



# YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	L.S. RAHEJA COLLEGE OF ARTS & COMMERCE .
• Name of the Head of the institution	DR. DEBAJIT N. SARKAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02226609320
• Mobile no	9820134065
• Registered e-mail	principal@lsraheja.org
• Alternate e-mail	anupama.nerurkar@lsraheja.org
• Address	RELIEF ROAD, SANTACRUZ (WEST) ,
• City/Town	MUMBAI
• State/UT	MAHARASHTRA
• Pin Code	400054
2.Institutional status	
• Affiliated /Constituent	Affiliated

• Type of Institution	Co-education																		
• Location	Urban																		
• Financial Status	UGC 2f and 12 (B)																		
• Name of the Affiliating University	UNIVERSITY OF MUMBAI																		
• Name of the IQAC Coordinator	DR. ANUPAMA NERURKAR																		
• Phone No.	9819059927																		
• Alternate phone No.	02226609320																		
• Mobile	9819059927																		
• IQAC e-mail address	iqac@lsraheja.org																		
• Alternate Email address	anupama.nerurkar@lsraheja.org																		
3. Website address (Web link of the AQAR (Previous Academic Year))	<a href="https://www.lsraheja.org/wp-content/uploads/2021/01/AQAR_report-2019-2020.pdf">https://www.lsraheja.org/wp-content/uploads/2021/01/AQAR_report-2019-2020.pdf</a>																		
4. Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.lsraheja.org/wp-content/uploads/2020/11/Final-Academic-Calendar-2020-21.pdf">https://www.lsraheja.org/wp-content/uploads/2020/11/Final-Academic-Calendar-2020-21.pdf</a>																		
<b>5. Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>A</td> <td>88.15</td> <td>2004</td> <td>08/01/2004</td> <td>07/01/2009</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>3.12</td> <td>2011</td> <td>16/09/2011</td> <td>15/09/2016</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	A	88.15	2004	08/01/2004	07/01/2009	Cycle 2	A	3.12	2011	16/09/2011	15/09/2016
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Cycle 1	A	88.15	2004	08/01/2004	07/01/2009														
Cycle 2	A	3.12	2011	16/09/2011	15/09/2016														
6. Date of Establishment of IQAC	24/04/2004																		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NA</td> <td>NA</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	NIL	NIL	NIL	NA	NA								
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NIL	NIL	NIL	NA	NA															
8. Whether composition of IQAC as per latest NAAC guidelines	Yes																		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	
9.No. of IQAC meetings held during the year	03
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	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
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> <li>• Training to teaching staff for online lectures on Microsoft teams</li> <li>• Online National and International Webinars organized by College during Pandemic</li> <li>• Gender Audit</li> <li>• Digitalization of library and training on online resources to teachers and staff for e-resources</li> <li>• Monthly Departmental Publications</li> </ul>	
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
Training for Online lectures on Microsoft teams	4
Orientation for first year newly admitted students	Successfully done on 12 th September 2020
Webinars organized by various departments	56
Workshops	09
Celebration of National and International days	20
Counseling for students	By Psychology department teachers and Alumni
Research related lecture series	6 lectures on different areas of research by convener of Research Cell,

	Dr. M.Z. Farooqui.
Staff Academy lectures	5
Professional Development for teaching and non-teaching staff	One 7 days Professional Development training programme on MS-EXCEL for teaching and non-teaching staff
Intercollegiate virtual academic festivals	2 Intercollegiate festivals Parallax and Retake
Orientation on online library resources	6
NAAC related workshop	1 workshop by White Code on Documenting Wisely

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	06/09/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
NA	Nil

## Extended Profile

### 1. Programme

1.1 Number of courses offered by the institution across all programs during the year 9

### 2. Student

2.1 Number of students during the year 2766

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year 1599

2.3 Number of outgoing/ final year students during the year 735

### 3. Academic

3.1 Number of full time teachers during the year 35

3.2 Number of sanctioned posts during the year 22

### 4. Institution

4.1 Total number of Classrooms and Seminar halls 22

4.2 Total expenditure excluding salary during the year (INR in lakhs) 128.40

	LACS
4.3 Total number of computers on campus for academic purposes	61

## 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

The College is permanently affiliated to University of Mumbai. All programmes introduced and courses offered are as approved by the University. The curriculum is designed by the respective Board of Studies.

The college has a well planned delivery of curriculum so that students can achieve their learning goals. Students are advised against absenteeism in lectures/tutorials/practicals.

The teachers were given training for online teaching and LMS was instituted for smooth conduct of lectures. Teachers guide the students beyond the online teaching. Workbooks are prepared for a few courses to ensure practical training. Various evaluation techniques like case studies, quizzes, etc. are used to assess the effective delivery of the curriculum and students' understanding of it. Teachers conduct regular tests after completion of each unit in the syllabus.

The college has a system of class mentors to monitor students' attendance, discipline and assist students whenever necessary. Students participate in intra college and inter collegiate festivals which hone their academic and leadership skills, thus broadening their horizons.

There is documentation of attendance, lecture plans, academic plans/activity calendar, notes for private circulation, syllabus copies, etc. Students have access to e-resources through the library and material regularly posted on the websites.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

As per the academic calendar, the examination committee decides well in advance the dates during which the internal examination will be conducted, semester wise and this is submitted to the IQAC.

Continuous Internal Evaluation is in the form of:

- Project work for FC-I and FC - II and for BMM/ BAMMC.
- 25 marks test for the rest of the unaided programmes.
- Project of 20 marks for TYBA
- Class tests are conducted at regular intervals.

Orientation is conducted for students at the start of the academic year at which the nature of continuous internal evaluation is explained to them. Further updates/ clarity is given during parents - teachers meetings which are held by each department. Departmental heads/coordinators monitor the time table for each CIE and ensure that it adheres to the academic plan outlined by the Principal/HOD/IQAC.

The implementation of CIE system at the institute level is incorporated to ensure the following:

1. To monitor students' progress.
2. To evaluate the learning outcome of students.
3. To give timely feedback to the students.
4. To take remedial measures based on performance.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

**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

B. Any 3 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	No File Uploaded

## 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

9

File Description	Documents
Any additional information	No File Uploaded
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)

3

File Description	Documents
Any additional information	No File Uploaded
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

61

File Description	Documents
Any additional information	No File Uploaded
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

The College encapsulates various cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability through curricular, co-curricular and extra-curricular activities.

In Business communication, Marketing and Human Resource Management, Business ethics and corporate governance, students are taught ethics in business practices as a part of the curriculum. The institution strives to inculcate professional ethical values in students. The Accountancy syllabus includes a topic on 'Ethics in Accounting', teaching students the ethical aspects to be borne in mind while maintaining accounts and presentation of financial statements.

