SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SES L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE

RELIEF ROAD, SANTACRUZ (WEST), MUMBAI
400054
www.lsraheja.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

“Education is fundamental for achieving full human potential, developing an equitable and just society and promoting national development.” National Education Policy 2020

Sadhana Education Society’s L. S. Raheja College of Arts and Commerce is a premier educational institute situated in the heart of Mumbai’s suburbs, Santacruz (West). The inscription *‘Deepo Jyoti Prajvalito, Jyanmay, PrakashmayPradeepah’ on the SES emblem*, which means ‘to shun the darkness of ignorance and to spread the light of knowledge’, illustrates the motto of the Society. Established in 1980, it is a Gujarati speaking linguistic minority institution offering quality oriented education from KG to Ph.D. It has 41 years of excellence in education, research and service. Its illustrious legacy of 4 decades provides students an environment of academic excellence, where they can unleash their potential.

Affiliated to the University of Mumbai, the college started its journey by offering Graduate programmes in Arts and Commerce. With its incessant efforts, the College earned a reputation of high standards of calibre and commitment. In 1999, keeping pace with the changing trends in education and the corporate sector, the College was one of the first to offer the then newly introduced unaided programme of the University of Mumbai, viz., Bachelor of Management Studies. It was considered to be the best department in BMS studies amongst Colleges in Mumbai. Thereafter, the college received affiliation

BMM in 2005 (renamed as BAMMC in 2019) BAF& BBI in 2006; BSc. IT in 2007 and BFM in 2008. It started M.com. with several specializations from the year 2002. In 2018, the Research Centre (Ph.D.) in Commerce was recognized. From taking baby steps in 1980, the college has now made quantum leaps. It is unstoppable, setting benchmarks of excellence.

It was accredited ‘A’ Grade by the NAAC in the first two cycles.

Alongside the degree courses, the College offers several add-on / certificate courses

Spread oversprawling 2.93 acres, offering a vibrant picturesque landscape, the College is housed in a well-planned and well-maintained spacious building amidst a scenic background,with 2 grounds which are used for outdoor games and hosting cultural events. The college building is equipped with ICT enabled classrooms, an Audio-Visual room which is used for screening documentaries and the auditorium with its vibrant modernist architecture is equipped with a state-of-the-art sound system and is used for important events and functions. The college library is a treasure-house of knowledge housing numerous and a varied collection of books, CD-ROMs, journals, e-books and other e-resources. The library has fully Open Access System, The library also houses a reading room and a UGC sponsored network-resource centre which is used by the students and teachers for study and research. The academic facilities are supplemented by laboratories for computer education, Psychology and Statistics. The college has a spacious gymkhana where students can engage in various sports. The administrative and academic functions of the college are carried out through an ERP and other supporting software.

Vision

Our Vision: "Engendering and nurturing values for enhancing knowledge, wisdom, skills and humane values to enable the youth to scale peaks of excellence and pinnacles of glory by imparting quality through education. The institution cultivates creative and productive talents of students, faculty, and staff and seeks ways to contribute to the nation, the well-being of communities and strives to enhance the quality of life and development of its students and faculty."

Mission

"The Sadhana Education Society's L. S. Raheja College of Arts and Commerce will continually strive to impart education to enable its stakeholders to face the emerging challenges of the future."

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Centralised location.
2. Supportive/visionary management having eminent business persons like Mr.C.L. Raheja as president.
3. Effective leadership.
4. Research-oriented, multidisciplinary and fully-qualified staff.
5. Well-equipped and fully computerized library with rich print and digital collection, dedicated library website, remote access to open resources, databases of National Digital Library, INFLIBNET N-LIST & e-journal of EBSCO HOST.
6. Par excellence infrastructure.
7. Research centre recognized by University of Mumbai in the subject of Commerce (Business Policy and Administration). Five students are registered. Research Innovation cell where guidance is provided by an expert, which further enhances research culture. Majority of the teaching staff are also engaged in publication of quality research papers and pursuing Ph. D.
8. E governance.
9. ICT enabled classrooms and wi-fi facility.
10. Green campus initiatives include solar panels and rainwater harvesting.
11. Staff Academy.
12. Library membership to Senior citizen club.
13. Monthly departmental publications.
14. Pre-Placement-Antarang provides Career Ready Programme.

Institutional Weakness

1. Delay in regular appointment of teaching and non-teaching staff in aided section due to government policy.
2. Unavailability of hostel facility.
3. Limited role in framing curriculum to meet industry demand and no liberty to change conduct of examination pattern.

Institutional Opportunity

1. Student and teacher exchange programmes.
2. Strengthening collaborations with corporate sector.
3. Strengthening community outreach activities.
4. More add-on and value-based courses.
5. Autonomous status.
6. Incubation cell.
7. Having developed capability to produce more than 35% renewable energy for its use, the College is now ready to move to produce 100% green energy.

Institutional Challenge

1. Catering to diverse student population.
2. Seeking grants for research.
3. Pressure to meet demands of a globalized educational environment.

4. Limited Placements

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to the University of Mumbai, so the curricular aspects are governed by the University. All programmes offered in the institution from UG to PG are updated as per the guidelines prescribed by the University of Mumbai. The college offers a wide range of programmes to suit the needs of the stakeholders namely, B.A., B.Com., B.M.S., B.M.M., B. Com(A&F)., B. Com(B&I)., B Sc.IT., and B. Com (FM)., at undergraduate level and M.Com. at post graduate level. The course electives are based on the prospective needs of industry.

The college follows the curriculum designed by the Board of Studies of the University. The college has highly qualified teaching staff, many of whom are members of the Board of Studies of the University, question paper setters and moderators for examinations and members of various academic and administrative bodies.

Academic flexibility is limited for affiliated colleges. However, the college innovates within the prescribed structure. The students are allowed to select from the courses/electives offered within the syllabus designed and supplied by the BOS. The academic/activity calendar and teaching plans are prepared in advance of teaching sessions.

The College conducts value-added courses and short-term programmes, focusing on students' holistic development.

Timely feedback on the curriculum from stakeholders are analysed and addressed to ensure quality enhancement.

Teaching-learning and Evaluation

“In learning you will teach and in teaching you will learn.”- Phil Collins

The teaching learning methods used by teachers include innovative teaching methodologies like creative teaching, audio and video tools, real world learning, brainstorming and role play in classroom activities.

The institution believes in addressing the learning requirements of all students. Remedial classes are conducted to help students with special needs. The institution offers a bridge course in Mathematics and certificate course in English speaking. Advanced students are exposed to more challenging tasks

The student centric education is bolstered as the institution uses the best IT infrastructure. E-Resources like NDLI, N-LIST and EBSCO are made available to teachers and students. Information and Communications Technology (ICT) enabled teaching methodologies, Wi-Fi enabled campus, Multimedia teaching aids are used by the faculty in class rooms.

Guest lectures, debates, tutorial sessions, film screenings, exhibitions, workshops, case studies, research paper readings are conducted by teachers. Real world learning experience happens through industrial and educational visits. Organizing intercollegiate fests like Unmesh, Parallax, Retake is completely handled by students, thus honing their leadership skills.

Teachers follow the Course Outcomes defined by the University of Mumbai. This is communicated to the students and their parents through parent teacher meetings and orientation sessions and are also posted on the college website. Continuous evaluation of the students is done through diverse methods.

The college has a transparent Grievance Redressal System for any examination related matter. The guidelines are laid down by the University of Mumbai and adhered to by the college.

Research, Innovations and Extension

“Writing the perfect paper is a lot like a military operation. It takes discipline, foresight, research, strategy and if done right, ends in total victory.”- Ryan Holiday

The activities of the college aim at supplementing the curriculum through seminars, conferences, workshops, and webinars conducted for teachers and students.

Teachers publish research papers in recognized journals. Through the Research Cell articles are published by staff and students in departmental publication of the college. Lectures by external experts are arranged for staff and stu

dents. Teachers guide students to present research papers at competitions. Teachers also take up major and minor research projects funded by the University and other bodies.

“The best way to find yourself is to lose yourself in the service of others.”- Mahatma Gandhi

The college aims at promoting a sense of social consciousness among students.

Extension activities like beach-cleaning and helping Mumbai police are undertaken.

Health, spiritual development, gender equality and environment related programmes are conducted, sensitizing students to social realities and challenges.

Free personal counselling is provided to students.

“If you want something new, you have to stop doing something old.”-Peter Drucker

Innovative measures initiated by the college include creating an app for

Malti Jayant Dalal School, active Entrepreneurship Cell, innovative training programmes, development of Management Quota software, development of SES’ Studylite software, development of Wi-fi samai.

Values like unity, integrity and equality are inculcated for holistic development. Collaborations with organizations like Antarang and Talerang, are formed for students’ benefit.

Infrastructure and Learning Resources

“Infrastructure is much more important than architecture.”- Ram Koolhaas

The college provides optimum infrastructure and learning resources to students to ensure their academic and holistic development. These resources include a spacious, well-ventilated building, ICT-enabled classrooms and an audio-visual room. The installation of a solar plant and rainwater harvesting helps the college reduce its carbon footprint. The college has a robust IT infrastructure for the use of the staff and students, with a state- of -the- art computer laboratory, adequate computers and 51 Mbps W-Fi internet connectivity across the campus.

The library is fully computerized with a rich collection of 60,602 multidisciplinary print books. The library has subscribed database of INFLIBNET N-LIST & EBSCO E-Journals. It is fully Wi-Fi enabled with the project room having 10 computers.

There is a well equipped gymkhana and sprawling sports grounds.

The auditorium offers students a platform to showcase their talents.

The college grounds serve as a nurturing ground for NCC and NSS students who undertake numerous team-building and social activities.

The entire administration of the college including admissions, payroll, leave records and examinations are computerized and managed through an ERP. The college has procedures and controls in place to ensure that procurement and maintenance of all physical and learning resources are done in a systematic manner. The college has AMCs for the maintenance of its physical and electronic resources which ensure that the various functions are executed smoothly and precisely.

CCTVs are installed at strategic locations.

Student Support and Progression

“A little progress each day adds up to big results.”- Satya Nani

The college provides financial assistance to needy students through Government, minority and management scholarships and endowment prizes. Free inhouse counselling facilities help students and their parents cope with their personal problems.

Students have robust library support with schemes like book bank and e-resources. Books on competitive exam preparation assist students appearing for competitive exams like NET, TOEFL etc.

Students actively participate in sports and cultural activities at intercollegiate level. They have participated in and won national and international medals for three consecutive years in sports like Tennis, Roller skating, Karate, Gymnastics etc.

They organize college festivals.

Students are urged to pursue further studies. The college offers M. Com. for aspiring students. Students who wish to continue their studies abroad are provided with transcripts and recommendation letters.

The college has a placement cell which organizes activities on career planning, personality development and students are assisted through programmes like Antrang and Talerang to create impressive resumes and develop soft skills. Representatives of various noteworthy companies that visit the College for recruitment include Motilal Oswal, Mt Educare, Kotal General Insurance etc.

The Student Council acts as a communication bridge between students and staff. Students’ grievances are redressed through College Grievance Redressal Committee and Internal Complaints Committee (WDC).

The Alumni Association – Shrinkhala contributes professional services to the college. The college avails of their expertise and experience as resource persons, judges or facilitators for extra-curricular activities.

Governance, Leadership and Management

“Good management consists in showing average people how to do the work of superior people.”- John D Rockefeller

The college has a transparent governance system. The Governing Body of the college meets regularly to discuss issues related to the institution.The proactive management facilitates smooth functioning of the college. Strong leadership has enabled the college to attain all round excellence. Staff meetings are held to oversee the implementation of teaching plans. Student Council meetings are held to address student related issues. Feedback from stakeholders is obtained through online feedback forms. Upon analysis appropriate action is taken and shared with the concerned people.

The College promotes a culture of decentralization and participative management through various academic and administrative committees. The Principal is the decision-making authority for the College. He is supported by the heads of departments and administrative staff. The IQAC implements the decisions of CDC.Staff, students and non-teaching staff are members of various committees. The institution has effective welfare measures for teaching and non-teaching staff.

Internal and Statutory financial audits are conducted regularly, so too administrative and academic audits. The Institute maintains transparency in all financial transactions. There is an effective strategy for optimal utilization of financial resources for academic, administrative and developmental activities.

IQAC undertakes quality sustenance and quality enhancement measures.

Departments organize conferences and publish quality research papers in reputed journals. The staff are encouraged to do orientation, refresher and FDP . The staff academy was constituted from 2017-18.

Institutional Values and Best Practices

“The purpose of human life is to serve and to show compassion and the will to help others.”- Albert Schweitzer

The college sustains a culture of best practices and innovations in its academic and administrative endeavours.

The green and clean environment and high teaching standards make it a much sought after college.

The institution promotes gender equality through various programmes for gender sensitization.

The stakeholders are involved in community service through outreach mechanisms like DLLE and NSS. Universal values, communal harmony and brotherhood are inculcated. The college promotes regional culture through traditional days and food festivals. An inclusive linguistic environment is created through Marathi Vangmay Mandal, Hindi Yuva Manch and Marathi Bhasha Divas celebrations.

College fosters research. Experiential learning is enabled through departmental festivals, industrial visits, exhibitions, guest lectures and competitions. Students participate in intra and inter-collegiate competitions, honing their entrepreneurial, management and leadership skills.

The BSc. IT. students developed a Wi-Fi Samai, SES’StudyLite App available on Google Playstore and also Management Quota Software.

The college has a well equipped library that offers multi resources. It has an open access system, WEB OPAC, providing students with access to e resources through Inflibnet and EBSCO. Membership is provided to present and past students and senior citizens.

An Internal committee is in place to address the problems faced by female students.

