SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SMT. KAMALADEVI GAURIDUTT MITTAL COLLEGE OF ARTS AND COMMERCE

NAHAR NAGAR, NEAR NAVY NAGAR, MALAD (WEST), MUMBAI
400064
https://kgmittalcollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The institution had a humble beginning in the name of BSSS college in 1979. The challenge of transforming the old BSSS college into a college to reckon with , was taken over by the trustees of Marwari Vidyalaya , men of vision and experience, in 1984. The college was renamed as the Marwari Vidyalaya Sanchalit Smt. K. G. Mittal College of Arts & Commerce in 1992. Over the span of years, the management's thrust for quality and excellence has borne fruits.

From a modest infrastructure of 5 classrooms and strength of 700 students, the institution has expanded to accommodate around 3500 students and has carved a forte for itself in the suburbs. Currently the college is offering 07 undergraduate programmes and 01 postgraduate programme . The sanction for one Research Centre is already obtained and one more is in the pipeline. The college is a recepient of Asia Pacific Excellence Award and is ISO 9001:2015 certified.   .

The college offers traditional fundamental, technical and career oriented programmes, keeping in mind the industrial needs and social responsibility of the institution. With the profuse support of visionary management, it strives to scale new heights in all arenas, beneficial to the students and the community as a whole.

MOTTO

Simplicity, Adaptability, Inclusivity (SAI)

Our institution does not believe in flamboyant expenses. Instead, it is ensured that genuine efforts are put for optimum utilization of available resources to provide maximum welfare to our students. Academia community interactions make our students sensitive to social issues making them more adaptable to the changing, challenging competitive world. Our institution takes pride in the fact that admission is given for students on first come, first serve basis irrespective of caste, religion, social and economic status. All sections of society are comfortably accommodated in our academic world.

Vision

Vision**:"To groom our students into self-reliant individuals with strong innate human values, to sensitize them about the social responsibility with the participatory web of management and excellence in**

education with inclusive mindset and adaptable to the changing scenario"

The institution has endeavored to do justice to the vision of grooming students into self-reliant and self-sufficient individuals. Paramount significance is given for the inculcation of human values in this competitive world. Equal thrust is also placed on educational excellence irrespective of the fact that the intake is of average students. Programmes and activities are also organized to instill social responsibility, to serve the fellow beings for the betterment of the society. Collaborations and linkages ensure that a participatory web is created for overall development of the students. Inclusiveness is guaranteed by admitting students from all strata of society, providing them equal treatment and opportunities to excel in all walks of academic sphere.

Mission

Mission: "To be an innovative institution that instills students with knowledge, values, inclusiveness and adaptability which provides opportunities for the youth to be leaders, entrepreneurs and above all good human beings"

The institution strives to be pioneering in inspiring students to be value based, inclusive and adaptable to the changing environment thus empowering them by providing necessary knowledge and skills. Various departments and committees put maximum possible efforts to instill leadership skills and entrepreneurship skills in the students. Along with life skills, utmost importance is given for value based education, to make the students better human beings – sensitive to social and community needs.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Visionary and Supportive management with vast experience in field of education.
- Disabled friendly campus for differently abled students inculcating leadership to ensure their overall development and providing exposure to nurture their potentialities, thus creating an inclusive environment.
- Experienced faculty adopts innovative strategies in curriculum delivery to enable the students to achieve their learning goals.
- Use of ICT tools and techniques in teaching methodologies by the faculty.
- College conducts Examination activities and outreach programs for neighborhood empowerment and addresses the issues related to the local community.
- Student centric, accessible and inclusive teaching learning process and peer mentoring learning technique.
- Excellent teaching learning outcomes coupled with academic results in spite of average intake at entry point.
- Preferential option for young aspirants from underprivileged sections of the society.

- Offers several curriculums based and employment oriented skill development programmes in tune with the Skill India Initiative of Government of India to enhance student employability.