In TYBA Sociology, students have a paper on 'Sociology of Gender' and 'Gender and Society in India: Contemporary Debates and Emerging Issues'. The Department conducts webinars and competitions to inculcate gender equality.

The Foundation Course exposes students to human values and fundamental rights through projects, presentations and viva. The institution also creates awareness of human values by celebrating World NGO day, World Mental Health Day etc.

In Environmental Studies course, the curriculum is associated with the environment and ecosystem, so students develop a sense of responsibility towards the environment and realization of sustainable development. World Water day, VivekaSubashitam(Cleanliness Drive), Vrukshit(Sapling plantation) help students implement the curriculum in practice.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

81

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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

10

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
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File Description	Documents
URL for stakeholder feedback report	<a href="https://www.lsrheja.org/naac-igac/#AQARWeblink">https://www.lsrheja.org/naac-igac/#AQARWeblink</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	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

2766

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

2766

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

374

File Description	Documents
Any additional information	No File Uploaded
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

The institution being aware that the students' learning abilities differ and the academic year being adversely affected by the pandemic, it is concerned about the aids the students have for learning online and their learning outcomes. The following efforts are taken

- Students are encouraged to self-assess their learning abilities by facilitating detailed curriculum of the programme in an online orientation session.
- A survey was conducted to collect information about the availability of the device and internet facility with students to attend online lectures so as to plan our academic sessions better.
- Faculty, mentors assess the learning levels of the students on the basis of students' performance in past examinations, CIE and engagement in lectures.

### *Programs for slow learners:*

Bridge Courses

E-content/ E-books

Regular Assignments/ Tests

Extra Time is provided during examinations to students with learning disabilities as per University rules.

Slow learners receive intensive coaching, remedial teaching and counseling.

### *Programs for advanced learners:*

- Mentors regularly guide, motivate advanced learners.
- The rankers were felicitated during virtual prize distribution.
- Students are encouraged towards research activities like writing and presenting research papers / articles and skill enhancement activities.
- Lectures by experts / webinars
- Students are encouraged to join online courses offered by SWAYAM.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2766	35

File Description	Documents
Any additional information	No File Uploaded

### 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

The Institution believes in student centric methods in the learning process and so the following practices are implemented:

- This academic year, due to lockdown and restrictions on on-campus lectures, all the lectures are conducted online on the College approved platform, i.e., Microsoft teams.
- Students are encouraged to participate and organize activities like online Quiz and online Practical problems solving events.
- Many online events are conducted where students have an opportunity to experience the real world like business presentation competition, ad mad competition etc.
- Participative learning takes place when students are encouraged to take up some topics and make power point presentations in the class.
- Group projects help them to further understand the topic. Additionally, students participate in activities like short film making, case studies, discussions, mock trading, book reviews, psychological games etc.
- To enhance problem solving abilities, workbooks are distributed to students in Mathematics and Economics.
- Interdepartmental collaborative activities promote sharing of thoughts/knowledge and

develop organizational and leadership skills among students. It inculcates the spirit of teamwork among the students. Seminars and workshops are organized on a regular basis.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college has bought complete LMS to enable enhanced teaching learning experience and online examinations during the year, considering the needs of the present times. Teaching Plan is shared well in advance. Infrastructure is ICT enabled. All teachers use technology driven methods regularly like Microsoft Teams and videos during the lectures. Innovative teaching learning pedagogies help to improve students' engagement in online lectures. Teachers use power point presentations which improve the understanding of concepts and aid knowledge retention.

All the lectures are recorded, thus permitting a student to revisit them if needed. E-learning material is available to students as teachers upload their power point presentations, tutorial sheets, etc. on the college website. Students are encouraged to pursue online add on courses offered by the college in collaboration with Industry.

Videos of the current topics are shared with students. Teachers provide guidance on reading materials which enables students to make use of the library which is well equipped with E resources like NDLI, N-list and EBESCO. Teachers also share articles, journals/books which are available online. Teachers extensively use open resources that are available like Edpuzzle, Apex, Quizlet, E-Patshala and youtube videos.

File Description	Documents
Upload any additional information	No File Uploaded
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

37

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

35

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	No File Uploaded

#### 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

File Description	Documents
Any additional information	No File Uploaded
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

259

File Description	Documents
Any additional information	No File Uploaded
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.

The College follows University of Mumbai guidelines related to internal

assessment. The Institution conducts internal evaluation for all unaided courses i.e. BAF, BBI,BMS, BSC-IT, BFM and BMM. In aided section, internal evaluation is at FYBA/BCOM for Foundation course I and SYBCOM/BA for Foundation course II.

Internal exams are held for all subjects in M.Com and Semesters III and IV have projects.

Due to COVID 19 SOPs, both external and internal exams were conducted on the College LMS. Following procedures were instituted:

- Mock exam was conducted before every exam session.
- Timetable for all internal examinations was displayed on the notice board and website.
- Question papers were drawn as per the pattern suggested by University and it was communicated to students well in advance.
- Correct answers were entered by paper setters to ensure the automated evaluation on the software.
- After every test and semester end examination, results were declared within the stipulated time.
- Those students who faced genuine technical issues were allowed to appear for re-scheduled exams and those who could not

appear for examinations due to medical reasons and/ or were representing college in various other activities were allowed to appear for additional exam after scrutiny by the committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Circulars of University of Mumbai (VCD) are available to deal with examination related grievances. The college has a transparent grievance redressal system and strictly adheres to the examination circular released by the University. A student can air his grievances at any time by submitting an application to the examination committee.

Academic year 2020-21 was marred by the pandemic related lockdown. All examinations were conducted online on College's LMS platform. From accepting applications for exams, to conduct of exams, followed by declaration of results were all facilitated by the LMS.

To acquaint students with the portal, they were provided with a demonstration followed by mock examination. If students faced any problems with applications, they could report the matter through email or visit the college office for solutions.

During the exams ,students' issues like log in failure, network failure or any other technical difficulty were resolved by the IT team and faculty. A helpline number and an email ID was constituted for the same. If the solution wasn't immediately available, students were allowed to take a re-exam as per the guidelines of the University.

Feedback is taken from students regarding conduct of examinations on the last day of every examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 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.

### Dissemination of POs, PSOs and COs

Broad objectives and outcomes of graduate programmes are enshrined in the vision mission statement published in the college prospectus and posted on the college website.

The prospectus specifies learning objectives of all the programmes.

Students are introduced to the opportunities and expected outcomes of the graduate programme during the orientation programmes organized specifically for FYs. Parents of first year students are informed about the expected graduate programme outcomes during parent teacher meetings.

Motivational lectures organized for first year students focus on creating awareness about some of the projected outcomes such as social growth and employability through smart goal setting.:

A number of syllabi prescribed by the University state POs / COs or objectives of the programme which deal with the need for the course and expected outcome.

