



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SHURPARAKA EDUCATIONAL AND MEDICAL TRUSTS M B HARRIS COLLEGE OF ARTS AND A EKALSEKAR COLLEGE OF COMMERCE AND MANAGEMENT
Name of the head of the Institution	Dr Mohammed Khalil Ahmad
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02502402323
Mobile no.	9987202200
Registered Email	semtcollege@yahoo.com
Alternate Email	khalila8@gmail.com
Address	Near Z. B. Zakaria School, Burhan Chowk, Nawayat Nagar
City/Town	Nallasopara West
State/UT	Maharashtra

Pincode	401203																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Urban																		
Financial Status	Self financed																		
Name of the IQAC co-ordinator/Director	Shaikh Irshad Wajid																		
Phone no/Alternate Phone no.	02502402323																		
Mobile no.	7387255652																		
Registered Email	shaikhirshad6779100@gmail.com																		
Alternate Email	shaikhirshad6779@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://semtrustcollege.com/NAAC/IQAC																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://semtrustcollege.com/Academics/Academic-Calendar																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>2.60</td> <td>2017</td> <td>30-Oct-2017</td> <td>29-Oct-2022</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	2.60	2017	30-Oct-2017	29-Oct-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B+	2.60	2017	30-Oct-2017	29-Oct-2022														
6. Date of Establishment of IQAC	20-Sep-2016																		
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries								
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IQAC		
Submission of AQAR	31-Dec-2019 1	21
Meeting of IQAC	30-Apr-2020 1	28
Parents Feedback	03-Aug-2019 1	40
Student Feedback	22-Feb-2020 1	155
Alumni Feedback	08-Feb-2020 1	35
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Mega Job Fair for Regular and Alumni College Students on 25th Jan 2020 with 651 students participated

2. Intellectual Property Right for Teachers and Students on 15th February 2020 with 42 participant including Teaching and Non-Teaching Staff

3. Webinar on How to Start Business ,Startup, Entrepreneurship on 10th May 2020 with 564 participants

4. International Webinar on "Impact of Covid19 on Global Economy" on 16th May 2020 with 751 participants

5. Four day Faculty Development Program on "Data Analysis using Jamovi - An alternative" on 27th May 2020 with 139 participants

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
8. To organised a Seminar/ Workshop/ Faculty Development Program	8. Arranged Four-day Faculty Development Program on "Data Analysis using Jamovi - An alternative" on 27.5.20
7. To Promote Urdu Literature among teachers and students	7. Urdu Diploma Courses 2nd batch was started for Teachers and Students. Lecture started from 1st April 2020. Total students are 50.
6. To update with the recent change in Intellectual Property Right	6. Conducted one day Workshop on "Intellectual Property Rights" in association with Department of Commerce and IQAC Cell 15th February 2020 for Teacher and students from various Colleges
5. To award the academic achievers by organizing Prize Distribution	5. The Prize Distribution Ceremony was organised by the College to felicitate toppers in academics and Sports on 8th February 2020. Students received prizes and certificates from Eminent Personalities who were invited as Guests of Honour for this function
4. To improve the academics of the college and help them to excel	4. Remedial lectures were taken by teachers to improve the result of the college especially for the minority student
3. To hold our Annual College Sports in the month of December	3. The Annual College Sports was organized on 23rd and 24th December 2019 received a very good response
2. To hold our Annual College Cultural Festival in the month of December	2. The Annual College Cultural Festival was organized on 18th, 19th and 21st of December 2019 received a very good response
1. To pursue Students to present Research projects at various competitions at College and University	1. Students took part in College level, 'Avishkar Research Convention' on 7th December 2019

level.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

College Development Cell

15-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

28-Jan-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

A management information system (MIS) is an information system used for decisionmaking, and for the coordination, control, analysis, and visualization of information in an organization especially in a company. We have following MIS Software 1. Principal 9.0 Result Software.: It give classwise and consolidated results. This software prepares Marksheet. 2. Tally Accounting Software: looks after the following function a. b. Icard Printing, c. Fees Receipt d. student Strength e. Daily Fees Statement f. Monthly Fees Statement g. Yearly Fees Statement h. Giving Roll Number i. Allocating Division j. Cancellation of Admission k. Outstanding Fees Statement Apart from above function it does additional Function like a. Interclass Transfer of Students b. Division exchange c. Student transfer from one stream to another stream. Individual Student outstanding details of various things d. Reverse Entry 3. MKCL Software of Mumbai University: they perform the following function like Bonafide Printing, TC Printing NOC Printing and Enrolment of Students 4. Time Track Essl. It performs following

function: a. Employee Details, b. Attendance Report c. Department Summary (Teaching NonTeaching Salary) d. Leave Record e. Employee Import Details

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Shurparaka Educational and Medical Trust, is well known for its Academic excellence in Palghar District. It was created in 1984 by a bank of likeminded, dedicated and sincere friends from sopara village with a motto. "Service for all with selflessness and dedication". From 80 students in 1985, the trust boasts of around 3000 students now in different institution that it runs. Our college appoints teaching staff as per the educational qualifications stipulated by the UGC and University. The College was founded in 2004 and is affiliated to University of Mumbai. The College has students belonging to different caste, linguistic and religious groups imparting secular education and promoting communal harmony. It is located in Nallasopara and easily accessible by public transport. Majority of the students live in vicinity of College. It is a multi-faculty College having 4 UG. Our college appoints teaching staff as per the educational qualifications stipulated by the UGC and University. IQAC plays a vital role in planning and implementation of curricular, co-curricular and extra-curricular activities of all the Departments and Committees. The compliance of Academic Calendar is monitored by IQAC. For the smooth functioning of academic programs department wise, teacher wise time tables are prepared for lectures and practical to be conducted in the Computer Lab. The Time-table is displayed on the notice boards for the teaching staff and students. The teachers are allotted the courses based on their educational qualifications and areas of interest and specialization. Academic calendar is prepared at the beginning of the year and it is published on the website. The teachers prepare month wise teaching plan for the entire academic year at the commencement of the year for efficient curriculum delivery. Apart from the traditional method of chalk and talk teachers make use of modern methods of teaching using ICT (Information and Communication Technology) such as YouTube videos, Online lectures, PPTs etc. These are useful in conducting tests and assignment. Besides lectures, tutorials are used for a more personalized attention to the students. The Departments and Committees conducted various co-curricular and extra-curricular and Extension activities, which are normally planned at the commencement of the academic year and listed in the academic calendar. The activities included Seminars, Workshops, Guest lectures, Industrial visits, study tours to areas of historical importance etc which added value to Teaching Learning process. Industrial Visits to various industrial establishments exposed them to the processes and functioning of the industry which enhanced the employ-ability of the students. We also conduct Bridge and Remedial courses. Feedback is taken from the students which help in knowing the areas that needs improvement. Teachers to simplify the teaching & learning process recommended reference books and disseminated study notes, question bank etc. Majority of teachers are moderators and examiners for various University examinations. Teachers regularly participated in OSM (Online Screen Marking) of University of Mumbai.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill
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		Introduction		ability/entrepreneurship	Development
Persian certificate course	Nil	22/08/2019	4	Language Expert	Persian language
	Urdu language	01/04/2019	4	Language Expert	Urdu language

