



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

**SHURPARAKA EDUCATIONAL AND MEDICAL TRUST'S
MOINNUDIN BURHAN HARRIS COLLEGE OF ARTS
AND A.E KALSEKAR COLLEGE OF COMMERCE AND
MANAGEMENT**

NEAR Z.B ZAKARIA SCHOOL, NAWAYAT NAGAR, BURHAN CHOWK,
NALLASOPARA WEST
401203
semtrustcollege.com

SSR SUBMITTED DATE: 29-07-2023

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Shurparaka Educational and Medical Trust, established in 1984, is a prestigious academic institution in Palghar District, India. Founded in 1984, the college has broadened its degree offerings to accommodate students from economically disadvantaged backgrounds. The college's impact in academics and performance in university exams has been commendable, with 1059 students enrolled at the degree level, including professional courses. The college provides five undergraduate programs: Bachelor of Arts, Bachelor of Commerce, Bachelor of Management Studies, Bachelor in Accounting and Finance, and M.Com. (Accountancy) at the postgraduate level. In 2013, the college introduced self-financed courses like BMS, BFM, BAF, and BSC (IT) to offer professional skills and practical knowledge. The college has initiated numerous additional/certificate courses. The college adheres to the syllabus of the University of Mumbai and utilizes a credit-based semester evaluation system. Faculty members frequently participate in workshops, seminars, and meetings focused on syllabus revisions, organized by the University or other institutions. The college strives to prepare students for their professional success and foster an environment that promotes holistic growth. The college offers students a platform for exploration and experimentation, with the Student Council actively supporting the administration and engaging in diverse activities. The college's management and trustees are actively involved in overseeing the institution's operations, regularly convening meetings with the Principal and staff. They support faculty empowerment and promote professional growth through grants for teachers presenting papers at conferences. The college has enhanced its ICT facilities, including a well-stocked library with a diverse range of resources such as textbooks, reference books, journals, magazines, newspapers, and e-publications. The library offers internet access to students and faculty, while various service centers on campus cater to student needs. Co-curricular activities encompass Students' Council, N.S.S. Foundation/Bridge courses, and Outreach/Rural programmes. Meetings, hours, and classes are arranged to oversee students' development in academics, morals, and ethics. The college employs effective pedagogical methods, integrates instructional technology, and has established MoUs with other Higher Education Institutions to bridge the industry-academia divide. To achieve its goals, the college combines professional ethics, gender, human values, and the environment into its curriculum, co-curricular and extracurricular. The website, college application, and notice board prominently display the educator-student code of behavior. Stakeholder satisfaction is vital for the college's success in cultivating students as global citizens.

The college has put up LCD projectors and white screens in the majority of classrooms to enhance modernization efforts. The advent of digitalization in libraries has enhanced the accessibility of books, periodicals, magazines, and other research resources. Campus Wi-Fi enhances academic pursuits by increasing accessibility to electronic resources.

The college fosters student participation in experimental endeavors. Student council members actively engage in various events and offer valuable aid to the administration. Our students were actively involved in a wide range of social causes. The institution's administration, trustees, principal, and staff regularly convene to oversee operations. Members of the CDC. Strategic planning is vital for effective college governance. Management supports the empowerment of academic staff. The college has integrated computers into its labs since its inception. Students and lecturers can access a diverse library with various resources like textbooks, reference volumes, and journals. We have signed MoUs with HEIs to bridge the gap between industry and academia.

Vision

The Shurparaka Educational and Medical Trust centers around the noble objective of nurturing and shaping the minds of young adults into conscientious and accountable members of society through the medium of education. Our objective is to foster a society that embraces diversity and promotes equal opportunities for all. We aspire to motivate and empower the underprivileged segments of four communities to pursue education and innovation, thereby enabling them to realize their full potential. Our goal is to cultivate the next generation of trailblazers who will serve as beacons of inspiration for all individuals within marginalized communities, motivating them to strive toward a world that is characterized by equity, impartiality, and conscientiousness.

The college has been officially acknowledged as a Muslim Minority institution by the Government of Maharashtra. Situated in Nallasoparain the Palghar district, this institution caters to the pursuit of knowledge for a diverse range of individuals. Among its beneficiaries are students from disadvantaged socio-economic backgrounds, female students, those who are the first in their families to pursue education, and students with disabilities. The objective is to offer accessible and affordable education of high quality, equipping students with the necessary skills for future opportunities, fostering lifelong learning, and nurturing citizen leadership within our society. Its objective is to extend support to the underprivileged individuals who face barriers in accessing higher education, particularly those from the Muslim minority group. Due to the extensive range of programmes and the availability of support services, the college draws a significant number of students from the surrounding area.

The College's overarching vision can be articulated as follows:

"To nurture innovation and creativity through quality education and provide higher education to weaker and deprived students of neighboring rural areas, irrespective of caste, creed, and religion".

The mission and vision statements of the institution embody the distinctive attributes of the organization. The institution's vision is centered around the propagation of compassion, fairness, and spirituality, with the ultimate goal of fortifying the principles of morality and the inherent worth of every individual.

Mission

We aim to provide exceptional education and generate novel insights through pioneering research at both the undergraduate and postgraduate levels. Our aim is to equip students with the necessary skills and knowledge to pursue successful careers in computer science, information technology, research, management, and catering across various sectors such as business, government, and academia.

In order to enhance knowledge and skills and propel the modern era forward, we aim to foster a teaching and learning environment that embraces research and innovation across various fields. Our ultimate goal is to elevate education to unprecedented levels.

Mission: To develop an organization that serves a diverse community of students with accessible and affordable education that enhances the quality of life."

With these goals at the forefront of our thoughts, the College is poised to achieve the following Mission:

- To provide access to higher education for all, particularly for those who may lack social skills, thereby equipping them with the tools to tackle life's challenges with a constructive mindset.
- To establish a nurturing atmosphere that fosters intellectual development and provides authentic guidance in leadership development.
- To provide our students with a high standard of education. .
- Our aim is to cultivate the independence and resilience of our students, enabling them to confront personal and societal challenges with bravery and empathy.
- To augment the collective character of our students.
- To promote the optimal utilization of information technology in order to ensure a continuous enhancement in the provision of top-notch education.
- To cultivate a consciousness regarding women's concerns, human rights, and environmental matters in order to foster comprehension and encourage positive engagement.
- To foster the growth of religious conviction among Muslim students within an environment that upholds respect for other faiths and the personal beliefs of each individual.
- To cultivate within our students a secular and multicultural national identity that embraces tolerance and respect for all religions and cultures.

With unwavering dedication to providing equal educational opportunities for all, the focus lies on instilling moral ethics and human values. This approach will greatly contribute to reaching greater heights in our pursuit of delivering high-quality education to students and nation

The college aspires to achieve eminence by imparting knowledge and expertise, nurturing leadership qualities, and advocating for inclusivity and equal opportunities for all individuals.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- This college features a large structure with a built-up area of 3033.284 sq m, spacious furnished classrooms with lighting, well-equipped labs, RO water plants, huge seminar halls and auditoriums, indoor gyms, play areas, and lavatory blocks.
- The institution offers both UG and PG programs in order to meet the demands of the students. Faculty members are currently seeking doctorates and holding doctorates.
- Classrooms are ICT-enabled with computers, projectors, and speakers.
- There is an Auditorium in the college where cultural events are held.
- The library possesses a designated space for reading that has the capacity to accommodate up to 100 students. The library administration system is fully computerized in all aspects. There is an ample quantity of periodicals and books.
- The campus is WIFI-enabled. The digital library is accessible to all students and staff. Additionally, it serves as a repository for e-books that cater to the needs of students and staff.
- The college's administration favors decentralization and participatory decision-making. Teachers approach their work with professionalism, dedication, and commitment.
- The cultivation of gender norms and environmental awareness is fostered consistently through exposure in educational institutions and society as a whole.
- All instructors use ICT tools to promote success. Case studies, practical's, and tutorials are used to

implement student-centered teaching strategies.

- Conducting the necessary quality audits, including IT, AAA, and gender.
- campus that is environmentally friendly and has features like solar power, composting, LED and sensor lighting, and rainwater collection.
- The College also offers insurance coverage to students through the "Group Insurance Scheme" provided by United India Assurance Co.
- During the vacation period, the entire team of committed faculty and staff remained united and worked diligently to prepare and submit the SSR.
- The college provides more than 73 certificate and value-added courses.
- To enhance the safety and security of both staff and students, a total of 29 closed-circuit television (CCTV) cameras have been strategically deployed across key areas of the building. These cameras operate around the clock, providing continuous surveillance.

Institutional Weakness

- The majority of the students are first-generation college students from low socio-economic backgrounds.
- Since many new colleges have come up in the area, it has become difficult to enroll the required number of students. Hence, the enrollment ratio is lower.

Institutional Opportunity

- The students will have the opportunity to cultivate social values through a diverse range of social and community outreach initiatives.
- To initiate the implementation of courses that focus on developing skills and adding value, thereby enhancing the future prospects of students.
- To enhance the connection between academia and industry by fostering a deeper understanding of knowledge and its practical application, as well as creating more opportunities for professional placements.
- To offer learners the chance to gain practical knowledge through internship opportunities. The college is working to make the most of the available academic and infrastructural resources in order to provide the students with a quality and outcome-based education. The institution has all the features to pursue autonomy in the future. Despite having a number of limitations, the institution has great potential to flourish in many areas and can improve its admissions in the future with its strategic goals.
- Efforts are under way to impart additional skills and knowledge in the days to come. Sincere efforts will be made in the future to host national seminars and workshops at the college. The Career Guidance Cell and NSS Unit will conduct more training and motivational workshops to sharpen and cultivate employable skills and knowledge in the future. Within a short period of time, the college library will be fully automated using SOUL 3.0 software, giving students access to all of the learning resources they need to expand their knowledge.
- Increase the availability of professional and add-on courses so more teachers can enroll in the Ph.D. programme.
- More people should apply for research funds from government and non-government organizations. Increase the number of research articles published in Web of Science, Scopus, and UGC journals. More linkages with industries will be created for campus placement.

Institutional Challenge

- The majority of pupils come from vernacular-speaking backgrounds, which makes them socially inhibited.
- The college does not offer hostel accommodations for both male and female students.
- Additionally, a significant number of female students tend to discontinue their studies upon graduation after marriage.
- Graduation backlogs impede the enrollment of students who are receiving placements.
- The curriculum development and design at our college, which is affiliated with the University of Mumbai, are constrained by rigidity.
- Enhancing the student body to improve the ratio of students to teachers in the college's programs
- Enhancing the academic performance of children with low socioeconomic and academic backgrounds
- Now is the opportune moment to dedicate oneself diligently to intellectual endeavors such as the composition of literary works.
- Financial resources to facilitate students' participation in cultural and sporting events at both national and international levels. Students face challenges in accessing government scholarships due to procedural limitations

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The curriculum holds significant importance in any education system. The college adheres to the curriculum set by the University of Mumbai. The institution's teachers actively engage in activities that involve developing the curriculum and assessing the affiliated University.
- To close the gap between academic demands and those of industry, the College enhances the curriculum in accordance with the recommendations and directives of the University of Mumbai.
- Teachers have a vital role in both setting and assessing University exams. The Foundation Course and similar courses have mandatory project work or assignments that students must complete. Therefore, numerous students opt to engage in these tasks. The teachers ensure successful curriculum delivery by creating a structured teaching plan and following the academic calendar. The institute offers support to individuals through initiatives like the "Principal Address" program, which functions as an orientation program.
- Mentors can identify advanced and slower learners and provide personalized guidance and counseling based on their specific needs. Remedial coaching is offered to individuals who need extra assistance in their learning process. The components involved in the management of CIE include internal tests, practical sessions, viva voce practice, periodical tests, and project work.
- The college ensures that prospective students have academic flexibility. The institution uses both traditional chalk-talk teaching methods and ICT teaching pedagogy. Assignments, student seminars, and project work are organized to promote student-centered learning. The college provides various programmes to improve knowledge and skills, as well as value-added courses and value-based education.
- The institution includes professional ethics, gender awareness, human values, environmental concerns, and sustainability. To achieve this, students must adhere to the syllabus for all subjects and actively engage in college committee and association events and programmes. The college arranges activities, both within and outside the curriculum, to enhance students' overall development.

- Students, instructors, parents, and alumni provide feedback on the curriculum, infrastructure, administration, and faculty. To improve college administration, assessments and actions are conveyed individually. Our faculty strives for excellence in curriculum design, creative pedagogies, and seeking diverse viewpoints to improve their practices. Our extracurriculars and academics reflect our values. The IQAC creates a customized academic programme to meet its objectives.