The syllabi are made available to all the stake holders. In cases where objectives are not specified in the syllabus, individual departments have stated the same.

POs and PSOs are uploaded on the college website.

Faculty members involved in syllabus framing are themselves instrumental in formulating PSOs and COs at the University level. All departments ensure participation of concerned faculty in syllabus revision workshops where content, objectives /outcome and resources for the revised syllabus are discussed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
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.

*The aim of measuring the attainment of programme and course outcomes is to upgrade the quality of teaching learning in the college. The attainment of programme outcome, programme specific outcome and course outcome are clearly defined and conveyed to the stakeholders through orientation programmes and the college website. They are evaluated in two ways by the institution- viz- Direct and Indirect.*

*The Direct method includes internal and semester end examination and course wise result analysis after every examination. The indirect method includes exit survey, collection of placement data and higher education progression data.*

*The college believes in assessing the learning level and attainment of course outcomes at regular intervals and thus a combination of various activities are conducted regularly during the lectures, like class tests, mock interviews, group discussions, PPT competitions, project presentations, exhibitions etc. The results of these activities assist the teachers to upgrade the teaching methodology and help students to attain the final course and programme outcome .*

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 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

735

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	No File Uploaded
Paste link for the annual report	Nil

### 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://www.lsracheja.org/naac-igac/#FeedbackAnalysis>

## 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)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

#### 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

NIL

File Description	Documents



Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

### 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

**NIL**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

**NIL**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 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

**62**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

**0**

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of	No File

thesis, year of award etc (Data Template)	Uploaded
Any additional information	No File Uploaded

### 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

2

File Description	Documents
Any additional information	No File Uploaded
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

14

File Description	Documents
Any additional information	No File Uploaded
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

Extension activities aim at sensitizing students towards community and social welfare and their responsibility towards creating a better world.

National Cadet Corps is a voluntary tri-service youth organization comprising Army, Navy and Air Force.

Activities are conducted under the aegis of NSS and DLLE to sensitize students and create awareness about environmental responsibility. Screening of documentaries on the environment and water conservation help towards this objective. We aim at establishing social inclusion.

Activities promoting Covid appropriate behavior, traffic safety awareness with Mumbai Traffic Police, donations for NGOs, create

social consciousness among students, instilling in them service towards society. Workshops on the eradication of social evils are conducted.

Gender equality programmes aim at establishing a balance in the community for both the genders. Values like unity, integrity, and equality are inculcated, thereby focusing on holistic development of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

**NIL**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 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

**6**

File Description	Documents
Reports of the event organized	No File Uploaded
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

1028

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

NIL

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
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.

The College makes optimal use of the space available and ensures that modern teaching and learning facilities are made available to the students and teachers. The College has 19 classrooms, equipped with white boards and overhead projectors. There are three laboratories - computer laboratory, psychology laboratory and statistics laboratory. The College ensures that there are sufficient computers, IT equipment and software to cater to the needs of the students. The entire college campus is Wi-Fi enabled with 50 Mbps speed. The security of the college is ensured through deployment of security personnel and installation of CCTV cameras.

The College has an Audio-Visual room and an Auditorium equipped with latest technological equipment and are used as media centres for screening documentaries & films, apart from being used as lecture rooms.

The College staff room has a computer and printer for the use of the teaching staff. A separate Research Room, equipped with a computer and printer is available to the staff and students for pursuing research activities.

The college has a Girls' Common Room and washrooms on every floor for the students. There is a separate washroom for differently-abled students & staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Describe the adequacy of facilities for sports, games and cultural activities which include specification about area /size, year of establishment and user rate within a maximum of 200 words.

The College believes that it is in their formative years that students learn to compete, to play fair, to lead, to collaborate and to work in and as a team. Thus it provides the students with a solid foundation to participate in sports and cultural activities.

The college has a well-equipped gymkhana measuring about 900 square feet. The gymkhana hosts indoor sports like table tennis, carrom and chess and also serves as a yoga centre. The college has a sports ground which is used for playing and practising outdoor games. It appoints coaches for various sports. The annual sports day featuring athletic events is held on the college grounds.

Associations like the Extra-Curricular Committee, Marathi-Vangmay-Mandal, Hindi-Yuva-Manch & Gujrati-Sahitya-Mandal provide the students with a platform to showcase their creativity and talents. Students are encouraged to participate in intra and inter-collegiate activities. Gifted students are identified and groomed

for participation at inter-collegiate and university events. The students organize inter-collegiate festivals like Parallax and Retake which hone their leadership and organizational skills. The College has a state-of-the-art Auditorium which is used by the students for showcasing various art forms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

23

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
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)

9.71

File Description	Documents
Upload any additional information	No File Uploaded
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)

Name of ILMS software: SLIM 21

Nature of Automation: Fully

Version: 3.7

Year of Automation: 2005-06

File Description	Documents
Upload any additional	No File Uploaded

information	
Paste link for Additional Information	<a href="https://www.lsracheja.org/naac-igac/#AQARWeblink">https://www.lsracheja.org/naac-igac/#AQARWeblink</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**

B. Any 3 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)**

1.66

File Description	Documents
Any additional information	No File Uploaded
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**

129

File Description	Documents
Any additional information	No File Uploaded
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**

The college aims at optimizing the use of technology in its operations related to teaching-learning, administration and library. It has adopted an ERP (Mastersoft) for managing its entire administrative functions including admissions, payroll,

leave records and examinations. The office is equipped with 5 Desktops and 7 Thin-Clients with LAN connection.

The college has an in-house IT team which ensures the smooth functioning of the various IT systems and IT infrastructure of the college. The college campus is equipped with 14 Wi-Fi access points covering the college entrance, auditorium, canteen, gymkhana, library, college office and staff room. The Wi-Fi speed is 50 Mbps.

Each classroom is equipped with overhead projectors. The online teaching is conducted using MS-Teams Platform. The college has an Audio-Visual room and an Auditorium equipped with projector facilities, excellent sound systems and Wifi internet connections. All computers in the college have licensed copy of Windows 10 and MS office.

The college library is fully digitalized and is equipped with computers and other IT equipment for the use of students and staff. The library also has a UGC sponsored Network Resource Centre with 2 computers and a printer and a separate project room having 15 Thin-Clients.

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

#### 4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

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

A.  $\geq$  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)



## 101.01

File Description	Documents
Upload any additional information	No File Uploaded
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.

The College prepares a master budget based on the individual budgets of various departments and associations at the beginning of the year and presents it to the CDC for its approval.

The Purchase Committee procures the goods approved by the CDC through a process of inviting quotations, selection of appropriate quotation, issuance of Purchase-Order and checking the products delivered for conformity with the required quality and quantity.