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	F.Y.BAF	04/07/2019
MCom	MCom in Accountancy	01/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	FYB.Com	29/07/2019
BA	FYBA	29/07/2019
BCom	SYBCom	10/06/2019
BA	SYBA	10/06/2019
BCom	TYBCom	10/06/2019
BA	TYBA	10/06/2019
BCom	FYBMS	29/07/2019
BCom	FYBAF	10/06/2019
BCom	SYBMS	10/06/2019
BCom	SYBFM	10/06/2019
BCom	TYBMS	10/06/2019
BCom	TYBFM	29/07/2019
MCom	MCom I	13/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	9	45

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Bridge Course in Accountancy	05/08/2019	34
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BCom	Industrial visit for TYBMS students	238
BA	Historical visit for FY, SY and TYBA Students	43
BCom	Avishkar Research Convention Program by University of Mumbai for BCom, BMS and BFM students	8
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>The development of any institution heavily depends upon a well-functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. College has been practicing a feedback system accommodating all the stake holders including staff, students, alumni and parents, to help the individuals and organization as a whole, to improve the performance and effectiveness. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools, and student assessment outcomes are discussed for taking improvement measures. STUDENT: The student's feedback on the staff finds a place in the performance appraisal scoring system of the individual faculty member and the same is evaluated for the better Teaching Learning Process. The feedback from the students is obtained at the end of the term and overall department at the end of the year. When the feedback of a faculty is not encouraging, with the help of which the concerned faculty is counselled by the Head of the Department and Principal to improve their performance. FACULTY: The institution has made it a practice to conduct all faculty meeting, periodically, where the ways and means of enhancing the curriculum, academic discipline, Teaching Learning process, Research and Extension activities are debated and discussed. The appropriate suggestions are put forward to the respective departments for implementation. ALUMNI: As the alumni is found to be the brand ambassador(s) of our institutions, the feedback of the alumni is taken with due considerations. Our institution enjoys a strong and healthy association with the Alumni. The consolidated feedback report is forwarded to the Principal for taking due course of action for the positive performances and scope for improvement. PARENTS: As an important stake holder of this system, the parent feedback is also obtained and analyzed. Some of the parameters accommodated in the parent's feedback, include quality of teaching, students' discipline, sports facilities, lab facilities, examination system, student activities such as transport, library, internet and accordingly changes are accommodated to enhance the quality of education in the present setup.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	FYBAF	60	50	50
BCom	TYBMS	60	40	40
BCom	SYBMS	120	66	66
BCom	FYBMS	120	107	107
BA	TYBA	120	28	28
BA	SYBA	120	24	24
BA	FYBA	120	27	27
BCom	TYBCom	240	188	188
BCom	SYBCOM	360	301	301
BCom	FYBCom	360	341	341

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1213	41	19	4	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	22	3	6	1	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, The Institute has a mentoring system. Under the Mentor system, the full-time teachers of the college have been engaged as mentors of each class. Students of each class in the college are having a full-time teacher as their mentor. The classes, where there are huge number of students, have been assigned more than one mentor. Every class mentor is assigned the task of mentoring a class in areas of attendance, performances, concerns, activities involved etc. The Class mentor keep a track of student academic performance to monitor their progress. This helps to track the progress of the student from the initial stage and provide the necessary feedback in an ongoing manner. Parents are also appraised of learner outcomes and corrective measures undertaken by the Institution by the Class In-Charge. Students who have doubts or face difficulties in comprehending academic topics are free to approach the class in-charge. The mentor uses both formal and informal means of mentoring. At the beginning of the academic session, the College conducts Orientation Program for students whereby they are acquainted with the Institution, its goal, its mission, the facilities available

and the regulation of the affiliating university. The 1st year UG and PG students go through mandatory counselling. The 1st year student's avail more time from their mentors. The mentoring system specifically focus on developing the following matters for the graduating batch of students, the class mentor along with the placement cell ensure that all the students opting for placement activities are present of workshops and training modules arranged by the placement to enable (a) Employ ability Skills of their mentes and record/document, academic progression (b)Communications skills (c)Self Confidence and Attitude (d)Adaptability and Flexibility. The mentoring system of the college provides academic guidance, personal counselling and guidance in the following manner to the student community.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1254	19	1:66

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
19	19	0	3	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	22300004	III	24/10/2019	11/01/2020
BCom	22300002	I	27/11/2019	04/01/2020
BCom	22300005	III	24/10/2019	04/01/2020
BCom	22300005	I	27/11/2019	11/01/2020
BA	12300001	III	17/10/2019	13/12/2019
BA	12300001	I	24/10/2019	20/12/2019
MCom	2C00531	I	10/01/2020	14/02/2020
BCom	22300001	III	16/10/2019	14/12/2019
BCom	22300001	I	24/10/2019	02/01/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our college is affiliated to the Mumbai University and adheres to the syllabus laid down by the Mumbai University. We follow number of guidelines and methods to carry out a continuous internal evaluation system at the institutional level. This allows the students to understand each concept individually as

well. The students are given the syllabus in detail with the exact segregation of the portion. After each topic is taught in detail, semester wise external exams are conducted. Teachers take a detailed discussion about the topic as per the university question format and gives the students a clear understanding of what to expect. Students are made aware of the evaluation process by orientation program at the beginning of the course, an academic calendar with the continuous internal evaluation (CIE) dates displayed on the college as well as department notice boards. These tests allow the teachers to continuously assess the students to track their progress and to identify slow and advanced learners. Evaluation is done both in Internal and External examinations. The assessment remains impartial and accurate. The performance of the students is monitored by the Head of Department and the necessary feedback is given to the Principal and concerned faculty members. The Principal conducts review meetings department wise to discuss the improvement of students' performance. The institution is keen on monitoring the performance of the students and reports to the parents. Progress Reports are sent by the academic office to the parents after each internal examination. Parents/ Guardians are advised to note the performance of their wards and take remedial measure, if needed. Whenever necessary, the academic department shall recommend the visit of the parent to the college for a discussion about the student. Remedial Classes are conducted for the slow learners, absentees and the students who participate in sports and extracurricular activities. Group Study is encourage among the student during exam time

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares academic calendar at the beginning of the year and display on College Notice Board. The institution is an affiliated college. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. The academic calendar contains the yearly schedule of the college ranging from the list of holidays (Diwali Vacation, Chirstmas Vacation and Summer Vacation), College Reopening and Closing date of College, date schedule of the college examinations,. The tentative dates of publication of college results and Marksheet distribution date are also mentioned in the academic calendar. The tentative dates of activities of NSS and DLLE activity are also given in the academic calendar. Schedule of other activities such as Cultural programmes and Annual College sports etc are also provided in the academic calendar. All departments conduct internal assessment of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college Website:
<http://semtrustcollege.com/Academics/Academic-Calendar>