The institution conducts green and energy audit and uses alternate sources of energy through installation of solar panels, thus conserving electricity.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SES L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE
Address	RELIEF ROAD, SANTACRUZ (WEST), MUMBAI
City	MUMBAI
State	Maharashtra
Pin	400054
Website	www.lsraheja.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Debajit N. Sarkar	022-26606064	9820134065	022-26609320	principal@lsraheja.org
IQAC / CIQA coordinator	Anupama N. Nerurkar	022-26609320	9819059927	022-26608221	anupama.nerurkar@lsraheja.org

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes minority cirtificate_1_11zon.pdf
If Yes, Specify minority status	
Religious	
Linguistic	GUJARATI
Any Other	

Establishment Details	
Date of establishment of the college	09-05-1980

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	23-10-2000	View Document
12B of UGC	23-10-2000	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	RELIEF ROAD, SANTACRUZ (WEST), MUMBAI	Urban	3.099	4053.82

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	XII PASS	English	198	182
UG	BMS,Commerce	36	XII PASS	English	396	379
UG	BCom,Commerce	36	XII PASS	English	198	194
UG	BCom,Commerce	36	XII PASS	English	1188	1033
UG	BCom,Commerce	36	XII PASS	English	198	183
UG	BA,Arts	36	XII PASS	English	198	188
UG	BA,Arts	36	XII PASS	English	396	326
UG	BSc,Science	36	XII PASS	English	198	173
PG	MCom,Commerce	24	GRADUATE	English	160	51
PG	MCom,Commerce	24	GRADUATE	English	120	66
PG	MCom,Commerce	24	GRADUATE	English	120	76
Doctoral (Ph.D)	PhD or DPhil,Commerce	60	PET NET SLET MPHIL	English	8	5

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				2				19			
Recruited	1	0	0	1	0	2	0	2	4	7	0	11
Yet to Recruit	0				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				21			
Recruited	0	0	0	0	0	0	0	0	4	17	0	21
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				29
Recruited	14	5	0	19
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	5	5	0	10
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	2	0	1	4	0	8
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	6	7	0	13
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	10	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	15	33	0	48

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1277	45	2	0	1324
	Female	1284	49	1	0	1334
	Others	0	0	0	0	0
PG	Male	89	0	0	0	89
	Female	104	0	0	0	104
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	5	0	0	0	5
	Others	0	0	0	0	0

NAAC

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	57	45	44	16
	Female	53	43	56	24
	Others	0	0	0	0
ST	Male	5	4	12	3
	Female	3	8	15	1
	Others	0	0	0	0
OBC	Male	104	55	94	48
	Female	96	75	126	73
	Others	0	0	0	0
General	Male	786	729	574	790
	Female	794	648	574	737
	Others	0	0	0	0
Others	Male	417	467	572	472
	Female	451	478	500	449
	Others	0	0	0	0
Total		2766	2552	2567	2613

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	L. S. Raheja College is a College affiliated to University of Mumbai and hence need to strictly adhere to the Curriculum prescribed by the University of Mumbai from time to time for various programmes / courses. L.S. Raheja College had taken proactive steps in supplementing the knowledge of the students as also enhancing skills of the students even before the announcement of (National Education Policy) NEP 2020, which will be evident from the further elaboration in this note. We have been fortunate to have NEP 2020 which will transform Indian Education System drastically over a period of time. As the first step towards implementation of NEP, 2020 our College has started

	preparing Institutional Development Plan (IDP) to transform our College into holistic multidisciplinary College. Management of Sadhana Education Society has a College of Education housed in the same campus, which is an advantage to our College wherein we will be able to enhance academic activities in various Departments of our College in collaboration with the College of Education. University of Mumbai has introduced Choice Based Credit System (CBCS) in all its affiliated College. In the first and second year of all the programmes in Arts and Commerce, the University has introduced Foundation Course, which covers various topics in humanities and sciences like Overview of Indian society, Concepts of Disparity, The Indian Constitution, Significant Aspects of political processes, Globalization and Indian Society, Concept of Liberalization, Privatization and Globalization, Human Rights – Origin and evolution of the concept, Universal Declaration of Human Rights, Ecology, Understanding stress and Conflict, Managing stress and conflict in contemporary society , Science and Technology, Development of Science, Nature of science, Science and superstition, Science in everyday life, Laser Technology, Geographic Information System, Remote sensing, Satellite technology, Global Positioning system and Information and Communication system.. Moreover, at the first year of BCom there is a compulsory subject called 'Environmental Studies'. This subject includes topics like Environment and Ecosystem, Natural Resources and Sustainable Development, Population and Emerging Issues of Development, Urbanisation and Environment, Solid waste Management for sustainable Society, Agriculture and Industrial Development, Tourism, Environmental Movements and Management. In our Arts and Commerce College, we have introduced Science stream which is Bachelor of Science (BSc) Degree with specialization in Information Technology. To sensitise students about the societal issues. College has signed MoU with Akshara Foundation an NGO. With the help of this NGO, awareness is created among students by conducting sessions on the problems in the Society like Gender Sensitivity.
2. Academic bank of credits (ABC):	Though the University has yet to introduce 'Certificate' after passing First Year, 'Diploma'

	after passing Second Year of the programme, multiple entry system for students at any of the three years degree programme is already in existence in our system. As stated earlier the University has already introduced CBCS, however the University has yet to register for Academic Bank of Credit (ABC).
3. Skill development:	College has yet to venture into introduction of formal vocational courses and formal skilling courses which may lead to Degree in relevant courses. However, the College has already been conducting lectures for regular course in hybrid mode (online and offline) Besides regular curriculum, the College conducts certificate courses in Skill Development Digital Media Marketing, English speaking, Data Analysis using R software and MS excel, GST.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	In order to introduce experiential learning, students are made to do projects on various current topics which are credit based. This helps students as well as faculty to be updated with the current scenarios in various contemporary fields. To make students aware of Ancient Indian Culture, the College conducts courses in 'Modi Script' and also 'Ashokan Brahmi'. With this, students will be able to go through the Ancient Indian Literature in those scripts / languages. Almost all the teachers of the College have knowledge of at least one Indian language. In fact because of cosmopolitan population of Mumbai some the teachers can understand more than one Indian languages other than their mother tongue. Since past many years, as per the University directive, the students are permitted to write answers in Marathi or Hindi in their examination. The teachers have been assessing the answer books of the students written in Marathi or Hindi without any difficulty.
5. Focus on Outcome based education (OBE):	In order to make teaching-learning more effective particularly in the subject of Mathematics and Statistics as well as Accountancy, the College has introduced tutorials which are conducted in smaller groups to make learning more effective. Faculty is encouraged to create workbooks for the subjects like Mathematics and Statistics, Economics and Accountancy. This has immensely helped the students to gain insight in the subjects. Subject of Foundation Course introduced at the first year and second year of Arts and Commerce, includes the

	topics like Overview of Indian society, Concepts of Disparity, The Indian Constitution, Significant Aspects of political processes, Globalization and Indian Society, Concept of Liberalization, Privatization and Globalization, Human Rights – Origin and evolution of the concept, Universal Declaration of Human Rights, Ecology, Understanding stress and Conflict, Managing stress and conflict in contemporary society , Science and Technology, Development of Science, Nature of science, Science and superstition, Science in everyday life, Laser Technology, Geographic Information System, Remote sensing, Satellite technology, Global Positioning system and Information and Communication system. which relate to valued based education. Also, several guest lectures are organised by the College inviting vetarans from industry like Mr Nityanand Singh - ICICI Foundation, Mr. K. Sukumaran Dean, NISM, R J Danish from Hungama Digital, Mr.Anshul Goel- Vice President & Zonal Head Sales and Distribution, Motilal Oswal Asset Management Company, Mr Ketan Vaidya from DNA India, Mr. Kirtan Shah CEO Ambition Learning Solutions, Mr. Zaheer Sayed, ACCA Director Financial Planning Academy, to name a few. Quite a few aspects of NEP 2020 have already been implemented by the College over a period of few years. L. S. Raheja College is heading towards complete implementation of NEP 2020 within the framework set by the University of Mumbai from time to time.
6. Distance education/online education:	The National Education Policy 2020 has made several welcome recommendations. If these recommendations are implemented in letter and spirit, will bring about much good in education. One of the recommendations under Sustainable Development Goal 4, is Distance learning/Online education. At the College level, teachers and students were trained with usage of online teaching-learning technology. The college has the best of IT infrastructure to support online teaching-learning. Since March 2020, the college is successfully conducting regular online classes and examinations. Moreover, the college is also successfully conducting add-on/certificate courses (30 hours) on Finance, IT, Media, Banking etc. completely online. There are more than 300 students attending online classes.

	College also has introduced Honours Certification Programme of 21 Credits in three years in Sociology, Psychology and Economics which are being conducted online.

NAAC

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
474	470	470	475	475

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	11	11

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2766	2552	2567	2613	2925

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
319	232	350	168	240

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
920	823	784	965	917

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
34	35	37	38	38

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
40	40	40	40	40

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 20

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
126.29	220.14	185.41	166.87	127.09

4.3

Number of Computers

Response: 77

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

“Tell me and I forget, teach me and I remember, involve me and I learn.” Benjamin Franklin

The College being permanently affiliated to the University of Mumbai follows a predetermined syllabus. However, within these frameworks the college strives to provide holistic development for its students. All programmes under aided and unaided sections are introduced and the courses offered therein are as approved by the University. The curriculum is designed by the respective Board of Studies of University of Mumbai. In addition to the University approved programmes and courses, the college has introduced Certificate/Diploma / Value Added courses. In such cases the college freely determines total curricular planning and implementation.

Academic calendar is prepared by IQAC committee in the beginning of the year after consulting all heads of the departments and course coordinators. The teaching plans are submitted by the teachers to ensure completion of syllabi as per University guidelines. The Heads of Departments ensure that the lectures are delivered regularly and effectively. The course teachers discuss the syllabus in detail in the classroom. Orientation programme for first year students covers detailed introduction of the course. Also, student feedback for teachers helps to improve the performance of the teacher.

The college has a well-planned delivery of curriculum so that the students are enabled to achieve their learning goals.

Teachers guide the students beyond class room 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. Many departments also organize lecture series in TY for the students. Apart from this, there are lectures by industry expert/senior teachers on current and contemporary topics to keep students updated in their field of study.

The college strives to establish and maintain a tutorial and mentor ward system whereby class mentors monitor student performance in attendance, discipline and help students in scholarships, book bank scheme etc. In addition, students participate in intra-collegiate and inter-collegiate academic festivals which help them test their knowledge, sharpen their skills and broaden their horizons. They also experience a competitive spirit. Industrial visits /study tours are organized for students. The students get exposure to their subject matter and relate well with the curriculum.

There is documentation of teaching plans, academic plans/activity calendar,record of lectures taken, notes for private circulation, glossary, syllabus copies, past university question papers, model answers in the library, etc. The students have access to resources through the library and material regularly posted on the

websites.

Examinations are conducted by course teachers in respective classes for internal examinations and external examinations conducted by the college on behalf of the university. The performance of students in various programmes and results analysis in various courses at the department level are carried out.

File Description	Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

“Assessment is the engine which drives student learning.” John Cowall

The examination committee decides well in advance the dates of examinations during which internal exams will be conducted semester wise and submits it to the IQAC/Academic Planning Committee. These dates are adhered to during each semester.

The CIE schedule is prepared by the examination committee and is incorporated in the academic calendar. It is communicated to all teaching staff who follow it meticulously.

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 CIE system is implemented keeping in mind the following objectives.

1. To monitor students’ progress.

2. To evaluate the educational outcome of students.

3. To give timely feedback to the students.

4. To take remedial measures based on performance.

Evaluation of students is done continuously which enables them to identify their strengths and take

remedial measures to overcome their weaknesses under the watchful eye of the faculty.

CIE Activities:

1. Unit wise tests are conducted on a regular basis. Semester examinations are held.

2. Topic wise guidelines and practice questions are provided for all subjects.

3. Students are encouraged to practise test papers for University Examination.

4. Preliminary examinations are conducted prior to University examinations for students.

5. Students are assessed on a continuous basis through innovative methods such as group discussions, assignments, tests, seminars, guest lectures, practicals and projects.

6. Academic calendar with tentative dates of examination.

7. Result analysis is done by the faculties for their respective courses.

File Description	Document
Link for Additional information	View Document

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 91.67

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

Response: 11

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 22

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	6	7	1

File Description	Document
List of Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 3.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	228	94	96	14

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

1.3 Curriculum Enrichment

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

Response:

“There is only one subject matter for education and that is life in all its manifestations.” Alfred Whitehead

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

Professional Ethics: In the subjects of 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. By discussing current ethical business practices during the lectures, the institution strives to inculcate professional ethical values in students. The Accountancy syllabus includes a topic on ‘Ethics in Accounting’. The students are taught the ethical aspects to be borne in mind in maintaining accounts and presentation of financial statements. Consequently, students learn about the negative consequences of accounting frauds and understand whistle blowing policies in the corporate world. The students are informed about the rights & duties of auditors regarding their responsibilities towards stakeholders. They are taught that independence of auditors is of utmost importance for ensuring the fair presentation and disclosure of financial information.

Gender Issues: In TYBA Sociology, students are offered a paper on ‘Sociology of Gender’ and ‘Gender and Society in India: Contemporary Debates and Emerging Issues’. The college conducts training programmes to inculcate equal opportunities amongst genders. To promote this, Yuvak-Yuvati mela was held, where many students participated and some students were awarded certificates for being Gender Advocates.

Human values: The Foundation Course subject covers study of human values and fundamental rights. Through projects, exhibitions and viva, the institution creates awareness on issues like substance abuse, HIV/AIDS, problems of elderly, child labour, child abuse, trafficking of women, alcoholism, domestic violence, gender disparity in India, Indian Constitution, caste system and inter group conflicts in India, communalism, fundamental rights and duties of Indian citizens and the role of women in Indian politics. The Institution organizes socio – cultural exhibitions which act as a catalyst to foster learning of the curriculum aspects of ecosystem, sustainable development, globalization, farmers’ suicide, privatization: panacea to India's ills, impact of liberalization on employment, impact of stress on youth, etc.

Environment & sustainability: In Environmental Studies course, the curriculum is associated with environment and ecosystem wherein students learn of various ecosystems through nature trails to Sanjay Gandhi National Park, Gilbert Hill, Juhu Beach etc to imbibe a sense of responsibility towards the environment. The students are sensitized to the need to conserve energy, light, and water. Celebration of days like World Earth Day and No TV Day helps students practically implement the theory imparted in the curriculum. NSS, DLLE and Nisarg club motivate students to value the environment.

Activities like cleanliness drive, planting saplings in and around college premises, blood donation drives and participation in University level competitions are some schemes which address diverse social and environmental issues. Thereby, students are moulded to become socially responsible global citizens.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 18.4

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
87	87	87	87	87

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 0.4

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 11

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

1.4.1 ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni***

Response: B. Any 3 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 84.27

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2766	2552	2567	2613	2925

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3198	3198	3204	3100	3226

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
319	232	350	168	240

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

"All students can learn and succeed, but not on the same day in the same way." -William Spady

The curriculum and the rules do not allow any student to be designated as 'advanced learner' or a 'slow learner', rather some students may require different pedagogy in teaching and evaluation owing to their uniqueness. Here, we shall use the term advanced learner and slow learner for academically proficient and academically weak students respectively.

The College being aware that the students' learning abilities differ, the following efforts are taken by the College to identify learning levels of students:

- Orientation Session is organized, programme wise in which details of subjects and syllabus are given to students, which helps students to assess their own learning level.
- Faculty assesses the learning levels of students based on their academic performance at entry level, engagement in lectures, continuous internal evaluation and semester end results.
- The mentors understand the learning abilities of mentees based on their academic records, and behavioural aspects.
- Tutorials are conducted where teachers identify students' weaknesses and strengths.
- ***Programmes for slow learners (academically weaker):***

Remedial Teaching and Bridge Courses are conducted by various Departments to help students in subjects like Economics and Mathematics.

Buddy – learning is practised, where slow learners are academically supported by their peers.

Mentoring system is implemented across all the undergraduateprogrammes wherein each faculty is assigned a stipulated number of students. As mentors, the faculties look after the overall development of the students and counsel students at various levels.

E-content materials are made available to supplement classroom teaching.

Library facilities for all students are available throughout the year.

Interactive sessions are a part of every classroom teaching in the College. Remedial (Tutorials/Revision) lectures are conducted to help students perform better in examinations.

Lecture series is organized in key areas of syllabus to give a complete detailed revision.

Regular Assignments on each module are given and corrected/assessed and feedback is given to improve performance.

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

Extra lectures are held for students who fail in the semester examinations.

Teachers spend time after lecture hours for students with academic difficulties.

Programmes for advanced learners:

- Mentors guide and motivate advanced learners on regular basis.
- The rankers are felicitated in the presence of their parents during annual prize distribution.