The College has various AMCs to ensure that the infrastructure is maintained in sound condition. College maintains a register to track usage of the assembly hall. The college ensures that repair of infrastructure and servicing of equipment is carried out as required.

The college has SOPs in place to ensure effective utilization of resources, prevent damage or wastage and delegate responsibility towards upkeep and maintenance.

The College has a Library Advisory Committee which defines the major policies of the library. The library also assesses the needs of the students through student surveys and recommendations.

The Gymkhana Committee identifies the indoor and outdoor sports that can be made available for the students. Appropriate budgeting for the sports infrastructure is then made to ensure optimum sports facilities to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## 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**

31

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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**

25

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**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://www.lsracheja.org/naac-iqac/#AQARWeblink">https://www.lsracheja.org/naac-iqac/#AQARWeblink</a>
Any additional information	No File Uploaded
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**

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**

A. All of the above

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	No File Uploaded

## 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

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

76

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
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	No File Uploaded
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 )

An Ad Hoc student council was made, since elections could not be held due to Covid pandemic outbreak. However, despite the challenges; a lot of online activities were conducted and organized by the ad hoc student's council in the year 2020-21. The council consisted of Contingent leader, Chairperson, Student & Class representatives.

Many online activities were arranged through the year by students. Teachers' Day was celebrated online on 5th September 2020. Similarly Ad Hoc students' council along with BAMMC department organized its annual mass media festival from 28th January 2021 to 30th January 2021 virtually. Similarly, college festivals like Parallax, Retake, Technika etc were organized with the help of Ad Hoc Student council. Raheja Week was celebrated from 11th to 13th February 2021. Competitions like Rangoli, poster making, mehendi, photography, dance, and solo instrumental were conducted on the online platform, and there was enthusiastic participation from the students.

During these festivals students developed new creative skills in adapting to the online mode the usual offline activities.

Student representatives are part of the following committees

- Internal Complaints Committee
- Canteen Committee
- Gymkhana committee
- Library Advisory committee
- IQAC
- Magazine
- Extra-curricular

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**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**

24

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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**

The college continues its interaction with students even after they have formally left college through an active and vibrant alumni association named as "Shrunkhala Alumni Association"

Shrunkhala Alumni Association was formed on 6th May 2006. Every year a minimum of two meetings are organized by the association. The association is a registered public trust and is also registered under the Society's Registration Act. The aim of the association is to promote fraternity not only among the ex-students of the college but also among the present students of the

college. It works closely with the college's current and ex-students to spread this objective. The college alumni consists of highly successful professionals from diverse fields like Chartered accountants, advocates professors, interior designers, bankers, event managers, businessmen, social workers, eminent personalities from media, etc.

An Alumni virtual meet was held on 27th February, 2021. The reunion was organised in collaboration with the IQAC. During the function, the Alumni introduced themselves and participated in games and activities. The Alumni were asked to give their valuable suggestions in the meeting. Alumni are also part of CDC, IQAc and Marathi Vangmay Mandal.

Alumnus of the college also contributes by counselling NRI students to join college.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

## **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

The priority and thrust of the institution is to offer quality education which will lead to inculcating holistic values among the students. The vision and mission of our college conveys the values that we desire to add to the lives of the students, thus making an impact on the community.

The governance of the College, steered by the College Development Committee is decentralized, transparent and transformational. The CDC consists of management representatives, Principal, external academic experts, IQAC coordinator, alumni representative and teachers' representatives.

Teachers are trained in the latest technology for an effective teaching learning process.

The NSS, NCC and DLLE programmes prepare our students to lead disciplined, dignified lives and be responsible citizens. The institution provides various soft skill programmes and value-added courses for holistic development of the students.

Student representatives are encouraged to participate in various events.

Career guidance lectures/ seminars are conducted for students to make them aware of the available career opportunities.

The college has a recognized Research Centre in Commerce (Business Policy and Administration) headed by Dr. Anupama Nerurkar. 5 students are currently enrolled in it. The College has developed a Research Innovation Cell headed by Dr M.Z.Farooqui.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The College inculcates participative management among the students and aims to build commitment and develop initiatives within work teams. It is a practice for empowering student members to participate in organizational decision making. Further, the teachers believe in delegating the responsibility of decision making to the students. To enable this, the college organizes annual festivals like Parallax and Retake every year.

This year due to the Covid 19 protocols, these intercollegiate events were organized virtually.

All the activities in these events are planned ,organized and executed by the students. The teachers act as mentors and guide the students.

The Teachers select Contingent leader (CL) and Chairperson (CP) for each of the programmes. They are given the authority to select the Advisories, Assistant Contingent leader and Vice Chairperson.

The Contingent leaders, Chairpersons, Assistant Contingent leaders, Vice Chairpersons are then responsible for planning, organizing and execution of the entire event. These students then form various committees like public relations and marketing, finance etc. with student volunteers for each event.

The decentralization and participative management of the college is depicted through this activity.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.2 - Strategy Development and Deployment**

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Case Study : The Gender Audit

The Gender Audit Committee (GAC) visited the college on 08/03/2021 to conduct a Gender Audit of the college for the period 2016-17 to 2019-20. The Committee was led by Dr. Chaitali Chakraborty (Chairman), Dr. Moushumi Datta (Member), Dr. Dilip Patil (Member). The Committee inspected the Gender Audit Report prepared by the college and verified various files, registers, documents etc. The GAC interacted with the staff and students separately on the day of the college visit.

The college focuses on students' overall development with emphasis on consistently enhancing their performance. Observing gender equality, the female students of the college are provided with many facilities and are included in various levels of college activities. The college has separate common room and toilets for girls/women staff, sanitary pad vending machine, complaint mechanism regarding sexual harassment with a complaint box installed. The complaint form is uploaded on the college website. The college encourages girls' participation in various co-curricular and extra-curricular activities and has organized diverse programmes like Self-defence workshop, a talk on sexual harassment at workplace, Yuvak Yuvati Mela, Thalassemia screening etc.

The GAC committee's observations and recommendations as mentioned in the report are regularly reviewed and acted upon consistently.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The organogram of the college describes the structure of administration. The governing body of the college constitutes the Management led by the President and Chairman, Honorary General Secretary and Honorary Treasurer, Trustees and Members to formulate policy matters. The Chief Administrative Officer administers the SES office and all institutions. The administration of the college is directed by the Principal. The Principal and Vice Principal implement the plans and policies of the college. They ensure that all academic and administration policies function efficiently, for which purpose various committees are constituted. The college offers courses under aided and unaided sections. In the aided section each department is led by the Head of department and in the unaided section each department is led by the Programme coordinator. Department Heads and teachers of departments are responsible to administer their respective department and conduct and organize curricular and co-curricular activities for the students. Full time teaching staff support the department heads in the smooth conduct of course activities and programmes. The Librarian is the head of the college library administering and managing the learning resources



required by the students and staff. The Registrar is the head of the non-teaching and technical staff of the college and with the support staff ensures the administration of various sections under the instructions of the Principal and Vice-Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://www.lsracheja.org/naac-iqac/#AQARWeblink">https://www.lsracheja.org/naac-iqac/#AQARWeblink</a>
Upload any additional information	No File Uploaded

**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 college has ensured effective welfare schemes for the benefit of its teaching and non-teaching staff. As faculty is the backbone of the educational system, the skill sets and the core competency of faculty need to be upgraded on a regular basis. For this purpose, training programmes, seminars, workshops, fee reimbursements etc. are provided.

