

Class No' of Students Amount

Financial support from the institution(Zakat) 113 Rs.  
17,07,485

Financial support from government 01 Rs. 6,293

Financial support from other sources 17 Rs. 152,964

Total 131 Rs. 18,66,742

The success of the practice is evident from the fact that a sum of Rs. 18.66 Lacs was arranged and distributed as financial aid for payment of fees to the needy students.

6) Problems Encountered Resources Required:

Identifying those who are really in need of this facility due to their family background becomes a huge challenge. Some of the students may be really very poor, and needy, and hesitate to express their problems. A major section of our students is economically poor, even the amount of Rs. 18.66 lacs arranged was not sufficient and many students had to be given an installment facility for paying the remaining fees.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.apcollege.in/best-practices/">https://www.apcollege.in/best-practices/</a>
Any other relevant information	<a href="https://www.apcollege.in/pta/">https://www.apcollege.in/pta/</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Being a pandemic year it was a great challenge for the college like us to conduct online teaching as well as online examination. Because most of our students were not having smart phones and to recharge data on daily basis was a big difficulty due to their socio-economic conditions. Most of students were not having Gmail account too. Therefore the college conducted the PTA meeting to create a awareness among the parents regarding new requirement's as well as support to be provided to the students at their homes. To train the students for online classes and exams, the IQAC along with IT cell and examination committee conducted orientation cum awareness program. In that they were trained how to fill up all required information as well as asked them to appeared for mock test to avoid last minutes technical glitches. They were informed about various applications to be installed for attending online classes as well as other activities. The special help desk with helpline numbers was setup to help the students for examination, admission, fees payment etc.

Vision & Mission of our institution emphasizes on creating citizens who will contribute to the growth of nation. Another important performance of the instituion very distincitive to its priority is its identification with social needs. Institution, Alumni and its students were in forefront for providing various services to all those covid effected communities specially in around the college campus during the covid imposed lockdown. Students past & present & staff raised funds to purchase food packet kits to all those families who were badly hit by the covid lockdown and its impact on various small time businessmen. Instituion takes pride in its Alumni, students & staff who were providing help to all those needyat the time when it was badly needed, and helped the college discharge its Instituional Social

**Responsibility.**

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.3.2 - Plan of action for the next academic year**

**PLAN OF ACTION**

**FOR THE ACADEMIC YEAR 2021-22**

**FOR ENHANCEMENT IN QUALITY ASSURANCE PROGRAMME UNDER IQAC**

1. To upgrade the digital environment of the college, more class rooms to be converted as smart rooms.
2. To make on line teaching effective and smooth all class rooms to have Wi-Fi facility.
3. To ensure security and safety as well as vigilance at every place CCTV is installed and to monitor the movement, monitors to be placed at all prominent places.
4. To have transparency in grievance mechanism, the external member of ICC to be replaced with new member.
5. To handle the mental health issues and to provide counseling services in house to the students and staff, the college counselor to be appointed.
6. To develop research skills among the students research oriented programmes to be organized.
7. To understand the significance of IPR, workshop to be organized.
8. Academic audit, Gender audit, Green audit and energy audit have to be conducted.
9. Under Career Guidance & placement cell, various webinar/workshop/placement program to be organized.
10. To develop the quality of research paper writing for prominent journals by the staff members, guidance program has to be organized.
11. Staff should be motivated to take minor and major research projects under UGC and other government agencies.

12. Incubation activities have to be expedited to give the coaching cum training to students for professional and entrepreneurship development.
13. MOUs, has to be signed for faculty or program exchange
14. Under NSS various social and welfare activities to be organized.
15. The sanitary napkin vending machines has to be purchased for female students.
16. Programs for community welfare have to be organized.
17. The Xerox machine for the office has to be purchased.
18. More logistic and resources to be provided to encourage and help our students to participate in sport activities at national level.
19. More programs on gender sensitization to be organized.
20. Skill based certificate programs to be conducted.
21. To improve language and communication skill of the students, activities to be organized under department of English.
22. To develop ethical and moral values, SEERAT-UN-NABI elocution competition has to be organized.
23. Google forms for report writing has to be designed.
24. To conduct career counseling session by Alumni members.
25. To expedite and complete the promotion procedure of the teachers and office staff.
26. To organize female student welfare oriented programs.
27. Upgradation of Computer Lab as prescribed by the University of Mumbai.

To conduct survey to collect data about socio-economic condition of students to short list for zakat and student aid fund welfare scheme