- Students are encouraged to participate in various academic competitions at the intercollegiate events and university level competitions.
- Intensive coaching, expert lectures are organized to prepare students to excel in examinations.
- Competent students are encouraged to take up **internships** at various organizations.
- Guidance and support are offered for **research publications.**
- Students are given ample opportunities to participate and present papers in National and International Seminars.
- Students are encouraged to join and learn through **courses offered by SWAYAM A LEADING ONLINE RESOURCE FOR LEARNING**
- Students are urged to take additional **diploma courses offered by Financial Planning Academy.**

File Description	Document
Past link for additional Information	View Document

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

Response: 81.35

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

“I hear and I forget. I see and I remember. I do and I understand.” **- Confucius**

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

are in place:

- ICT: In lectures, faculty uses ICT to enhance the learning process.
- Experiential learning takes place through some of the tools used by the Institute like, arranging field visits to RBI, BSE, NSE, IIP, JNPT, Dharavi informal sector, National Film Museum, and many more depending upon the need of the courses. Students are assigned projects like Live business projects, Direct marketing projects, various exhibitions like commerce Mela, Exhibitions under the subject Foundation Course to sensitize students with regard to social issues and constitutional rights and duties
- Participative learning takes place when students are encouraged to take up some topics and make a power point presentation in the class, other group projects help them to discuss and understand the topic, Activities like debates, group discussions, role play, and any other co or extra-curricular activity related to the subject enhances participative learning of students. Additionally,in SFC programmes, students undertake activities like mock interviews, movie screenings and documentary making where external experts are invited.
- Participative learning was encouraged even during the online conduct of classes and virtual felicitation ceremonies were organized to appreciate the achievements of the students.
- Problem solving abilities are enhanced by motivating
- students to solve case studies, workbooks for subjects like Economics, Mathematics, etc., tutorials, map filling in EVS and class assignments.Practicals are conducted for few courses like Statistics, Psychology, Computers and BSc IT. Students are also made to solve curriculum prescribed problems in programmes like Accountancy and Economics.
- Thematic Appreciation test is conducted for environmental awareness by EVS Department.
- Nature trail is arranged for students to Sanjay Gandhi National Park and Gilbert hill, which helps students to experience nature and correlate it with academic learning.
- Inter departmental collaborative activities promote sharing of thoughts/knowledge among the students, develop leadership qualities in students and inculcate the spirit of teamwork among the students. Many participative seminars and workshops are organized on a regular basis.

File Description	Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

“If we teach today as we taught yesterday, we rob our children of tomorrow.” - John Dewey

Teachers use ICT enabled tools for effective teaching-learning process.

E – Learning Resources, Information & Communications Technology (ICT) enabled teaching methodologies are being used by the faculty members in classrooms. The entire College campus is Wifi enabled. Faculties extensively use multimedia teaching aids like LCD projectors, audio-video

facilities and computer/laptops/tablet systems to conduct lectures in the classrooms.

Infrastructure is ICT enabled. All teachers use ICT regularly during the lectures which helps to improve students' engagement in classroom learning.

1. College has bought an all encompassing LMS to enable enhanced teaching learning experience and smooth conduct of examinations.
2. For all the online classes, the lectures are recorded which a student can revisit if needed.
3. Teachers provide guidance on reading materials which enables students to make use of the Library which is well equipped with E resources.
4. Some teachers also share articles, journals/books which are available online.
5. You tube videos of the current topics are shared with students via website.
6. Teachers make power point presentations which aid better understanding of concepts and help knowledge retention.
7. E learning material is provided to students by uploading power point presentations and tutorial sheets on website.
8. Students are encouraged to pursue online add on courses offered by the college in collaboration with Industry.
9. The library is well equipped with e-resources like NDLI, N-List and EBSCO which makes easy access for students.
10. An Audio-Visual room is available for movie screenings, guest lectures, etc.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

Response: 81:1

2.3.3.1 Number of mentors

Response: 34

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 91

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

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 32.43

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	13	12	12	12

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 8.76

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

Response: 298

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

“Feedback is the breakfast of champions.”- Ken Blanchard

1.Continuous evaluation is performed by the college through internal examinations, projects and viva-voce,class tests, quiz competitions, debates, PPT competitions, assignments, presentations etc.

2.The College follows guidelines provided by University of Mumbai internal assessment. The examination committee adheres to the academic calendars. It appoints the paper setters and collects 3 sets of question papers in sealed envelopes. The evaluators are appointed by the head of the department under the supervision of the committee chairperson.

3. As per University guidelines, College conducts Internal evaluation (25 marks) for all SFC programmesi.e.BAF, BBI,BMS, BSC-IT, BFM and BMM. In aided section, internal evaluation is only at FYBA/BCOM for Foundation Course I and SYBCOM/BA for Foundation Course II (25 marks). From the academic year, 2017-18/ 2018-19, internal evaluation for 20 marks is applicable to some courses of TYBA.

4.In M.Com., all courses have internal examination for 40 marksand projects with viva voce for Semesters III and IV for 100 marks.

5.All examinations during the year 2020-2021 were conducted as per the guidelines receivedand the paper pattern was solely MCQ . The committee ollects question bank from the paper setters and the same is uploaded on the exam portal. The question paper is drawn through software and assigned to students on the day of the .Evaluation for online exams is done by the software itself.

To ensure that the process is transparent and fair, followingpractices are adopted:

1. The process of internal and external evaluation is presented to parents and the students at the time of Orientation and PTM.
2. Timetable for all internal and external examinations is displayed on notice board and on website.
3. The College informs students about the syllabus by displaying it on its website. Acopy of syllabus is kept in the library too. Teachers also communicate the details of the syllabus during lectures.
4. The exam committee appoints the paper setters, junior and senior supervisors to conduct examinations.
5. Question papers are drawn as per the pattern suggested by University and the pattern is communicated to students well in advance.
6. Model solutions are prepared by paper setters,ensuring fair evaluation of answer scripts.

7. All results are declared within the stipulated time and students are given an opportunity to apply for revaluation and photocopy of answer book.
8. Students who cannot appear for examinations, due to medical reasons and/or while representing college in various other activities, are given a chance to appear for the additional examination conducted by the institution.

- The robustness of the mechanism is ensured by adopting following measures:

1. Fair and unbiased assessment pattern and criteria is clearly defined and is applicable to all students.
2. Teaching learning and evaluation is done to assess the course outcomes.
3. Assessment is conducted honestly. Unfair means are dealt with in a lawful manner as per the ordinance of University of Mumbai.

File Description	Document
Link for additional information	View Document

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

Response:

“Continuous improvement is better than delayed perfection.” **- Mark Twain**

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

Ordinances of University of Mumbai are available to deal with examination related grievances. The college has a transparent grievance redressal system for any matter related to examinations. A student can raise his grievance at any point of time by giving an online/offline application to the examination committee. Grievances are redressed by examination committee members before, during and after examinations which ensures smooth conduct of internal as well as semester examinations as follows:

1. Grievance before the Examination: SOP

- Grievances like delay in issue of hall tickets, discrepancies if any are reported to examination committee and the committee resolves it within 2 working days.
- Notices of all the examinations and distribution of hall tickets, details of seating arrangement etc. are displayed on the notice board.

1. Grievance during the examination: SOP

During the examination, students can report any issue pertaining to seating arrangement, time given etc. to the senior supervisor or the chief conductor of the exam and the issues are resolved immediately.

1. Grievance after the examination: SOP

Revaluation :A student may apply for revaluation or photocopy of answer scripts online by paying a fee prescribed as per the University guidelines on the website.

Revaluation process is executed as per University norms and students are made aware of such rules in the beginning of the year.

Photocopies of the answer scripts, if required by students are available after completing certain formalities.

1. To continuously improve the examination process and to always ensure smooth conduct of examinations, the College undertakes many activities. Some of them are:

Feedback:Feedback is taken from students regarding conduct of examination on the last day of every examination for awareness of issues, if any, and for further improvement.

Online Examination: During the year 2020-2021, all examinations were conducted online on College's LMS platform. Accepting an application for examination, actual conduct of examination and result generation were facilitated on the LMS.

Demonstration: To acquaint students with the portal, students were provided with a demonstration followed by mock examination on the portal. In case the student faced any issue before, during and after the examination process, they could report the matter through emails or visit the college office for timely solutions.

IT-Team: During the examination, problems like log in failure, network failure or any other technical difficulty faced by students were immediately resolved by the IT team. A helpline number and an email ID was constituted for the same purpose.

The number of grievances reported are much less over the last few years which makes it evident that the mechanism is transparent, fair and honest.

File Description	Document
Link for additional information	View Document

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.

Response:

The College uses a dual mode to make students and teachers aware of POs, PSOs and COs by communicating to stake holders directly by stating the outcomes and also by guiding the students towards achievement of the outcome.

1. Formal dissemination of POs, PSOs and COs

Broad objectives and outcome of graduate programmes are enshrined in vision and mission statements of the College, which emphasizes social consciousness, employability and self-actualization. The vision and mission statements are displayed at all strategic locations in the college, college prospectus, and college website.

Syllabus:A good number of syllabi prescribed by the University state POs / COs or objectives of the programme deal both with the need for the course and expected outcome.
These syllabi are available to all stake holders at the university website, college library and departments. In cases where outcomes or objectives are not specified in the syllabus, individual departments have stated the same.
POs and PSOs have been uploaded on the college website.

Board of Studies: Faculty members involved in syllabus framing are themselves instrumental in formulating PSOs
and Cos at the University level.

Prospectus:The prospectus specifies learning objectives of all the programmes.

Orientation programme organized for all first year students acquaints the potential learners with facilities, opportunities, and expected outcomes of graduate programmes.
PTM: At the meeting held for parents of first year students, they are informed about expected graduate programme outcomes and their cooperation is sought in achieving the same.
Motivation 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 .All the departments ensure participation of concerned faculty members in syllabus revision workshops wherein content, objectives /outcome and resources for the revised syllabus are discussed.

2. Informal dissemination of POs, PSOs and Cos

- Exposure to expectations and skills required by **prospective**employers during industrial visits,internships and summer training stimulates both the learner and the educator to informally appreciate the outcome demanded, irrespective of whether formally stated or not.
- Information furnished to learners on career options through career talks, seminars and workshops helps
  them appreciate and achieve the stated outcome.
- Thoughtfully planned course specific activities such as research-based projects, hypothetical problem solving helps students recognize and work towards achieving course outcomes.

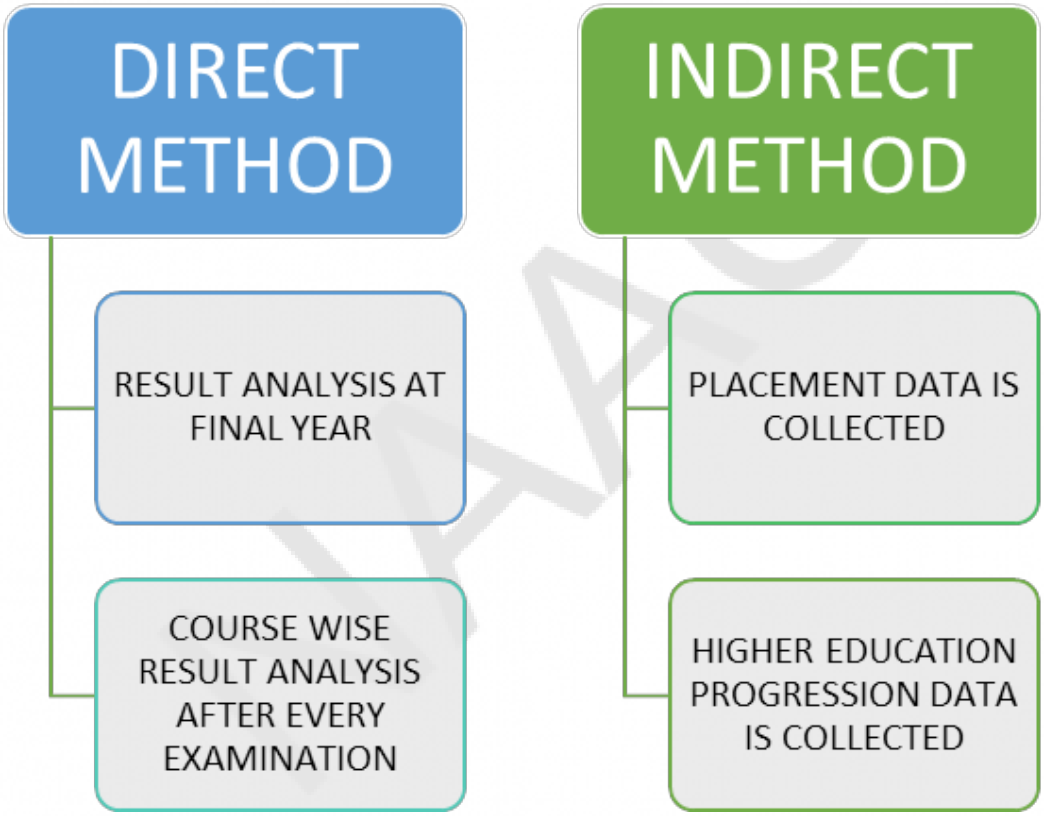
File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

“A dream becomes a goal when action is taken towards its achievement.”- Bo Bennett

The aim of measuring the attainment of programme and course outcome is to upgrade the quality of teaching learning in the College.The attainment of programme outcome,programme specific outcome and course outcome are evaluated in two ways by the institution- viz- Direct and Indirect.



Under Direct method :

1. Result Analysis

Programme wise result analysis is conducted for each semester. The College strives to improve the academic performance of its students by keep a track of their progress reports.

1. Course wise result analysis

Course wise result analysis is conducted in each programme to assess the performance of the students in the various courses they undertake. This helps the college to realize the difficulties students face while undertaking challenging courses. Based on the performance, the faculties adapt alternate pedagogy to make learning process simple and interesting.

Under Indirect method:

1. Placements data is collected

College collects the placement data from its students and alumni. This helps the college to access its students performance in the industry and adapt practical means to bridge the industry and academic means by equipping its students with required skills to make them job ready.

1. Higher Education Progression data is collected.

College keeps a tab of the higher education progression data of its alumni.

The college believes in assessing the learning level and attainment of course outcomes at regular intervals and thus various activities are conducted regularly during the lectures itself like class tests, mock interviews, group discussions, PPT competitions, 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.

The College also facilitates students' interactions with industry experts to help them understand the practical applications of the theory they are exposed to in class.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 86.93

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
886	810	618	821	697

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
920	823	784	965	917

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.74

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 2.4

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.35	0	0	2.05

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 2.94

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

Response: 1

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

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 3.08

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	1

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	13	13

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

The Entrepreneurship Cell of the college creates an ecosystem to nurture young entrepreneurs and train them in the field of business creation.

It was inaugurated by the Department of Bachelor of Management Studies(BMS) on 25th August, 2017. It guides and mentors students with entrepreneurial skills and ideas, and promotes entrepreneurship amongst students.

The activities conducted by the Entrepreneurship Cell are as follows:

1. A seminar on “First Step towards Entrepreneurship” was conducted on 28th September 2017 by Mr. Samish Dalal and Mrs. Sapna Kusumgar from Asian Institute of Family Managed Business. This helped to promote entrepreneurship amongst students and to enlighten them on issues concerning entrepreneurship. 68 students from the BMS department participated in the session.
2. A “Mentoring Session” was organized by Prof. Samish Dalal, on 11th September, 2018. This helped students to understand the various opportunities in entrepreneurship and also motivated them for their future endeavors. 63 students attended the session.
3. A session on “How to build your personal Leadership Brand” by Mentor Garima Arora Kannan was organized on 24th October, 2018. This helped students polish their skills by various activities.

The total of 19 students participated in the session.

4. A “Mentor Interaction” session was organized on 8th February, 2019. The speaker for the session was Mr. Manas Shah. 30 students attended the session followed by one-to-one interaction with four of BMS students who proposed a business idea, and got tips on how to work it out.
5. A session on “Design Your Future” was organized on 18th September, 2019. It was led by Ms. Forum Shah who addressed students on how to shape their future in business. 59 students participated in the session.
6. A session on “Family Managed Business” was conducted on 16th December, 2019 by Mr. Rahul Jain and Mr. Aniket Bharadia. It aimed at encouraging second generation students to take up family business as an option after graduation, and oriented them on working out in their family businesses. 35 students attended the session.
7. A National Webinar on “Commerce Means Business: You can, Let’s do it” was held on 7th June, 2020 addressed by Mr.Syed Mohammad Quaim (Founder/Director Imamia Chamber of Commerce & Industry). 239 participants attended the session.
8. A “Mentoring Session” For the Aspiring Entrepreneurs Within You was held on 24th July, 2020. Mr. Vikram Chheda (Co-Founder Customs Holiday) addressed the gathering. 94 students attended the session.
9. A webinar on “Crisis in a start-up and its management” was conducted on 5th April, 2021 by Mr. Rahul Jain and Mr. Gaurav Kothari. It encouraged second generation students to polish their entrepreneurship abilities in their family businesses. 195 students attended the session.
10. A Business Mentoring Program was organized on 3rd and 6th August, 2021, mentored by Mr. Samkit Shah, Business Coach, Founder & CEO of Aligned Pillars. 10 students participated for the one-to-one interactive session.
11. A “Mentoring Session on Challenges and Opportunities in Businesses” was organized on 27th November, 2021, mentored by Mr. Kunj Shah, CEO of Aaagindia. 71 students participated.