The Institute provides various welfare measure schemes to teaching staff like :

- Financial assistance to faculty members to attend various academic programmes like conferences, refresher courses, orientation courses and faculty development programmes
- Every department uses the laptop to ensure effective online teaching learning
- Provident fund and gratuity scheme are in place
- In Covid pandemic, transport cost was paid by the college
- The staff receives salary in the first week of every month thanks to the management

The Institute provides various welfare measure schemes to non-teaching staff like:

- Child care leave for female staff
- Emergency loan given providing immediate financial assistance
- Non-teaching staff are provided with umbrellas and footwear during the monsoon
- In the pandemic, transport cost to attend college was paid by the college
- PF schemes are provided
- Interest free Diwali advance is provided

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

1

File Description	Documents
Upload any additional information	No File Uploaded
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

16

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	No File Uploaded
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**

20

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 basic objective of performance appraisal is to identify the strengths and weaknesses of teaching and non-teaching staff to improve overall performance.

**Performance Appraisal of Teaching Staff based on PBAS:**

The institution follows the performance appraisal system laid down by the UGC and implemented by University of Mumbai in the form of 'PERFORMANCE BASED ASSESSMENT SYSTEM' (PBAS) and ACADEMIC PERFORMANCE INDICATOR (API). The minimum norms of selection committees and selection procedures as well as API score requirements for the different cadres, through Career Advancement Schemes Regulations are applied for PBAS. The IQAC scrutinizes and confirms API scores of teachers. The teacher who wishes to be considered for promotion under CAS may apply in writing to the Principal within three months before the due date, stating that he/she fulfils all qualifications under CAS. The PBAS proforma evolved by the University of Mumbai, duly supported credentials as per the API guidelines have also to be submitted.

After the selection procedure is completed, the promotion files are sent to JD.

**Performance Appraisal of Non-teaching Staff:**

The performance appraisal system for non-teaching staff is channelized through confidential reports. Seniority is the criterion for promotion of non-teaching staff.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information

No File Uploaded

#### 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

The Sadhana Education Society considers it imperative to ensure that all financial transactions are carried out within the provisions of the law and the guidelines laid down. With this objective, the society carries out an internal audit and statutory audit of its financial statements. These audits are carried out by independent Chartered Accountant firms.

The statutory audit of the SES is carried out by Iyer Vishwanath & Co, Chartered Accountants which encompasses the audit of the college. The internal audit of the college is carried out by Parikh Sharma & Associates, Chartered Accountants.

The auditors in the course of their audits, analyse the operational procedures and verify the vouchers and other documents, agreements and guidelines to correlate them with the accounting entries passed. Any observations made or queries raised are presented by the auditors to the Registrar of the college. The Registrar, along with the accounting staff examines the observations made and provides the necessary clarifications for the same. In certain cases, inputs from concerned staff or teachers are also taken for providing explanation for the queries raised. Finally, all major queries are also discussed with the Principal of the college and the Chief Academic Officer (CAO) of the Society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

Rs.839018 Lakhs

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
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 sources of receipt of funds for the college are:

1. Salary grant received from the Government of Maharashtra.
2. Fees charged for aided and unaided courses as per the guidelines laid down by the University of Mumbai.
3. Library fees, gymkhana fees etc. collected from students.

The college ensures optimum utilization of financial resources in the following manner:

1. The College invites all departments & committees to make a list of their requirements. These requirements are based on the activities planned for the coming period.
2. The Purchase Committee, along with the Principal studies the requirements for major academic & physical facilities.
3. The Purchase committee along with the Principal, the Registrar and the accounting staff streamline the budgetary requirements and finalize the budget.
4. The finalized budget is presented at the meeting of the CDC where it is discussed and approved.
5. Proper procedures of approval and sanction are followed for incurring all major expenditure. Any sanction of expenditure is cross checked with the budgeted amounts to ensure that optimum utilization of funds takes place.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

In the pursuance for quality assurance, quality up-gradation, assessment and accreditation, the College has established the Internal Quality Assurance Cell on -Since then, IQAC has become instrumental in suggesting a number of quality improvement measures to the College.

The examples of practices institutionalized as a result of IQAC initiatives are given as under:

Practice No I -Webinars & Workshops -The imposition of the Covid-19 lockdown gave an opportunity to the teachers to reflect and expand their intellectual horizon. The lockdown also provided an opportunity to explore new technologies in teaching, learning, research and collaboration. The various departments and teachers

took full advantage of the situation and organized a number of online seminars and workshops. There were 63 webinars and workshops organized by various departments during the year covering a wide range of topics like Education technology, Indian economy, mental health, gender bias, use of e-resources etc. This included a 2-day National Workshop of Data Modelling & Analytics using MS Access and an International webinar on Hybrid Teaching Tools.

Practice no II-Faculty Development Programmes- The IQAC of the college has always strived to keep the teachers abreast of the latest developments in different fields, including education, technology and research. The IQAC, in collaboration with the Staff Academy of the college had organised 5 lectures on varied topics during the year. To update the computing skills, the IQAC had organized a 7-day workshop on MS Excel for the teaching and the non-teaching staff. The IQAC also strives to inculcate a culture of research among the teachers. With this end, the IQAC had organized a 6-day workshop on the various aspects of Research & Research Methodology.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

#### E- LEARNING

First Example- At the start of the academic year 2020-2021, due to the pandemic and lockdown situation which posed difficulties and was most challenging, online lectures were the only alternative. IQAC encouraged teachers to attend webinars related to developing e-content for online teaching. Also, training was imparted from time to time to ensure effective conduct of lectures on the platform Microsoft Teams. There was smooth adaptability and transition to the new technology and the lectures for the academic year 2020-21 started as per the academic plan. The class mentors and subject teachers redressed the problems of the students.

Second Example- Use of library e-resources in teaching -learning.

The library has been a great source of e-learning for teachers as well as students. It has the following e-resources-

1. INFLIBNET-N-LIST

2. NDLI

3. EBSCO

4. OPEN EDUCATIONAL RESOURCES WHICH WERE LINKED WITH LIBRARY

5. PPTs were uploaded on the website by teachers

6. Institutional repository in the form of syllabus and question papers for the reference of students.

Apart from this, the academic calendar is prepared by IQAC for odd and even semesters after consulting heads of the Department, coordinators and committee conveners.