- Growing number of collaboration and linkages with diverse institutions in various fields to provide extensive practical exposure to students.
- Active participation of students in co-curricular, extracurricular and community oriented extension activities for overall development of students along with their academic achievements, to make them socially responsible, gender sensitive, inclusive, environmentally conscious and adaptable to the changing Socio-economic and Global Scenario as a part of Institutional Social Responsibility (ISR) goals of the institution.
- Internships and training programmes to connect learners with the industry and job market.
- Offline and Online mentoring system and regular counseling for students.
- Field trips, Industrial visits and various other activities and programmes to address the cross cutting issues.
- Seminars, Conferences, Workshops organized for faculties and students on multidisciplinary fields.
- Functional MOUs signed with corporates, NGOs and Higher Educational institutions.
- Enterprise Resource Planning (ERP) system for effective management of admission, Examination and other administrative and academic processes to enhance productivity and quality services.
- Good academic infrastructure and spacious classroom and Laboratories.
- A confluence of value based system along with Arts, Commerce and IT education.
- Student enrichment, soft skills, training and gender sensitization programmes.
- Research exposure to UG students.

Institutional Weakness

- A limitation in the designing of syllabus as the institution is affiliated.
- Less number of Government / Non-Government funded research projects.
- Less number of collaborations and linkages at International level.
- Space constraints leading to lack of open space and play grounds.
- Large number of students per class in undergraduate programmes.
- Staff pattern designed by the Government and subject to the sanction of Government authorities.
- Hurdles in appointing qualified staff for vacant posts due to non-availability of NOC from the affiliating University.
- Majority of students from regional language background.
- Interdisciplinary research is limited.
- Placement ratio is average as students are already working or into family business because of financial constraints.
- Being a commerce college, consultancy services is limited
- Being affiliated college no scope for curriculum revision, assessment, evaluation, examination reforms and structure of courses.
- Introduction of New Courses and Programmes leading to increased number of vacancies which are not supported by the Government.

- Inadequate funds to invest in specialized human resources for interactive, blended effective learning environment.
- Need to convert potential talent to convert into patents and copyright.

Institutional Opportunity

- To initiate foreign collaborations for faculty and students exchange programmes and research
- To enhance research output by undertaking more research projects for faculties and students
- To augment the Alumni base and to exploit their potential for student support mechanism
- To introduce a research journal at institutional level
- To introduce new application based programmes which enhances the employability skills of our students required for the present day business corporates environment.
- To enhance the linkages with industries to make the students competent for the competitive market

Institutional Challenge

- Providing personal attention to the diverse needs of large number of students because of the large student strength in undergraduate programmes
- Increased expenses in hiring staff, in the wake of non-availability of NOC from the affiliating University
- Lack of flexibility in curriculum design and development as the institution is affiliated
- To increase the participation students in extra-curricular activities since they belong to lower socio-economic strata of society.
- To initiate the collaborations with Government / Non-Government funded research projects.
- To invite more corporates and other private organizations for place Students Placement in the future.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Smt. K. G. Mittal College of Arts & Commerce is affiliated to University of Mumbai. The institution adheres to the curriculum designed by the University of Mumbai. Effective delivery of curriculum is achieved by the institution within the framework of the University of Mumbai.

The institution offers UG and PG programs. It also offers Doctorate Degree in Commerce. Effective delivery of curriculum is ensured through academic calendar, time table and teaching learning plans. The same is supplemented by organizing a plethora of activities under the auspices of various departments and committees. It is ensured that the faculties are updated by participating in syllabus revision workshops and faculties are also members of professional academic bodies.

Institution also conducts value added courses to reduce the academia - industry gap. The institution also integrates cross cutting issues into the curriculum through the delivery of syllabus prescribed by the University of Mumbai. Value added courses and other activities are also conducted to ensure the integration of cross cutting issues with the curriculum.

Students of our institution undertake project work and internships on regular basis. Feedback is also obtained on the academic performance and the ambience of the institution from stake holders such as students, teachers, alumni, and employers.

Teaching-learning and Evaluation

Teaching, Learning and Evaluation refers to the efforts of our institution to appraise the quality of our learners.

Admission process in our institution is conducted in strict adherence with the guidelines of University of Mumbai. Students are enrolled as per the sanctioned strength. Our institution is a linguistic minority institution and hence rules of reservation of the State Government is not applicable.

Our institution adopts student centric methods to enhance learning experience of our learners. Field trips, awareness programmes such as bottle gardening, demonstration sessions on solar power plant, competitions are conducted by various departments as part of experiential learning.