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 11

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	2	1	0

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

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 5

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 5

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.76

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
4	15	19	23	3

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

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

Response: 2.2

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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	13	12	17	33

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

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 last five years.

Response:

“The best way to find yourself is to lose yourself in the service of others.”- Mahatma Gandhi

Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development. This is mainly done through NCC, NSS, and DLLE units of the college.
They aim at sensitizing them towards community and social welfare, and their responsibility as citizens towards creating a self sufficient and well informed country.
National Cadet Corps is a voluntary tri-service youth organization comprising Army, Navy and Air Force which is engaged in grooming the youth of the country. The NCC unit of our college is associated with No.1 Maharashtra Naval Unit, Churchgate.
Activities such as beach-cleaning campaigns create social awareness towards our environmental responsibility, health and hygiene.
Strengthening rural population through awareness programmes in villages helps the nation that is made up of 70% rural population.
The college also aims at creating a sense of social inclusion, which is against discrimination. This creates a life of responsibility, with humanitarian principles.
Protecting youngsters from self sabotage through drugs and other evils is also our top priority.
Voters' Education and Electoral Participation, and donation camps aim at inculcating responsibility and compassionate way of thinking and living. NSS wing had adopted Sakwar village, Virar, Palghar under the Village Development Plan.Voter registration awareness is encouraged among students at entry level. (at the time of admission)
Awareness for conservation of electricity was also done.
Blood Donation Camps, Thalassemia Check-up, Traffic Control programmes also induce social responsibility among students.
The college also promotes physical health and fitness, and spiritual development. Talks on Blue whale challenge, AIDS Awareness Day, Dengue and Malaria awareness update students on areas of importance.

Environmental protection, love for nature is also created through our programmes. Van Mahotsav (Tree Plantation Week) was conducted.

Gender equality programmes aim at establishing a balance in the community for both the genders. Yuvak Yuvati Mela, collection of clothes, groceries, medicines etc. for donations, are other initiatives to remove gender disparity among youth.
Universal Brotherhood Celebration: Unity, integrity, and equality are also the values that are inculcated in young minds, thereby focusing on holistic development of the students.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 38

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	12	7	6

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

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 18.93

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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
500	500	530	503	500

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

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 9

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	1	4	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - 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.

Response:

“Infrastructure is much more important than architecture.”-Ram Koolhaas

L.S. Raheja College is located at Santacruz, a prominent suburb of Mumbai. 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, all of which are equipped with white boards and overhead projectors. The College has four laboratories – a Computer laboratory for students of computers and IT, a Psychology laboratory for the students of Psychology, an Electronics and Telecommunication laboratory and a Statistics laboratory for students of Statistics and Economics. The College ensures that there are sufficient computers, IT equipment and software to cater to the needs of the students. Connected with broadband internet facility, the college premises are Wi-Fi enabled with 50 Mbps speed. The security of the college is ensured through deployment of security personnel and CCTV cameras are installed at all the junctures to supplement the coverage of the entire premises.

The College has an Audio-Visual room equipped with latest technological equipment. This room is used as a media centre for screening documentaries and films apart from being used as a lecture room. The college has an auditorium measuring 900 square feet, complete with a stage and a state-of-the-art sound system. The college has a NSS room and a Students’ Council room where students involved in extra-curricular and co-curricular activities have their meetings and organize their activities.

The College staff room is equipped with a computer and printer for use of the teaching staff. The staff room is also equipped with sufficient lockers and cupboards to ensure that the teaching material of the teachers is safely stored. The college has a Research Room which is available to the staff and students for pursuing research activities. This room is equipped with a computer and printer for the use of the researchers.

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

The college has a well-equipped gymkhana measuring about 900 square feet which is used by the students and staff to practise recreational and competitive sports. The college canteen measures about 800 square feet and has a seating capacity of 80 people. The canteen is open from dawn to dusk and provides a wide variety of food items.

The college Library has a rich and diverse collection of journals, periodicals, news weeklies and CDs. Total Area of the Library is 3000 square feet. It remains open from 7 a.m. to 7 p.m. It has a huge stack room with open access and a separate periodical section with a seating capacity of 6. The library is Wi-Fi enabled and has computers and other equipment for the use of the students and staff. It also has a spacious and airy reading hall with a seating capacity of 150. Library has UGC sponsored Network Resource Centre with 2 computers and 1 printer. It also has a separate project room with 15 computers.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

“All work and no play is not good for the soul.”- Felix Sabates

L.S. Raheja College believes that all round development of a student is imperative to prepare the student for the future. It believes that it is in these formative years, that a student will learn the essentials to compete, to play fair, to lead, to collaborate and to work in and as a team. Hence, as a part of this objective of overall development, the college 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. The gymkhana also serves as a yoga centre. The cross ventilation and abundant natural light in the gymkhana ensure that the students are comfortable playing sports.

The College also boasts of a sports ground on the campus. The students use the sports ground for playing and practising outdoor games. The games played by the students are both, recreational and competitive. The various college sports teams utilize the ground facilities for regular practice. The college ground is used for playing football, box cricket, kabaddi, volleyball and badminton. The college also hosts its annual sports day on the college grounds where the students participate in various athletic disciplines. The full-time Director of Physical Education manages the day to day affairs of the Gymkhana. The Physical Director is a part of the Gymkhana Committee along with other teacher members. The Gymkhana committee plans the sports activities at the beginning of each year and budgets for the sports equipment that will be required. The gymkhana committee ensures that sports goods required by the students are sufficiently stocked and made available to them, both for recreational as well as competitive use. The College sports teams are provided coaching from expert coaches to ensure improvement in sports skills, techniques and performance.

The Student Council is the primary body responsible for organizing the myriad cultural activities of the college. The College also has other associations like the Marathi Vangmay Mandal, Hindi Yuva Manch & Gujrati Sahitya Mandal which provide the students with a platform to showcase their creative talents. Students are encouraged to participate in various intra-college and inter-college activities. The various intra-collegiate cultural events help identify gifted students who are selected for participation at inter-collegiate and university events. The college provides trainers and coaches to gifted artistes. This helps the students to sharpen their skills and creativity and win accolades at inter-collegiate and other platforms. Various inter-collegiate festivals like Unmesh (Degree College), Parallax (BMS, BAF, BBI, BFM, BScIT) and Retake (BAMMC) are also organized each year. Here, the students get an opportunity to develop their leadership and organizational skills. The College has an auditorium boasting of a sophisticated sound system, which is

used by the students for practising various art forms. The encouragement and opportunities afforded to the students ensure that myriad art forms, from classical to modern, blossom effortlessly in the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 20

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 18.03

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
9.71	36.98	10.09	47.92	40.04

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The college firmly believes that a well-equipped library is the power house of the institution for wholesome education and lifelong learning. Raheja College's Library is a treasure of knowledge having a rich and diverse collection of 60602 books, journals, periodicals, newspapers, e-books, e-journals, theses, maps and CDs. The library remains open from 7 a.m. to 7 p.m.

Library House Keeping Activities:

The Library House Keeping activities are fully automated since 2005-06, using LIBSUITE Library Management Software. From 2015-16, the library has implemented Library SLIM21 Integrated Library Management Software. Barcoding technology is used for Visitor's Log in, Issue, Return and Stock Verification.

Following Modules of SLIM21 Integrated Library Management Software are Used

- Cataloguing: Online Cataloguing with Spine Labels, Book Cards, Barcode
- Circulation: Issue/Return with E-Mail Integration
- Serial Control
- Acquisition
- WEB OPAC
- Reports
- Stock Verification

Add on Module: LibvizLog (Visitor's Login): to monitor footfalls

Name of ILMS software:	**LIBSUITE**
Nature of Automation	**Fully**
Year of Automation:	**2005-06**
Name of ILMS software:	**SLIM 21**
Version	**3.7**
Year of Automation:	**2015-16**

E-Book Management:

Open Source Software	**Calibre E-Book Management**

Library uses Calibre E-Book Management open source software to manage its E-Books. With the help of Calibre, Library users have 24 x 7 access to the e-books, rare books and books from open source.

E-Journals Management:

Library has subscribed to EBSCO e-Journals (1100+ Journals and database of 1200 company profiles), and also subscribes to the N-LIST database, through which the students and staff have access to nearly 6000++ e-journals and 31,35,000 e-books. which is linked with library website. This can be remotely accessed by the students and the staff through their personal login id and password.

Library Website:

Library has an independent website linked with the college website. Users can access open resources (E-Books, E-Journals, E-Theses, E-Newspapers, and other reference database).

Institutional Repository: Library has Institutional repository which consists of past years' question papers, syllabus, teachers' publications and government circulars. Institutional repository is linked to the library website.

- **Other Services**

- Reference Service
- Orientation Program
- Current Awareness service
- Selective Dissemination Service
- Indexing Service
- Reprography and Print Services
- External Membership
- Senior Citizen Book Club
- E-Alert Service
- Ask@Librarian
- Book Bank Service
- My Account linked with Library website to know the status of home lending
- Use of QR Code for digital services
- Free Wi-Fi facility
- UGC Sponsored Network Resource Centre
- Project Room with 15 computers
- BYOD System (Bring Your Own Device)

Other initiatives taken by Library for optimum utilization of resources

- Orientation Program
- In Service Program
- Workshops and Webinars
- Virtual Book Shelf
- Book Exhibition on various occasions
- Quiz Competition
- Best User Award

File Description	Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**

2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 6.78

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.66	3.60	9.60	08.75	10.31

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

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

Response: 1.29

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

Response: 36

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

“The whole information and communication technologies (ICT) infrastructure must be regarded as an 'ecosystem' in which everything is interconnected. It functions as a whole; it must be defended as a whole.”- Toomas Hendrik Ilves

The administrative work of the institute is digitalized with the help of IT infrastructure. Each administrative staff member is equipped with a dedicated desktop computer with internet LAN connection. The administrative processes of the college are carried out and monitored through ‘Mastersoft ERP’ software. This software is used by the college for various functions like student admissions, acceptance of online admission application forms, creation and display of merit list of eligible students, fee collection, student profile management and student feedback. The ERP is also used for HR functions like maintaining leave record, record of work done and remuneration to contract teachers and examination related functions like hall ticket generation, generation of online examinations, examination attendance sheets and generation of marksheets. The online lectures are conducted on the Microsoft Teams platform. The physical attendance of the students in classes is maintained and monitored through biometric devices using a software called ‘SmartKlass’, while the online attendance is maintained through MS Teams & Google Forms.

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 IT team also ensures that installed software is updated on a regular basis. The entire college Campus is Wi-Fi enabled. Wi-fi access points are provided at college entrance, auditorium, canteen, gymkhana, library, college office and the staff room. The college upgrades its Wi-Fi connectivity on a regular basis and the Wi-Fi speed as on date is 50 Mbps.

Most of the administrative processes are now digitized by University of Mumbai as well as College. Processes like affiliation, student enrolment, application for scholarships, issue of hall tickets, receipt of question paper, paper assessment, marks data entry, CAS (Career Advancement Scheme) applications etc. have been made online at the University level. This has helped smoothen the administrative processes of the college also since the college has readily adopted these digital initiatives.

Each classroom is equipped with overhead projectors. Each department is also provided with laptops. This helps the faculties use ICT for teaching learning functions. The college has an Audio-Visual room and an Auditorium, both of which are equipped with projector facilities, sound systems and internet connections.

Each student, teaching and non-teaching staff is provided with an institutional email id for official communication.

The college has procured licensed software, including operating systems, installed in the laboratories, library, examination department, staff room and administrative office. The college has a total of 102 computers of which 61 are allotted to computer laboratory for the students and 41 desktops allotted to the college staff.

The college library has 17 computers, 2 printers, 1 scanner, 1 note book, 2 Barcode Scanners, and 1 Reprographic Machine for the use of the students and staff. The library has a UGC sponsored Network Resource Centre with 2 computers and a printer. The library also has a separate project room having 15 computers with internet facility which is used by the students for working on their assignments and to participate in collaborative study.

File Description	Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 36:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 60.23

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

2020-21	2019-20	2018-19	2017-18	2016-17
101.01	215.41	202.01	5.41	14.11

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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

Response:

The infrastructure of L.S. Raheja College can be broadly divided into the following categories:

1. General Infrastructure

2. Library Infrastructure

3. IT Infrastructure

4. Gymkhana Sports Infrastructure

The college has defined procedures for the procurement, maintenance and verification of fixed assets and other allied infrastructure. These procedures are designed to monitor the infrastructure requirements, allocate the funding for the same and monitor the end use of the infrastructure. These procedures are designed in consonance with the internal control systems of the college and also to comply with various statutory requirements, financial or otherwise. The broad procedures relating to the infrastructure of the college are enumerated below:

1. Assessment of infrastructure requirements – The College governing body, in consultation with the college development committee, conducts an assessment of the infrastructure requirements on a periodic basis. Any augmentation to the college infrastructure is decided on the basis of this consultation and assessment.

2. Budgeting for infrastructure – A detailed annual budget of the college is prepared at the beginning of the academic year. This budget provides for various expenditures proposed, both capital as well as revenue. This budget is also based upon the individual budgets submitted by various college departments and associations. The master budget so prepared is then presented in the college development committee (CDC) meeting for its approval. The recommendations of the CDC are then incorporated and the final budget is approved for that academic year.

3. Procurement – The College has instituted a Purchase Committee. Purchase or addition of new infrastructure has to be approved in the budget. The college invites quotations for the purchase. These quotations are examined and an appropriate quotation is selected keeping in mind the quality of the products, the price and other terms of purchase. Once a vendor has been approved, negotiations are held to finalise the terms of the purchase. Thereafter, the college raises a Purchase Order (PO) in favour of the vendor detailing the various terms of purchase. The product, once delivered is checked for conformity with

the required quality and quantity. The invoice for the same is approved after ensuring that the same is as per the terms specified in the Purchase Order.

4. Resource Utilization – The college has SOPs in place to ensure effective utilization of resources, prevent damage or wastage and delegate responsibility towards upkeep and maintenance. These SOPs deal with the major aspects of infrastructure like the Assembly Hall, Gymkhana & Computer Laboratories. College maintains a register to track booking and usage of the assembly hall. A master time table of all lectures and practicals is prepared at the beginning of the academic year, which indicates the occupancy of the various rooms and laboratories during the course of the day. The occupancy status of the rooms helps to plan various academic, co-curricular and extra-curricular activities.

5. Maintenance – The college ensures that necessary repairs of general infrastructure and servicing of various equipment is carried out as required from time to time. The college has Annual Maintenance Contracts (AMC) with various vendors to ensure that the infrastructure is maintained. The assets covered by AMCs include computers, software and air conditioners. The cleaning of the college facilities, including the washrooms is handled by a housekeeping firm.

6. IT Infrastructure – The college has an in-house IT department which carries out the function of maintaining the IT infrastructure of the college. The management of the college, in consultation with the IT staff identifies and procures the necessary hardware and software as required. The IT staff maintains the computers, software, IT laboratories and other IT equipment in proper condition. This exercise includes monitoring use of computer laboratories, running software updates, installation of firewalls and anti-virus software and resolving bugs and other hardware issues in the computers.

7. Library – The College Library has a Library Advisory Committee. This committee defines the major policies of the library. All major decisions of the library are discussed and approved by this committee. The library assesses the needs of the students through student surveys and recommendations. The library holds books exhibitions where publishers display publications in various disciplines. Students and teachers visiting the exhibition select and recommend books for the college to purchase. This recommendation list is reviewed by the Heads of Departments and approved for purchase. The library record is fully computerised. The library also conducts periodic inventory inspection and audit to monitor the status of the books and other resources. The footfall in the library is monitored through a software called LibvizLog.