Teaching plan is prepared by each individual teacher which is verified by heads/coordinators and is submitted to the IQAC committee in a prescribed format. The delivery of lectures as per the teaching plan is verified in the department meetings and teachers' feedback from students for respective semesters.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**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)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.lsrheja.org/naac-iqac/#IQACReport">https://www.lsrheja.org/naac-iqac/#IQACReport</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

The college through the Internal Complaints Committee organized the following activities for gender sensitization and awareness:

- Virtual poster competition on 'Violence on Women During Covid - 19 and Solutions'
- Online webinar on Cyber Sakhi with Cyber Netism.

- Webinars on the eve of International Womens' Day on Challenging Gender Bias and Women and Law
- Gender Audit conducted on 8.3.21.

The Department of Sociology at TYBA level offers paper on Sociology of Gender and Gender and Society in India: Contemporary Debates and Emerging Issues as part of the syllabus prescribed by the University of Mumbai with the objectives to trace evolution of Gender as a category of social analysis and understand emerging issues in the Indian feminist landscape. For project submission in the paper as part of internal assessment the students cover topics such as violence against women in public/private sphere, gender and law, patriarchy, transgender issues, surrogacy, etc.

The Sociology Department conducted virtual classroom discussions on gender related issues to promote gender equality. The Foundation Course syllabus at the FY/SY level has a component on Gender, dealing with gender issues that students discuss in their project presentations.

The college provided virtual counselling to students by professional psychologists.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.lsracheja.org/naac-igac/#AQARWeblink">https://www.lsracheja.org/naac-igac/#AQARWeblink</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.lsracheja.org/naac-igac/#AQARWeblink">https://www.lsracheja.org/naac-igac/#AQARWeblink</a>

<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>	<b>B. Any 3 of the above</b>
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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**

Waste management has become the need of hour as it is directly concerned with the environment and health of people. Keeping this in mind, the institution has taken necessary measures for proper disposal of waste and recycling of it. Initiatives are taken to



create awareness among students regarding waste management. The staff takes initiatives to create awareness through poster competitions, online classroom discussions and quiz contest.

**Solid waste management: -**

To collect solid waste, separate dustbins are kept in the premises of the institution.

**E-waste management: -**

Institution has taken initiative to collect e-waste and its recycling. For such commendable work institution has received E-waste management certificate.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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 campus**

B. Any 3 of the above

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

**7.1.5 - Green campus initiatives include**

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

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

A. Any 4 or All of the above

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	No File Uploaded

**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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
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**

**A. Any 4 or all 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	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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).**

**The college takes a lot of efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards**

cultural, regional, linguistic, communal socioeconomic and other diversities as the Constitution of India teaches discipline and unity in diversity ; liberty, equality, social harmony being its foundation.

The college organizes guest lectures and online quizzes "Let's Know Our Indian Constitution" "Constitution of India: The Supreme Law of India. Maharashtra Day, commonly known as Maharashtra Din is celebrated in college to commemorate the creation of a Marathi speaking state of Maharashtra.

International Day of Non-Violence is observed by the college NSS Unit and the library on 2 October, the birthday of Mahatma Gandhi to "disseminate the message of non-violence through education and public awareness and reaffirm the desire for a culture of peace, tolerance, understanding and non-violence". Online quiz on Human Rights was organized to sensitize students about Human Rights to which everyone is inherently entitled.

Workshop on outcomes of Dowry Prohibition Act 1961- attempting legal solution to a social problem was organized in college to sensitize students to eradicate the dowry custom from the society. International Women's Day (IWD) is celebrated in college to commemorate the cultural, political, and socioeconomic achievements of women.

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	No File Uploaded

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon nurturing them to be better citizens of the country through various curricular and extra-curricular activities.

The college celebrates Constitution Day (National Law Day), also known as 'Samvidhan Divas' on 26th November to commemorate adoption of Constitution of India and promote constitutional values of Sovereignty, Socialism, Secularism, Democracy, Liberty, Equality etc. Quiz contest on 'Let's Know our Indian Constitution' was organized to promote constitutional values among students that saw participation in large numbers. Guest lecture was conducted on "Constitution of India: The Supreme Law of India." Students participate in classroom discussions and project presentations on various topics related to the Constitutional values.

To sensitize the students and employees of the Institution awareness sessions on Covid Plasma Donation, Covid Appropriate

Behaviour And Covid Vaccination, following the guidelines given by Ministry of Health And Family Welfare, Government Of India and World Health Organization was conducted.

For safety and prevention of crime against senior citizens, college NSS unit undertook the project Senior Citizen Mapping. In collaboration with Mumbai Police, the details of all the Senior Citizens living in different societies within the jurisdiction of Santacruz (West) Police Station was collected.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.lsracheja.org/naac-igac/#AQARWeblink">https://www.lsracheja.org/naac-igac/#AQARWeblink</a>
Any other relevant information	Nil

**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**

A. All 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**

The College strongly believes that unless the present generation of youth are sensitized about the significance of the culture of our secular country and the sacrifices which great men and women of this country have made for uplifting their countrymen, the students are not able to understand their responsibility to the nation.

To build a nation of youth who are noble in their attitude and morally responsible, the College celebrates birth/death anniversaries of Great Indian personalities. The unity which India has in its diversity serves as the melting pot of cultures,

religion, and ethnicity and develops qualities of tolerance and understanding amongst students.

The College observes the national and international days regularly by organizing Quizzes, Webinars, Online Lectures and Panel Discussions, Movie Screening, Poster Competitions, Online Book Exhibition, Poster cum Slogan Competition, Inter/Intracollegiate debate competitions etc.

The Psychology department celebrates World Mental Health Day (10th October) which is an international day for global mental health education, awareness and advocacy against social stigma.

The library of the college celebrates World Book and Copyright Day an annual event organized by the United Nations Educational, Scientific and Cultural Organization (UNESCO) to promote reading, publishing, and copyright.

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	No File Uploaded

## 7.2 - Best Practices

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

**Title of the Practice: Virtual Library Access during COVID pandemic.**

**Objective:**

- To provide online support to learners, teachers and researchers during the pandemic
- To provide students with access to e resources during the pandemic.
- To provide students with convenient access to course materials rather than buying expensive reference books.
- To support learning and research needs through virtual support.
- To enhance online learning resources and services to meet the academic needs of the students in contemporary times.