Teaching-learning and Evaluation

- The College enjoys minority status and is affiliated with Mumbai University. The institution offers a wide range of traditional and self-financed programmes that provide numerous career opportunities. The institute has consistently prioritised the comprehensive growth of learners and attended to all their requirements for academic and overall progress. Highly skilled teachers are hired in accordance with the guidelines set by the University Grants Commission (UGC) to guarantee excellence in education.
- The College adheres to the examination structure and changes implemented by the University of Mumbai for ongoing assessment of both internal and external evaluations across all undergraduate and postgraduate programmes. It is inclusive of students who demonstrate a lower level of learning and strives to assist them in surpassing their limitations. Students who demonstrate a high level of learning are encouraged to cultivate and enhance their skills and abilities.
- To improve the learning experience, we encourage student-centered learning by using a blend of interactive and problem-solving methods. The faculty members in classrooms utilise teaching methodologies that are enabled by Information and Communications Technology (ICT). It aids in facilitating the conversion of information into student knowledge. Ongoing assessment is conducted through internal evaluations, and presentations in seminars. Regular internal assessments are conducted in accordance with the academic calendar's schedule.
- Each class is provided with a mentor who engages with the students and identifies their individual needs, particularly those who may have a learning disability.. The institute has designated both internal and external counsellors to assist students with various matters, especially pertaining to academics and overall growth.
- Alumni gatherings are arranged to facilitate student-alumni interaction, allowing students to gain insights into the delicate equilibrium between industry and academia. The college abides by government policies for students with disabilities by adhering to guidelines that grant them additional time during exams. The evaluation of the teaching and learning process is done by comparing the outcomes with the curriculum.
- The faculty is effectively using ICT with PowerPoint to enhance teaching and embrace technological advancements.
- The college library has a variety of resources for teaching, learning, and research, including books, journals, and e-materials.
- The NCPUL and skill development departments offer various add-on courses.

Research, Innovations and Extension

- To cultivate a scientific mindset among the College's community, the Institutional Quality Assurance Cell (IQAC) has been instituted. To achieve the intended objectives, the following measures have been put into effect:
- The IQAC has orchestrated a sequence of workshops centered on research methodology and quality

assurance with the objective of imparting training to personnel. The workshops act as a catalyst for cultivating in students a propensity for intellectual curiosity. A committed cohort of students has united to collaborate on minor tasks under the tutelage of academic oversight. Their main emphasis is on carrying out investigative efforts, which involve collecting and analysing data, ultimately leading to the sharing of findings.

- The faculty members are proficiently utilising information and communication technology (ICT) methodologies, specifically PowerPoint, to augment the pedagogical process and facilitate knowledge acquisition. This integration of technological advancements is contributing to the overall improvement of teaching and learning experiences.
- The library at the college is equipped with a comprehensive range of resources that cater to the requirements of teaching, learning, and research. These resources encompass various formats such as books, journals, magazines, newspapers, e-books, e-journals, syllabus copies for undergraduate programmes, previous test papers, and additional materials. The NCPUL and skill development departments provide a variety of supplementary courses.
- The National Service Scheme (NSS) units have been implemented in slums and communities within a specific district. One of the recurring endeavours undertaken by the National Service Scheme (NSS) entails the organisation of a week-long encampment in a rural village.
- The institution provides a range of outreach and extension programmes, including the National Service Scheme (NSS), Planning Forum, Debate and Elocution, Cultural Activities, and Women's Empowerment Initiatives. These programmes aim to support the overall development of students. Multiple committees are involved in diverse social initiatives aimed at raising awareness about sanitation and health concerns. The various departments have effectively implemented faculty and student exchange initiatives in order to provide students with a wide range of experiences.
- The institution has engaged in Memoranda of Understanding (MOUs) with multiple entities in order to provide innovative learning opportunities for the students.

Infrastructure and Learning Resources

The institute offers facilities to support the processes of teaching, learning, and administration. We guarantee the efficient utilization of infrastructure. The ground floor encompasses the administrative offices as well as the principal's office. Additionally, it has a canteen, an auditorium, and a gymnasium.

- The college proudly features a solitary building that is furnished with wireless internet and a unique sports facility. The campus of the college covers an area of 2120 square meters. Each chamber is furnished with LCD projectors, routers, amplifiers, and CCTV cameras. The college prides itself on its exceptional infrastructure, which includes a wide range of building amenities, dining choices, and various other facilities. The college grants scholarships and privileges to deserving individuals. The atmosphere is ideal for acquiring and sharing knowledge.
- A water purifier providing potable water is available, and a fire extinguisher is installed on every floor.
- The library comprises two levels, situated on the first and sixth floors. The first level houses a reading space complete with student seating and periodicals. The upper level features a distinct reading book and a section for reference materials. The institution's annual financial report, including infrastructure updates, is sanctioned by the Governing Body. Prior to appraising the governing body, the staff and principal deliberated on the infrastructure facilities. Tuition and contributions serve as the primary

sources of funding for the college. Management approves all major investments in landscaping, buildings, libraries, computers, flooring, power generators, and other related areas.

- The college has large, elegant classrooms. Each room has energy-saving LED lamps and ventilators. Students and teachers use the AV room and lecture hall/auditorium, which have a powerful PA system. Underachievers take extra lessons and receive oral communication training. Education and research use PPT, LCD projectors, computers, Wi-Fi, and Libraries. Numerous multimedia resources are available to aid education.
- A total of 112 computers are interconnected via a Local Area Network (LAN). The internet connection boasts a speed of 25 megabits per second. All administrative tasks, including admissions, are completely automated. CCTV is implemented with the intention of enhancing security. There is parking available for both faculty and staff members, regardless of their teaching status. Staff and students use lifts
- Commerce and IT have labs on the third and sixth floors. The seminar hall has extensive seating, an LCD projector, a screen, and an audio setup.

Student Support and Progression

- The institution possesses a comprehensive framework to cater to the diverse support requirements of students, encompassing counseling, academic guidance, and career assistance. On our campus, we are fortunate to have a dynamic Mentoring committee and a highly skilled counselor, Dr. Danish, who is readily available to support students in overcoming challenges and making informed choices. These services strive to fulfill their individual, educational, and vocational requirements. There is a girls' common room where female students can convene, unwind, and engage with their fellow peers within a protected and safeguarded setting.
- The organisation provides students with a consistent forum for diverse administrative, co-curricular, and extracurricular endeavours. The regulations of Mumbai University are adhered to, and the student council is elected democratically. The elected students of each committee work with the teachers to coordinate a variety of activities. The institution routinely organises numerous initiatives to boost capability.
- The college's IQAC regularly promotes competitive exam preparation, career assistance, soft skills development, remedial programmes for struggling learners, yoga and meditation, and personal counseling. The annual celebrations of the university are highlighted in the student publication "Splash." Digital access to "Splash" is available on the college's website.
- The institution has a well-defined process for granting scholarships and freeships to deserving students. Financial aid enables students from low-income households to access education and receive academic support. The College offers concessions and installment options for financially disadvantaged students.
- The institution enforces stringent anti-ragging policies and implements programmes to cultivate a hospitable and secure campus environment. To ensure student safety, the institution conducts awareness campaigns, maintains anti-ragging committees and squads, provides online and offline grievance submission mechanisms, and takes disciplinary action against wrongdoers.
- Numerous students annually pursue advanced education, including postgraduate and vocational programmes, with the assistance of college faculty. To ensure that the college operates effortlessly and efficiently, the principal establishes various committees, including the Academic, Administrative, IQAC, NAAC, and Extension Committees.
- The sports and recreation, artistic, and social committees of the college assist students in discovering their talents through sports and art.
- The alumni association of the college advises and participates. Approximately 10 alumni gatherings have occurred over the past five years.

Governance, Leadership and Management

The organisation embraces a system of democratic and participatory governance, ensuring the active involvement of all stakeholders. The College's Strategic Plan is designed in alignment with the Mission and Vision statements and undergoes dynamic revisions.

- The Governing Body and the CDC entrust the Principal with authority, which is then delegated to a highly efficient mechanism comprised of diverse academic and administrative committees. This mechanism is responsible for organising, supervising, and ensuring the seamless functioning of operations. E-governance has been implemented across all critical operational domains. We have established a partnership with MasterSoft Digital ERP Solutions to effectively handle admissions, MIS, attendance, feedback, and other related tasks. An established mechanism for efficient financial management guarantees the optimal use of resources to promote the overall development of academic and administrative activities.
- The top executives believe that prioritizing performance-oriented strategies is essential for comprehensive education. All programs prioritize teaching and education in ways that foster the comprehensive development of ambitious youth in the 21st century. To cater to the changing student body, new facilities are regularly provided, while existing ones are consistently refurbished and modernized. The administration ensures the institution progresses with its plans to establish itself as a leading regional institution,
- The institution's principal and staff work devotedly to cultivate and prepare students as knowledgeable and proficient agents of social transformation, in alignment with their Vision and mission.
- The organization created a plan with a five-year horizon. The faculty evaluates itself at year's end. Funds are acquired and distributed according to established procedures. External and internal audits are performed.
- The administrative, IQAC, CDC, and student council committees facilitate the institution's smooth operation. The IQAC is crucial for upholding and enhancing the institution's elevated benchmarks. The IQAC has played a vital role in developing and implementing the annual academic plan, collecting and evaluating input from diverse stakeholders, conducting internal academic audits, arranging faculty forums, hosting orientation programs for new students, and submitting timely AQARs to the NAAC for the past five years.
- Faculty and students give frequent input. Each meeting discusses these remarks. The involved department or individual is consulted to make improvements. Feedback drives Employees attend local, regional, and federal workshops often. Staff should attend leadership seminars.

Institutional Values and Best Practices

- Our institute steadfastly promotes gender equality and empowers women's voices.
- CCTV cameras, campus security, and a disciplinary committee consistently ensure women's safety. Seminars and workshops on self-defense, women's health, nutrition, legal rights, and violence are arranged.
- Innovative methods are used to ensure valuable learning experiences. Various assessment methods, such as group discussions, assignments, presentations, and quizzes, are used for ongoing evaluation. The students frequently engage in diverse extracurricular activities, along with cultural and sporting events. These exercises allow students to apply their knowledge and abilities in real-life situations.
- The college is the first Degree College in Nalla Sopara. SEMT established an inclusive institution for

all, regardless of caste, creed, race, culture, region, or language. The Anti-Ragging Cell and ICC safeguard female students. The girls' common area is equipped with restrooms, an incinerator, and vending machines for sanitary napkins.

- Alternative energy sources, like solar energy and LED lights, are utilised. There is a standardized process for handling solid waste, liquid waste, and electronic waste. Due to the utmost importance of safety and security, 60 CCTV cameras have been installed throughout the college campus.
- The college fosters a peaceful and inclusive atmosphere. With our diverse student body, we implement various programmes to promote unity and tolerance and educate students about their constitutional rights. The college sponsors festivals, events, and memorial days both nationally and internationally. National festivals and important dates of Indian personalities are regularly celebrated to foster patriotism, nationalism, and a sense of duty in students.
- Our institution celebrates national, international, and communal days and festivals to educate about India's history, traditions, and practices. Republic Day, Independence Day, Swachh Bharat Abhiyan, Street plays, World Environment Day, and more Divas like Hindi, Marathi, and Urdu celebrate linguistic and cultural diversity, fostering multilingualism.
- Our institution maintains a pristine and sustainable campus through initiatives such as cleanliness drives, Swachh Abhiyan, Plastic-free campaigns, and promoting a paperless environment. Campus activities include Beach Cleaning, a water conservation rally, Medicinal Planting, and Tree Planting, among others. Regular initiatives are also undertaken for the management of solid waste, e-waste, and cloth bag distribution.
- During the assessment period, we successfully implemented commendable practices such as adopting Village-Kalamb village in Palghar district, digitizing the college library, offering medical aid and scholarships, providing financial assistance, supporting the underprivileged during the COVID-19 pandemic, and ensuring seamless teaching and examination procedures throughout the lockdown without incurring any costs.

The management, staff, students, and the principal would like to acknowledge the invigorating exercise of SSR students. The principal would like to acknowledge the invigorating exercise of SSR preparation, which has helped to set off our own intent-evaluation of quality and make further plans for improvement. The journey has been one of commitment, camaraderie, and passion to achieve the best grade.