Participative learning encompasses the conduct of various competitions and adoption of online teaching methodology. Students are involved in organising seminars, conferences, workshops and other programmes.

Library is fully automated and institution has three smart classrooms to enhance learning experience using ICT tools.

Teaching Learning process is facilitated by fully qualified staff appointed as per the norms of University of Mumbai.

Examination process is executed in a transparent manner with the help of required resources. Examination grievances redressal mechanism exist and such cases are addressed in a time bound and efficient manner.

Programme outcomes, Programme Specific outcomes and Course outcomes are prepared in lines with the University of Mumbai. They are displayed on the website. The outcomes are mapped and its attainment is evaluated using direct and indirect method.

Research, Innovations and Extension

Research acumen is promoted and honed in the institution by encouraging faculty and students to participate in and to publish papers in seminars, workshops and conferences. Faculty guide students to present and publish research papers and our students have won awards for Best Research Papers in various platforms. Research Policy is in place in institution.

Eleven students of our institution have been qualified for the Harwards Crossroads Program and one student became the finalist from among different countries.

Research Cell and Student Development and Enrichment Cell have conducted various sessions on research for the benefit of students. Webinars are also organised on research related themes for the academicians and students. In the last five years, the institution has conducted one national seminar, and two international

conferences in offline mode and various seminars and conferences in online mode.

As part of fulfilling the institutional social responsibility and as a measure to achieve our vision and mission, the institution conducts extension activities under the auspices of various committees such as NSS, DLLE, GREEN CLUB. Our institution holds special camps at the adopted village of Sawarsai and conducts community based awareness activities.

The institution has a wide network of collaborations with organisations of eminence for conducting academic activities. The linkages and collaborations comprise faculty exchange programmes, conduct of conferences, webinars, and value added courses, students training and sharing of resources. Formal agreements in the form of functional MOUs are in signed with diverse institutions in all fields.

Infrastructure and Learning Resources

The institution has adequate number of Wi-Fi enabled and security enabled well ventilated and properly lit classrooms with sufficient number of benches and desks and with mounted projectors. Students are provided with the facilities of three computer labs, one electronic lab, two ICT enabled seminar halls and one conference room. A state of art audio visual studio is also set up with updated configurations. Two fully automated and N-listed libraries with access to inflibnet are also available for students. Fully equipped examination room with required computing equipment is available. The institution has two gymnasium and fitness centre.

The library is fully computerized with I-Slim software along with i-OPAC. The library is enriched with e-resources such as E-books, E-journals. Book bank scheme is operational for the benefit of needy students. A total seating capacity of 100 students is distributed in 2 libraries in different floors. Library Committee looks after the preparation of annual budget and related activities. It conducts various activities like book exhibition on regular basis.

Updation of IT facilities is done on a regular basis. Annual maintenance contract exist for the maintenance of hardware and software. Broadband connections of 60MBps, 50MBps, 20MBps and 20MBps are provided as internet facility. Three smart classrooms exist to enhance the teaching learning process.

The institutional infrastructure including air conditioners, water purifiers, fire extinguishers, solar power panels, printers, scanners, xerox machines, projectors is well maintained. Security and housekeeping staff is appointed to maintain cleanliness in the campus. At the onset of academic year budget is allocated for the academic year for the maintenance of physical and academic support facilities.

Student Support and Progression

The institution provides the benefit of scholarships and freeships to the students. Government schemes such as MAHA-DBT and non-government agencies like Trusts provides the necessary benefits required for the students. Students are guided by the administrative staff to avail the benefit of the same.

The institution conducts capacity building and skill enhancement progammes like soft skill development programmes, language and communication skills development programme, life skills development programme and ICT skill development programmes. Counselling facility is provided to the students. Committees such as Grievances Redressal Committee, Anti Ragging Committee and Internal Complaints Cell timely addresses the

grievances of the students. The college publishes its annual magazine "Mittal Sankalp" which highlights all the activities.

The institution has a Placement Cell which grooms students to enhance their employability through career counseling sessions. The institution has provided placement to its students in reputed organizations.

The institution organizes and encourages the participation of students in different sports and cultural activities. Fests such as JASHN, GRAVITY, ARUNYA, SPECTRUM and annual sports day are organized to nurture and display the talents of the students. As per the guidelines of the University of Mumbai, Students' Council is formed.