**Context:**

Libraries offer and create opportunities for learning and education shaping new ideas. Lockdown during the pandemic made it impossible for students to access library resources in the physical form for references, readings and project preparation. To give access to information resources during the ongoing pandemic the library took efforts to bridge the gap by providing remote access facility to the library and also giving access to

links to global e resources like epgpathshala, EBSCO, eBooks that is accessible to all students. This facilitated the teaching learning process, enhancing the quality of teaching and helping the student community.

## The Practice

### -Journals Management:

- EBSCO E-Journals: Library has subscribed EBSCO e-Journals, which is linked with library website. This can be remotely accessed by the students and the staff through their personal login id and password.
- UGCINFONET-NLIST: Library has got the membership of UGCINFONET-NLIST PROGRAM through which the faculty and students can access a number of e-journals and e-books. Library organized webinar on use of E-resources for Teaching, Learning and Research.
- User Orientation: Library conducted User Orientation programme to acquaint the new students in understanding the services the library provides them. For 2020-21 the user orientation was conducted on MS TEAM ON 12th September 2020. Users were made aware of library resources and services and also how to use the open e-resources and e-resources of N-LIST, EBSCO E-Journals and NDLI.
- Digitization of circulars: In 2020-21 library digitized circulars of University of Mumbai from 2013-14 till date and circulars of Maharashtra government for Higher Education from 1992 to till date.
- Dedicated Library Website: In 2020-21 new dynamic Library website <https://lsrahejacollegelibrary.org/> was developed.
- Remote Access to E-Resources: Open E-resources, E-resources of N-LIST, NDLI & EBSCO E-Journals are linked with library website for remote access.
- E-Alert Services: The Library's digital services have brought a new richness for students, through implementation of new E-Alert services. Library offers E-Alert services. Currently 260 students are enrolled for the same.

### Information Alert Services

The library alerts users about:

- List of Additions
- News items display
- Display of Examination time-table, new events, scholarship and fellowship information,
- Display of forthcoming conferences, other national and international events, employment opportunities, and prospectus of foreign universities
- Membership of National Digital Library: The library enlightened the students about the resources and services of National Digital Library. The library made nearly 400 students and teaching and non-teaching staff members of National Digital Library. Library has also registered for NDLI CLUB.

- Ask@Librarian: In 2020-21 Library E-Reference service through Ask@Librarian facility which is linked with library website.

Evidence of Success:

Online Book Exhibition:

The library organized online book exhibitions on:

- Gandhi Jayanti to make students aware about Gandhiji's contribution to the struggle for freedom and promoting equality irrespective of one's gender, religion, caste or creed. Total 249 participants viewed the exhibition.
- Library created Virtual Book shelf Exhibition for Celebration of VachanPrerna Divas on the Occasion of भारतरत्नडॉ.ए.पी.जे. अब्दुलकलामआज्ञादजयंती. Dr. APJ Abdul Kalam loved reading and writing and the main objective was to encourage the students to read the books of his vision and mission and to inculcate good reading habits among students.
- Online Book Exhibition on the occasion of World Book Day & Copy Right Day to make students aware about benefits of inculcating good reading habits, to create awareness in students and faculty about copyright laws and measures to protect intellectual copyright.

Webinar

- Use of open educational resources is one of the best sources for online teaching and learning in today's scenario, specifically during COVID1-LOCKDOWN period. Library organized Webinar on: "Use of Open Educational Resources during COVID 19 Period and Copyright Issues" for all classes. The main purpose of the webinar was to make users aware about Open Educational Resources and how to use it for online teaching, how to use Digital Library for online teaching and learning for achieving academic excellence. 618 attended the webinar that comprised FY/SY/TY students across various streams and courses offered in the college.
- In today's technology driven global market, there is a dire need for retraining and continuing education. Online learning is one of the best learning trends in today's scenario. On the occasion of Librarian's Day, Library conducted Webinar on: "UGC MOOCs: SWAYAM An Opportunity for Life Long Learners". The main purpose of the webinar was to make users aware about SWAYAM and encourage them to enrol for SWAYAM course. 60 participants attended the webinar and were issued E-Certificates.
- Library organized webinar on "EBSCO Management collection and eBooks for learning & research". The resource person, Mr. G. K. Upadhyaya, Senior Training Manager, EBSCO Information Services enlightened the participants about how to access the EBSCO host & Mobile App platform, navigating through search results and printing/emailing/saving/exporting articles and publication browse- reaching the landing page of publication, setting alert, search within the publication etc.

33 teachers from Degree and Junior College participated.

- Library Conducted webinar on "Data Collection and Management for NAAC: Using Google Forms". The main objective was to simplify the work of Data collection and management for NAAC that saw participation of 33 teaching and administrative staff.

Problems encountered and resources required:

Some students were not able to access the resources due to lack of computers and smart phones. Students in remote areas faced the problem of connectivity due to which they were not able to adequately access the information and e-materials.

Practice 2

Title of the Practice: Global awareness and sensitization to issues promoting health and wellbeing.

Objective of the practice:

- To strengthen the awareness of the teachers and students about significant social, psychological and economic issues and reach out to the communities.
- To inculcate qualities of creativity.
- To draw attention and lend support to worthwhile causes.
- To engage in discussions of global relevance.
- To promote healthy lifestyle.
- To develop leadership skills in the students to conduct activity in the virtual mode.

The context:

In the changing global scenario educational institutions have to be responsive to global issues and inculcate social responsibility in the student community to be active in their commitment towards development. Celebration of days are good entry point for developing sensitivity towards global issues and teaching and learning about values and reaching out to the community. As individuals we are responsible for our thoughts and actions. At the same time, it is important to display sensitivity to global issues and take necessary actions.

With the active initiative of the IQAC the college organized various activities celebrating national and international days creating awareness about social, financial and psychological health and wellbeing. In the Covid situation promoting healthy lifestyle to increase physical and mental health and wellbeing is important. The Departments and committees were given list of days to be celebrated and conduct activities involving students, promote awareness, healthy lifestyle and inculcate creativity, at the same time develop leadership skills as students were actively involved in effective implementation and execution of activities in virtual mode to ensure maximum participation.



## The Practice:

Various co-curricular and extracurricular activities were conducted to generate awareness among student fraternity and broaden their horizons.

## Quiz contest:

- E quiz- World No Tobacco Day to create awareness amongst tobacco users and opportunity to lead healthier life by quitting tobacco consumption. The theme for this year of World No Tobacco Day is Commit to Quit to sensitize people about the hazardous diseases caused due to smoking including increasing the risk of Covid 19.
- E quiz - "World Tele-communication and Information Society Day"- to create awareness about Technology and Tele communication increasing students' awareness.
- E-quiz-English Language Day to create awareness of English Language. Students gained knowledge on many aspects of English Language.
- E- Quiz-International Labour Day with the objective to sensitize students to labour and labour related issues.
- E Quiz- Cancer Awareness Day to create awareness and information about steps to be taken if someone is diagnosed with cancer.
- E quiz on " Be Ready To Fight #COVID-19" to create awareness about COVID19 and how to protect oneself and others from COVID-19.
- E quiz contest and online poster competition -World Environment Day to create awareness about the environmental issues.