8. Sports infrastructure – The college has a Gymkhana Committee, which overlooks the functioning and major decisions of the Gymkhana. The Gymkhana Committee identifies the indoor and outdoor sports that can be made available for participation by the students. Sports are identified considering both competitive participation and recreation. Appropriate budgeting for the sports infrastructure is then made to ensure optimum sports facilities to the students. The Director of Physical Education ensures that all sports equipment is used in an appropriate manner. Separate sports equipment is maintained and used for competitive and recreational purposes. The gymkhana keeps a record that tracks the use of the gymkhana and its facilities by the students.

9. The college has a canteen committee which monitors the use of the canteen. The functions carried out by this committee include ensuring proper physical infrastructure in the canteen, ensuring proper maintenance and cleanliness, monitoring the quality of the food served and addressing the grievances (if any) received with respect to the canteen.

File Description	Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 3.07

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
31	35	67	107	180

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.96

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
33	25	27	21	23

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 16.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
1476	244	142	97	305

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

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

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

5.2 Student Progression

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 95.54

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 879

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

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

Response: 16

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.)*) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	0	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

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

Response: 19

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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	5	9	0

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

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

Response:

"Coming together is a beginning, keeping together is progress, working together is success."- Edward Hale

The student council was constituted as per the guidelines of the University of Mumbai, in the academic years 2016-17and 2017-18.

For the above mentioned academic years, the norms of University of Mumbai were strictly adhered to, notices were regularly displayed and students' nominations for constituting student council were invited. The representation of candidates in particular posts was followed, namely one student each from NCC, NSS and Cultural Committee and two female students of the college. The General Secretary of the Student Council was elected from the members of the council by organizing a poll. Student nominees were invited and the rest of the council members were informed about the same in advance. General Secretary was elected by the nominated members of the student council.

As there was no intimation by way of a university circular, the college constituted an ad-hoc Student Council for the academic year 2018-19. As per notification from University of Mumbai, elections for Student Council were to take place for the year 2019-2020, which were later postponed. Ad-hoc Student Councils were therefore constituted for the year 2019-20 and 2020-21.

The Council takes charge of the co-curricular activities of the college. It organizes major intra-collegiate activities such as Freshers' party, Meri Awaaz Suno, Friendship Day, Raheja Week, Green Day, Annual Day, etc. As the college is a Gujarati speaking linguistic minority institute, the Student Council also celebrates the ethnic culture of the minority students and organizes Garba Night. The council members

have actively been organizing the Guru Purnima programme and Teachers' Day in honour of the college teachers.

Student Council members also help in managing and actively participate in Raheja College's intercollegiate festivals like Unmesh, Retake and Parallax. During these festivals students are encouraged to take part in various academic programmes that increase their intellectual prowess by providing them an opportunity to learn through live projects, seminars and workshops. These activities go a long way in enhancing their interactions with industry professionals. Students' overall personality development is enriched through their participation in various cultural programmes, including music, dance, drama, poster making, art and craft etc.

The Students Council has also organized activities like Essay Writing, Singing, General Knowledge Quiz, Antakshari, Poster Making, Mehandi, Rangoli, Traditional Food competition etc thus boosting students' creativity, inculcating a sense of competition, while keeping them close to their traditional values. From time to time, Council members interact with the other students of the college, enabling them to understand their problems (if any) and trying to reach an amicable solution.

Student representatives are part of the following committees

1. Internal Complaints Committee

2. Canteen Committee

3. Gymkhana Committee

4. Library Advisory Committee

5. IQAC: Two student representatives in IQAC

6. CDC : Two student representatives in CDC

The council is funded from the fees collected from the students and sponsorship by agencies.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 17.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
18	28	17	17	9

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

You can take a student out of Raheja College but you cannot take Raheja College out of a student!

The college continues its interaction with students even after they have formally left college through an association called “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.

Objectives :

1) The objective of the Alumni Association is to connect alumni with each other through a robust alumni network, have strong relations between alumni and current students, assist the current students in their career planning and placements, to be mentors for current students and to give inputs to students.

2) To provide a forum to establish a link between alumni, staff and students of the college.

3) To participate in the activities that would contribute to the general development of the college.

The association works closely with the college’s current and ex students to realize these objectives.

The alumni are the ambassadors of the college in the corporate world. They remain connected with their alma mater.

Raheja College’s alumni list is truly impressive. It consists of highly successful professionals from diverse fields like chartered accountants, advocates, professors, interior designers, bankers, event managers,

businessmen, social workers, eminent personality from media, etc. Some of the alumni of the college include Mr. Amod Nayyar- Vice President, HDFC Bank; Dr. H. S. Vyas- Registrar Amity University, Mumbai; Mr. Sanjay Chaturvedi- current executive editor of The Accommodation Times- Real Estate; MS. Vijaylaxmi Amin- Executive Secretary and Chief Sustainability Officer, TATA Sons Pvt Ltd ; Dr. Deepak Monga- Ph.D. in fire safety; Mr. Pratik Gandhi- Chairman Board of Studies at School of Data Science and Business Analytics, University of Mumbai. Mr Pratik Gandhi is also the founder and CEO of Edulab.

An Alumni meet was held on 25th January, 2020. A total of 82 people registered for the event, and 68 people attended the function. The reunion was organized in collaboration with the IQAC. During the function, the Alumni introduced themselves, interacted with peers, professors and actively participated in games and other activities. They were given a tour of the college by the entire team of the Alumni committee. Alumni expressed happiness on seeing the new, upgraded infrastructure. The Alumni were asked to give their valuable suggestions in the form of written feedback.

An Alumni virtual meet was held on 27th February, 2021. The reunion was organized in collaboration with the IQAC.

Alumni are also part of CDC, IQAC and Marathi Vangmay Mandal.

Alumni students have actively participated in organizing various activities of Marathi Vangmay Mandal, Garba night and other cultural events of the College. Besides this, Alumni of the college have also donated books to the college library . The alumni play a key role in counselling and encouraging NRI students to join the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

“We cannot be mere consumers of good governance, we must be participants; we must be co-creators.”- Rohini Nilekani

To envisage the vision and mission successfully, the **Governing council** of the college has laid down the fundamental values, principles, policy decisions and strategic directions to facilitate smooth functioning of the college.

The governance of the college is steered by the **College Development Committee** (CDC as per Maharashtra Public Universities Act 2016) which consists of the Management representatives, Principal, IQAC convener, Teaching and non-teaching staff members and Alumni representatives.

The **Principal** is the Head of the college, supported by the **Vice-Principa**l for regulating academic and administrative activities with the help of the Registrar. The **Heads of Departments/Coordinators** are responsible for administering respective programmes with support of other **faculty members** in the department.

The IQAC (Internal Quality Assurance Cell) functions as a strong aid in executing and monitoring the quality initiatives of academic and co-curricular activities conducted in the college. The committee consists of staff and student representatives.

The priority and thrust of the college is to offer **quality education which will lead to inculcating holistic values among the students**. The vision and mission of the college conveys the **values that we desire to add to the lives of all stakeholders, thus making an impact on the community.** The conviction of the college can be displayed by the following benchmarks:

A. Administrative Performance

- Various committees are formed with Standard Operating Procedures (SOPs) to ensure uniformity in conducting of events.
- Regular audits are carried out for quality enhancements.
- ERP software is enabled to bring in efficiency in administration.

B. Academic Excellence

- Academic Calendar and Teaching plans are followed in order to monitor the academic performance .
- Value added and certificate courses to enhance skills and knowledge levels of students.
- Pre-placement training and placement is facilitated for students.
- Feedback analysis is a practice followed to amplify available resources.

C. Infrastructure and Technological Augmentation

A highly competent team of IT staff and Registrar/Office Superintendent help in maintaining a secure and uninterrupted system for its stakeholders along with regular assessments.

INFRASTRUCTURE AND TECHNOLOGICAL AUGMENTATION	
Green campus	Server room
CCTV cameras	ICT enabled classrooms
LED Display at the entrance for notices and events	Wi-Fi enabled campus
NIKON DSLR D5300	Digital attendance
State of the art atrium and auditorium	ERP software for teaching, learning
Amplifier Ahuja 5000, YAMAHA Mixer MG 12XU 4 Mic Line Inputs, 2 Stereo, JBL Speakers	Website and Mobile application
Fully equipped IT lab	Social media presence

D. Community and Societal Welfare Services

Various societal welfare and development measures have been initiated under the NSS, NCC, DLLE programmes, which outline and facilitate the execution of activities.

- Adoption of village “Sakwar”.
- Awareness and welfare campaigns for community.
- Installation of solar power panels.
- Rain water harvesting.
- Special programmes for senior citizens (awareness “crime against senior citizens, library free book subscription.)

E. Research and Innovation

The college promotes research culture among staff and students led by research guides and experts.

- The college has a recognized Research Centre in Commerce (Business Policy and Administration) headed by the Research guide.
- Research Innovation Cell under the guidance of an expert.
- Departmental Publications and Newsletters.

File Description	Document
Upload any additional information	View Document

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

Response:

“A leader is one who knows the way, goes the way and shows the way.”- John Maxwell

The college believes and practises participative and democratic behaviour and follows a decentralized and participative management at all levels of decision making. The College Development Committee (CDC) is formed which is the highest decision making authority in the college. This committee comprises representatives from the Management, Principal, IQAC Convener, teaching and non-teaching staff members, and alumni representatives which depict participative management.

The IQAC, comprising the head of the institution, teaching and non teaching staff members, outside experts, student and alumni representatives, acts as a steering wheel of the college driving it towards excellence.

The college adopts a multi stake holders approach in formation of all committees for each academic year. These committees are responsible for conducting different events and activities at college and inter collegiate levels. Every committee has a convener, teaching and non teaching staff members and a student representative. Decisions regarding the activities to be conducted, the scale of operations, whether intra or inter-collegiate, guests to be invited, etc., are taken in a designed systematic manner.

Other than the macro level activities mentioned above, decentralization and participative management is followed in all micro level activities of the college.

For instance, as a part of the perspective plan, the IQAC motivates the departments to organize conferences and workshops. One such ICSSR funded interdisciplinary national conference was organized on March 30, 2019, by the Department of Commerce. The topic for the same was “Emerging issues and trends in Travel and Tourism – Global Perspective, Issues and Challenges.”

The planning and organization of the national conference projects decentralization and participative management in the following ways:

- The proposal of the conference was approved by the CDC and IQAC.
- The organizing committee headed by the Principal was formulated for the overall planning and execution of the conference.
- The topic of the conference was finalized by the organizing committee in consultation with all the staff members.
- Various committees like Marketing and public relations, Publication and review, Finance, Refreshments, Registration and certificates were formed.
- Each committee consisted of teachers and students.
- The organizing committee then deliberated on the various speakers to be invited keeping in mind the theme of the conference.
- The chief guest for the conference was Mr. Aashutosh Rathod, Jt. MD, MTDC, Government of Maharashtra. The Panelists were Mr. Pramod Dalvi, (Vice President, Kesari tours); Mr. Ruchit Jangid (Vice President- E-Business, SOTC Travel); Dr. Savitsmita V Chawan (HoD Geography, University of Mumbai)
- There were a total of 36 participants for the conference.
- All the research papers were published in the Special Volume of “International Journal of Advance

and Innovative Research." (ISSN: 2394-7780) Volume 6 Issue 1- March 2019.

- The feedback of the participants was collected and analyzed at the end of the conference for future programmes.
- The decisions regarding the planning and execution were made by the committee members in consultation with the convener and the Principal.

Organizing such activities is a regular practice of the college which inculcates a sense of decentralization of authority and responsibility and promotes inclusiveness of all stakeholders in decision making.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

"Holistic development centred around quality education is the need of the hour."- Aedesh Kumar Jain

The college has been working towards its overall development and that of its stakeholders since its inception.The primary focus of the college is to provide and inculcate value based education to all its students. Hence the college adopts a **Student Centric approach** providing the resources and facilities which will help them to explore and learn to the optimum.

The Management along with CDC and IQAC has taken various exemplary measures and efforts to enhance the facilities and resources of the college to ensure all round development of students and other stakeholders.

E-governance

The college has implemented E-governance in various functions in order to provide an efficient and transparent system of governance.

The college E-governance initiative is to provide an improved interface to all its stakeholders, empowering them with valid and timely information as and when needed. The purpose is to provide an overall ushering experience and ensure a simplified system to access information.

The following are the E-governance models introduced in the college:

- **ERP (Administration, Admission,Academic,Examination)**
- **Library**
- **Website**
- **Mobile Application**

Academics

The college has been dedicatedly working towards motivating the staff and students for acquiring additional skills and adding value to their knowledge. The college believes and strives towards the overall development of staff and students by encouraging research related activities and programmes, introducing value added courses, organizing conferences etc. The college endeavours to inculcate new skills and experiences to staff and students in response to the changing needs to ensure and achieve success in their overall performance.

The following are the measures undertaken:

- Dedicated Research Innovation cell guided by an expert
- Conducted National Conferences
- Various value added courses like English speaking course, Teach India, Listening skills, Digital Marketing, Microsoft excel, Introduction to Data analysis R software, Introduction to Ashokan Brahmi, Introduction to Modee script, Online skill development courses by Financial Planning Academy (FPA)
- Entrepreneurship Cell

Audit

To validate the various development measures initiated by the governing body and the concerned authorities, the college has been conducting various audit programmes to examine and inspect the present state of college plans and implementations. The audits provide an unbiased and detailed outlook on the scope of enhancements for the future to keep pace with the changing times.

The following are the audits that have been successfully conducted in the college:

- Academic and Administrative Audit
- Gender Audit
- Green Audit
- Library Audit
- Energy Audit

Infrastructure

The college management is committedly working towards upgrading and enhancing the quality of infrastructure of the college. The management is constructively improvising on the physical and aesthetic appearance of the college for the staff and students to provide an overall contented experience. The management has initiated various plans towards the development of the college infrastructure considering the needs and requirements of staff and students.

The following are the measures and facilities introduced by the college:

- Structural strengthening of the college building
- Renovation of staff room and all the classrooms
- State of the art auditorium
- Change of flooring

- Remodelling of the atrium
- Overall beautification programme of the college
- Painting
- Paver blocks
- New gate
- Signage
- Amphitheatre and concretization of activity area

- CCTV surveillance throughout the college campus
- Facilities for differently abled students like ramp and washrooms
- Water filters

File Description	Document
strategic Plan and deployment documents on the website	View Document

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

Response:

“An organization no matter how well designed, is only as good as the people who live and work in it”- Dee Hock

The organogram of the college describes the structure of the administration. The college has a well defined and decentralized structure to plan and implement the administrative and academic policies.

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 CDC is the apex body of the college making important decisions of the college and preparing comprehensive plans and policies for the overall development of the college. The Committee consists of Management representatives, Principal, IQAC Convener, Teachers, Alumni representatives and students.

The administration of the college is directed by the Principal. The Principal and the Vice Principal along with IQAC formulate the plans and policies of the college, duly approved by the CDC in tune with the vision and mission of the college. To ensure smooth and effective implementation of the plans and policies, various committees are constituted consisting of teachers and students representatives.

The college offers programmes 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. Heads of Departments/Programme Coordinators in association with teachers of departments are responsible to conduct and administer academic and co-curricular activities for the welfare of the

students.

The Registrar is the head of the non-teaching, technical and support staff to ensure the smooth execution of administrative operations under the instructions of the Principal and Vice-Principal.The Librarian is the head of the college library administering and managing the learning resources required by the staff and students.The Sports Director of the college administers the overall working of the gymkhana and promotion of various sports, training and activities.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

“The welfare of each is bound up in the welfare of all.”- Helen Keller

The college ensures effective welfare schemes for the benefit of its teaching and non-teaching staff. The college understands that the teachers are the backbone of the educational system, therefore the skill sets and the core competency of the staff are required to be upgraded consistently. Various training programmes, seminars, workshops, fee reimbursements and other welfare schemes are implemented for the overall development and growth of the staff.