A E Kalsekar College thanks all those who have helped in bringing about this zeal for quality initiatives.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHURPARAKA EDUCATIONAL AND MEDICAL TRUST'S MOINNUDIN BURHAN HARRIS COLLEGE OF ARTS AND A.E KALSEKAR COLLEGE OF COMMERCE AND MANAGEMENT
Address	Near Z.B Zakaria School, Nawayat Nagar, Burhan Chowk, Nallasopara West
City	Nallasopara
State	Maharashtra
Pin	401203
Website	semtrustcollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Mohammad Khalil Ahmad	02502-2402323	9987202200	-	semtcollege@yahoo.com
IQAC / CIQA coordinator	Shaikh Irshad Wajid	0250-2402323	7387255652	-	irshadsemt.iqac@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes 1. minority certificate college English & Marathi.pdf
If Yes, Specify minority status	
Religious	Muslim Minority
Linguistic	
Any Other	

Establishment Details										
<table border="1"> <tr> <th>State</th> <th>University name</th> <th>Document</th> </tr> <tr> <td>Maharashtra</td> <td>University of Mumbai</td> <td>View Document</td> </tr> </table>					State	University name	Document	Maharashtra	University of Mumbai	View Document
State	University name	Document								
Maharashtra	University of Mumbai	View Document								
Details of UGC recognition										
Under Section		Date	View Document							
2f of UGC										
12B of UGC										
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)										
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks						
No contents										

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Near Z.B Zakaria School, Nawayat Nagar, Burhan Chowk, Nallasopara West	Semi-urban	0.523863	3033.284

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BMS,Commerce	36	H.S.C	English	300	230
UG	BCom,Commerce	36	H.S.C	English	840	558
UG	BCom,Commerce	36	H.S.C	English	180	138
UG	BA,Arts	36	H.S.C	English	360	85
UG	BSc,Science	36	HSC	English	60	0
PG	MCom,Commerce	24	B.Com BMS BAF BBI	English	120	85

Position Details of Faculty & Staff in the College

**Self Study Report of SHURPARAKA EDUCATIONAL AND MEDICAL TRUST'S MOINNUDIN BURHAN HARRIS
COLLEGE OF ARTS AND A.E KALSEKAR COLLEGE OF COMMERCE AND MANAGEMENT**

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				24			
Recruited	0	0	0	0	1	0	0	1	6	18	0	24
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				24			
Recruited	0	0	0	0	1	0	0	1	6	18	0	24
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	5	6	0	11
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	5	6	0	11
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	4	14	0	18
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

**Self Study Report of SHURPARAKA EDUCATIONAL AND MEDICAL TRUST'S MOINNUDIN BURHAN HARRIS
COLLEGE OF ARTS AND A.E KALSEKAR COLLEGE OF COMMERCE AND MANAGEMENT**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	546	3	0	0	549
	Female	459	3	0	0	462
	Others	0	0	0	0	0
PG	Male	31	0	0	0	31
	Female	54	0	0	0	54
	Others	0	0	0	0	0
Diploma	Male	13	0	0	0	13
	Female	12	0	0	0	12
	Others	0	0	0	0	0
Certificate / Awareness	Male	464	0	0	0	464
	Female	428	0	0	0	428
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	8	1	0	7
	Female	1	0	0	4
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	13	1	0	6
	Female	4	0	0	14
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		27	2	0	31

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	By offering courses in business, management, computer science, and the humanities, our institution supports multidisciplinary and interdisciplinary education for students' all-around growth and adaptability. Eminent, competent, motivated, and passionate faculty members work with students enrolled in a range of programmes at our institution, including BA, B.Com, B.Com(A&F), BFM, and BMS, to educate, empower, and enhance them. To implement the recommendations of the New Education Policy, the institution has established an academic committee and council and regularly holds meetings. The committee closely monitors the development of both teachers and students The
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	committee is made up of the principal, academic coordinators, HODs, faculty members, external experts, and other important players. One may say that the institution is actively striving to adopt the NEP's suggestions while still adhering to the criteria set by the University of Mumbai.
2. Academic bank of credits (ABC):	The regular-mode programmes in BA, B.Com, B.Com (A&F), B.MS, and M.Com are offered by Kalsekar College, associated with the University of Mumbai. The institution offers and delivers a choice-based credit system and elective papers in the mentioned fields in accordance with University of Mumbai regulations
3. Skill development:	Knowledge and skills are the primary forces behind social and economic progress in any country. In light of this, the college offers skill-based add-on certificate programmes, such as spoken tutorial certificates in Urdu, Arabic, and Persian, introduction to GST certificates in personality development, short-term certificates in effective communication skills, introduction to stock market certificates in Tally accounting, yoga and meditation certificates, and income tax return filing and assessment certificates
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college organizes and celebrates HINDI DIWAS as well as encourages Hindi learning. The institution offers Hindi lessons to students. To infuse cultural values from Indian tradition in business students, the Indian Value System is also taught in the curriculum. The college upholds and encourages cultural standards and ideals. National holidays, memorial days, cultural festivities, and other recognised institutional and national holidays are organised and celebrated by the college. The college hosts and celebrates well-known festivals and ideals including Rashtriya Ekta Diwas, Mahatama Gandhi Jayanti, and International Day for Children. World Water Day, World Earth Day, International Yoga Day, National Science Day, and International Mother Language Day. The institution organises value-based events including awareness camps, medical camps, blood donation camps, orphanage visits, and programming for gender equity.
5. Focus on Outcome based education (OBE):	Course goals and program-specific outcomes are communicated to students at the start of the academic session so that they can align themselves with the

	<p>aim. Each student's progress is closely monitored by the college's academic committee and academic council in light of the overall programme aim, any program-specific objectives, and the course outcome. The principal, academic coordinators, department heads, professors, outside specialists, and other pertinent individuals make up the committee. sessions of the academic committee are organized and held by the college. During these sessions, learning, assessment, and student outcomes are addressed, and recommendations are made to raise standards and increase academic advancement. When appropriate, faculty members offer suggestions for improvement after giving feedback to students about how they performed on internal examinations and other intramural events. The college establishes a mentor-mentee connection in which students are guided by a particular instructor and frequently obtain the enhancements and personality enhancements required to realise their professional objective, which is based on course outcomes</p>
6. Distance education/online education:	<p>In addition to the negative impacts of absences from face-to-face education, the COVID-19 epidemic has eliminated geographical boundaries and enabled online communication between instructors and students. The entire faculty supported and encouraged the students who were enrolled in online courses. To make it easier for students to understand ideas and acquire information and skills, teachers provide course materials. With the same energy and fervor to enhance pupils, classes, seminars, conferences, and workshops were all held online. To assist the digitization of instruction and the growth of students' technological versatility, the institution offers ICT-enabled classrooms with audio-video, projectors, and smart boards. This may be seen as the new standard that the National Education Policy also anticipates. In order to broaden their knowledge and skill sets and create a more well-rounded personality, students are encouraged to take part in both offline and online events sponsored by other schools.</p>

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been	Yes, The Election Commission of India has
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<p>set up in the College?</p>	<p>established the Electoral Literacy Club (ELC) to enhance the culture of electoral participation among upcoming voters. Its activities also extend to educational institutions, where students are sensitized on their electoral rights and the registration and voting process. Our college has established ELC under the guidance of our vice president Mr. Sageer Ahmed Dange, the first Deputy Mayor, VVMC.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>The ELC is comprised of esteemed individuals, including Mr. Sageer Ahmed Dange, the first Deputy Mayor, VVMC, Mr. Irshad Shaikh, an Assistant Professor in Accountancy, a Student-Ambassador, and departmental representatives. The College appoints coordinating faculty members and students' coordinator, and ELCs are operational. ELCs do indeed have representation in character.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc. Response: All members participate in engaging and stimulating activities and games. The activities have been thoughtfully crafted to instill targeted knowledge, thereby empowering participants to become informed voters. The Institute undertakes various initiatives to raise awareness among students and employees about their constitutional rights, duties, and responsibilities. These include observing significant events such as Constitutional Day and Youth Day, organising programmes to promote voter awareness and legal awareness, and conducting voter registration drives. Every year on the 26th of November, we observe Constitutional Day and all students and staff members take a pledge. The institute hosts voter awareness programmes through its Electoral Literacy Club (ELC). The Institute is hosting a speech that highlights the significance of casting one's vote and its role in safeguarding constitutional responsibilities as outlined in the ELC. The prosperity of democracy hinges on the election of suitable individuals who prioritise constitutional values and safeguard the social welfare of citizens. Once a month, the</p>

	<p>members convene to coordinate both on and off-campus programmes. One of the programmes was a Wall-Magazine combined. A Poster Making Competition was held on the college campus on November 16th, 2022. Nine students actively participated in the competition. The nine posters were exhibited in a sequential manner, and subsequently, the Three Members Expert Committee identified the top three posters. The victors were presented with a monetary reward and a certificate of merit, in the presence of our esteemed college Principal, District Electoral Officer, District Electoral Roll Officer, and the college's faculty and students. The principal of our college graciously distributed Certificates of Participation to all attendees. The relevant documents for this programme have been enclosed for your perusal. In addition to this noteworthy occasion, the ELC members also disseminated voter awareness pamphlets, supplied by the DEO, among the college students. Efforts have been made to leverage the expertise of our members by inviting them to deliver speeches on electoral processes during their departmental meetings and events. We have devised future plans to achieve the goals and objectives of the ELC.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>ELC Activity Date Name of Event 25/09/2017 Voting Awareness Seminar 04/10/2018 Survey on perception about effective policing in Vasai-Virar 26/11/2018 Constitution Day 13/01/2019 Human Right Day 12/01/2019 National Youth Day 26/11/2020 Constitution Day 11/12/2019 Human Rights Day 20/02/2020 Seminar on Voting Rights 21/02/2020 Skit on Voting Rights 27/01/2022 Webinar on Awareness on Voting Rights 12/01/2022 Yuva Day Celebration</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Over the past five years, various activities have been carried out to inspire students who are over the age of 18. 1. On the first of December in the year 2022, a programme aimed at increasing voter awareness was held. 2. Participated in the Nation's Marathon Race on 06/12/2019 and exercise your right to vote. 3. Attended the Voters Awareness Programme to stay informed and empowered. 4. A Voter ID Registration Camp was scheduled for September 24th, 2019. 5. On March 11th, 2018, the topic of discussion was Voter Rights. 6. ELCs and Colleges will undertake additional activities and measures to establish</p>

mechanisms for registering eligible students as voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1096	1161	1172	1070	1008

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 36

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
25	20	26	25	20

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
54.42	40.30	57.84	78.43	65.82

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File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- The educational institution affiliated with Mumbai University assumes the responsibility of creating an Academic Calendar that facilitates the various aspects of teaching, learning, and assessment. The college website serves as a platform for accessing the calendar, while the respective stream coordinators are tasked with generating the schedule for both the website and notice board. The primary objective of the college is to establish a conducive and safe atmosphere for learning, which promotes intellectual development and responsibility. The goal is to improve people's lives by gaining knowledge, being intellectually excellent, having moral values, developing talents, and nurturing virtuous individuals.
- The Principal organises meetings with faculty members to create the yearly curriculum plan in alignment with the University's guidelines. They develop customised Action Plans for their individual departments, focusing on the subject matter and specific goals of their respective areas. Every teacher follows the annual curriculum, and the IQAC collects input from both teachers and students. The coordinators actively engage in departmental review meetings to supervise extracurricular endeavours, including remedial coaching, student seminars, assignments, and curriculum advancement.
- The college library offers a diverse array of resources to support teaching, learning and research. These resources include books, journals, magazines, newspapers, course syllabi, exam question papers, project and electronic materials. The college procures literary and scholarly publications from the library in order to correspond with syllabus revisions implemented by the University. The college has access to N-List ICT and library resources, which are supported by INFLIBNET for educational instruction. Additionally, Google Classroom provides study resources that aid in the process of learning.
- The college is required to adhere to the rules and regulations set by Mumbai University. This includes implementing a choice-based credit and semester system for both undergraduate and post graduate programmes. The college has implemented systems for ongoing internal assessment and evaluations at the end of each semester. The Continuous Internal Evaluation (CIE) system is utilised to internally assess student performance. Teachers have a crucial role in stimulating student engagement by asking questions and creating a positive learning atmosphere.
- The college creates the academic calendar every year, and the college's IQAC is in charge of putting together the calendar for academic, co-curricular, and extracurricular activities. The committees take part in activities throughout the entire year.
- At the commencement of the Academic year, the faculties furnish students with extensive information regarding each subject, encompassing various aspects such as the types of papers, examination protocols, allocation of marks, assignments, and other relevant particulars.
- The examination committee is tasked with the responsibility of formulating the timetable for

internal assessments, as well as offering timely access to strategies for test preparation. The principal establishes the timeframe for submitting internal marks, while regular internal assessments and homework are utilised to assess student progress and promote learning. Educators bear significant duties in the assessment of answer booklets, formulation of internal examination inquiries, and upholding authority throughout the entirety of the process. Supplementary examinations are offered to students who were unable to participate in the internal examination due to circumstances beyond their control, such as illness or unavoidable events. The university also provides ATKT examination to students who do not pass the first examination

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 73

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 66.48

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
800	796	847	712	506

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

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

Response:

The college tries to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum through co-curricular and extra-curricular activities.

The college website contains duplicate information regarding professional ethics. Committees frequently organise seminars on personality, etiquette, interviews, and skill development. The IQAC annually supervises external presenters who discuss the "Methodology of Research."

Gender

The college prohibits gender bias due to its negative impact on student development. The college prioritises gender equality in all student activities. Coeducational institutions would benefit from incorporating gender education. WDC places this as a top priority.

Women development Committee: WDC supports the success of female students through fostering independence, interpersonal skills, and confidence. The activities offer children a diverse range of enjoyment. Health and hygiene experts are requested to educate women. WDC advocates for the cultivation of harmony. The WDC organises various events and activities for female students, including orientation sessions, lectures on women's safety laws, self-defense training, mehndi and beautification workshops, chocolate making courses, and a poster-making competition.

The **Discipline Committee** is responsible for overseeing the safety and orderliness of the campus.

The **Internal Complaints Committee** addresses important matters concerning female students, ensuring

their active participation.

A **Sanitary Napkin Vending Machine** has been installed in each female lavatory of the college.