## Webinars:

- International Day for Achievers- Webinar "COVID-19 Awareness" by COVID Warrior Dr. Rajesh Teckchandani- to provide insights about COVID-19.
- World Cancer Day- Session by Ms. Sumki Begum, Counselor to create awareness about the journey of cancer patients and make students aware of the Dos and Don'ts of dealing with them.
- Consumer Rights Day- Webinar "World Rights of Consumers- International and National Perspective" to celebrate and create awareness about the consumer rights by Dr. Ujwala Bendale- Dean, Faculty of Law, Bharati Vidyapeeth. Students became aware of the rights of consumers at International and National level, latest amendments made in the consumer protection act for the benefit of consumers.

International Happiness Day- Lecture by Dr. Neelam Yadav.

Online Lecture and Discussion on World Peace and Understanding Day to understand the importance of World Peace in current scenario.

Dr. B. R. Ambedkar Maha Parinirvan Diwas- Online guest Lecture on "Dr. B R Ambedkar as a Nation Builder" by Dr Pradeep Waghmare.

Webinar 'An Overview of Trafficking in India'- on World Day of the Fight Against Sexual Exploitation to educate students about the issue of human trafficking, to provide a ground-level view of the issue vis-a-vis the talk delivered by the resource person Ms Pallabi - an activist in the fight against human trafficking.

World Mental Health day- Panel discussion on media and mental health by Mr. Harsh Singh (Actor) and Ameeta Shah (Coaching and counselling) and Ms. Manik Bhadkamkar (clinical Psychologist) to create awareness and help youngsters to understand mental health hazards caused by excessive media use and steps to prevent it.

Webinar on Decoding the Union Budget - 2021 to simplify the technical terms used in the Union Budget and make it easy for Finance students to understand, interpret and use.

Webinar series on the theme Healthy Lifestyle: New Year resolution covering sessions on Yogic Practices for Healthy Body and Healthy Mind, power Yoga, Aerobics, Zumba, physical literacy for healthy lifestyle, trekking and hiking. It was screened live on you tube.

#### Other Activities

Celebration of Marathi Rajbhasha Divas-To celebrate the birth anniversary of renowned Marathi poet Kusumagraj and promote activities in Marathi Language students recited poetry and read Marathi verses.

National Sports Day- to create awareness in people about importance of healthy body.

On World Health Day Poster cum slogan competition on health-related issues.

Poster Making event on International World Press Freedom Day to spread awareness.

World NGO day organized 10-day donation drive- Lets Gift a Smile- to encourage the staff and students to make or buy toys/DIY gifts/puzzles to young kids and donated to Disha Karnabadhvir school, Vile Parle.

World Water Day Quiz and - Documentary Film Screening "The Last Drop -India's Water Crisis" to create awareness and sensitivity amongst the students to value water and spread message of Save Water, and it will save you.

Women Entrepreneurship Day- "Celebrating the entrepreneur within" session by eminent homeopathy doctors - Dr. Prajakta Vaidya and Dr. Preeti Shah who

explained their journey of setting up their practice and motivated all participants to realize that self-employment is the need of the hour and that women should be encouraged to become self-reliant and set up their own venture.

**Evidence of success:**

Various co-curricular and extracurricular activities saw active participation of the students. Approximately 2000+ students participated in various activities. There was also participation by teaching and administrative staff. These activities exposed students to the global issues and gave them a platform to be actively involved in global issues. It also broadened their horizons, increasing their general knowledge and awareness about Fit Mind and Healthy Body. The knowledge they gained was disseminated to their family and friends.

The interactive sessions and online discussions with eminent speakers and experts exposed students to various themes like COVID awareness, trafficking, environmental issues, physical and mental health issues, consumer awareness and cancer awareness. The students were sensitized towards this issue and were better informed about it at the end of the webinars.

The students were also provided with a platform to showcase their creativity through poster competitions, slogan writing, poetry recitation etc. They also participated in large numbers in the quiz contests that increased their awareness.

The participating students in various competitions were awarded e certificates which highly motivated them.

**Problems encountered and resources required:**

Due to lack of internet connectivity some students were not able to participate in the discussions and webinars.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.lsracheja.org/naac-igac/#InstitutionalPerformance">https://www.lsracheja.org/naac-igac/#InstitutionalPerformance</a>
Any other relevant information	<a href="https://www.lsracheja.org/departmental-activity/">https://www.lsracheja.org/departmental-activity/</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**

To keep up with the challenging times during the Covid19 pandemic in providing quality education and access in the online mode, the institution as a stepping stone towards automation is using MasterSoft ERP to bring transparency with minimum point of human contact. It enhances quality of life of students and staff due to improvement in operational efficiency & institutional outcomes by automating Student-Faculty lifecycle and campus administration.

The features of ERP in use in the institution are:

1. Students: Online admission, fee payment, teacher feedback for teaching learning process, student grievance, online

examination, access to syllabus, lecture notes.

2. Teaching Staff: Admission of students, monitor fee payment status, examination question bank uploading, complete result processing and printing, daily reporting of work done, attendance - daily, monthly, teachers load, uploading of syllabus and teaching plan, uploading of lecture notes, assignments.
3. Office staff: Admission of students, creating fee payment link, leave application and students administration - TC/LC, bonafide and NOC.
4. Principal: monitor examination, daily report by staff, admission status and leave approval.
5. Mobile App for students and staff.
6. It is linked with the college website for single point access.

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

#### Future Plans of action for next academic year 2021-22

Future plan of actions is determined by IQAC through in-depth discussions, meetings and sessions with staff, departmental heads, committee conveners and the Principal. Due to the risk of pandemic, most of the activities were planned online in the odd semester of the academic year 2021-22. It is reflected in the academic plan and activity calendar prepared by the IQAC.

1. Add on/certificate courses-The MOUs are signed by some of the organizations like Financial Planning Academy to provide certificate courses at FY level and advanced certificate courses in the consequent years. Certificate courses in EXCEL and advanced EXCEL are also offered every year.
2. Skill Development courses/Value added courses- by various departments to enhance the employability of the students.
3. MOUs- MOUs to facilitate academic, social and psychological development of the students.
4. Fully digitized Library -library, is planning to provide more e-resources to teaching staff and students.
5. National and International Conferences- National and international conferences will be held by various departments.
6. FDP by Research Center- to conduct intercollegiate FDP /course work to update Research methodology knowledge of the students to ensure quality research
7. Autonomy

8. Honours programme in B.A.

9. Credit based programmes

10. Incubation center