Registration of Alumni Association of the institution is in process. The Alumni hold key positions in prominent academic bodies. Many of the alumni have joined the institution as teaching faculty and also conduct guest lectures, serve as visiting faculties and are available for mentoring. Financial support is also provided by the Alumni in the form of fees for economically disadvantaged students.

Governance, Leadership and Management

The governance and leadership of the institution focuses on achieving its vision and mission. Well settled practices such as decentralization and participation in institutional governance are adopted in academics, administration and extra-curricular activities. The College follows administrative set up, appointment and service rules procedures as prescribed by the University Of Mumbai. The institution has deployed strategic perspective plan and has implemented under the guidance of concerned authorities. The institution has a well-structured organogram which consist of management, the governing body, the principal, the teaching staff, non-teaching staff and the students.

E-governance is implemented in fields such as admission, administration, student support, examination, finance and accounts. Effective welfare measures are deployed for the teaching and non-teaching staff. Faculty development programmes, training and development sessions and support facilities are organized. Performance appraisal system for the teaching and non-teaching staff is also in place as per the norms of the University of Mumbai and Government of Maharashtra. Teachers are provided with financial support to attend the conferences and workshops to update their professional knowledge and experts. Teaching and Non-teaching staff participates in faculty development programmes, and professional development programmes.

The institution has employed strategies for mobilization and optimal utilization of fund from government and non-government organization. Resource mobilization policy is in place which guides utilization of resources.

The institutional follows the proper mechanism for internal and external audit.

IQAC focuses on assuring quality of teaching learning process, structures, methodologies of operations and learning outcomes at periodic intervals.

IQAC adopts quality improvement strategies in academic and administrative activities, participates in NIRF and is ISO certified.

Institutional Values and Best Practices

The institution has occupied a place of relevance among its stake holders through its institutional values and best practices.

Measures are initiated by the institution for the promotion of gender equity under the aegis of the various committees such as Women Development Cell.

Programmes are organized to create awareness on relevant issues like gender equity, environment conservation, energy consumption waste management, water conservation and disabled friendly environment and the same are practiced as part of institutional values.

Policies are designed and followed by the institution for the relevant aspects. The institution also regularly undertakes quality audits on environment and energy and promotes a clean and green campus. Environmental promotional activities are also conducted in the adopted village. The institution promotes inclusiveness, tolerance and harmony towards various issues and sensitizes students to constitutional obligations and celebrates national and international commemorative days, events and festivals.

Two best practices successfully implemented by the institutions are

1. Blending Values with Curriculum: Imparting Holistic Education to Prepare Students to Face Future Challenges

2. Giving Back to the Community: Ensuring Good of All

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SMT. KAMALADEVI GAURIDUTT MITTAL COLLEGE OF ARTS AND COMMERCE
Address	Nahar Nagar, Near Navy Nagar, Malad (West), Mumbai
City	Mumbai
State	Maharashtra
Pin	400064
Website	https://kgmittalcollege.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Shagun Srivastava	022-9136168847	9322113074	-	prinmittalcollege@gmail.com
IQAC / CIQA coordinator	Nimmi Menon	022-7718089066	9870039109	-	menonrnimmi@kgmittalcollege.edu.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes MINORITY CERTIFICATE_compressed.pdf
If Yes, Specify minority status	
Religious	
Linguistic	HINDI LINGUISTIC
Any Other	

Establishment Details

State	**University name**	**Document**
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	07-03-2006	View Document
12B of UGC	07-03-2006	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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	Nahar Nagar, Near Navy Nagar, Malad (West), Mumbai	Semi-urban	1.19234	2797.5

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	BCom,Commerce	36	H.Sc	English	120	41
UG	BCom,Commerce	36	H.Sc.	English	60	0
UG	BMS,Commerce	36	H.Sc.	English	120	111
UG	BCom,Commerce	36	H.Sc.	English	600	538
UG	BA,Arts	36	H.Sc.	English	60	30
UG	BSc,Science	36	H.Sc.	English	28	28
UG	BSc,Science	36	H.Sc.	English	144	136
PG	MCom,Commerce	36	H.Sc.	English	80	0
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	PG	English	4	0