Human Values and Professional Ethics

The study of human values and professional ethics is an important field of inquiry. It explores the principles and beliefs that guide human behaviour, particularly in professional settings.

Extracurricular activities of students are interrelated. A positive competition fosters equity and ethical behaviour among students. Engaging in co-curricular and social activities facilitates the opportunity for meaningful discussions.

Several programmes necessitate the study of Indian Ethics, Corporate Climate, HR Management, Ethics & Administration, Linguistics & Culture, and Professional Communication Essentials. These classes foster the ethical development of students.

The College's observance of Gandhi Jayanti, Independence Day, and Republic Day exemplifies its commitment to fostering responsible citizenship. The extracurricular activities of students are interconnected. The presence of a healthy rivalry among students fosters the development of qualities such as fairness and sportsmanship. Engaging in co-curricular and social activities provides opportunities for these discussions.

The college achieves its objective by observing significant occasions like Gandhi Jayanti, Swami Vivekanand Jayanti, Independence Day, and Republic Day. NSS units often arrange eco-friendly activities like sanitation drives and afforestation programmes in schools and public spaces to encourage environmental awareness. The university mandated these courses to enlighten students about the importance of the environment. Understanding the importance of topics like gender, sustainability, morality, and professional conduct is essential for protecting the environment and ensuring human survival. The establishment has made efforts to manage waste and produce fertiliser on-site. NSS constructed a botanical garden dedicated to medicinal plants at the college. In addition, the college plans to install more solar panels and LED lights to promote energy conservation and minimise environmental pollution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

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

Response: 54.29

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 595

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 65.58

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
441	304	555	481	462

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
720	720	660	660	660

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 69.06

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
348	277	470	324	373

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

2021-22	2020-21	2019-20	2018-19	2017-18
537	537	537	492	492

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 43.84

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The CBCS has transformed education at our institution, placing students at the centre instead of teachers. Students are now actively involved in a variety of recreational, co-curricular, and academic activities, taking charge of their own learning journey.

Lesson and Interactive Approaches

The pedagogical method uses real-life examples to help students understand different subjects better. Educators in the classroom use interactive learning methods such as small-group dialogues, quizzes, role-playing exercises, student presentations, brainstorming sessions, video conferences, hands-on projects, Q&A sessions, and report composition. Interactive learning is promoted through engaging Q&A sessions that explore previous topics and encourage problem-solving when faced with challenges.

Project based Training

BMS students can participate in project-based training, collaborating on diverse topics to enhance their problem-solving skills. At the end of each semester, students are expected to submit these assignments.

Using ICT

ICT integration is highly valued in teaching and learning. This is evident in the presence of classrooms with LCD projectors for better visual presentations. Faculty members are given computational devices to enhance teaching with advanced audio-visual methods.

Experiential learning

Universities enthusiastically embrace experiential and interactive learning, recognising their effectiveness and dynamic nature as preferred teaching methods. Each year, a thoughtfully crafted selection of events, including seminars, field trips, visits to prestigious institutions, captivating guest lectures, and enlightening presentations, are meticulously planned. These methods include using examples, visual aids like PowerPoint, using the Experimental/Laboratory approach (BAF AND BMS), organizing showcases, scheduling industry field trips, facilitating summer internships, conducting simulations, and more.

Workshops and other techniques

Outside the lecture hall, students participate in a variety of extracurricular activities offered by the esteemed institution. These include charming gatherings to say goodbye or welcome, thrilling sports and artistic activities, and spirited college competitions that honour both culture and athleticism. Workshops and methodologies help students apply knowledge practically, acquire new skills, and connect theoretical concepts with real-world situations. These workshops inspire creativity, artistic expression, and innovative thinking to address today's social issues.

The college administration promotes good education and new technology. Teachers and students can employ modern ICT tools and approaches for innovative and efficient learning thanks to management improvements. LCD projectors, interactive whiteboards, internet-enabled computers, INFLIBNET, free campus-wide Wi-Fi, and CCTV security are available.

The program's academic foundations and practical application knowledge foster innovation. The Principal, IQAC, and department heads work with teachers to improve courses, meetings, and teaching. Introducing a cutting-edge ERP portal that lets teachers use MS TEAMS, ZOOM, Google MEET, and Google Classrooms to teach online. Google Classroom lets students communicate and answer while teachers share and manage data.

Faculty offer thought-provoking videos to generate discussions that build connections and improve recall. Classrooms use laptops and LCD projectors.

The college emphasises personal growth, communication, and soft skills along with formal study. Internal exam results are thoroughly reviewed and extra sessions are scheduled if needed. The management assists HODs in designing Faculty Development Programmes (FDP) to help faculty members improve their knowledge and utilisation of ICT in their respective fields.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
25	20	26	25	20

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 45.69

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	9	11	12	10

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

All undergraduate and postgraduate courses undergo continuous internal and external evaluation in accordance with the examination structure and reforms introduced by the University of Mumbai. Students and parents are informed of the University's attendance requirements at the time of enrollment. An orientation programme is held at the start of the academic year, where the college examination committee provides guidance to first-year students about the examination format and regulations. Students are cautioned against employing unfair methods during exams. The committee also posts tentative exam dates on notice boards.

The college prospectus offers details regarding the allocation of marks for semester tests, both internal and external, for undergraduate (UG) and postgraduate (PG) levels.

CBSGS has been implemented for B.A., B.Com., and B.Sc. IT undergraduate courses. The Foundation Course, which is mandatory for arts and commerce students in their first and second years, includes a

25-mark internal assessment. This assessment requires students to submit an assignment.

Options for internal assessment include Class tests, Home assignments, seminars, Project presentations, surveys, Street plays, PPTs, vivas, and similar methods. Internal assessment guidelines for teachers and students are prepared in accordance with University guidelines and are accessible to all faculty members.

The evaluation process is characterized by its impartiality and transparency, ensuring that no misconduct related to the examination is tolerated. In every classroom, corridor, and principal's office, CCTV cameras are graciously installed. To ensure fair and equitable supervision, a draw process is employed to distribute this responsibility among the faculties.

The internal examinations are conducted with the utmost confidentiality, ensuring that answer books undergo meticulous scrutiny. In order to ensure consistency in evaluation, various systematic disciplines offer examiners a marking scheme and answer key for the question paper. The outcomes are showcased on bulletin boards, granting students access to their individual answer booklets. If they have any questions or concerns, they are encouraged to engage in conversation with the appropriate educators.

Internal Examinations: Codes of Conduct

During internal examinations, there are codes of conduct that strictly forbid the use of any unjust materials, including books, notepads, cellphones, or electronic devices. Students are requested to carry their college ID card and admissions card. In case of any inquiries regarding internal exams, students may reach out to the esteemed Controller of Examinations.

The college maintains transparency in reviewing the testing process, following the schedule in the college calendar. Internal quality checks are implemented to uphold the calibre and standards of undergraduate and graduate education. All students must attend lectures, and those with irregular attendance are personally contacted and offered counseling. The academic year cultivates a culture of unwavering dedication to studying.

At the end of each semester, internal assessment tests evaluate students' proficiency levels. To maintain exam integrity, a dedicated committee is formed for oversight. If a student engages in unethical behaviour during an exam, Mumbai University follows its standards and imposes a suitable penalty.

The conscientious teacher reviews answer sheets after the internal test, while students discuss answers among themselves before their topic instructor evaluates their sheets. A committee of esteemed professors is formed to assess each student's eligibility for final examinations, following the university's evaluation guidelines. Letters are sent to parents, urging them to monitor their child's performance or results.

The college has established a fair and impartial grievance process for reviewing college-level matters.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Every course has distinct learning objectives that are connected to programme outcomes. Programme outcomes aid in establishing a teaching and learning framework, promoting a clear comprehension of course expectations, and supporting the learning process. The course outcomes provide insights into employability, skill development, entrepreneurship prospects, and cross-cutting issues.

Our institution places a high emphasis on fostering the comprehensive growth of four students with the objective of equipping them with the necessary tools and abilities to become conscientious and accountable individuals within the broader community. At the beginning of the academic year, department heads convene meetings with their constituents to deliberate on this issue. The university possesses the jurisdiction to establish and regulate the educational program for its enrolled students. The development

of the curriculum for each subject course is the responsibility of the Mumbai University Board of Studies. During the Board Studies meeting, the course outcomes are typically deliberated upon and subsequently revised in accordance with the proposed modifications in the syllabus. The modifications are duly noted and documented, and the minutes are disseminated among the faculty members for communication with the students. The COs encompass the comprehensive skills that students are anticipated to acquire upon programme completion, facilitating their ability to make informed decisions. The physical copies of the syllabus containing the Course Outcome can be found in the respective departments for easy access by both teachers and students.

It is the responsibility of academic departments to meticulously develop and establish course outcomes (Cos). The program outcomes (POs), program-specific outcomes (PSOs), and course outcomes (COs) were effectively disseminated to students through diverse communication platforms, including the college's official website and dedicated applications. Program objectives and course outcomes are posted online. Subject instructors discuss the syllabus and its outcomes at the start of the term.

The college prospectus serves as a comprehensive resource for students, furnishing them with extensive details regarding the diverse array of academic disciplines available at the institution. It is strongly advised that students thoroughly review the course descriptions prior to enrolling in the Comprehensive and Balanced Course Selection (CBCS) program. The teacher's interactive and perceptive engagements with students offer a valuable avenue for them to acquire a comprehensive understanding of the program outcomes across all domains. Our institution provides a thoughtfully curated assortment of subject-specific courses designed to foster the intellectual development of four students. These courses not only enhance students' knowledge but also align with their holistic development and the objectives of the institution. Our institution provides a course titled "TALLY" which aims to equip students with essential skill and knowledge in the areas of financial management and accounting. The comprehensive growth of students is contingent upon career guidance, the cultivation of soft skills, and instructive lectures pertaining to competitive examinations. In order to enrich the educational experience of four university students, we have devised an initiative that provides them with the chance to engage in summer training programs at respected enterprises, organizations, and financial institutions. Students who opt to specialize in banking are afforded a valuable opportunity to acquire practical experience in the field of finance. Many students frequently visit the Securities and Exchange Board of India (SEBI) and the Reserve Bank of India (RBI) in order to acquire first hand practical experience.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Throughout the duration of the academic year, the college engages in the endeavour of adopting and refining its unique rendition of the university's academic calendar. All faculty members strictly adhere to the officially established academic calendar of the college.

The evaluation of students' advancement towards the objectives of the course encompasses a diverse range of methodologies, which encompass internal assessments, final examinations, active engagement in classroom activities, regular attendance at instructional sessions, and fulfilment of assigned homework tasks. The distribution of assignments is executed with considerable foresight, as departmental leaders undertake proactive measures to guarantee their punctual submission. The course objectives function as a structural framework for the design of the internal examination question papers, while the answer sheet is utilised as a means of assessing the extent to which the desired level of accomplishment has been attained. The internal grades are prominently exhibited on both the physical notice board within the educational institution as well as on the College Website. The Internal Evaluation Committee, as a collective entity, assumes the responsibility of annually verifying the internal grades of students.

During the faculty meetings, the Heads of Departments (HODs) engage in comprehensive discussions pertaining to the Course outcomes (COS), thoroughly exploring the multifaceted dimensions inherent within this subject matter. In addition, the provision of updates pertaining to the outcomes and achievements of the COS from the preceding semester serves to facilitate the process of planning and preparing for the forthcoming semester. The institution subsequently engages in an evaluative process to determine the extent to which the programmed and course objectives have been successfully attained. The utilisation of final examination results serves as a means to evaluate the academic performance of students enrolled in both the Pos and Cos programmes. The institution provides coaching sessions that are specifically designed to offer remedial assistance to students who may necessitate supplementary support in their scholastic pursuits. Participating in a diverse range of scholarly endeavours, including assignments, seminars, and extracurricular activities, can significantly enhance the holistic growth and advancement of students in their academic pursuits.

The course objectives are being actively addressed in direct response to the valuable feedback provided by the students. Upon conducting a meticulous analysis of the feedback received, a comprehensive report is diligently formulated, elucidating the precise measures undertaken in response. The assessment of the course outcomes (COs) is further enhanced by the inclusion of feedback from instructors.

The institution utilises a wide array of methodologies in order to obtain data pertaining to programme outcomes (POS) and course outcomes (COS).

The present inquiry pertains to the analysis of a specific subject matter.

The assessment of student performance shall be carried out utilising a diverse array of methodologies, encompassing but not limited to the submission of homework assignments, the administration of examinations, the implementation of multiple-choice questionnaires, and the fostering of active engagement within the classroom setting.

- The facilitation of discussions pertaining to case studies, internal exams, and final exams is an integral component of the instructional process.
- The promotion of student engagement in both academic and extracurricular activities is actively encouraged.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 83.57

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

2021-22	2020-21	2019-20	2018-19	2017-18
407	438	266	142	156

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

2021-22	2020-21	2019-20	2018-19	2017-18
456	457	283	259	231

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.67

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 5.49

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

2021-22	2020-21	2019-20	2018-19	2017-18
2.55	0.01	1.02	0.01	1.9

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Institutes have worked hard to create an innovative ecosystem that transforms students. Excellent infrastructure has created an educational and research environment for professionals and students. All departments and class mentors maintain great student relationships. Intellectual and skill competitions develop students. Guest lectures, conferences, seminars, webinars, and workshops help create and share information. Even in the Covid time, digital classrooms and E-content have enhanced online learning.