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://semtrustcollege.com/Academics/Program-Outcome>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

			examination		
2C00145	BCom	TYBCom	188	37	19.68%
3A00145	BA	TYBA	28	23	92.00%
2M00155	BCom	TYBMS	40	30	75.00%
2C00255	BCom	TYBFM	22	9	40.90%
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://semtrustcollege.com/Academics/Students-Satisfaction-Survey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	Nil	Nil	106000	3000
Minor Projects	365	University of Mumbai	102000	0
Students Research Projects (Other than compulsory by the University)	60	College	4000	3000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Right for Teachers and Students	IQAC, Commerce and Self Finance Department	15/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	0	0
International	Nil	0	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Self Finance	3
Arts	2
Commerce	3

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	Na	NA	Nil	0	0	NA

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	51	259	21	20
Presented papers	3	6	0	0
Resource persons	0	1	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Seminar on Diseases during Rainy season	NSS Unit	14	25
Road Safety measures seminar	NSS Unit	15	35
NSS Day Celebration	NSS Unit	15	65
Nallasopara Railway Cleaning	NSS Unit and Nallasopara Unit	5	25
Anti-Ragging	NSS Unit WDC Unit	10	40
Orientation Program	NSS Unit WDC Unit	12	98
Vijay kargil Diwas	NSS Unit	5	38
Meeting and Training for Swatch bharat	NSS Unit	2	50
Sapling Distribution	NSS Unit	5	25
Yoga Day	NSS Unit	5	45

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Issue	NSS and WDC Unit	Seminar on Gender Sensitization collaboration with WDC	4	26
Gender Issue	DLLE and WDC Cell	Girls Safety program	2	22
Gender Issue	WDC Cell and	Guest Lecture	10	117

	World Shotokan Federation of India	on Self Defence		
Gender Issue	WDC Cell	PowerPoint Presentation on Women Empowerment	12	67
Gender Issue	WDC Cell	Poster making Competition On Women Empowerment	10	38
Gender Issue	NSS Unit WDC Cell	International Women Day Celebration	10	57
Gender Issue	NSS Unit WDC Cell	Human Right Days	5	35
Swachh Bharat	NSS Unit	Campus Cleaning and Tree Plantation	5	35
Swachh Bharat	NSS Unit Nallasopara Station	Nallasopara Railway Cleaning	5	25
Gender Issue	NSS Unit and WDC Unit	Anti-Ragging	10	40
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Avishkar Research Convention	08	College	30
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Sharing of Research Facilities	Avishkar Research Convention	University of Mumbai	07/12/2019	04/01/2020	8
Guidance Training	Intellectual Property Rights	A.E Kalsekar College of Commerce and Management	05/02/2020	15/02/2020	42
Historical Visit	Historical Visit to	Shirgaon Fort,	29/02/2020	29/02/2020	45

	Palghar	Palghar			
Industrial Visit	Short Industrial Visit to Nashik	Nashik Engineering Cluster, Nashik	05/02/2020	05/02/2020	157
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	0
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2250000	1822000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	63	35894	0	0	63	35894
Others(s pecify)	10	18250	0	0	10	18250

Others(s pecify)	1973	268093	3616	471856	5589	739949
Text Books	6313	854391	2508	386248	8821	1240639
Reference Books	56	320013	11	6184	67	326197
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Null
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	104	3	1	2	2	6	10	100	8
Added	3	0	0	0	0	0	0	0	3
Total	107	3	1	2	2	6	10	100	11

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
12500000	10937056	2000000	1540159

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The College Development Committee (CDC) approves the budget for various activities and ensures that there is an optimum utilization of funds. 1. Library: - Library provides continuous services to the students and teachers. Students read academic magazines journal and newspapers. During extra</p>

-curricular activities they refer reference books in the library. In larger quantity Book-Bank sets are distributed among needy and deserving students. In Library arrangement is made for natural light and air. It is fully Air conditioned, when Library remains fully occupied by students, air-conditioned facility is provided. Ample light facility is provided in the library. For safety and security CCTV cameras are installed, Everyday cleaning is done, hygienic atmosphere is provided in and around the library. Spot and sudden stock verification is done to check malpractice. Xerox facility is also available in the library. To preserve the collection fumigation is periodically done in the library. Out of syllabus, torn books and un-academic magazines are sold after the approval of Library Committee members. The. Library fees are spent on required books and journals. 2. Sports Ground - Sports Director ensures the utilization of Playground and maintenance of sports equipment's of the College. Sports material is stacked in the cupboard. Soil is replenished every year. Coaching of outdoor sports provided by the Sports Director. Practice and warm up sessions are taken in Gymkhana. Indoor games are conducted in gymkhana. The Rifle shooting range has been developed on the ground floor. Dead Stock Verification of Sports equipment's are undertaken every year. 3. Computers: - Computers maintain by Lab In-charge. He looks after overall Hardware and software maintenance. Students teachers in/out records are maintained. Defective parts are repaired or replaced with latest materials. Computers are protected by antivirus software. A weekly time table of Class wise practical's has been prepared by respective lecturers for the computers. Outdated Computers and printers are disposed of. In the budget, provision is made for Annual Maintenance Contracts for maintaining hardware. The replacements of damaged parts of computers are undertaken immediately. The cleaning and dusting of laboratories is undertaken by sweepers. A dead Stock Verification of all laboratory equipment's is undertaken every year. 4. Classrooms: Classrooms are allotted as per the student strength. Lectures and practicals are regularly monitored. Different committees have been formed for the smooth functioning of college curricular and extracurricular activities. The damaged LCD projectors have been replaced. Daily cleaning of all facilities is undertaken by peon and sweepers. Sanitary materials are regularly provided to sweepers. 5. Maintenance of Campus: A Security Guard has been appointed to maintain security. sweepers have been appointed for house - keeping and cleaning work. A team of sweepers has been appointed to clean the entire premises including classrooms, laboratories, library and passages. Cleaning of water tanks is undertaken every six months. Fire extinguishers and buckets purchased for Fire Safety and are placed at prominent places

<https://semtrustcollege.com/About/Campus>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Zakat Fund Interest Fund	55	111500
Financial Support from Other Sources			
a) National	Post-Matric Scholarship Schemes Minorities CS	20	120000
b) International	Na	0	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	28/11/2019	72	Dr Danish Dave and A E Kalsekar College of Commerce and Management
Mentoring	29/07/2019	1213	A.E.Kalsekar College of Commerce and Management
Remedial Lectures	09/10/2019	34	A.E.Kalsekar College of Commerce and Management
Bridge Course	05/08/2019	34	A.E.Kalsekar College of Commerce and Management
Yoga	21/06/2019	45	NSS and DLLE
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	1. Career Awareness session	0	31	0	0
2019	2. Seminar on MBA	31	0	0	0
2019	3. Seminar on Business Ethics	0	38	0	0
2019	4. Seminar on Career after Graduation & Awareness On competitive guidance	0	47	0	0
2019	5. Seminar on Educational	0	114	0	0
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