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				3				13
Recruited	0	0	0	0	0	3	0	3	3	6	0	9
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				22
Recruited	0	0	0	0	0	0	0	0	7	15	0	22
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				31
Recruited	18	7	0	25
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	9	5	0	14
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	1	0	5
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/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	2	0	1	3	0	6
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	1	0	0	0	0	1
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	2	1	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	14	0	19
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**
	8	5	0	13

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1122	17	0	0	1139
	Female	846	4	0	0	850
	Others	0	0	0	0	0
PG	Male	30	0	0	0	30
	Female	16	0	0	0	16
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	701	0	0	0	701
	Female	408	0	0	0	408
	Others	0	0	0	0	0

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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	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	301	220	195	267
	Female	180	188	155	130
	Others	0	0	0	0
Others	Male	206	218	136	197
	Female	132	128	116	130
	Others	0	0	0	0
Total		819	754	602	724

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The vision of our institution is to provide holistic and multidisciplinary learning that would develop the capacities of students - cognitive and conceptual, aesthetic and social, physical and emotional in righteous and in an integrated manner. Emphasis will be on key concepts, ideas, applications, problem-solving, critical thinking, holistic, inquiry-based, discovery-based, discussion-based and analysis-based learning. Under NEP, the focus of our institution is to provide flexibility to the students in opting areas of their choice across multiple disciplines. Introduction of subjects such as Artificial Intelligence (AI) and Design Thinking as one of the subjects in B.Sc. (IT) and B.Sc. (Computer Science) is in the pipeline. In

	addition, subjects like Conversational and Business English, Music, Fine Arts and Physical Education are also planned to be offered in academic streams such as B.Com, B.A., B.Sc. Our Institution follows the curriculum designed by University of Mumbai. Our institution also plans to continue with the conduct of job-oriented value added and certificate courses addressing cross cutting issues. Placement assistance will also be continued to be provided for the students. Regular grooming sessions will be continued to be conducted for the benefit of the students. Regarding the plan for multiple entry and exits, a student on successful completion of one year may switch on to another related undergraduate programmes. Institution is making efforts to promote academic mobility of students. Our institution has set up Research Centre in Commerce and plans to set up research centres in different academic streams, to undertake research projects which are multidisciplinary in nature. Apart from the curricular content, activities are planned to be continued which is supplementary in nature, trying to find solutions for the issues and challenges of the society. Our institution has conducted various value added courses in diverse areas with multidisciplinary approach to enhance holistic development of the students.
2. Academic bank of credits (ABC):	At present, the institution follows the CBCS (Credit Based Choice System) introduced by the University of Mumbai. The institution is in the process of registration for Academic Bank of Credits as per the Circular of the affiliating University dated 21st October 2022. The institution is in the process of registration for Academic Bank of Credits as per the Circular of the affiliating University dated 21st October 2022 with appropriate credit transfer and accumulation mechanism for the benefit of students so that they can opt for their own learning journey. Institution has plans to collaborate with foreign universities, and universities of repute in India for joint degrees and twin degree programmes and to enable appropriate credit transfer. Institution has functional collaborations and linkages with prominent institutions in place. Faculties have already designed few certificate courses such as Digital Marketing, E-Commerce, Retail Management, Soft Skill Development, Angular JS, Human Values and Ethical Hacking. Liberty is given

	for adopting suitable pedagogical approach within the approved framework. The teachers make reading materials available for the students. Assignments and its assessment are also being conducted. The institution is in the process of registration for Academic Bank of Credits as per the Circular of the affiliating University dated 21st October 2022.The institution is in the process of registration for Academic Bank of Credits as per the Circular of the affiliating University dated 21st October 2022.
3. Skill development:	Soft Skill development courses and the courses to prepare the students for competitive examinations are conducted. Placement Cell grooms the students and get them placed in reputed companies. The courses such as Foundation Course, Business Communication, Strategic Management which is included in the programmes enables the comprehensive development of learners. Apart from the curriculum in the programmes, the college also conducts programmes/ sessions/ workshops/ awareness programmes/ lectures to address the human values, ethics, Constitutional rights, peace, citizenship values and life skills. A large number of programmes offered by the institution enhance the employability of the students by sharpening their skills. The curriculum of these programmes is supplemented by conducting courses to promote vocational education. Value based education is promoted among the learners by conducting programmes and activities under the auspices of various committees. Committees such as NSS, DLLE, Student Development and Enrichment Cell, Women Development Cell are devoted to the cause of inculcating universal human values in the learners. Value based courses are also designed with this objective in mind. The institution has tie-ups with industry groups, NGOs and academic institutions to deliver vocational skills and to bridge the industry-community-academia gap. Efforts are in place to offer vocational education in various modes including online or offline or blended mode. In association with NSDC, the institution has organized online sessions for the benefit of students. Our institution has signed an MOU with Tata Institute of Social Sciences (TISS) for conducting Diploma/ Certificate courses on Digital Marketing, Banking and Financial Services and Export and Import