KALSEKAR College has successfully developed an ecosystem that aims to cultivate innovation, facilitate knowledge creation and transfer, and promote growth through the establishment of specialized research centers, entrepreneurship initiatives, community engagement. It's primary objective is to foster a culture of innovation among students, encouraging them to conceive and create novel ideas and prototypes. The CCC, established in 2021, is dedicated to fostering innovative and skill-based education initiatives while offering valuable resources for projects that address important social issues.

The Intellectual Property Rights Centre (IPRC), established on our campus, serves as a hub for conducting research, providing extension services, and delivering training programmes related to intellectual property rights (IPR). Our center caters to a diverse audience, including faculty, students, scholars, and external organisations seeking expertise in IPR. The objective of this policy is to provide assistance for the promotion of academic independence and safeguarding of intellectual property. It entails the establishment of a centralized mechanism for the resolution of disputes pertaining to intellectual property that is produced within the Institute. Furthermore, it underscores the significance of acknowledging the creators of intellectual property and advocating for responsible management practices.

The practical application of Intellectual Property Rights (IPR) encompasses various activities aimed at supporting inventors and innovators. These activities include assisting in the preparation and filing of patent applications for new inventions, providing guidance and support to scientists, industrialists, and technical experts, conducting research projects to enhance understanding of IPR issues, and disseminating knowledge through the publication of books, research papers, and working papers. Additionally, efforts are made to foster knowledge sharing and collaboration through the organisation of seminars, conferences, and workshops on IPR-related topics. Furthermore, the creation of IPR knowledge resources is prioritized to ensure that relevant information is readily available to stakeholders. This involves conducting extensive research on current IPR trends and developments. Overall, the practical implementation of IPR involves a wide range of activities aimed at promoting innovation, protecting intellectual property, and fostering a conducive environment for research and development.

Our Indian Knowledge System (IKS) Transfers Knowledge to various members of the society, Through various Courses such as Arabic Certificate Course, Urdu Diploma Courses by (NCPUL), Computer based courses such as Tally ERP – 9, Industrial Visit to various Industries which helps them with ample of knowledge about various languages, working of industries & technologies etc.

Our Research Cell (RC) transfers & develop Knowledge amongst the students with the help of Research Competition Organised by University of Mumbai. Students participate in this competition with sheer dedication and undertake various research projects which help them to gain knowledge and develop confidence among them. Various Lecture series relating to research are also shown to the students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

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

Response: 85

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during

last five years

2021-22	2020-21	2019-20	2018-19	2017-18
22	16	15	17	15

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	1	1	26

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

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

Response: 1.56

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

2021-22	2020-21	2019-20	2018-19	2017-18
22	3	5	2	24

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The institution offers various extension programmes to promote students' holistic development, foster a sense of accountability, and cultivate a service-oriented mindset. The institution ensures that academic and extracurricular activities are aligned to raise awareness of societal issues and challenges. Our institution engages in various extension and outreach initiatives through NSS, DLLE, and WDC to promote student engagement in social issues, enhance their knowledge, and foster holistic development.

The college's extension programmes periodically involve young individuals, in collaboration with various groups. The institution promotes and facilitates student involvement in extracurricular activities to enhance community engagement and raise awareness of social issues. In the past five years, the NSS and DLLE units have conducted various extension and outreach programmes, such as Swatch Bharath,

Massive Plantation, Swatchatha Hi Sewa, World AIDS Awareness Rally, and District Level Voter Awareness Rally. These initiatives aim to cultivate a sense of social responsibility and holistic development among students, who play a crucial role in our nation.

The college's NSS and DLLE units organised blood donation awareness camps in collaboration with all departments to promote and educate students about the importance of donating blood for saving lives.

The NSS Team organises various activities to educate and increase public awareness about health issues. These activities include the Cleanliness Drive, AIDS Awareness, Traffic Awareness, Voter Awareness, Save the Earth, Cycle Rally, Cleaning of Beach and Gardens, Skit on Segregation of Waste, Pledge on Fundamental Duties, Organ Donation Awareness, Anti-Tobacco Awareness, and Anti-Plastic Awareness. The institution implements various programmes to tackle environmental concerns through tree planting initiatives. Volunteers' participation in these activities enhances their sense of civic and social responsibility, as well as their awareness of diverse social issues.

The NSS has adopted the Village and organises a week-long camp each year to foster the development of key qualities in students, such as self-confidence, self-control, leadership, commitment, cleanliness, hard work, teamwork, and a positive mindset, which contribute to their moral growth.

The Women's Development Unit (WDC) has organised events such as World Women's Day, World Girl Day and legal awareness programmes to address gender issues and promote gender equality among students. WDC aims to empower females by boosting their self-esteem and helping them develop essential interpersonal skills to understand their value in society. In addition to facilitating medical check-ups, the WEC provides various initiatives to promote health education, motivation, and awareness regarding sanitation. Courses such as self-defense training, digital e-learning certificate programmes, and beauty care aim to equip individuals with the necessary skills to generate income and achieve greater self-reliance.

The college strives to shape its students into improved individuals. These objectives are not achievable solely through education. This requires students to be familiar with the issues that affect various social groups. The college promotes increased social awareness among its students. The increasing student participation in these events suggests that the college is effectively achieving its objective. To enhance students' communication skills, it is essential for them to engage in interactions beyond the classroom. Therefore, students' awareness of societal concerns and overall development is enhanced. These actions cultivate individuals who demonstrate thoughtfulness and commitment to their nation.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

A.E. Kalsekar College, located in Nalasopara West, has been actively engaged in various extension activities aimed at community development and social welfare. Two prominent bodies responsible for these activities are the National Service Scheme (NSS) and the Department of Lifelong Learning and Extension (DLLE). Over the years, these endeavors have garnered significant recognition from the government and government-recognized organizations, affirming the college's commitment to making a positive impact on society.

- ***Awards & Recognition:***

- The NSS & DLLE unit at A.E. Kalsekar College has been instrumental in organizing a wide range of community-driven initiatives. Their relentless efforts have been acknowledged by various Government and Non-Government Bodies leading to the college receiving prestigious awards, such as:
 - Street Play on Swachh Bharat Abhiyan
 - Cleaning of Garden Area near Chakreshwar Park
 - Tree Plantation Drives
 - Aids Awareness Rally
 - Biscuit Distribution in Slum Areas
 - Contribution for Kerala & Kokan Flood Relief
 - Beach Cleaning During Ganpati Immersion
 - Anti-Plastic Campaign
 - Survey on Perception about effective policing in Vasai-Virar
 - Rally & Street Play on Blood donation
 - Voting Rally
 - One District One Champion Award by (MNGC)
 - Vaccination Drive

All the following activity has been appreciated by various Government & Non- Government bodies for their immense contribution in the society.

- ***Impact on the Community:***

The awards and recognition received for extension activities from government and government-recognized bodies underscore the significant impact that A.E. Kalsekar College has made on the local community in Nalasopara. The efforts of NSS and DLLE have resulted in tangible improvements in various aspects of society, such as education, healthcare, environmental conservation, and social welfare. By actively engaging students in these initiatives, the college has instilled a sense of social responsibility and empathy among its student body, fostering the next generation of socially conscious citizens.

Conclusion:

The recognition and awards received by A.E. Kalsekar College, Nalasopara, for its extension activities through NSS and DLLE reflect the institution's dedication to social upliftment and community development. By consistently contributing to the betterment of society, the college has set an inspiring example for other educational institutions and has made a lasting positive impact on the lives of countless individuals in the local community.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 202

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

2021-22	2020-21	2019-20	2018-19	2017-18
32	27	37	53	53

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 22

Self Study Report of SHURPARAKA EDUCATIONAL AND MEDICAL TRUST'S MOINNUDIN BURHAN HARRIS
COLLEGE OF ARTS AND A.E KALSEKAR COLLEGE OF COMMERCE AND MANAGEMENT

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college campus covers an area of 2120 square meters and houses various facilities, including 25 classrooms, the principal's office, the administrative office, the IQAC room, the girls common room, the computer center, two staff rooms along with Coordinator Staff Room, the career counselling room (Trust Room), store rooms, and a lift. The educational process necessitates teachers to employ innovative methods to maintain student engagement. The college possesses ample lecture rooms that cater to both academic and extracurricular activities. These rooms are equipped with desks, fans, and permanently installed tube lights.

Classrooms: Students engage in enthusiastic learning within large, well-ventilated classrooms that are painted and equipped with essential teaching tools such as mounted LCD projectors, white screens, and a podium.

Conference Room: The conference room is furnished with a projector system, LCD, air conditioning, and internet connectivity, accommodating more than 150 individuals.

Computer Labs: The college has two modern computer labs equipped with up-to-date software and strong anti-virus protection with 112 computers, and projectors.

Library: The library provides a diverse range of literature, such as textbooks, reference materials, rare books, magazines, journals, and electronic publications. The library utilises SOUL, an integrated library management system, which includes electronic journals and a plagiarism detection tool called X plagiarism checker. The second floor includes newspaper stands, new arrival boards, a printer, a Xerox machine, a reading area, and a separate reference area.

The college possesses a 225-seat auditorium equipped with a screen, LCD projector, podium, and audio system. This facility is utilised for lectures, conferences, and cultural events. Information regarding the college's various activities can be accessed on its website. Additionally, the college has access to Hansha internet connections with SME capabilities.

counselling office: The college's counselling office offers regular counselling sessions to support students in their personal and academic development. The college's placement cell facilitates career exploration for undergraduate students by establishing connections with reputable companies and

industrial enterprises. The campus is under surveillance through the use of closed-circuit television (CCTV).

Cultural Facilities: The college's cultural facilities prioritise students' holistic development through their engagement in co-curricular and extracurricular activities. The college has a designated area for games and sports, promoting a harmonious balance between recreational and academic pursuits. Students engage in competitive events at various levels, including district, university, state, and national, and achieve success by securing prizes. The college possesses a spacious seminar room and a ground-level verandah for conducting and showcasing diverse cultural activities.

Sports & Games: The college has given the Sports director additional responsibilities for overseeing sporting activities. The student council, specifically the head of the sports club and the person in charge of managing athletic events, will assist in these tasks. The college offers outdoor sports facilities including basketball, volleyball, cricket, and football.

Cultural: Cultural events are organised for different occasions such as first-year orientation, farewell and welcome day, teacher appreciation day, national holidays, and end-of-academic-year holidays. The college also organises an annual festival called "AGHAAZ," which draws a significant crowd for a week-long event.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 10.06

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
4.38	5.07	4.79	6.37	9.24

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The library is fully automated and utilises the Integrated Library Management System (ILMS) SOUL 3.0 from INFLIBNET. The space encompasses 169 square meter and houses a collection exceeding 11292 books, journals, magazines, and periodicals. Books were purchased over the past five years. The library houses a specialised collection of sports, professional/competitive examination literature, and dictionaries. The library is open from 8:00 a.m. to 4:00 p.m. on weekdays.

To accommodate a sufficient number of students, distinct areas have been designated for research experts and college teachers. CCTV cameras have been installed in the library to enhance surveillance. In addition, the library offers reprographic services such as printing and copying. There are five accessible fire safety units available. WIFI is available at the library. Students retrieve their identification cards from the library. Students also have book borrowing privileges. SOUL 3.0 is a library automation system developed by INFLIBNET for managing libraries. The library uses the programme for administrative tasks like data entry, book issuing, returning, renewal, and member logins. The Dewey decimal system organises books. OPAC lets users search for books by title, author, or publisher. It can also search the book collection. Each user has a unique barcode ID, and the books have barcodes. The library has N-list materials and printed books from the e Shodh Sindhu collaboration of the INFLIBNET consortium. These resources let faculty and students' access and download databases, e-books, and other digital content. The stand and racks show new books and journals. Booksellers can showcase their books in the library.

We get books and journals based on what the faculty suggests. There is a library committee. The library committee meets often to improve the library.

The HEI focuses on maintaining the library as a valuable resource. The funds are for buying books, getting old question papers, and improving services for stakeholders.

The library's spending is shown in the financial statement made by an accountant. It's for five years. The important time for college students, society, and the world was from late 2019 to mid-2022. During COVID-19. COVID-19 has harmed many systems. Libraries have received no funding due to the pandemic.

The pandemic has affected higher education institutions (HEIs) in many ways, including teaching, learning, evaluation, extension, sports, cultural activities, and library services.

E-resources are new technology in libraries. E-resources are advanced. The library offers electronic resources like databases, journals, books, and more to help users with their research and information needs.

E-Resources, such as E-Databases, E-Journals, E-Magazines, E-Books, E-Audio, E-Images, E-Encyclopedias, and E-Newspapers, are freely accessible and do not require any payment. They are considered open access.

E-Resource Subscription The advantages of e-resources can be elucidated as follows. Readers have access to information in various forms and at any time, without any cost.