0

0

0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Different Companies	651	165	NA	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	2	BMS	Commerce	Rizvi College	MMS
2020	5	BMS	Commerce	ROHIDAS PATIL MGT. STUDIES	MMS
2020	1	BMS	Commerce	H.K. INSTITUTE	MMS
2020	1	BA	Arts	INSTITUTE OF DISTANCE AND OPEN LEARNING, MUMBAI	MA
2020	1	BCom	Commerce	VIVA COLLEGE	MCom
2020	1	BCom	Commerce	GANSALO GARCIA College, Vasai	MCom
2020	8	BCom	Commerce	INSTITUTE OF DISTANCE AND OPEN LEARNING, MUMBAI	MCom
2020	1	BMS	Commerce	GOVIND VALLABH PANT College	MBA
2020	2	BMS	Commerce	RIZVI College of Arts, Commerce and Science	MMS
2020	2	BFM	Commerce	A E Kalsekar College of	MCom

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
10. Shot put (Girls)	Institution level	30
9. Shot put (Boys)	Institution level	30
8. Disc Throw (Girls)	Institution level	19
7. Disc Throw (Boys)	Institution level	27
6. Chess (Boys)	Institution level	2
5. Chess (Girls)	Institution level	13
4. Carrom Double (Girls)	Institution level	20
3. Carrom Double (Boys)	Institution level	34
1. Carrom Single (Boys)	Institution level	42
2. Carrom Single (Girls)	Institution level	18

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	1.1st Prize Jashn - E - Rizvi Fest 2020 in Pictionary	National	Nil	2	01 and 04	Rukhsar Shaikh b) Shahista Shaikh
2020	Best College in "Jashn - E Rizvi Fest	National	Nil	1	a) 21 b) 01 c) 40 d) 17 e) 11 f) 04	2.a) Arbaz Khan b) Rukhsar

	2020" in Rizvi College				g) 158	Shaikh c) Shahista Shaikh d) Misba Khan e) Makandaar Areeba f) Javed Malick g) Nilu Jaiswal
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an active Students' Council comprising all the class representatives, NSS representative, Sports representative, Cultural representative, DLLE representative, Ladies representative (nominated by the principal) and general secretary. There are few teacher representatives to assist and guide the Students' Council. Besides Students' Council the College has an active representation of students on committees like College Development Committee, Internal Quality Assurance Cell, National Service Scheme (NSS), Nature Club, Gymkhana, Women Development Cell (WDC), Career Guidance and Placement Cell, Cultural Activity, Marathi Wangmay Mandal, Quiz, Department of Life Long Learning and Extension (DLLE). The students are updated about different activities, rules and regulations. They are given the responsibility of organising co-curricular and extracurricular activities under the guidance of the Teacher - in charge. The Students' Council plays an active role in organisation of Independence Day and Republic day celebration, Prize Distribution function, Teacher's day celebration, NSS activities, DLLE activities, Annual Sports Meet, Annual Gathering, Fun fair and Farewell function. They also assist in activities of Nature Club, Gymkhana, Commerce Club and Planning Forum, WDC, Career Guidance and Placement Cell, Cultural Activity and Marathi Wangmay Mandal.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

350

5.4.3 – Alumni contribution during the year (in Rupees) :

6080

5.4.4 – Meetings/activities organized by Alumni Association :

Number of Meeting 2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Institute has a mechanism for delegating authority and providing operational

autonomy to all the various functionaries to work towards decentralized governance system. 1. Principal level The Governing Body delegates all the academic and operational decisions based on policy to the various monitoring committees headed by the Principal in order to fulfil the vision and mission of the institute. The Principal in consultation with the Teachers Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teacher's council. 2. Faculty level Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular and extracurricular activities. They are given authority to conduct seminars/ workshops/ conferences/ FDPs. 3. Student level Students are empowered to play an active role as coordinator of co-curricular and extracurricular activities, social service group coordinator. For effective implementation and improvement of the institute various committees are formed

Functioning of different secretaries of student's union (listed below) further reinforces decentralization.

- cultural secretary
- boys common room secretary
- girls common room secretary
- student welfare and social service secretary
- canteen secretary
- computer in charge

Participative management The institution promotes the culture of participative management at the strategic level, functional level and operational level. Strategic level: The Principal, governing body, College Development Committee (CDC) and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers. Operational level: The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co and Extracurricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission of Students • The admission for U.G P.G classes is given as per the University norms. • The admission process is online. • Online registration for first year U.G. and P.G students. • 50 seats are reserved for Muslim Minority Students. • First preference is given to in-house students at entry level. • Admission to self-financed course is also done as per the University norms. • Admission process is transparent, rules regulations relating to admission are strictly adhered by the college.

<p>Industry Interaction / Collaboration</p>	<p>The college has several ties up with esteemed institutes such as: • Rotary Club-Vasai-NSS unit for holding Community level programmes. • The Career and Placements Committee had interacted with the Companies for Placements Trainings TCS Ltd., TCS, ICICI Prudential Life Insurance Co. Ltd., Wipro Ltd and many more.</p>
<p>Human Resource Management</p>	<p>Staff Development Program: a. Faculties are encouraged to participate in various programmes like orientation, refresher, workshops and other short-term courses to upgrade their knowledge. b. Non-teaching staff are also encouraged to attend various training programmes c. The College has organised a One-day Workshop on Intellectual Property Right for Teachers and Student in Offline Mode on 15th February 2020 d. One day Webinar on "Examination Guidance for qualifying NET/SET Exam- A need for Academician" for guiding our teachers to clear NET/ Set Exam on 3rd May 2020 For improvement of Skills, one day webinar organised on various topics such as e. "Situational Leadership" on 12th May 2020 f. "How to start Business, Start up and Entrepreneurship" on 10th May 2020 g. "Career Guidance for Students and Staff" on 14th May 2020 h. "Challenging Avenues of Online Teaching and Learning: Checkmate to COVID-19 Pandemic" on 15th May 2020 i. "Role Of Marketing Management for Economic Development Post Covid - 19" on 18th May 2020 For understanding the adverse situation of Covid-19, one day webinar organised on various topics such as j. "Impact of Covid-19 on Global Economy" on 16th May 2020 k. "Minding our minds in current scenario -- How to manage yourself during this pandemic" on 20th May 2020 l. "Human Rights violation and Covid-19:- India's Perspective" on 23rd May 2020 m. "Covid 19 Pandemic effects on the Education sector in India" on 28th May 2020 • The College has organised a four-day Faculty Development Program on "Data Analysis using Jamovi : An alternative to SPSS" for Teachers in Online Mode on 27th May 2020 Student's Feedback: n. Students fill up online feedback forms for every teacher at the end of each academic year on various parameters. o. This feedback is analysed by IQAC and a copy</p>

is given to the teachers. This data is used to make changes in the approach of teachers and help them to become a better teacher. p. Student's feedback is also taken on the administrative aspects of the college including facilities like Canteen, Cleanliness, Library facilities, etc. Staff Placement and Promotions: q. Placements of the faculties are done according to the Management Selection Process r. Promotions of the non-teaching staff are done as per the directives of the Maharashtra Government issued from time to time. Grievance Redressal system: s. The College has a Grievance committee to redress various grievances of the staff. t. The college has a provision of addressing issues related to harassment of women at work place through its Women's Development Cell (WDC) and Mahila Takrar Committee Faculty and Staff recruitment Teaching Staff u. The institution follows Govt. and University rules regulations for the recruitment of staff members. v. After obtaining the NOC from the University of Mumbai, the post is advertised in a national and local newspaper. w. Shortlisted candidates are interviewed by a duly constituted selection committee. x. Approval for selected candidates is obtained from the University of Mumbai. y. Qualified candidates are appointed initially on probation basis for Two year and then confirmed in services, subject to their satisfactory performances through assessment reports submitted by the HOD. Non - Teaching Staff z. Recruitment takes place as per the circular requirement in the Institution. aa. Candidates are selected as per their ability and skill.