Following is the list of existing welfare measures offered by the college to teaching staff and non-teaching staff.

Teaching Staff:

- **Provident Fund** from the time of appointment
- **Gratuity** on retirement
- **Reimbursement of registration fees** for participation in various academic programmes (conferences/ refresher courses/ orientation courses/faculty development programmes) **Reimbursement of Travel concession** to staff for attending seminars, workshops, conferences etc.
- **Stress Management Sessions (Yoga/Spiritual)** are organized regularly
- **Fee concession** is provided to the staff and their ward/s for admissions in academic programmes
- **Emergency loan** is provided to staff to fulfill their immediate financial needs
- **Laptops** have been provided to every department for ensuring smooth conduct of departmental work
- **Electric and electronic appliances** like, kettle, microwave etc. are provided to the staff
- **Sanitary vending machine** is installed
- **Zero balance salary accounts benefits** have been provided to all the staff members
- **Transport cost** was paid during Covid pandemic
- **Refreshments** are provided during official meetings and gatherings
- **Felicitation** of the following teaching staff in the Annual gathering
    - Retired teachers
    - On the completion of PhD

Non-teaching:

- **Provident Fund** from the time of appointment
- **Gratuity** on retirement
- **Emergency loan** is provided to staff to meet their immediate financial needs
- **Festival advance** of Rs.15000/ is paid back on zero interest basis EMI
- **Fee concession** is provided to the staff and their ward/s
- **Stress Management Sessions (Yoga/Spiritual)** are organized regularly
- **Umbrellas and footwear** are provided during the rainy season
- **Transport cost** was paid during Covid pandemic
- **New uniforms** are provided every two years
- **Refreshments** are provided during official meetings and gatherings

File Description	Document
Paste link for additional information	View Document

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

Response: 27.79

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	6	6	15	24

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

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

Response: 6.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	8	5	4	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 28.98

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	17	5	2	6

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

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

Response:

“By creating a feedback culture within your institution, you ensure that teaching and non teaching staff continues to learn, grow and challenge themselves.”- Neil Blumenthal

The basic objective of performance appraisal is to identify the strengths and areas of improvement of teaching and non-teaching staff and to strengthen overall performance. For teaching staff, a Performance Based Appraisal System (PBAS) as suggested by the University of Mumbai is followed. For non-teaching staff, Confidential Report (CR) as per the Standard Code Rules of the Government of Maharashtra is followed.

Performance Appraisal of Teaching Staff based on PBAS:

The institution follows the performance appraisal system laid down by the UGC and implemented by the University of Mumbai in the form of ‘PERFORMANCE BASED APPRAISAL SYSTEM’ (PBAS) and ACADEMIC PERFORMANCE INDICATOR (API).

The IQAC conducts orientation for teaching staff on PBAS and Career Advancement Schemes (CAS) from time to time. The blank PBAS forms are made available to all teachers. Filled PBAS forms are submitted by the teachers at the end of the academic year. These forms are scrutinized by the IQAC and then forwarded to the Principal for final remarks.

The PBAS are then used for CAS. 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 based API are again scrutinized by the IQAC and the case of each teacher is finalized for CAS. The college conducts meeting of Scrutiny cum Evaluation Committee/ Selection Committee as per the norms of the University in the college. The PBAS based API are scrutinized by the said Committee along with their eligibility conditions before recommending the teacher for promotion under CAS. After the recommendations of the committee, the CAS file along with PBAS are sent to the University for approval and finally to the office of the Joint Director of Higher Education for refixation of his/her salary.

Performance Appraisal of Non-teaching Staff:

The performance appraisal system for non-teaching staff is channelized through Confidential Reports. These CRs are scrutinized by the Registrar/ Office Superintendent who are also required to put their observations/ remarks in the CRs, then those are forwarded to the Principal for final remarks. The Confidential Report is taken into consideration for internal promotion of non-teaching staff on the basis of seniority.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

“Quality is everyone’s responsibility.”- W. Edwards Deming

L.S. Raheja College of Arts and Commerce is one of the educational institutions under the umbrella of Sadhana Education Society (SES), a registered society, governed by the Maharashtra Co-operative Societies Act, 1960. It is mandatory for the college to have its books of accounts audited to ensure that the financial statements of the society and its various downstream institutions reflect a true and fair view of the financial transactions entered into by it.

An audit is an independent examination of the books of accounts of an entity. The college finds 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 college carries out an internal audit and a statutory audit of its financial statements. These audits are carried out by independent Chartered Accountant firms. The internal and statutory audit of the college for the 5 years under review has been carried out and the audit reports have been submitted to the management of the society.

The internal audit of the college is carried out by Sharma and Associates, Chartered Accountants. The major focus areas of the internal audit are:

1. Help formulate and fine tune a robust internal check and internal control system in the college.
2. Reconciliation of the various receipts.
3. All expenditures incurred have been approved as per the guidelines defined.
4. There is a proper control system in place for verification and use of physical assets.
5. There is a clear demarcation of revenue and capital receipts and payments.

The statutory audit of the college is carried out by Iyer Vishwanath and Co. Accountants. The statutory audit of the society encompasses the audit of the college. The major focus areas of the statutory audit are:

1. The grants received from the Government are applied for the purpose for which they had been

granted.
2. All receipts are in accordance with the rules laid down and have been correctly accounted for.
3. There is a proper budgetary control mechanism in place based on which the expenditures have been made.
4. All statutory requirements have been complied with.
5. The financial statements show a true and fair view of the financial transactions of the society, including that of the college.

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 considered 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	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

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

Response:

“Success is the maximum utilization of the ability that you have.”- Zig Ziglar

The College is permanently affiliated to the University of Mumbai and follows the rules and regulations laid down by the Government of Maharashtra. The college runs aided as well as self -financing courses. The college ensures that the financial aspects of its functioning are well planned, executed and managed. The following functions are carried out for the planning of or determining the financial requirements:

1.Collection of requirements from IQAC, Departments, Library, Gymkhana and various committees.

2.Discussion with Principal.

3.Preparation of budget.

4.Sanction of the budget in CDC meeting.

5.Allocation of funds as per budget.

The major sources for receipt of funds for the college are:

1.Salary grant received from the Government of Maharashtra.

2.Fees charged for aided courses as per the guidelines laid down by the University of Mumbai.

3.Fees charged for self-financing courses after considering the resource utilization of each course.

4.Grants received from UGC and ICSSR for conduct of seminars, conferences etc.

5.Sundry fees / charges collected from students for administrative functions, fines etc.

6.Examination grant received from the University of Mumbai.

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

1.The College invites requirements from all departments and committees. These requirements are based on the activities planned for the coming period.

2.The Purchase Committee, along with the Principal studies the requirement for major academic and physical facilities.

3.The Purchase committee along with the Principal, the Registrar and the accounting staff streamlines the budgetary requirements and finalizes the budget.

4.The finalized budget is presented in the meeting of the CDC where it is debated 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.

Optimal Utilization of infrastructural resources:

The college has state of the art infrastructure which is utilized in the following ways:

1.Staggered time table for students for utilization of class rooms and work schedule for teaching and non-teaching staff.

2.ICT enabled computer labs for conducting lectures, Wifi and projectors are used in the classrooms.

3.Library is well equipped with latest text books, reference books, journals, magazines & E-resources.

4.Digital display at the entrance for projecting important information of the college.

5.Library facilities are provided to senior citizens.

6.On Sundays, various government & competitive examinations are conducted in the college premises.

7.University and Board examinations are conducted in the college.

8.The quadrangle and college ground are used for sports activities.

Optimal Utilization of Human Resources:

1.Experienced and dedicated teaching and non teaching staff.

2.All teachers are allocated maximum workload as per University of Mumbai norms, and visiting faculties are appointed for the balance workload.

3.Teachers are a part of administrative work and various committees.

4.Voluntary participation of teaching and non teaching staff in various government and competitive examinations conducted in the college premises.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

"Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives."- William Foster

The College has an established Internal Quality Assurance Cell (IQAC) for the systematic pursuit of quality assurance, quality up-gradation, assessment and accreditation. IQAC is instrumental in suggesting a number of quality improvement measures for the College.

The practices institutionalized by IQAC are:

1.Improving Teaching and Learning methodology for quality improvement.

IQAC prepares the academic calendar at the beginning of every academic year after consulting Heads of Departments, coordinators and committee conveners and reflects examination schedule, departmental activities and activities proposed by various committees. Teaching plan prepared by each individual teacher is verified by the heads/coordinators and is submitted to the IQAC.

The IQAC encourages teachers to adopt various teaching methodologies to supplement classroom teaching which include case studies, movies and audio-visual presentations, quizzes, group discussions, group projects, exhibitions, industrial and educational visits.

Economics and Mathematics departments have developed workbooks to supplement studies. English-speaking course and Mathematics bridge course are conducted to improve the skill sets of the students.

The IQAC, in collaboration with the Staff Academy, organizes lectures on varied topics. Teachers are provided training in online teaching and development of e-content. During the Covid-19 lockdown, the college organized 31 webinars and workshops covering a wide range of topics like Education Technology, Pedagogy, use of E-resources, social and contemporary issues etc.

2. Inculcating Research Culture

IQAC encourages research related activities in the college with the objectives:

·To inculcate culture of research among faculty and students.

·To identify emerging areas of research and disseminate the information to staff and students.

The endeavours carried out by the college with respect to research are:

1. Constitution of Research Cell and Research Innovation Cell.

2. Duty-leave and financial support in the form of reimbursement of the registration fees to faculty participating and presenting papers in National and International conferences.

3. Provision of internet facility, e-journals and INFLIBNET in the library for use of the teachers and students.

4. Guiding students to participate in Avishkar research competition.

5. Felicitation of teachers by the management for completing their doctoral research.

6. Organization of National Conferences by the IQAC and publishing the papers presented in UGC-CARE Journals.

7. Study leave facility to teachers pursuing their PhD / M.Phil. Degrees.

8. 12 faculty members have been awarded with PhD degree. In the last 5 years, 5 faculty members completed their PhD and 7 members are pursuing their doctorate degree.

9. The college has a research centre for PhD in Commerce since 2018. Dr. Anupama Nerurkar is a recognized research guide in Commerce and 5 students are enrolled under her guidance. Two minor research projects have been completed and 1 minor research project is ongoing.

10. IQAC organised lecture series on research for staff.

The college has also organized the following programmes for teachers and students promoting research:

1. Inter-collegiate research paper competition.

2. Sessions on SPSS, preparing google forms and how to write research papers.

3. 30 hours certificate course on ‘An Introduction to Data Analysis using R-software and MS-Excel’.

4. 6 days certificate course on ‘An Introduction to Research Methodology for Social Sciences’.

5. One day workshop on ‘Action Research’.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

“The whole purpose of education is to turn mirrors into windows.”-Sydney Harris

The main responsibility of IQAC is to plan, navigate, facilitate and monitor various administrative and academic activities that are necessary to create learner-centric environment in the institution. It is the objective of the IQAC to achieve incremental progress in all academic and administrative functions and activities. The various endeavours carried out by the IQAC to ensure smooth conduct of academic activities.

1. IQAC prepares the academic calendar at the beginning of every academic year detailing the various planned academic, departmental, co-curricular and extra-curricular activities.

2. Teaching plan is prepared by each teacher / department in a prescribed format and is submitted to the IQAC. The delivery of lectures as per the teaching plan is monitored by the IQAC through the Heads of Departments.

3. Student feedback is obtained for each faculty and for major academic functions like examinations. The analyzed feedback is communicated to the teachers and the challenges posed are resolved.

4. Workbooks for subjects like Economics and Mathematics are developed by the teachers to encourage students to practise regularly and perform better. English Speaking course is conducted to improve communication skills of students. Department of Mathematics conducts bridge course to identify and resolve the gaps in the numerical skill sets of the students.

5.The library is fully digitalized. The library has developed its own website offering a wide variety of online resources to teachers and students. The library has also subscribed to EBSCO & INFLIBNET thereby providing a wide spectrum of resources for research activities.

6.The IQAC aims to inculcate a culture of research among the staff and students. The college has started a PhD centre for Commerce with Dr. Anupama Nerurkar at the helm as a recognized research guide, currently having 5 students under her guidance. The college has conducted workshops of research and research tools like SPSS, R-Software & MS Access for the staff and students. Students are encouraged to participate in the inter-collegiate research competition Avishkar.

7.All classrooms in the college are ICT enabled.

8.Training programmes in developing e-content and use of online teaching platforms were conducted for the teaching faculty. The college has adopted MS Teams platform for conduct of online lectures.

9.The college has developed a new website and a mobile app which disseminates information to the staff and students.

10.The college has SOPs in place for various administrative functions. The implementation of SOPs has ensured smooth functioning of the administrative processes.

11.The assembly hall of the college is an example of vibrant modern architecture and also houses a state-of-the-art sound system.

12.The college has a washroom for the differently-abled and the needs of the girl students are met by the installation of a sanitary napkin vending machine.

The IQAC is thus striving to ensure that teaching-learning becomes an enriching experience for the students and other stakeholders.

Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives by IQAC-

- Strengthened the functioning of IQAC as per NAAC norms.
- Augmented infrastructure.
- Provided ramps, special toilets for differently-abled persons.
- Faculty members present papers at national and international level conferences, publish research papers in refereed, academic journals.
- Acquired many more books for the library, ensure preservation of back volumes of journals.
- Ensured professional development / on-going training for administrative maintenance.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

“Gender equality is more than a goal in itself. It is a precondition for meeting the challenge of reducing poverty, promoting sustainable development and building good governance.”- Kofi Annan

The college has taken gender equity to be a complementary process rather than a process that discriminates. To promote gender equality among students and staff, every year the college organizes several programmes that deal with such issues and enlighten the girl students about basic rights and life skills. The college also provides women with numerous opportunities to grow in their leadership capabilities, to build professional skills and participate in important administrative roles in college. To promote self-reliance among women the college organizes self-defence workshop for the students. Also, to promote awareness the college organizes interactive sessions for staff and students like talks on gender equality, gender and law, toxic masculinity, gender galaxy and poster competitions on women empowerment and violence on Women During Covid – 19 and Solutions, Nanhi Pari- Save the girl child and debates on should we grant paternity leave. The ICC (Internal Complaints Committee) is an active committee and plays a vital role in prevention, prohibition and redressal of sexual harassment of women. MOU has been signed with Akshara, Women centre, an NGO that conducts talks, workshops, film screening on “Soch Sahi Mard Wahi” to create gender awareness. Yuvak Yuvati Mela was conducted in February 2019 which was a joint initiative of ‘Maharashtra State Commission for Women’ and ‘Akshara Centre’ and the Department of Sociology to make students aware about gender equality. The college was awarded the first prize for the same. Through the programme the topics of Gender Violence, Discrimination, Sexual Harassment, Division of labour etc. were addressed through fun and interactive games. This saw many foot-falls, not only of the students and staff of the college, but also the school children of KKRC. This had a great impact on all. Webinars were conducted on Cyber Sakhi with Cyber Netism and on the eve of International Womens’ Day on Challenging Gender Bias and Women and Law. Gender Audit was also conducted on 8th March, 2021.

The Department of Sociology at the 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 the evolution of gender as a category of social analysis.

? To trace the emergence of women’s movement in India and the history of their struggles .

? To understand new and emerging issues in the Indian feminist landscape.

? To understand newer methods of protest and resistance.

The paper has project work as part of internal assessment. Students cover topics related to gender such as domestic violence, gender and law, patriarchy, transgender issues, surrogacy, media and women etc.