The HEI library offers a wide range of electronic resources, including a variety of e-books and e-encyclopedias. E-information can be accessed freely by anyone on multiple occasions. The library of this higher education institution (HEI) downloaded electronic links for various e-resources, including e-books, e-journals, e-databases, and more. Paid services for subscribing to e-resources are unnecessary.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Throughout the years, the college has worked to integrate IT into all of its everyday activities, whether they be administrative or educational. The academic staff members of the Department of Computer Applications is in charge of maintaining and modernising the IT infrastructure. Every year, money is put aside for upkeep, improvements, and the purchase of hardware and antivirus software. The college's

internet connection, which it has acquired from. Hansa Broadband, is accessible to the office, a few departments, the Exam Branch, Library, Computer Lab, and IQAC Room.

- The administrative office is fully equipped with PCs, a local area network (LAN), Xerox machines, printers, and Wi-Fi capabilities, as well as firewall software and accountancy programmes like Tally. Since 2018–19, we have used Principal 9i and Tally Software to administer our online fees. Starting in 2019–20, admissions were also handled by this programme. Subjects are allocated together with division assignments via Principal 9i and Tally Software and NOC and transcripts are all given. The institution with the help of college website where all activities, including News and activities, assignment due dates, dates for internal and external examinations, scholarships, and a variety of courses, are advertised. Zoom App and Google meet online examination tools are used during the COVID-19 pandemic.
- The library has computers, printers, photocopiers, barcode scanners, and internet connection. It also employs SOUL software. In order to access online resources, INFLIBNET N- List membership is made available to instructors and students.
- The college's webpage is updated on occasion. It contains information on a range of institution-related activities, including academic activities, information about various committees, placement data, infrastructural facilities, alumni groups, and periodicals. Both teaching and non-teaching staff members' attendance is monitored using Bio Metric System.
- There are audio systems, LCD projectors with Wi-Fi, in each of the 18 classes. The conference room and auditorium both include Wi-Fi-connected LCD projectors and audio equipment.
- The main office is equipped with a laptop, a scanner, a printer, and Internet connection. There are computers, printers, and Wi-Fi available in the staff room.
- The IQAC Cell has a computer, scanner, and printer with Internet access.
- Strategically positioned, large digital screens facilitate the continuous display of notices and other vital information for the students.

Frequently updates the ICT facilities by HEI –

1. HEI offers regularly updated ICT facilities to keep up with the demands of the information age.

Routers are network equipment that direct data packets to their intended IP addresses.

2. Telecommunication services encompass various forms of communication technology such as

telephones, intercoms, closed computer networks, video telephones, and Internet services.

3. HEI possesses computing facilities, including an Application Server and a Database Server.

4. The ICT is powered by Maharashtra Electricity Board, Adani, and Tata, which serve as electrical power suppliers.

5. Vigilance facilities typically consist of closed-circuit television (CCTV) surveillance.

6. ICT-enabled classrooms and laboratories are available in higher education institutions (HEIs). 7. IT services for data backup are available at HEI.

8. The institute offers free Wi-Fi for internet access, as well as wired access provided by a local service provider.

9. Internet services with a speed of 25 Mbps are provided to support the ICT facilities of the college

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

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

Response: 9.79

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 112

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 21.21

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

2021-22	2020-21	2019-20	2018-19	2017-18
9.91	5.06	14.92	19.00	14.06

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 28.16

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
150	1161	132	48	60

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 54.37

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

2021-22	2020-21	2019-20	2018-19	2017-18
923	326	522	604	619

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 30.72

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
72	59	221	35	24

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
375	399	266	142	156

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 7.01

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

2021-22	2020-21	2019-20	2018-19	2017-18
20	8	10	13	14

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3 Student Participation and Activities

5.3.1

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

Response: 32

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

2021-22	2020-21	2019-20	2018-19	2017-18
5	2	2	15	8

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3.2

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

Response: 30.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
18	18	32	47	37

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1

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

Response:

Students who have successfully finished their undergraduate or postgraduate programme at the college are eligible to enrol as members of the Alumni Association. Alumnus gatherings are arranged twice a year with the purpose of enhancing the alumni network and fostering collaboration with the college administration. This event aims to improve the institute's operations and services by utilizing the insightful feedback from the alumni. Our esteemed alumni are honoured during our Annual Alumni gathering. The primary function of the Alumni association is to foster connections and facilitate collaboration among society, academia, and industry.

By means of the Alumni Association, the esteemed faculty, erudite scholars, and distinguished graduates of the institution were afforded the opportunity to maintain ongoing communication and connection. The office of the Alumni Association is situated on the premises of the college campus. The alumni of the college have achieved great success in various fields such as academia, business, politics, and entrepreneurship. Some have even made significant contributions to the arts and culture, gaining recognition on a national scale and bringing honour to their alma mater.

The Alumni Association has made significant contributions through a variety of methods.

1. Assistance with Placement and Career Guidance: Our esteemed alumni contribute their expertise to our organization across a diversity of perspectives. They furnish pertinent information regarding job opportunities to both students and the placement officer. Additionally, they impart their knowledge to the younger generation and motivate them to pursue employment opportunities across various industries.

2. Entrepreneurship Awareness: A significant number of graduates have initiated their own businesses across various sectors, with a notable proportion being the first in their families to embark on this entrepreneurial journey. They made the decision to establish their own company during their time in college.

3. Alumni Gathering: It is customary for our institution to host a yearly event where former students come together to reconnect, known as the alumni meet. This gathering takes place in the month of February. At this convocation, former students were afforded the opportunity to reestablish ties with their esteemed educational institutions and past acquaintances. Educators can use these recommendations to influence potential students. Former graduates could potentially create a network of alumni, which has the potential to positively impact the reputation and status of the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

One of HEI's objectives is to provide education that is wholistic in nature. extremely supportive of holistic education in governance. Principal-led governance and management of teaching and non-teaching (supporting staff) personnel.

The Higher Education institution aimed to enhance the curriculum to offer a well-rounded education. The HEI follows a comprehensive approach, consisting of over 20 methods, steps, and activities, to ensure the successful delivery of the curriculum. This is achieved through meticulous planning. HEI & Guarantee takes various measures to ensure the comprehensive growth of students. These measures include an academic calendar, daily lectures, technologically advanced classrooms, well-stocked libraries, research seminars, project presentations, and more. The inclusion of Continuous Internal Assessment (CIA) efforts for both slow learners and advanced learners, as well as the benefits for middle class learners, transportation assessment, and class tests, are all part of the overall approach.

Promote societal progress. Higher education and governance prioritise societal progress. The fees for each programme at HEI are fairly moderate. HEI provides the option of installment payments for academic fees. HEI provides a platform for various extracurricular activities, including skill development programmes focused on values, National Service Scheme (NSS) activities, as well as cultural and sports competitions.

HEI is focused on fostering students' holistic development as responsible citizens. This includes conducting research activities and organising celebrations for significant occasions such as Republic Day and other international, national, and commemorative days. Engaging in social activities like blood donation drives, environmental sustainability efforts, and fulfilling national duties can enhance our understanding of holistic human existence.

The governance system utilises decentralisation and active participation to ensure comprehensive oversight in all aspects of HEI's growth and progress.

The vision and mission of the institution.

Vision: "To nurture innovation and creativity through quality education and provide higher education and provide higher education to weaker and deprived students of neighbouring rural area irrespective of Caste, creed and religion"

Mission: "To develop an organization which serve a diverse community of students with accessible

and affordable education that enhance the quality of life”

Our goal is to educate students in a way that fosters their overall development, instills strong values, and prepares them to actively participate in and contribute to the economic and cultural progress of our nation.

The primary objective of HEI is to educate students, which aligns with its founding principles based on societal requirements. The population residing in the vicinity of HEI primarily consists of individuals from lower socioeconomic backgrounds, specifically the lower class and lower middle class. This society lacks the financial means to afford costly education programmes that require students to travel long distances.

The institution is committed to providing value-based education. HEI promoted value-based education through seminars, programs, and activities focused on human values, ethics, the environment, and sustainability.

The institution focuses on value-based education, comprehensive academics, and skill development to help students grow personally, professionally, and socially. The organization's governance and personnel benefit those involved. Sports, research, lectures, and exams help students improve their skills at HEIs. Certificate add-on programmes include online courses like SWAYAM and NPTEL, as well as student-centered approaches like experiential learning and problem-solving. HEI sponsors blood donation.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

A E Kalsekar college is governed by Shurparaka Educational and Medical Trust, Nallasopara. The Governing Body, the Academic Council, Principal, Coordinator Academics, Controller of Examination, Heads of Departments, IQAC Coordinator and the external members are collectively engaged in setting quality benchmarks.

The Institution has an Admin and Accounts Section overseen by the Superintendent. The Head clerk is responsible for managing this section, with junior clerks working under their supervision.

Within the academic hierarchy, the Principal holds the highest authority, followed by the Academic heads. The teaching staff then follows suit. The organisation consists of several committees that are further categorised based on their statutory and non-statutory nature. Librarians, along with their assistants, clerks, and attendants, fulfil a unique function within the library.

The College's Strategic Plan aligns with its Mission and Vision Statement. The plan is continuously revised with input from stakeholders. We had these main Strategic Goals in mind:

- Academic excellence and research collaborations.
- Building skills
 - Becoming self-reliant
 - Effective Governance and Seamless Integration Infrastructure
 - Comprehensive Growth Sustainability
 - Service
 - Brand Identity and Communication

CDC (College Development committee)

Institution staff communicate to work, set rules, and make decisions. The CDC includes everyone involved in the college. The Management's Executive Committee chooses them. CDC oversees colleges. It meets regularly to talk about plans and policies.

IQAC

IQAC was created based on NAAC's guideline. The Cell has a quality strategy every year. IQAC sessions address quality assurance issues and find solutions.

Committees and Student Council.

We do have student council and 36 committee where in staff members oversee all this committees and have a cell for conflict resolution

Administration

The Principal has over 30 years of experience in leadership, education, and research. He advises students at Mumbai University who are pursuing PhD and MPhil degrees.

The principal assigned administrative tasks. Technology monitors student progress and handles college tasks. Computers manage admissions, records, tests, reports, and finances. Certificates are digital.

The College accepts new students. Admission is based on merit, reservation, and student preference. The committee helps with elective choices.

These objectives are being achieved through the following methods:

- Teaching and learning use methods like lectures, practices, debates, group discussions, and presentations. ICT tools can improve these methods.

- We follow the guidelines and circulars from the University of Mumbai for exams and evaluations.

Different groups work together to give students more opportunities outside of College

- Committees are formed with teaching staff, non-teaching staff, and sometimes other stakeholders to promote participatory management. These committees focus on governing and integrating.
- The institution always provides students with excellent infrastructure and resources. Our institution has advanced technology, ID cards, ICT classrooms, WiFi on campus, digital ERP solutions, and a digital library for visually impaired individuals.
- While it is our goal to teach everyone, we recognise that people have different strengths and skills. As a result, we have student-focused committees that actively seek out, develop, and showcase the untapped talent pool at our disposal. The Sports Division has made significant contributions to the domestic sports databases. The cultural team is widely regarded as one of the strongest in the business.

Schedules and services.

Teacher appointments follow UGC, State Govt., and Mumbai University rules. Management follows Mumbai University norms for personnel appointments. The college uses UGC API score and educational requirements for instructors. The institution follows state rules

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The Institution uses a Performance Appraisal system to assess the performance of Teaching and Non-Teaching Staff. The university has a performance appraisal system for staff to monitor and improve their performance. It follows UGC guidelines.

Evaluating the Teaching Staff's Performance:

The IQAC evaluates teaching staff using two methods: Feedback System and Self Appraisal Forms (API).

Feedback System: Teachers are evaluated based on student feedback. We collect feedback every year using a questionnaire to evaluate teaching quality. We analyse the feedback to assess performance and make improvements if needed. We collect and analyse feedback from students, peers, and the principal.

Teachers' performance is reviewed annually through Self Appraisal Forms. The university provides API forms based on UGC guidelines. Teachers' performance is reviewed based on specific parameters. Teacher appraisals determine promotions and rewards.

Evaluating Non-Teaching Staff Performance:

Non-teaching staff members are continuously monitored through informal inquiry and observation. The Administrative Officer watches and reports on how the non-Teaching staff behaves and performs.

The institution has effective welfare measures for academic and administrative personnel.

Teaching Staff

Teaching staff can take duty leave for academic initiatives. Professors can use this time for university assessment and moderation. Female instructors have a six-month maternity leave according to government regulations.

- The administration praises outstanding Teachers for their academic contributions.
- Faculty development programmes aim to improve teaching quality.
- Teachers and students can use a research laboratory.
- Internal seminars, conferences, and workshops are free for attendees.

The institution reimburses registration fees for teachers who present Research Paper

The institution paid the registration fees for IQAC members to meet NAAC requirements. This allowed them to attend seminars and workshops.

- Staff have separate parking for bikes and cars.
- Employees are given laptops and microphones.
- The staff room has desktop computers and a printer with scanning capabilities. • Complimentary wireless internet is available to faculty and enrolled individuals throughout the institution.
- The staff pantry has an oven, water purifier, and refrigerator. There is access to the canteen facility.