Library, ICT and Physical Infrastructure / Instrumentation

? There is open access to all the library resources for students and staff members. ? College Library is well equipped with internet facility. ? An orientation program is conducted at the beginning of every academic year for the first-year students about the various library services and the procedure for issuing books and other reading materials ? Students from the economically weaker sections can avail of the Book Bank scheme. ? Three computers for Students and Teachers for

accessing e-resources for study purpose and for faculties for e-resources. ?

The library has good collection of reference books, research journals, and general magazine. ? Students and

teachers are provided with previous years question papers. ? Library staffs

are allowed to attend workshop to enhance their ability. ? Library Book Exhibition was done to expose students

to various books, journals. ICT • The college has two spacious computer

laboratories which are used mainly by the Dept. of Commerce and Self Finance for Computer Practical • All computers

have internet connectivity. • Computer Lab is used by different faculty

members and students for study and research purpose. • Computer Lab is also used for online admission purpose.

• Computer Lab is also for conducting seminars/workshops/conferences by other departments. Infrastructure • The

college has seminar room with LED projector where seminars are conducted

on a regular basis. • All class rooms are spacious, well ventilated and

fitted with sufficient number of lights fans. • Each classroom is fitted with 3

pin electric power supply and large size black and white board. • Classroom

has large benches with sufficient leg space space for placing bags for

students. • Almost classroom is now equipped with LCD projectors and

screen. • Entire college has intercom facilities. • College has a separate

gymkhana facility for Girls and Boys students. • CCTV, intercom system and

internet connection in the administrative office. • To improve

security in the campus we have installed CCTV cameras at certain

strategic points such as the main gate, near the lift, floor and each class

room etc Besides, the college has the following facilities for students and

staff: • Open space Auditorium. • A.V Room • Staff room with self-contained

toilet for staff • Canteen facility • College Telephone. • Ladies common

room. • Two Lifts • Examination Room. • Administrative Office - well designed

and self-contained with counters for students-service, opening to front side of the building, with protective sheds.

• Play Ground - 500 Sq.mtr • Parking facility for vehicles for staff and

students • Two large entrance gates have been provided at the front and back side of the building • Bore well. • Clean and hygienic Toilets for Boys Girls • Water cooler • All floors have CCTV cameras

Research and Development

? To promote research in the college, the principal encourages faculty members to participate and present papers in seminars and conferences at various levels and also motivates to pursue quality research in the respective fields. ? Faculty members are granted permission to leave the premises directly after their lectures, for their data collections, visits to libraries, and for other research related works. ? To create and promote an environment for research, our college has conducted International Seminar and various Workshop on regular basis ? Some faculties have undertaken major and minor research projects. Some have also registered for Ph.D. ? Students are motivated to do research at college level and also to take part in inter-university research convention Avishkar.

Examination and Evaluation

? Examination committee is responsible for preparing the time table for conducting the Internal and Semester/yearly examination and announcement of results. ? The college conducts all examinations strictly as per the University guidelines. ? Monitoring of regular attendance of students is done as a part of continuous evaluation system. ? The college has adopted internal class test active participation by the students during class for internal assessment component. ? The college follows the centralized assessment process for all Semesters. ? Students are informed about examination schedule through notices circulated in the class room, by displaying on the notice board and through electronic display as also on college website regularly and also through WhatsApp group message. ? Declaration of result and distribution of mark list is done within the scheduled dates.

Teaching and Learning

? The academic calendar is prepared before the beginning of the academic year. Teaching plans are submitted by all the teachers for both the

semesters, month wise as per the syllabi prescribed by the university at the beginning of the year. ? Apart from the lecture method of teaching, field studies, study tours, group discussions other interactive methods are also practiced intensively to facilitate better learning. ? The goal is to help the students to secure good result and enhance their career prospects, and also to emerge them as better human beings and productive citizen of the country. ? There is a seminar room in the college where seminars are organized for the students with the help of LCD projector. The college has LCD projector which teachers of various departments use to make classroom teaching more interactive. ? Our Library is equipped with Computers and Internet connectivity. The Library regularly adds latest books to the existing stock as recommended by the faculty. And also, our library is being upgraded by new version of computer with N-Listed Books. apart from this daily news papers, monthly and weekly magazines along with Business Today in our library for our students and teachers. We have also maintained Reference books of all subjects. ? Teachers conduct studies on the academic growth of students and adopt different strategies to cater to different categories. For weak students, remedial classes are taken on a regular basis. Apart from that, concept clarifications and problem-solving exercises are given, simple but standard notes and course materials are provided. Advanced learners are given additional work such as assignments/difficult level solving problems which are prescribed by reference books and are also encouraged towards research. Many departments conduct test series for better performance in semester end exam.

Curriculum Development

? Curriculum Development: ? To fulfill our mission of providing 'Quality Education for All' we practice innovative teaching methods such as power point presentation, group discussions, seminars, workshops, industrial visits, field trips etc. ? Working within the curriculum designed by the University, we give weightage for Academic improvement and at the

same time give sufficient time for overall development of students by encouraging them to work in various forums of the college such as Student's Council, NSS, Cultural Committee, DLLE, WDC etc. ? Teachers are allowed to attend various workshops seminars related to their syllabus.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	The 'Principal 9.0 system is being used for the admission and record maintenance of the students of all the streams. It helps in the issuance of fee receipt, record maintenance, issuance of various certificates etc. Online applications are submitted for Scholarships and Proposal for funds requirement for Book Bank Scheme of University of Mumbai.
Examination	College follows Mumbai University Exam pattern. Online paper is downloaded from Mumbai University Site.
Planning and Development	The IQAC of the college keeps itself updated regularly with the website of University of Mumbai (www.mu.ac.in), the University Grants Commission (www.ugc.ac.in) and of the Joint Director, Higher Education, Govt of Maharashtra (www.jdhemumbai.maharashtra.gov.in). It constantly follows the guidelines and circulars issued by the higher authorities. Applications for financial assistances and scholarships are done through online methods on the portals provided by government authorities. The college submits its Annual Quality Assurance Report (AQAR) online. The College has a website committee which manages the dynamic website for the college. Prospective plans, regular activities, examination schedules are constantly uploaded and upgraded on the website.
Administration	The college has installed Time Track Essl Biometric Attendance System for all the staff members. The Reports generated by this system are monitored by the Principal. There is regular interaction between Principal and Office Superintendent to plan and allocate administrative work. The Administrative Office is using Principal 9.0 software for fee

	generation and Tally software for accounting purpose
Finance and Accounts	The college has installed Time Track Essl Biometric Attendance System for all the staff members. The Reports generated by this system are monitored by the Principal. There is regular interaction between Principal and Office Superintendent to plan and allocate administrative work. The Administrative Office is using Principal 9.0 software for fee generation and Tally software for accounting purpose