The Foundation Course subject syllabus at the FY and SY level has a component on gender that deals with discrimination, violence, human rights issues etc.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

“The conservation of natural resources is the fundamental problem. Unless we solve that problem it will avail us little to solve all others.” Theodore Roosevelt

Waste management has become the need of the hour as it is directly concerned with the environment and health of people. Keeping this in mind, our 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 contests.

Solid waste management: -

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

The college has installed an incinerator in the girls' common room for the safe and environment friendly disposal of sanitary napkins.

E-waste management: -

The institution has taken the initiative to collect e-waste and its recycling. For such commendable work the institution has received E- waste management certificate. Desktops, laptops etc are disposed through appropriate vendors.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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**

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document

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 500 words).

Response:

“Intelligence plus character—that is the goal of true education.” Martin Luther King Jr.

The college provides an inclusive environment for tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities, as the Constitution of India promotes unity in diversity.

The college organizes guest lectures and online quizzes “Let's Know Our Indian Constitution" “Constitution of India: The Supreme Law of India.

Cultural and Regional: Through cultural activities such as Parallax, Unmesh and Retake the college has been providing an inclusive environment for tolerance and harmony. Regional culture is promoted through activities like traditional day, food festivals and cultural days. The Department of Sociology conducted an exhibition showcasing Maharashtra which highlighted the culture, cuisines and tourist attractions of Maharashtra. History Department organized a competition on lost recipes where students also made presentations on lesser known cuisines. The Department of History annually organizes the ‘Museum on Wheels’ with Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, a bus with travelling exhibitions with themes that create awareness of the rich cultural heritage of India.

Linguistic: An inclusive linguistic environment is provided by the college through activities of Marathi Vangmay Mandal, Hindi Yuva Manch and celebration on occasions like Marathi Bhasha Divas, Hindi Divas. Maharashtra Day, commonly known as Maharashtra Din is celebrated in college to commemorate the creation of a Marathi speaking state of Maharashtra. Marathi Vangmay Mandal provides a platform to all Marathi speaking students and organizes events with respect to Marathi literature and culture. Lectures by experts and cultural events are held to appreciate Marathi art and literature. Competitions like poem recitation, book review, handwriting competition, essay writing are held to conserve and promote Marathi language and literature. The Mandal annually releases a handwritten magazine ‘Ankur.’ On the occasion of Marathi Bhasha Diwas the library holds an exhibition of Marathi books to encourage students to read Marathi books. Hindi Yuva Manch was started with the aim to inspire the students to get interested in the Hindi language. The library exhibits Gujarati books to motivate students to read Gujarati books and develop interest in Gujarati literature. Garba Night is organized either during or after the festival of Navratri. The college celebrates Traditional Day during Raheja Week to promote unity in diversity.

Communal And Socio-Economic: International Day of Non-Violence is observed by the college NSS Unit and the library on 2nd October, the birthday of Mahatma Gandhi to disseminate the message of non-violence through education and public awareness. Online quiz on Human Rights was organized to sensitize students about Human Rights to which everyone is inherently entitled. Workshop on dowry prohibition act 1961- attempting legal solution to a social problem was organized in college. International Women's Day (IWD) is celebrated in college to acknowledge the cultural, political, and socioeconomic achievements of women. The college received an award ‘Beach Warrior’ for supporting cleaning of beaches particularly during Ganpati Visarjan. The college promotes awareness about socio-economic environment, inviting famous transgender activist Gauri Sawant And Krupali Sawant as a chief guest to sensitize the students about transgender issues.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

“Ethics is knowing the difference between what you have a right to do and what is right to do.”- Potter Stewart

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works to nurture them as better citizens of the country through various curricular and extracurricular activities.

The college celebrates Constitution Day (National Law Day), also known as ‘Samvidhan Divas’ on 26th November every year to commemorate the adoption of the Constitution of India and to promote the constitutional values i.e., Sovereignty, Socialism, Secularism, Democracy, Liberty, Equality etc. Students are given projects on topics--- The Indian Constitution and Significant Aspects of Political Processes such as the structure of the Constitution-the Preamble and Fundamental Duties of the Indian Citizen.

Days of national and cultural importance are celebrated by the institution with great patriotic fervour, keeping in mind their significance. Republic Day is celebrated with great pride and enthusiasm. Every year on this day a grand parade by the NCC cadets is held in college. On this day various events are organized like Flag hoisting, singing patriotic songs and paying tribute to all the freedom fighters who sacrificed their lives to gain freedom for India.

Maharashtra Day is celebrated every year to commemorate the formation of Maharashtra state on 1st May 1960. An outstanding drill performance is given by the NCC cadets – the future force of India. **Kargil Vijay Diwas** is celebrated on 26th July to commemorate and honour Kargil war heroes.

NSS volunteers enthusiastically participate in the activities to promote national integration such as ‘Run for Unity’ and ‘Ek Bharat Shresht Bharat’. National voters’ day is celebrated in college to encourage new voters to participate and strengthen democracy. During assembly elections our NSS volunteers helped in the voting process by assisting senior citizens and divyagangjan.

College organized awareness sessions Yuva Mahiti- Initiative of Government of Maharashtra to disseminate information about various Government schemes directly to prospective beneficiaries. College NSS unit and DLLE organized Road Safety Awareness Rally to create awareness about the traffic rules and reduce the number of road accidents that occur on a daily basis. The University of Mumbai gave a letter of appreciation for the initiatives taken by the NSS unit of the college during Sangli and Kolhapur flood relief activities.

The NSS unit of the college got a certificate of participation for Maharashtra Anti- Tobacco March Pledge

Activity. They also received a letter of appreciation for participating in the cleanathon under the Swacch Bharat Abhiyan. The college also played a very active role in the Anti- Plastic Campaign through Bisleri Bottles for Change.

The NSS Unit of the college organized 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. For the care and prevention of crime against the senior citizens, the NSS Unit of our college undertook the project Senior Citizen Mapping in collaboration with Mumbai Police.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

“Real cultural diversity results from the interchange of ideas, products and influences, not from the insular development of a singular national style.”-Tyler Cowen

The College believes that unless the present generation of youth are sensitized about the significance of the festivals of our secular country and the sacrifices which great men and women of this country have made

for uplifting their countrymen, the students will not be 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 organizes national festivals and 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 among students.

The College observes days of national and international importance regularly by organizing:

- Quizzes
- Webinars
- Online Lectures and Panel Discussions
- Movie Screenings

- Poster Competitions
- Online Book Exhibitions
- Poster cum Slogan Competitions
- Inter/Intracollegiate debate competitions
- Organizing lectures, exhibitions and poster competitions
- Conducting awareness camps
- Conducting outreach programmes and supporting the needy
- Musicals and plays
- Reading of literary pieces of great men and women
- Essay competitions.

World Consumer Rights day is celebrated by the college on 15th March to raise global awareness about consumer rights and needs.

World Intellectual Property Day is observed on 26 April to "raise awareness of how patents, copyright, trademarks and designs impact daily life" and "to celebrate creativity, and the contribution made by creators and innovators to the development of societies across the globe".

World Press Freedom Day is celebrated on May 3 by college to increase awareness of the importance of freedom of the press and remind governments of their duty to respect and uphold the right to freedom of expression enshrined under Article 19 of the 1948 Universal Declaration of Human Rights and marking the anniversary of the Windhoek Declaration, a statement of free press principles put together by African newspaper journalists in Windhoek in 1991.

National Mathematics Day (22nd December) & National Statistics Day (29th June) are celebrated by the college to mark the birth anniversary of legendary Indian Mathematician, Srinivasa Ramanujan and his contributions in the field of Mathematics and to celebrate the birth anniversary of late Prof. P.C. Mahalanobis to create awareness among students about the importance of statistics in daily life and in the process of planning and development.

The National Sports Day is celebrated by the college on 29 August, on the birth anniversary of hockey player, Major Dhyan Chand to promote awareness about the importance of sports and physical fitness in daily life.

The college celebrates **World Mental Health Day** (10th October) which is an international day for global

mental health education, awareness and advocacy against social stigma.

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	Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

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

Response:

Practice 1

Title of the practice: Combining practical aspects of learning with theory.

“Theory without practice is of little value, whereas practice is the proof of theory. Theory is the knowledge, practice the ability.”- Alois Podhajsky

Objectives of the Practice:

- To equip students to relate to the context and content of theory presented in the books and apply it to real life situations.
- To engage students in the learning process and equip them with skills to be active participants.
- To equip them with problem solving techniques.
- To increase employability.

The Context: Traditional system of learning and training is a one-way process and does not expose students to real life situations, making them passive recipients. In today’s competitive environment the graduates require scientific application of knowledge and specialized skills. The student should be able to apply theoretical knowledge for problem solving purposes and learn real life skills and help build confidence and effectiveness. Applying theoretical frameworks to practical aspects can enhance the prospects of students to be successful in the job market.

The Practice: Eminent personalities and professionals from academia-industry are invited to deliver lectures on various topics.

Faculties interweave practical issues especially in Accountancy, Management and Social Sciences within the prescribed syllabus.

BAF Department conducts a ‘Business Week’ where current topics are studied in innovative way.

Special sessions are conducted for preparing google sheets & writing research papers and students are encouraged to participate in seminars and present papers.

Workshops on photography, videography, story and poetry writing, exercises in listening, speaking, reading-writing skills, educational field visits, seminars/webinars on digital marketing, soft skills, self-development and activity-based teaching help generate interest in students thus improving their effectiveness.

The college has a preplacement training programme ‘Antarang’ for aided courses and ‘Talerang’ for self-financing programmes that aid students learn to face placement interviews.

The institution has an Entrepreneurship Cell (BMS) in association with the Asian Institute of Family Managed Business. The idea of the cell is to inculcate and enhance entrepreneurial skills among students and to motivate them to enter into start-ups.

The BFM Department has a Stockers’ Association where students discuss and analyse the functioning of the stock market. The students speculate on the market trends by giving timely reports on buying, selling and holding stocks on the Stockers’ Association notice board. The association live streams the Union Budget every year, providing a platform for students to discuss & deliberate the nuances of the budget.

Mathematics, Statistics & Computers Department conducted Bridge course by preparing booklet covering basics of Mathematics, Statistics & Computers. Workbooks are prepared in Mathematics, Statistics & Computers, Business Communication, Communication Skills and Economics.

Field visits and internship programmes are conducted to expose students to experiential learning. Exhibitions, poster competitions, quizzes, debates, balance sheet presentation, mock interview sessions and slogan writing are conducted by departments to give students insight into the various nuances of various subjects.

The Self-Financing courses organize intra-collegiate competitive events that expose students to the practical aspects of marketing & business strategies.

The Forum for Digital Education provides infrastructure support, information and encouragement to students for pursuing online courses. This forum aims for skill development to bridge the gap between education and employability.

BMS Department through Indian Institute of Digital Marketing trains students for digital skills like social media marketing, graphic designing, google ads and MS Excel across various colleges in Mumbai. The best speakers of the industry share their knowledge and experience with the students giving them view of the practical world.

Evidence of success:
To expose students to practical aspect of education, field visits were conducted to Santacruz (West) police station, Bandra East court, Indian Institute of Packaging, Dharavi, RBI monetary museum, Numismatics Museum Archives, Thane Mental Hospital, Industrial visit to Patanjali, Coca Cola plant etc.

The BSc.IT students have developed Wi-Fi Samai, SES's StudyLite App which is available on Google Playstore & Management Quota Software which has been implemented and used in the admission process in the college.

Students participated in Avishkar Research Convention in 2019-2020 organized by Mumbai University. Students presented their research on the topics of 'Differences in Happiness and Life Satisfaction between people practising meditation and people not practising meditation' and 'Impact of 2 different coloured highlighters on memory in college students in Mumbai'. Two groups won the poster round at the zonal level from which one group got selected for inter zonal round. In 2020-2021, 4 groups participated in the research convention.

The Sociology Department organized exhibition on Rethinking Development, Deconstructing Society where students through power point presentations and posters critically examined issues like practice of Nikah Halala, misogyny, motherhood myths, homophobia, development, displacement etc. History Department conducted exhibition 'Experience history with five senses' to inculcate interest in students about their history and heritage. Exhibition was conducted by BBI Department to get better understanding of the Foundation course subject and learn presentation and develop communication skills.

The History Department students visited and participated as volunteers in 'Exhibition of Rocks, Minerals and Archaeological Antiquities' at University of Mumbai, organized by Centre of Extra-Mural studies.

The History Department students through the exhibition 'Museum on Wheels' undertook activities like coin making, seal making, pottery making and making book mark with Ancient Scripts.

The Commerce Department organized Monsoon Mania and Commerce Mall where students learnt application of management principles like Direction, Coordination, Planning, Staffing etc. through innovative games.

The Self-financing departments organize annual intra-collegiate festivals like MYOB (BMS), Technika (BSc.IT), Earning while Learning (BBI), Finzard (BFM), Food Carnival (BMM) and Trends Association (BAF) with the aim to provide a platform to the students to combine theory with practical application where students learn the skills of stock market trends, management principles, marketing skills, entrepreneurship etc.

UC Berkeley in association with Talerang organized an employability training project in 2019-2020. Antarang foundation has begun CareerReady programme from February 2020.

The college offers certificate and skill-based courses to enable the students to learn beyond the curriculum. Some of these courses are as under:

- Certificate course on English Speaking for employability.
- Certificate Course on 'Basic Listening Skills'.
- Certificate course on GST.
- Certificate course on 'An Introduction to Data Analysis using R software and MS Excel'
- Certificate course on 'An Introduction to Research Methodology for Social Sciences' and one day workshop on 'Action Research'.
- Certificate course on Ashokan ???????? ???? & ???? ????.
- University Approved online add-on course under Skill Development Programme with Financial

Planning Academy.
- One-week course in collaboration with Zell Education's Ride of Investment.

Problems encountered and resources required:

Since syllabus is framed by University of Mumbai the scope to include current topics is limited due to time constraint. It is difficult to sustain interest of students in actively participating in various activities throughout the year.

Practice 2 Title of the Practice: Community engagement through Extension Activities

"The ability to think straight, some knowledge of the past, some vision of the future, some skill to do useful service, some urge to fit that service into the well-being of the community–these are the most vital things education must try to produce." -Virginia Gildersleeve

Objectives of the Practice:

- To instil a sense of social and civic responsibility among the students.
- To develop positive outlook inspired by the spirit of service and contributing to nation building.
- To enable students to grow into responsible citizens & become effective nation builders.
- To facilitate community empowerment.
- To help in personality development and fostering spirit of volunteerism.

The Context:

Apart from imparting theoretical and practical education, it is important to create link between knowledge and action inculcating in students' sense of community service and volunteerism making them responsible citizens, conscious of the society around them. Extension activities awaken students' sense of social responsibility and helps in developing leadership, organizational and team work skills.

The Practice:

"Only a life lived in the service to others is worth living."- Albert Einstein

The college has a well-organized NSS and DLLE unit where students engage in community service voluntarily and contribute to wellbeing of the society. Participation in various community driven projects creates environmental, social and political awareness. Through Population Education Club, the objective of DLLE is to sensitize the students towards socio - cultural realities and environmental issues.

The students participate in tree plantation drive, cleanliness drive and voter awareness programmes annually.

Awareness camps on health issues are undertaken regularly. Lectures by experts are held to create awareness about organ, skin and eye donation. Malaria, dengue and typhoid awareness workshop, AIDS awareness week, eye check-up camp, yoga workshops are conducted to promote health and fitness. The NSS organises blood donation and thalassemia check-up camps.

The institution annually organizes voluntary donation drives to encourage the staff and students to make or

buy toys / DIY gifts / puzzles for children and donates the proceeds to NGOs working for the underprivileged.

The NSS unit has adopted the Sakwar Village, Palghar district in 2018-2019 and 2019-2020 where the students went for week-long residential camp. NSS volunteers undertook various activities like construction of garden area at Jila Parishad School, wall painting, text books, stationery and clothes donation at school, Voters ID card awareness to Adivasi people, assisting Ramakrishna Mission in garden construction etc.