The facility offers various spaces for different sports events. Due to COVID-19, it was necessary to provide protective gear like masks, gloves, and sanitizers to staff and personnel to reduce the risk of spreading the virus.

Not teaching Staff

The non-teaching staff in an educational institution are important for its functioning and efficiency. These personnel aren't directly involved.

- Training is provided for using the administrative software.
- Peon personnel can receive free computer literacy training to enhance their skills. The college offers a tuition fee discount to children of non-teaching staff who enroll. Peons have uniforms.
- The peons are given raincoats.
- Support personnel receive all fees for further education.
- Subordinate personnel have their own chamber with amenities like a refrigerator and dining table.
- Effective leadership and management involve personnel policies, including performance management, staff appraisal systems, induction, and professional development. High-quality teaching is crucial for improving student outcomes and reducing achievement gaps. Institutions have a Performance Appraisal System for both teaching and non-teaching staff, which includes submissions of personal achievement details to the Internal Quality Assurance Cell. This

information is used for performance evaluation by management and NAAC documentation. The system evaluates faculties for their knowledge, skills, preparedness, attitude towards students, and professionalism. Non-teaching staff also undergo a confidential assessment and self-assessment report, which is submitted to the Head of the Department/Office.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

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

Response: 95.69

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

2021-22	2020-21	2019-20	2018-19	2017-18
24	18	25	25	19

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 90.67

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
22	25	33	31	25

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	8	8	6	6

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The Principal and IQAC Coordinator encourage Faculty Members to organise seminars, conferences, and workshops. They submit proposals to organisations for financial support. They work hard to make the most of the college's resources and provide excellent education for students.

Institutional strategies for raising funds are the different ways organisations collect money. These strategies are important for businesses, non-profit organisations, and government agencies to get the funds they need for their operations and projects.

We get most of our funding from the management to support our operations. We also try to get money from industries for our resources. To get resources, it's important to get donations from different sources like philanthropists, industrialists, and council members. These people and organisations have the money and power to make a big contribution to the cause. Organisations can gain support from others to better address societal needs.

To engage alumni, use strategies that tap into their motivations and foster connection and purpose. Institutions can understand factors that drive alumni engagement. Contributing funds means giving money to support a cause, project, or organisation. Financial support is important. To engage with financial institutions, use a strategic and systematic approach. Understanding the banking sector's characteristics and dynamics.

The Institute has adopted a strong financial management system to optimise resource utilisation for academic and administrative progress. The main source of institutional revenue is student fees, which are determined by the University's fee structure. Fees and grants received from funding agencies are documented separately.

The fees collected for Sports, Cultural, Library, Laboratory, and Student Welfare categories contribute to maintaining the college and improving student facilities. The Management has created a corpus fund and allocated it to fixed deposits. We maintain records of the generous letters of donation and sponsorship we receive from our supporters. The Finance and Accounts Department ensures proper execution of all significant financial transactions, both incoming and outgoing, in accordance with the appropriate procedures. University exam payments and enrolment are solely done electronically and recorded with Tally ERP 9 software.

Financial audits and internal audits are important control systems that help with governance and risk management in organisations. Audits evaluate financial statements, controls, and compliance. External auditors conduct a Financial Audit to assess an organization's financial statements. It includes looking at financial records and transactions. To encourage wealthy community members to donate more money, we need effective strategies that inspire their generosity.

Each year, we conduct a financial audit within our institution. The audit is done by a team consisting of the principal, office superintendent, and a senior faculty member. The college checks its financial records thoroughly, including fee collection, purchases, and other expenses. We verify the college's financial transactions every year to make sure they are accurate and reliable. An external audit is done by a certified Chartered accountant from M/S Fakih & Co.

To address auditor concerns, both committees will provide written justifications and fix any issues found.

This process helps the college make decisions about money. During audits, auditors may find issues that need more investigation and fixing. Auditors fix issues by asking questions and taking corrective actions. In the final audit meeting, the auditee responds to the audit observations with a detailed and complete response. This response includes fixing any mistakes or problems that are found.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

- The IQAC is responsible for formulating the Annual Academic Calendar in alignment with the Academic Calendar set by the affiliating University. Additionally, the IQAC conducts a comprehensive assessment by gathering and scrutinising feedback from diverse stakeholders such as students, parents, alumni, and faculty. This process aims to identify and rectify any deficiencies in the domains of teaching, learning, and evaluation.
- The Internal Quality Assurance Cell (IQAC) undertakes Internal Academic Audits in order to ensure the seamless execution of curricular, co-curricular, and extra-curricular endeavours. Additionally, the institution arranges orientation programmes tailored specifically for incoming first-year students, with the aim of acquainting them with the various academic amenities, educational resources, and faculty members available within the college.
- The IQAC endeavours to promote the dissemination of information regarding Programme Outcomes, Programme Specific Outcomes, and Course Outcomes among faculty members, with the aim of fostering a comprehensive comprehension of the programme and course among students.
- The IQAC facilitates collaborative brainstorming sessions with Heads of Departments (HoDs) and faculty members to explore novel approaches to teaching and learning, encompassing the utilisation of Information and Communication Technology (ICT) methods. The objective is to enhance the effectiveness and ingenuity of the teaching-learning process. It is recommended that the library be fully automated, with ongoing development of best practices by faculty members.
- The IQAC assumes a crucial role in effectively preparing and timely submitting Annual Quality Assurance Reports (AQARs).
- The mentor-mentee system has proven to be efficacious in evaluating the latent capabilities of mentees and providing appropriate recommendations for their holistic growth and advancement. The Institutional Quality Assurance Cell (IQAC) has developed a comprehensive evaluation

framework for assessing learning outcomes, encompassing two distinct levels: departmental and institutional. The educational institution assesses its pedagogical practices by means of various methods, including the observation of classes, soliciting feedback from students, teachers, and parents, as well as evaluating the achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs).

- Periodic assessments are carried out to evaluate the efficacy of teaching methodologies, information and communication technology (ICT) approaches, and experiential learning techniques employed by educators. The analysis of examination outcomes serves as a valuable tool for evaluating the performance of academic departments and faculty members in specific subjects. This assessment facilitates the identification of areas that require improvement and allows for the implementation of targeted remedial coaching programmes tailored to support students who may be experiencing difficulties in their learning process.
- The Internal Academic Audit is conducted on an annual basis to assess academic processes, curriculum, pedagogy, assessment methods, and mechanisms. The Self-Appraisal Form is a widely employed instrument that serves to augment the caliber of educators and instill within them a sense of motivation to enhance their professional aptitude.
- It encourages committees to partner with institutions, organisations, and NGOs to provide training programmes and courses for staff and students to enhance their skills.
- The IQAC regularly hosts workshops and training programmes for both teaching and non-teaching staff.
- The institution has memberships with NLIST to support learning and provide a diverse range of e- Resources for its staff and students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Gender equality ensures equal opportunities for everyone. It is present in all countries, both rich and poor, across the globe, even in the 21st century.

In our minority institution, it is commonly observed that most girls are deprived of equal rights. Limited opportunities, family unsupportiveness, low socio-economic status, and early marriage hinder their educational and career aspirations.

1. **Student and faculty safety:** This is the institution's top priority. These amenities ensure security. Compound wall surrounds campus. 24/7 campus security. High-resolution CCTV cameras can track unwanted components. The institution has security at every entrance and exit. To avoid unauthorised entry, instructors, employees, and students must always carry their ID cards. The anti-ragging cell safeguards female students. Our College forbids ragging. The College prohibits workplace sexual harassment. The ICC also protects female students. The college website, application, and notice board have anti-ragging information.
2. **Counselling and Career guidance:** The college offers the subsequent counselling services. Career counselling plans training, interactive workshops, and career guidance for students. Students learn about many careers through these speeches and activities. Alumni can help students understand outside difficulties and opportunities. Student's mentors are standard college lecturers. Students can also ask topic instructors questions. The teachers are always accessible to help students with their curricular and co-curricular activities and offer advice on improving.
3. **Psychotherapy for Enrolment:** The members of the admissions committee counsel parents and applicants about enrolling in the courses at various stages of the admissions process. In order to give constant advice and support, the college's faculty members are available at all times for the students to chat with regarding their academic difficulties.
4. **Common Room:** Female college students can use a designated waiting room. This service allows students to have informal chats on various topics. It doubles as a toilet during illness. A ladies-only area is provided, featuring restrooms, a clean vending machine, and an incinerator. Female students using the lavatory near the staff room will be safe and secure.
5. **Curricular and Co-curricular activities and facilities:**
 - The Women Development Cell, founded in 2016-17, empowers female students through seminars, training, guest lectures, and other initiatives to raise awareness and sensitivity.
 - The NSS supports literacy campaigns and "Beti Bachao, Beti Padhao" rallies. NSS sponsors reading competitions to protect young girls.
 - The Sports & Cultural Committee promotes female participation.

- The subject of Foundation Course provides insights on gender issues and strategies to address them.
- Programmes promoting non-violence, gender awareness, peace, and harmony are held to remember important events in these countries' history and represent their independence and democratic principles.
- The Swachh Bharat Abhiyan is an initiative to raise awareness about hygiene and sanitation among students at different levels.
- Teacher's Day is celebrated on Dr. Radhakrishnan's birthday, International Yoga Day is about yoga, and National Voter's Day is on January 25th.
- International Women's Day reminds us of the importance of gender equality in shaping societies and making progress by honouring accomplishments and recognising potential.
- To support linguistic and cultural diversity our college celebrates Hindi Diwas and Marathi Rajyabhashya Divas.
- The WDC also invites a gynecologist or lawyer to help with personal issues.
- First Aid kit is available in the event of medical emergency.
- An incinerator and sanitary napkin vending machine are located in the women's restroom

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Our college strives to create an inclusive environment that fosters education, supports the economic well-being of those in need, and promotes communal harmony. We encourage tolerance and respect for cultural, regional, linguistic, communal, and other diversities.

A. Tolerance and harmony towards cultural, regional, linguistic and communal socio-economic

–The institution promotes diversity for inclusive education. The SEM Trust founded the college with a commitment to inclusivity, disregarding factors such as caste, creed, colour, culture, geographical location, or language. The institution's guiding principle is to provide service to all individuals. SEMT college values diversity in culture, language, community, and socio-economic backgrounds. The College accepts students based on merit regardless of their caste, class, or religion. The College had reservations. All students have equal access to facilities and activities. The college observes national festivals, Birth and Death anniversaries of famous Indian personalities. NSS programmes allow students to interact with different communities in a designated village. Students from diverse backgrounds live together for a week-long camp to learn about each other's cultures. The college has a yearly event where students display their cultural talents and encourage national unity. The Self-finance and History Departments go on trips to different areas of Maharashtra annually to visit industries and historical sites. Tours help students learn about different regions, cultures, socio-economics, and languages. It teaches about different cultures. College programmes for Independence Day and Republic Day are served as honour. These exercises will make students responsible citizens who will work hard for the nation's success. Our campus has a Cultural committee that plans events like Mismatch Day, Culture Day, traditional Day, etc. Our college has an Urdu Diploma programme. Picnics promote inclusivity. A national webinar on new Hindi literature was organised by the Hindi department. Other events included an Urdu essay writing competition, a handwriting competition, Hindi Diwas, Marathi Bhasha Diwas, Yoga Day, and PPT on Constitution Day and Gandhi Jayanti. The Non-Violence Day was celebrated on 2nd October every year.

B. Constitutional obligations of values, rights, duties and responsibilities of citizens- The College teaches about constitutional rights and duties. The college endeavours to raise awareness among its faculty and students regarding their constitutional obligations, as well as their individual rights and responsibilities. The college's code of Ethics policy grants both staff and students the freedom to exercise their rights. The college's ethics policy lets employees and students use their rights. The college has committees to protect students and staff, such as the discipline committee, Women Development Cell, Anti-Ragging Committee, and Staff Grievance Cell. These committees investigate discrimination complaints based on religion, community, or gender. Staff must use face recognition to record their attendance when entering and leaving the campus. College orientation teaches students about their social responsibilities to other Indians. The blood donation camps are organized each year but Lockdown restricted blood donation camps during pandemic. These activities teach students to help others, which is the goal of education. College committees organizes webinars, celebrations, and activities such as Human Rights Day, Bhajan Sandhya, National Festivals, Gandhi Jayanti, Teachers Day, NSS Day, etc. This event raises awareness among staff and students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice 1

1) Title of the practice - Green and Clean Environment

2) Objective of the Practice -

- To inculcate environmental attitude among the students and local people
- To inculcate the value of cleanliness among the people of Sopara village near college campus
- Conservation of traditional energy resources.

3) The context - Thanks to our college's adherence to best practices, we have been selected as a nominee for the prestigious One District One Green Championship Award. Our college has met all the criteria mentioned for the award. After carefully evaluating our current college activities, we have chosen this particular one as a prime example of our best practices.

4) The practice - For successful goal achieving, the students were directed to work for One District One Green Champion Award

• **SANITATION AND HYGIENE** - Masks were given out by the college in the vicinity of the campus. Additionally, we educated the general population on the significance of utilizing hand sanitizer and appropriately disposing of masks.