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Tehseen Shaikh	National Conference on Women Empowerment	NA	700
2020	Ruksar Khan	National Conference on Women Empowerment	NA	700
2020	Shahida Shaikh	National Conference on Women Empowerment	NA	700

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Intellectual Property Right	Intellectual Property Right	15/02/2020	15/02/2020	39	3
2020	Examination Guidance for qualifying NET/SET -	NA	03/05/2020	03/05/2020	96	Nil

	A need of Academicia ns					
2020	Situatio nal Leadership	Situatio nal Leadership	12/05/2020	12/05/2020	386	3
2020	Challeng ing Avenues of Online Teaching and Learning: Checkmate to COVID-19 Pandemic	NA	15/05/2020	15/05/2020	935	Nil
2020	4 Day FDP on Data Analysis using Jamovi : An alterna tive to SPSS	NA	27/05/2020	30/05/2020	139	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programmes	13	18/11/2019	30/05/2020	147
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	15	4	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Fee concession for Staff's children studying in the College. 2. Lunch is sponsored by the Management on events like Founders Day and Teachers Day, International Women's Day both for the	1. Fees concession is allowed for the ward of non-teaching staff taking admission in our college. 2. Free workshops and training programs are organised for Non-Teaching Staff on Quality	. Scholarships, Free-ship and financial support: Financial support from the institution: An amount of Rs: 1,11,500/- was spent on Zakat Fund and Interest Funs given by

teaching, non-teaching staff and administrative staff. 3. The Management reimburses registration fees for refresher courses, Short-term courses and for workshops/seminars /conferences attended by the staff. 4. Workshops and Seminars on Quality Enhancement are organised for Teachers by Experts. 5. Teacher's achievements are felicitated in Term End Staff Meetings.

Enhancement

the Management to the 55 students. Students can also pay their fees in instalments in case of financial crises. Students are given benefit to pay fees in instalment. Almost all students in the college availed this facility. 2. Group insurance: All students of the senior college are covered by the Group insurance Scheme policy of The Oriental New India Assurance Company Ltd for a nominal annual charge of Rs 20/- per student. They are given accident and life cover. Each student is covered for Rs 2, 00,000/- (Two lakh). 3. Book Bank facility. Students from economically weak backgrounds are allowed to borrow subject-related books for the whole year. Management Teachers helps needy students on an informal level. 4. Free counselling. Principal Teachers give free counselling as per the need of students. A career guidance test was conducted free of cost for the students. 5. Remedial coaching is given for academically weak students and slow learners: Teachers of all Departments tutor such students on the basis of their individual needs. 6. Health Awareness Program: Rallies, Street play, Seminars, Poster competition are periodically conducted by the NSS and DLLE Unit. Poster competition on Women issues HIV/AIDS, Constitutional day celebration on 26th January 2019, Swach Bharat mission and many

more activities were organized by the NSS unit of the college 8. Career Guidance and Placement cell has organized several Placement drives, seminars and workshops in the college for the empowerment of the students and to guide them of various vocational courses available to them at Under graduates (UG). Placement drives were conducted by TCS and ICICI Prudential Life Insurance Co. Ltd and many more companies on 27th January 2020 9.

Industrial Visit:

Industrial visit was arranged for Professional Course students (BMS and BFM) on 8th February 2019 at Nasik (Nasik Engineering Cluster) 10.

Study Tour: History
Department organized a study Tour in Shirgaon Fort, Palghar on 29th February 2020 11. English academic crash course, personality development and training for all standard of students was conducted during the year 2019-2020. 10. Seminars and Workshops are held periodically to develop soft skills like resume writing, group discussions and preparing for interviews. 11. A number of co-curricular and extra-curricular activities to develop different skills, promotion of research culture among students and leadership qualities. 12. College canteen: The college canteen remains open from 7.00 am to 2.00 pm. Affordable food is provided. A canteen committee comprising of staff members is

appointed by the management to monitor the quality and price of the food served. 13. Sports students are given concession in fees, Travelling daily allowances provided and get trained under the guidance of r

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes Internal Audit: The Management of the college has appointed an internal auditor to detect errors at the earliest and devise effective control system to prevent their occurrence. Suggestions of the internal auditor to improve the accounting financial system are incorporated. Internal audit is done on periodical basis. Observations made by the auditor are brought to the notice of Office Superintendent and Principal of the college. After a through process of Internal Audit the account books are sent to the External Audit for the final approval. **External Audit:** The management has appointed C. A. as an external auditor. The financial statement of the college including books of accounts, vouchers, statement etc are audited by the external auditor. All necessary audits as per the requirements of the University, UGC and Government of Maharashtra are carried out by the college periodically. In case of any discrepancy, shortcomings or lacunas the external auditors bring it to the notice of college.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

100000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	Na

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

College believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parent teacher association, yet interactions of teachers with parents during parent teacher meetings of different departments come up with new suggestions related to the overall development of the students. The first PTA meeting was held on 3rd August 2019 in the A.V room. PTA do the following activities: 1. Conducting meeting of Black Listed Students. 2. Discussion of Syllabus. 3. Solving queries and issues of Parents

in regard of student performance. 4. Parents contribute Food, Cloth and Money for various Relief Fund program organised by NSS. 5. Parents give money in the form of Zakat to College Trust for funding Student Fees

6.5.3 – Development programmes for support staff (at least three)

1. IQAC have organized a workshop on "Intellectual Property Right" for staff and students on 15th February 2020. 2. An Orientation programme regarding examination system was conducted at the college level by the Examination Department 3. IQAC have organized a workshop on "Situational Leadership" for staff and students on 12th May 2020.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. College Library: College Library was updated with Library Software Soul 2.0. For enhancement of research, the management subscribed N-List Software for students and Teachers Research Work. 2. Addon Courses: We have started Addon Course of Urdu Diploma Course and have applied for Arabic and Persian Diploma Courses 3. Placement Drive: College had organised Mega Job Fair on 27th January 2020. Around 22 Companies participated with 651 students enrolled for Mega Job Fair and 165 students were selected and placed in different local and state companies 4. Research Enhancement: To promote research culture in Institute, Students and Teachers were motivated to participate in Avishkar Research Convention organised by University of Mumbai. Three Professor were selected for Minor Research Proposal of Mumbai University. Three Professor were selected and enrolled for PhD in Accountancy, Commerce and Urdu