To promote self-reliance of tribal women and market their products, the NSS unit promoted the sale of Bamboo Rakhi made by tribal women.

In times of natural calamities, the NSS and DLLE units contribute towards the relief fund through voluntary monetary and non-monetary contributions.

Evidence of success:

The NSS/ DLLE conducted tree plantation drive, best out of waste competition, anti-plastic campaign, swachata pakhwara, Juhu beach cleaning and Swachhata He Seva.

NSS unit actively participated in ‘Bottles for Change’, an initiative by Bisleri that aims to educate citizens about the importance of recycling plastic. Students participated with the objective to collect the plastic bottles for recycling and to provide clean environment under the guidance of experts from Bisleri International Pvt. Ltd.

In 2017-2018 NSS organized a senior citizen's programme where the students interacted with senior citizens of the neighbouring areas regarding the problems they were facing. More than 100 Volunteers of NSS of the institution in collaboration with Mumbai Police, SantaCruz (West) Police Station in 2020-2021 undertook the Project Senior Citizen Mapping for the care and prevention of crime against senior citizens under the guidance of Senior Police Inspector Shri Gyaneshwar Ganore and his team. The programme will continue till the details of all the senior citizens living in different societies within the jurisdiction of SantaCruz West Police Station are collected.

Awareness sessions on thalassemia, covid plasma donation, covid appropriate behaviour and covid vaccination were organized to celebrate World Thalassemia Day on 8th May, 2021. Blood donation camps are conducted regularly.

Pre diabetes research study sponsored by the World Health Organization was undertaken to study the effects of food-based intervention on pre diabetes for the students of age group 16-25 years.

The activity NGO Mela (Social Orbit) is organized by the NSS which is exhibition cum sale of gift items, stationery, decorative, food items, clothes etc. It offers the NGOs an opportunity to spread awareness among the students about the social cause that they worked for and to showcase their products and raise funds directly by selling the products to those present at the camp. Every year about 10 NGOs participate and sell their home-made products.

In 2017-2018 NSS unit conducted a voluntary donation drive ‘Box of Hope’ where students offered contributions in the form of clothes, stationery & newspapers to make paper bags, etc. and contributions

were handed over to orphanages.

In 2019 DLLE students visited the NGO ‘Sab kee Rasoi’ in Bandra East to distribute clothes and stationery collected during ‘Joy of Giving’ to cancer patients and their family members. Students also participated in the *langar* service there. In 2019-2020 the DLLE students visited Disha Karnabadhir, a school for deaf and dumb to spend quality time with the students there and teach them craft and art work. On occasion of World NGO day, 27th February 2021, the DLLE staff and students celebrated the activity ‘Lets gift a smile’ where the staff and students donated toys and activity games for small children and the same were donated to Disha Karnabadhir Vidhyalaya, Vile Parle East.

The NSS took the initiative of collection of clothes, groceries, & medicines for Kerala Flood Victims in August 2018 which were donated to Goonj Foundation for the flood victims.

The DLLE and NSS unit organized a donation drive in August 2019 to aid the flood victims of Kolhapur –Sangli of Pune Division. Staff and students actively participated and made generous contributions of food, clothes, toiletries, medicines, and various other necessities that saw participation of 1000 students/staff members. Generous relief material collected by the staff, volunteers under the banner of NSS and DLLE as a result of the cumulative efforts, was distributed to more than 4000 families in villages Terwwad, Herwad, Shirti, Bastiwad, Merwad, Kurundwad, Tal. Shirol, Pundi, Tal. Palus, Avali BK, Karanjsen Tal. Radhanagari, Bahireshwar, Tal. Karveer, Khochi, Bhendawade Tal. Hatkanagale, Bhilwadi Tal. Tasgaon, Bahegaon, Islampur, some villages from Sindhudurg district and medicine Doxycycline in villages in Pen Tehsil.

The NSS students helped the Mumbai Traffic police during Ganapati Visarjan and Juhu beach cleaning. The Clean-A-Thon 2019 activity was organized with the objective to work for the cleaning and beautification of the beach every year post Ganpati visarjan under the guidance of resource persons from Rajani Foundation (India), United for Greater Cause and Municipal Corporation of Greater Mumbai.

To create awareness on importance of voting and voters’ rights & responsibility the NSS and DLLE regularly organize activities like Voter's Awareness Pledge, Voter's ID Awareness through rallies, posters, banners and spread the message on the necessity to have Voter's ID to elect the right government. In 2016-2017 registration of Voter's ID was done by the NSS unit, Voters ID Card registration help desk in collaboration with election commission was organized in 2018. The National Voters’ Day is celebrated on 25th January to create awareness about the election process and its importance.

Counselling sessions to assist the students with learning disability/differently abled about online examination was organized in 2020 with the objectives to make students aware about the examination pattern, extra time, dos & don'ts of online examinations and technical issues concerned with online examinations.

Under the able guidance of Ramsagar Yadav, NSS Programme Officer, the unit has won appreciation for their activities and the college was awarded the Certificate of Social Warrior on 21st July, 2019 and the Certificate of Opting Zero Plastic Model by Mr. Chinu Kwatra, the Founder and Secretary of Khushiyaan Foundation. It was also awarded certificate of appreciation in recognition of organizing Animal Rights Awareness Drive. The college received the best college award under the category Best Social and Community Service during the Progress Global Awards 2021 from The Progress, an Initiative of the Sri Aurobindo Yoga and Knowledge Foundation Trust, Chhattisgarh in the presence of the Chief Minister of Chattisgarh.

Problems encountered and resources required.

More faculty participation is required. Appointment of full-time faculty as programme officer for effective utilization of human resources is required. More financial assistance is needed.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The Institution's mission and vision emphasizes imparting quality education and help towards the holistic development of the students. The institution has made several efforts to realize this goal. It encourages participative learning by actively involving students in the learning process and by offering students opportunity to participate in a wide range of programmes and activities which prepare them for the demands of the real world. Participation in departmental, extension, co-curricular and extracurricular activities become a creative platform for learning that encourages students to transform conventional classroom knowledge into quizzes, debates, games and technical exhibits, honing their leadership and organizational skills while encouraging teamwork.

Academics

The college is dedicated to educational excellence. The faculty focuses on interactive learning that involves application of theoretical knowledge to practical real-life situations. Bridge courses, certificate courses, guest lectures by experts from industry, seminars, workshops enable the students to acquire knowledge, motivate them to think and expose them to advanced levels of information. Certificate courses like Introduction to???????? ????, ???? ???? , GST and MS Excel enhance the employable skills. The college also offers several add-on courses like Certified Financial Planner, Certificate Course on Investment, Certificate Course on Digital Marketing, Soft Skills and English-Speaking Course. The Department of Psychology secured the first rank among the non-autonomous colleges, University of Mumbai during the last two years. The BSc IT students developed a Wi-Fi Samai, Management Quota software and SES Study Lite App available on Google Playstore.

Social responsibility and participation in co-curricular and extracurricular activities:

The institution commits itself to social responsibility. The college inspires students to participate and be actively involved in various co-curricular, extra-curricular and extension activities. Students are encouraged to register with voluntary associations like NCC, NSS, DLLE, Marathi Vangmay Mandal and

department associations.

The policy of the college is to help the nation in times of need. Students volunteer for managing state and parliament elections. The college provides space and other assistance for conducting competitive exams, and provides assistance to the needy during natural disasters through voluntary monetary and non-monetary donations. Blood donation and thalassemia check-up drives give the students a chance to donate blood to the needy.

Sensitization towards the environment is developed through various initiatives of NSS, DLLE and Nature Club like beach cleaning, adoption of villages for development, celebration of World Water Day, participation in Rally for Rivers, street plays, best out of waste competition, poster competition, essay writing competition, slogan competition and guest lectures.

The college offers external library membership to the senior citizens of the neighbourhood. The NSS unit has won awards and accolades for its contribution to society. Gender equality is emphasized by conducting different programmes throughout the year through poster competitions, gender games, lectures, films and workshops.

Students showcase their talents at various inter and intra-collegiate programmes and have won several accolades. The students also organize inter-collegiate programmes like Unmesh, Parallax , Retake which help develop managerial, entrepreneurial, organizational and leadership skills and instil in them qualities of initiative, responsibility and teamwork.

Inculcating moral values and pride in cultural heritage:

Activities are conducted for the promotion of universal values, national values, communal harmony and brotherhood to instil values in students. The college promotes regional culture through activities like traditional days, food festivals, garba night and cultural days. An inclusive linguistic environment is provided by the college through activities of Marathi Vangmay Mandal and Hindi Yuva Manch. Meditation and healing workshops are conducted for spiritual development.

Research

The institution has constituted a Research Cell and Research Innovation Cell under the able guidance of senior faculty members and external experts for the promotion of research culture in the staff and students. The college provides computing and internet facilities, e-journals and INFLIBNET, EBSCO for students, research scholars and teachers. The department publications encourage students to contribute research papers.

Students are urged to participate in AVISHKAR – University level research competition for developing their research acumen.

To encourage and advance a research temper in young students, research workshops on action research, certificate course on research, lecture series on research methodologies and research paper presentation competitions are organized. Special sessions on SPSS, preparing google sheets and how to write research papers are conducted.

The college organizes seminars and conferences where students are encouraged to present papers.

The faculty of the institution are encouraged to update their knowledge through participation in workshops, seminars and conferences. The Staff Academy of the college organizes multidisciplinary lecture series for the faculty on diverse topics to improve their pedagogical skills and expand their knowledge.

Library:

The college has a well-maintained library that offers various resources encouraging the thinking process, creativity and curiosity, making teaching - learning more fruitful. The library has a rich and diverse collection of books, journals, periodicals, e books, e journals, theses, maps and CDs. It is fully computerized with a collection of 60602 print books. The library has an open access system, WEB OPAC and Wi-Fi facility, besides providing students with access to e resources through INFLIBNET NLIST and EBSCO E journals. During the ongoing pandemic the library provided remote access to the library facilities and gave access to links to global e-resources like E-pgpathshala, EBSCO, eBooks to all students. This facilitated the teaching learning process, enhancing the quality of teaching.

Besides regular membership, external membership is also provided to past students and senior citizens.

With the mission to spread education in all its aspects and phases across various sections of the society, the institution caters to the needs of the students coming from diverse socio-economic backgrounds. With its incessant efforts, the college has earned a reputation of high standards in deliverance and commitment. The accomplishments of the college can be credited to its diligent team comprising a competent principal, highly qualified members of the teaching staff, a full-time sports director and dedicated band of supporting employees along with students, alumni and management, contributing to the community, society and nation.

“The best way to predict the future is to create it” and that is precisely what the college continuously endeavours to do.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Year after year, the College achieved several feats, and is recognized as one of the leading educational centres in Mumbai. It was accredited 'A' Grade by the NAAC in the first two cycles. Prestigious awards have been bestowed upon students for their exemplary academic performance, outstanding activities and involvement in the community. The college holds the 7th & 9th ranks in Commerce and Arts respectively amongst the top 100 colleges in India as per a study conducted by *India Today*, in 2017-18,2018-19&2019-20. Ms. Harshita Jadeja stood 1st at TYBA (Psychology Major) at the University of Mumbai in 2019-20. Ms. Neha Mordani stood 1st at TYBA (Psychology Major) at the University of Mumbai and 3rdoverall in 2020-21. The College also participated in the Avishkar Research Convention organized by of the University of Mumbai. There were 2 groups that presented their Research work at the zonal level.

The NSS unit of the college is doing commendable work in the social sector. The work done by the NSS unit has been recognized by the State Government of Chhattisgarh which has conferred the award for the best college in Social and Community Service on it.

The NCC unit of the college has done the college proud through the achievements of its cadets. Ms. Ankita Kathad, Ms. Poonam Yadav & Mr. Suraj Rai represented the college at the Republic Day parade at New Delhi on 26th January, 2017. Ms. Ankita Kathad won the best cadet award at the parade while Mr. Suraj Rai was the runner-up best cadet. Ms. Ankita Kathad represented India at the Youth Exchange Programme in Vietnam.

The college also contributes to the athletic development of the students by actively encouraging participation in sports. Ms. Dakshata Patel represented the University of Mumbai at the Belt and Road Chengdu Australia Tennis Championship organized by Tennis Australia and Chengdu Sports Bureau at Chengdu, China in 2018-19. She also participated in the Tennis Premier League organized by Odisha State in 2019-20. Mr. Parth Rane won a Gold and a Silver Medal at the 5th National Thai Kickboxing Championship 2019 held at Kurukshetra, Haryana. Ms. Nasha Pithawala participated in the 57th National Roller-Skating Championship organized by India Skate and won the second place in Speed Inline Relay and Speed Inline Road events in 2019-20. Mr. Mihir Kate won the gold medal in Individual Kata and bronze medal in Individual Kumite in the WFSKO Open Asian / International Karate Championship organized by World Funakoshi Shotokan Karate Organization.

Concluding Remarks :

Annually the college grows in terms of quality education and holistic development of the students. With changing trends, we are implementing steps to ensure education in the most effective manner, by using the most innovative teaching and learning methodologies to teach the students who have chosen to study and blossom here. By this, we are working towards a better future of our nation. Realizing that education is our passport to the future and that tomorrow belongs to the people who prepare for it today, the college works towards preparing the learners for employability as well as personal growth in order that students' skills are identified by them, and enhanced for their well-being and development, as well as that of the society at large.The only time we look back is to see how far we have come. We have not come this far to only come this far. Dear Future, here we come!

NAAC

6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>1.2.3</td><td>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years
Answer before DVV Verification:
<table>
<tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr>
<tr><td>40</td><td>228</td><td>94</td><td>96</td><td>14</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr>
<tr><td>40</td><td>228</td><td>94</td><td>96</td><td>14</td></tr>
</table></td></tr>
<tr><td>2.3.3</td><td>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

2.3.3.1. Number of mentors
Answer before DVV Verification : 37
Answer after DVV Verification: 34

Remark : Mentor can not be more than teaching faculties</td></tr>
<tr><td>2.4.3</td><td>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

2.4.3.1. Total experience of full-time teachers
Answer before DVV Verification : 313
Answer after DVV Verification: 298</td></tr>
<tr><td>3.1.3</td><td>Percentage of departments having Research projects funded by government and non government agencies during the last five years

3.1.3.1. Number of departments having Research projects funded by government and non-government agencies during the last five years
Answer before DVV Verification:
<table>
<tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr>
<tr><td>0</td><td>1</td><td>0</td><td>0</td><td>1</td></tr>
</table></td></tr>
</table>

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	1

3.1.3.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	13	13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	13	13	13

Remark : HEI justification is considered

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.66	3.60	9.60	8.75	10.31

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.66	3.60	9.60	08.75	10.31

Remark : This is as per reconsalation statements provided by HEI

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

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

Answer before DVV Verification : 129

Answer after DVV Verification: 36

Remark : As per data it should be 179/5=36 per day

5.2.2 **Average percentage of students progressing to higher education during the last five years**

5.2.2.1. **Number of outgoing student progression to higher education during last five years**

Answer before DVV Verification : 870
Answer after DVV Verification: 879

Remark : As per list provided

5.3.3 **Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
137	142	111	118	41

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18	28	17	17	9

Remark : Republic day/independence day /convocation /repeated dates are not considered

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	8	6	17	36

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	6	6	15	24

Remark : Considered one Faculty in Year

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
29	14	5	2	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
21	17	5	2	6

Remark : Edited as per data provided

7.1.7 **The Institution has disabled-friendly, barrier free environment**

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

Remark : Point 1,2 & 3 are considered

2.Extended Profile Deviations

ID	Extended Questions

1.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
923	823	784	965	917

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
920	823	784	965	917

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
36	37	39	40	40

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
34	35	37	38	38

NAAC