• **WASTE MANAGEMENT** - The College made use of digital banners as a means to generate public awareness by hosting webinars.

• **WATER MANAGEMENT** - The College exercises careful discretion when it comes to the utilization of water. The well receives rainwater via the pipeline as well. The bucket is filled with the remaining water by students and teachers, and this water can be reused for gardening. Every year, a water conservation event is held, featuring a vibrant parade and an informative showcase, aimed at raising awareness about the importance of water preservation and illustrating the dire repercussions of its

scarcity.

- **ENERGY MANAGEMENT** - The College efficiently conserves energy by relying solely on solar panels for its operations. Additionally, there is a decrease in expenses related to electricity. The college effectively conserves electricity by utilizing LED bulbs. Every classroom has been equipped with tags that automatically turn off lights and fans when they are not needed, in order to conserve electricity.

- **GREENERY** - The college campus and its surrounding regions are actively engaged in the cultivation of trees. The college's NSS and DLLE Departments collaborated to host a wide range of events and programs, encompassing a diverse array of activities.

5) Evidence of success - In the academic year 2021-22, our college was honored with prestigious accolades from MGNRE in Palghar district. We were recognized with the esteemed **ONE DISTRICT ONE GREEN CHAMPIONSHIP AWARD**, presented by the Ministry of Education under the auspices of the Government of India.

- Our college was honored with this award by District Magistrate Dr. Shri Manik Gursal ji. He extended a warm welcome to our college.

- Numerous renowned educational institutions from the Palghar district were present at this prestigious event, vying for the top honors.

- Despite our institution's small size, we were able to secure this prestigious award, which is a remarkable accomplishment.

- The students were made aware of the importance of sustainable goals through the promotion of values.

- Our college's name was featured in the Loksatta newspaper.

6) Problems Encountered and Resources Required - Being our college situated in a rural area, some people are illiterate and non-cooperative who did not wear masks during the Corona pandemic and were not least bother to understand. The people of the area were also less concerned about the cleanliness and hygiene at the residential and nearby places; also it was a tough task to explain them the Advantages and disadvantages for the same.

Best Practice 2

Title - Strengthening online learning for students.

Objectives - The main objective of online learning was to develop strong attitude towards learning that can help students overcome some of the potential challenges posed by online learning. Positive attitude towards learning, self-regulation and intrinsic motivation to learn play's an important role and improving the academic, mental and financial issues of the students.

The context - The whole process was taken care of through some of the following main points

1. **Financial Aid** - Firstly the students were given full support and relaxation in fees payment through our college management members as some families became bankrupt some were unable

to afford their bread and butter, owing to all these situations of COVID 19 the management decided and supported students and their families in this regard by waving off the fees of extremely poor students and also giving discounts and scholarships

2. **Technical Aid** - Also our teachers provided whole support to students who were deprived of technical knowledge. Some of the students being of lower income groups did not even have their own smart phones so some teachers staying nearby came to the college even in this crucial pandemic and supported those students by handing over the smartphone & notes to such student so they could learn even at this phase.
3. **Teaching Aid** - Students and teachers both being new to online methods of teaching and learning faced various difficulties to get adopted and flexible to this virtual learning. Teachers then first learnt the virtual mode and then imported this knowledge to learn to use the various apps relating to online learning.
4. **Psychological Aid** - As every home had turned into a classroom so it became more and more difficult to keep a control over the students. To keep the students intact with the academic as well as psychological needs, our college teachers and principal sir conducted counselling sessions to emotionally and mentally cope up with the pandemic situations.

Evidence of success - The success can be measured through the mental behavior of students pre and post COVID taking virtual teaching into account. Students succeeded with good academic scores. The other challenges of finance and technical assistant also proved a success, many students and their families surpassed the crisis dealt in physical, financial and psychological aspects.

Problems encountered –

1. Teachers faced problems contacting the students as many were out of town or state, hence communication was one of the challenges for both teachers and students.
2. Time constraint was a major drawback in virtual teaching and learning.
3. Internet connectivity created lapses in audio and video teaching.
4. Power failure was another problem faced in remote areas
5. Also, the students didn't have money to recharge their phones
6. Lack of technical knowledge on the part of both teachers and students was the major issue.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

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

1000 words

Response:

A.E. Kalsekar College endeavours to effect transformative change in individuals lives through the provision of education, while simultaneously fostering an environment of inclusivity that extends its services to students from diverse social backgrounds, belief systems, and ethnicities. The policy of Sarva Shiksha Abhiyan places emphasis on the holistic development of students, encompassing the cultivation of their skills, imparting ethical values, and equipping them for gainful employment and conscientious participation in society. The educational institution provides a diverse range of learning opportunities to students, taking into account their individual interests and passions, with the aim of fostering their development in their selected academic domain. The institution engages in a multitude of collaborative efforts to uphold academic excellence. These efforts encompass creating a conducive environment for educators to engage in effective academic planning, improving pedagogical practices, providing a wide array of certificate courses, prioritising the development of essential skills, awarding electronic certificates upon successful completion, facilitating student involvement in academic projects, and enhancing the quality of instruction by collecting data on faculty practices. The Higher Education Institute (HEI) is dedicated to equipping students with the necessary skills and competencies to succeed in the professional realm. This is achieved through the provision of comprehensive training programmes that focus on the development of soft skills, employability enhancement techniques, and effective communication strategies. The academic calendar of the college is structured into distinct components, namely the teaching and learning phase, as well as the continuous internal assessment phase. Teachers bear the responsibility of formulating a comprehensive schedule for each educational programme, guaranteeing consistent attendance, administering periodic assessments, identifying individuals who fail to meet attendance requirements, attending to students who struggle with the curriculum, organising supplementary lectures, and fostering the growth of high-achieving students through seminars, engaging power point presentations, and research-oriented endeavours. This comprehensive approach encompasses various components, such as active participation in classroom activities, tailored lectures designed to provide additional assistance to students requiring it, stimulating projects aimed at challenging advanced learners, oral examinations, a curriculum that emphasises project-based learning, internal assessments, and comprehensive evaluations conducted at the conclusion of each academic term. HEI places significant emphasis on enhancing its curriculum by providing a range of certificate courses that are designed to develop students' academic skills. These courses are meticulously organised by the institution. The duration of these courses is 30 hours, and they are sourced from online Massive Open Online Course (MOOC) programmes such as SWAYAM, NPTEL, AICTE, CSIR, and UGC. The educational institution is responsible for managing the online courses and utilises viva voce as a means of evaluating and re-examining students who have demonstrated subpar performance. The Higher Education Institute (HEI) offers a comprehensive range of approximately 73 academic courses aimed at fostering student development. These courses boast a commendable participation rate ranging from 70% to 90%. The aforementioned courses are provided by MOOC-SWAYAM and are facilitated by faculties from Higher Education Institutions (HEIs). The academic staff assesses the students' academic progress in their respective courses and subsequently confers digital certificates upon them.

The vision of Shurparaka Educational and Medical Trust's Moinuddin. B. Harris College of Arts and A.E. Kalsekar College of Commerce and Management is to make "Quality: the defining element of higher education in India" through a combination of self and external quality evaluation, promotion and sustenance initiatives. Hence, **in order to fulfil the educational needs of the students we have provided the students with the facility of availing freeships, scholarships and Zakat.** In 2018-19 the

total number of students benefited by zakat were 31 with a total amount of Sixty two thousand rupees and through Interest Fund, 8 students were benefited with a total amount of Sixteen thousand rupees. Each student has been given a charity of approximately 2000 rupees. Talking about the economic benefits, scholarships are appealing to younger generations coming from poor financial background. 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. SEMT College inculcated this practice by benefiting its own college students as a practice for the betterment of the students, their families and society. Various research workshops, Presentations, seminars, etc. were organized for proper guidance to create quality research which is beneficial for the society. A number of extension activities undertaken under NSS, DLLE and WDC is a significant feature of the College and its commitment to the holistic development of the students is significant. The students appearing for competitive examinations can avail the college library facilities, the college has a book bank facility and subscription of INFLIBNET facility. Our College runs Urdu Diploma Course through NCPUL. 25 students passed out Urdu Diploma Course conducted by NCPUL. Extra help is provided to weak students to strengthen student support. In which doubts about their exams, library facilities etc. were resolved. The college offers creativity, innovation, discipline and a good learning experience. Blood donation Camps are arranged each year. IPR workshops were arranged by IQAC department. International Conference were arranged to socialize with one another and discuss new research, theories and developments in academic field. Our students have excelled in sports at national and international level. Various short term courses have been conducted to provide a gateway to higher education degree. Our college has provided financial and non financial assistance during natural calamities to support the flood victims. The institution offers the following streams for specialization. Student can choose any 1 from below:

- B.Com. (with Advanced Accounting and Auditing)
- B.AF. (Accounting and Finance)
- B.MS (Management Studies)
- B.A. (Arts)

Priority, Employability and Entrepreneurship - Introducing pertinent programmes and courses and periodically adopting new curricula created by the affiliated university to prepare students for employment and entrepreneurship. In order to prepare students for the workforce, the college also offers training in soft skills, employability enhancement techniques, and communication techniques.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Given the inherently fluid and constantly evolving landscape of academia, it is imperative for the institution to adopt a forward-thinking approach in addressing the forthcoming challenges that lie within the domain of higher education. The overarching goal of the educational institution is to facilitate the implementation and progression of technology integration within pedagogical approaches, catering to students from diverse backgrounds. The educational institution endeavors to provide a holistic learning experience that empowers students with a broad spectrum of knowledge, specialized proficiencies, and the capacity to flourish in contemporary society, characterized by intricate technological progressions and intense rivalry. Furthermore, there exist measures that are specifically targeted towards augmenting the educational facet. These measures encompass the expansion of teaching positions and the integration of cutting-edge teaching and learning methodologies, facilitated by the procurement of resources pertaining to information and communication technology (ICT).

The institution is presently contemplating the implementation of additional initiatives with the objective of augmenting student enrollment for the forthcoming academic period. Moreover, this endeavor shall serve as a catalyst for employees to effectively orchestrate symposiums, conventions, and training sessions on a grand scale throughout the entire nation. Furthermore, this will act as a catalyst for them to propagate their scholarly discoveries via academic journals that have obtained accreditation from the esteemed University Grants Commission (UGC). There exist promising endeavors focused on the integration of supplementary educational programs that provide credentials and supplementary benefits. The educational institution will additionally cultivate an environment that encourages the development of innovative teaching methodologies among faculty members and learners alike, while simultaneously embracing well-established and validated instructional approaches. The symbiotic relationship between educators and students shall cultivate an environment conducive to scholarly pursuits, with a distinct focus on endeavors aimed at addressing the myriad challenges prevalent in our society. The diligent endeavors of the college students involve fervently participating in numerous outreach initiatives with the primary objective of augmenting communal comprehension pertaining to a myriad of societal matters. In the pursuit of augmenting its efficacy as a catalyst for elevating standards, the IQAC shall embark upon further refinements. The attainment of this objective shall be actualized by means of executing a broader spectrum of distinctive and results-oriented endeavors. The primary objective of these activities is to augment the intellectual acumen and aptitude of students, thereby equipping them with the requisite proficiencies necessary to adeptly pursue gainful employment prospects.

Concluding Remarks :

In its 18 years of academic achievement, the college being a self-financed and approved as permanently unaided basis has attained numerous notable milestones as a premier educational institution in the Palghar area. The organization believed it was necessary to undergo evaluation from a respected and capable entity such as NAAC. The combined efforts of the Principal, IQAC, Staff & CDC members have led to remarkable progress in various aspects of the institution. They have successfully enhanced the infrastructure, academic offerings, student enrollment, and overall development of students' moral values. Additionally, their utilization of technology has played a crucial role in maintaining sustainable quality and achieving outstanding accomplishments for the institution. It fulfills the institution's vision and mission and has withstood the trials of time. The Foundation offers financial aid to students from disadvantaged backgrounds and those with disabilities. The concept of financial transparency is widely recognized as a crucial principle within any

organization. It serves to uphold transparency not only in matters of admission, examination, and administration, but also in financial affairs. There exist well-defined protocols and methods for enhancing, upkeeping, and making use of the physical, educational, and supportive resources. The organization is constantly striving for innovation, while also prioritizing the preservation of the environment and history. They encourage active participation and aim to empower both students and teachers to achieve excellence. Hence, the organization has consistently demonstrated dedication to principles and optimal methodologies.

I trust that this Self-Study Report (SSR) accurately portrays the overall vision and mission of the college, as well as the advancements achieved throughout its 18-year history, with a specific focus on the past five years. The primary objective of the IQAC is to strive for excellence in academic endeavors through the acquisition and application of knowledge and skills.

I would like to extend my heartfelt gratitude to the NAAC Coordinator and their team, as well as everyone who contributed to the timely completion of the SSR for the 2nd Cycle of Re-accreditation.

May the aspirations of everyone be treasured and may the endeavors receive recognition from the NAAC.

Expressing gratitude and sending warm regards!