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Intellectual Property Rights	15/02/2020	15/02/2020	15/02/2020	281
2020	Examination Guidance for qualifying NET/SET - A need of Academicians	03/05/2020	03/05/2020	03/05/2020	96
2020	How to Start Business, Startup, Entrepreneurship	10/05/2020	10/05/2020	10/05/2020	564
2020	Situational Leadership	12/05/2020	12/05/2020	12/05/2020	386

2020	Career Guidance for Students	14/05/2020	14/05/2020	14/05/2020	200
2020	Challenging Avenues of Online Teaching and Learning: Checkmate to COVID-19 Pandemic	15/05/2020	15/05/2020	15/05/2020	935
2020	Impact of Covid-19 on Global Economy	16/05/2020	16/05/2020	16/05/2020	751
2020	Role Of Marketing Management for Economic Development Post Covid - 19	18/05/2020	18/05/2020	18/05/2020	967
2020	Minding our minds in current scenario -- How to manage yourself during this pandemic	20/05/2020	20/05/2020	20/05/2020	1009
2020	Human Rights violation and Covid-19:- India's Perspective	23/05/2020	23/05/2020	23/05/2020	763

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster making competition on women empowerment (DLLE)	31/08/2019	31/08/2019	26	12

Poster making activity on social issues of women (DLLE)	23/09/2019	23/09/2019	12	10
Exhibition on social issues of women (DLLE)	26/09/2019	26/09/2019	47	0
PPT on Women empowerment (DLLE)	05/10/2019	05/10/2019	35	32
Debate competition on (Women stronger than man) (WDC)	19/10/2019	19/10/2019	4	2
Girls' safety program (DLLE)	19/11/2019	19/11/2019	22	0
Woman development program ((DLLE) and NSS)	19/11/2019	19/11/2019	45	0
Seminar on Women Empowerment (DLLE)	10/01/2020	10/01/2020	36	11
Essay writing competition on Importance of women Education (DLLE)	05/02/2020	05/02/2020	16	9
Seminar on Gender Sensitization (DLLE)	15/02/2020	15/02/2020	18	8
Guest Lecture on Self Defence from World Shotokan Federation of India (DLLE)	08/02/2020	08/02/2020	117	0
Self-defence Program (DLLE & NSS)	14/03/2020	14/03/2020	15	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Approximately 75 of the power requirement is met by the installation of solar panel and use of CFL bulbs throughout the year. Also No vehicle day was celebrated by Avani Nature Club

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1

Provision for lift	Yes	1
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	06/07/2019	2	Orientation program and introduction of DLLE Extension work	DLLE Incharge Rohita Raut with members	52
2019	1	1	17/07/2019	4	Swatch Bharat Abhiyan	NSS Incharge Suresh Sir with NSS members	50
2019	1	1	10/08/2019	4	Anti-Ragging	Mrs. Shaida Shaikh (WDC Member)	122
2019	1	1	02/08/2019	2	Anti-Ragging	NSS Incharge Suresh Sir with NSS members	40
2019	1	1	23/09/2019	2	Workshop on Importance and uses of Pan-Card	DLLE Incharge Rohita Raut	45

2019	1	1	27/09/2019	3	Road Safety measures seminar	NSS In-charge Suresh Sir with NSS members	35
2019	1	1	27/09/2019	1	Seminar on Diseases during Rainy season	NSS In-charge Suresh Sir with NSS members	25
2019	1	1	01/10/2019	2	Drug addiction rally (addiction free week)	NSS In-charge Suresh Sir with NSS members	40
2019	1	1	19/11/2019	3	Seminar on Organ donation	Organised by Rotary club in collaboration with NSS	40
2019	1	1	28/11/2019	3	Counseling Program by Dr. Danish	NSS In-charge Suresh Sir with NSS members	25

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Teaching Staff Code of Conduct	01/06/2019	1) Teaching, development writing of books. 2) Mentoring of the students. 3) Interaction with other institutions, universities at state, national and international level. 4) Organizing seminars, workshops, conferences for Teachers students. 5) Publishing papers in national international journals. 6) To display notices of the activities according to the departments and committees. 7) To prepare mark sheet of various

examinations. 8) To maintain discipline in the college. 9) To arrange for Parents Teachers meeting (PTA) of the defaulters 10) To prepare Blacklist of the students whose attendance is below 75 11) Involvement in Curricular, cocurricular and extra curricular activities. 12) Any other duties assigned by the principal from time to time. 13) Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution 14) Overall supervision of the University Examinations. 15) No teacher shall absent himself/herself from duties at any time without prior permission from higher ups. 16) No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management. 17) No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever. 18) No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.

Principal Code of Conduct

01/06/2019

1.Academic growth of the college. 2.

Participation in the teaching, research and training programmes of the college. 3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in service and other training programmes organized by the University. Institute for academic competence of the Faculty Member. 4. Maintenance of disciplines of the Institute. 5. The overall administration of the Institute and recognized Institution and their libraries. 6. Administration and supervision of curricular, cocurricular/ extracurricular or extramural, student's welfare activities of the Institute and Recognized Institution and maintenance of records. • 7. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time. 8. Observance of provisions of Accounts code. 9. Maintenance of Self-Assessment Reports of teachers. 10. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time. 11. Recommend and forward communication to the authorities. 12. Monitor, manage and educate the administration of the institution and take remedial measures /

actions based on the stakeholder's feedback.

13. Listen to the student's ideas and set a supportive tone. 14. Be fair in his disciplinary actions for all the members of faculty, nonteaching staff and students. 15. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly.

16. Execute any other qualitative and quantitative work for the welfare of the institution. 17. Empower all his staff and students to reach their maximum potential. 18. Carry himself with the highest integrity and he has to exhibit

outstanding and strong leadership skills. 19. Never put his interests above the greater good of the college and has to respect the rights of all the committee members of the college. 20. Avoid careless decisions that may result in violations of law. 21. He/she should never directly lie to anyone, must never withheld vital information that he/she has to make public. 22.

Refrain from inappropriate conduct and relationships with students and staff • 23. He/she must not nurture any grudge against any member which may lead to animosity and anxiety in the organization. 24. The Principal should always be honest, fair, objective, supportive, protective and law abiding. 25. Chalk out a policy and plan to execute the vision and

mission. • 26. Promote industry institution interaction and inculcate research development activities. 27. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly. 28. Recommend and forward communication to the authorities. 29. Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback. 30. Execute any other qualitative and quantitative work for the welfare of the institution. 31. Listen to the student's ideas and set a supportive tone. 32. Be fair in his disciplinary actions for all the members of faculty, nonteaching staff and students. 33. Empower all his staff and students to reach their maximum potential. 34. Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills. • 35. Never put his interests above the greater good of the college and has to respect the rights of all the committee members of the college. 36. Avoid careless decisions that may result in violations of law. 37. He/she should never directly lie to anyone, must never withheld vital information that he/she has to make public.

Parents Code of Conduct

01/06/2019

1. Respect and model the caring ethos of our college whenever on college premises or when

communicating directly with the college. 2. Understand that college staff and parents need to work together for the benefit of all 3. Seek to clarify a child's version of events with the college's view in order to bring about a peaceful solution to any issue. 4. Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour. 5. Approach the right member of college staff to help resolve any issues or concern. There are clear guidelines about which staff member to contact about specific issues. 6. Using loud/or offensive language, swearing, cursing, using profane language or displaying temper should not take place. 7. Damaging or destroying college property will not be entertained. 8. Abusive, persistent or threatening emails or text/voicemail/ phone messages or other written communication be ignored.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Yoga Day	21/06/2019	21/06/2019	45
Vijay Kargil Diwas	26/07/2019	26/07/2019	38
Orientation Programme for FY Students	27/07/2019	27/07/2019	98
Teachers Day Celebration	05/09/2019	05/09/2019	59
Urdu Elocution Competition	19/09/2019	19/09/2019	15
NSS Day Celebration	24/09/2019	24/09/2019	65
Bhajan Sandhya -	02/10/2019	02/10/2019	25

Gandhi Jayanti			
Constitution Day Program	26/11/2019	26/11/2019	48
Human Right Days	10/12/2019	10/12/2019	35
Hindi Diwas Samaroh	11/12/2019	11/12/2019	19
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

4. Wall painting on 15th Nov 2019 by Avani Nature club
5. Cloth bag making on 20th Dec 2019 by DLLE Department
6. Cloth bag exhibition Distribution on 6th Jan 2020 by DLLE Department
7. Clay modelling on 4th Sept 2019 by Avani Nature club
1. Sapling distribution at nearby area on 8th July 2019 by NSS Department
2. Railway Station Cleaning on 15ThAug 2019 with 25 Volunteers by NSS Department
3. Campus Cleaning and Tree plantation on 5th Oct 2019 by NSS Department

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best practice 1 1. Title - English Literacy to Urdu medium school students. 2. Objective of the practice - A. To inculcate Importance of International language i.e. English B. To help the students of vernacular medium (Urdu) C. To develop grammar and writing skills among these students D. To improve communication and reading skills E. To help these students financially F. To develop interest among the students 3. Context We communicated with the subject teachers of the school of the required standards with the permission of the chairperson. 4. Practice A list of the students who scored distinction in English language in HSC board was prepared out of first, second- and third-year batches. They were communicated individually and were given an opportunity to serve these students by teaching them the importance of English language. The number of interested students was 26 which was split into 13 pairs. These pairs were given different topics to prepare and teach the students. Like grammar, writing skills and communicating skills Once in a week some of these pairs of students visit in school to teach the topics allotted to them. This practice continued from July 2019 to February 2020 2 tests were conducted to examine the progress of the students. One in Oct 2019 and other in February 2020 5. Evidence of success The teachers gave feedback regarding the students about their improvement in English subject. The reading, writing and speaking skills improved a lot due to this activity. Also, the others students gave feedback about the use of Frequent English words in their routine. The students who were teaching felt satisfied and honoured to serve the society. 6. Problems Encountered A. Time constraint due to part time working student B. At the initial period due to lack of English literacy it took a lot of time to teach and explain the concepts to them C. Communication with the parents to convince them was a difficult task to allow their bright students to take this opportunity to teach and help the society. D. The students needed time to study for themselves during exams Best Practice 2 1. Title- Encouraging girls for post-graduation (higher studies) 2. Objective - A. Empowerment of girls B. Educating girls today will educate the future generation C. Girls give a strong foundation through early childhood development. D. To eradicate the gap between low income and high-income family girls learning E. To provide girls with job relevant skills or start their own business. F. To give them opportunity to

acquire knowledge and creativity. G. To promote to flexible, efficient and secure labour market by increasing their access to opportunities. H. Help transform the community. I. Provide high quality relevant education through impact learning. J. Encourage and enable each girl to become an independent thinker and self-learner. 3. Context- The students especially girls were shortlisted from their interest of learning, academic performance and income level. 4. Practice - Firstly the students were contacted as per the list prepared. They were called for a seminar on impacts and benefits of higher education i.e. post-graduation. Some students were willing to take admission and go for post-graduation but due to some family issues like financial problem or the orthodox mentality of family heads relating to not educating girls they dropped the decision. So, their parents were called in the college and teachers and principal tried to convince them through PPT and counselling sessions. Many of them responded positively and allowed their children to go for post-graduation. Secondly some girls were getting married and had to handle the bigger responsibilities in life. They were not sure if they could also manage studies with this. These students were given a helping hand by our teachers and assuring them to help in every possible way they could in their studies. Looking at the co-operation of the management and teachers these students took admission and went for higher studies. 5. Evidence of success A. By the effort of our PG teacher the ratio of girls and boys in M.com part 1 was 6:5 B. The female students were satisfied and happy as they could get a balanced life C. They increased in their knowledge, creativity and entrepreneurship skills D. They could clear their job interviews with utmost confidence and efficiency. E. Their respect in the family increased with time. F. The parents felt proud and happy after seeing their results and hoping for a post graduation degree being the first girl child in their family to get such an higher qualification G. Teachers who vested their time and efforts felt satisfied to contribute in this families and society as well. 6. Problems encountered A. Contacting the parents was a difficult task due to their non availability, working hours and non interest from their side B. Convincing parents was also quite a challenging part due to the old mentality C. Talking and giving confidence to the newly married ones was also not easy as they had entered a new phase of life which was also challenging from their end. D. Teachers faced problems as they had to spare extra effort and time for this beneficial work.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://semtrustcollege.com/NAAC/Best-Practice>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Scholarship is a reward to student s educational programs. Talking about the economic benefits, scholarships are appealing to younger generations coming from poor financial background. This is actually a golden opportunity for genuine students willing to study and having interest to complete their graduation. Taking into consideration the level of dropout rate in our college the management has decided to give away scholarships to these needy students. Also due to the increasing educational cost scholarship become very helpful to the deserving students. 20 students of our college have been aided by National Scholarship in 2019-20 by the Government of India to students from poor financial background and being from minority groups. This practice is inculcated in the college since a few years owing to the vision and mission of our institution. Also some students have been given scholarship out of our college trust which has shown a true human side and their generosity. The required documents have been collected by the admin staff and kept on a

separate file as record. The financial support given to these needy and reserving students is worth appreciating.

Provide the weblink of the institution

<https://semtrustcollege.com/NAAC/Institutional-Distinctiveness>

8.Future Plans of Actions for Next Academic Year

1. To start more no. of Add on courses 2. Information related to financial assistance such as scholarships, fellowships are also planned for digital archiving. College Management plan to give financial assistance to students with the help of Zakat Fund and Interest Fund 3. College plan to organize the Online Webinar, Workshop, Seminar, Faculty Development Program and International Conference for Students, Non-Teaching and Teaching Staff 4. Encouraging Students and Faculty member for Online Exam of University and College Level 5. Encouraging Teachers to prepare notes and use of Online teaching software for taking Lecture 6. Establishment of Office administration for admission of students, fees collection, Student Class 7. To have Green Audit and Energy Audit on regular basis