	Management. College has a tie-up with NSDC and has organised webinars in association with NSDC. Institution has also conducted online courses in collaboration with SSB Academy, TechnoServe and TISS.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our college has nurtured an inclusive learning by amalgamating Indian Knowledge system into the curriculum. Committees such as Marathi Vangmayi Mandal celebrates Marathi Diwas, Hindi Diwas by organising elocution competition, poetry competition, handwriting competition, singing competition to build awareness of various Indian languages. Cultural Unit organizes various cultural events and celebrates Guru Purnima, traditional days and festivals like Navratri in all its pomp. The institution has plans to introduce certificate courses in Indian Knowledge Systems and also to integrate traditional sports related courses like Mallakhamb and fine arts related courses with the curriculum. Faculties of our institution deliver curriculum in bilingual mode (Vernacular language and English), since majority of our learners are from regional language background. College is also planning to introduce courses based on languages, traditional knowledge, culture and traditions. The diverse needs of our leaners are catered through bilingual explanations, both in vernacular language and in English across all the programmes. Curriculum delivery is made more effective in bilingual mode. Our institution recognizes the significance of preservation and protection of traditional knowledge. Maximum efforts are put by the institution to attain this objective by organising plethora of activities. Festivals are celebrated in its authenticity to preserve our culture and traditions. Literary competitions are organized in different languages which help in the protection and promotion of the same. Yoga sessions are conducted regularly either in online or offline mode as a method to preserve Indian culture.
5. Focus on Outcome based education (OBE):	Our institution follows Outcome based Education. Learner based teaching is adopted. It has its well-defined programme outcomes, programme specific outcomes and course outcomes in tune with that of the affiliated University, and drafted in analogy with the vision and mission of the institution. Attainment of course outcomes and programme outcomes is measured systematically using strategic tools, which

	enables to analyse learners capability and to enhance the same by employing remedial measures. Each department conducts curriculum based activities such as quizzes, guest lectures, hands-on-training, competitions as an effort to attain outcomes. Teaching learning process is also monitored regularly to examine the Outcome based education. The attainment of outcomes, i.e., Programme Outcomes, Programme Specific Outcomes and Course Outcomes are measured using strategic methods. Strategic plans are carried out to enhance the academic performance of the students.
6. Distance education/online education:	Our institution recognizes the relevance of technology in education, and has adopted technological steps in delivering curriculum. Institution is planning to opt MOOCS and SWAYAM courses offered by the University of Mumbai which will be open for the teachers, learners and other stakeholders. Our institution has adopted technology tools to augment teaching learning activities. Our faculty is adept in using ICT tools to conduct online lectures and other curricular activities. Tools like power point presentations, google forms, online learning resources, fully automated library are being resorted by the faculty. A systematic and well organized mechanism is in place for conducting online examinations and declaration of results. Various programmes were also conducted to help our students to utilize e-resources, digital learning tools, online databases. The institution is fully equipped for blended learning. Hybrid teaching opens up the possibility to extend our reach to a wide ranging network of students, irrespective of the geographic zone. The institution plans to extend and upgrade its existing digital infrastructure to cater to the need of the hour. Continuous internal assessment of the students is carried out in online mode in the courses wherever it is required. Value added courses are conducted in blended mode.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The Electoral Literacy Club (ELC) was formed on National Voters' Day, 25th January 2020. The nodal officer and members were appointed for tenure of 5

	years.
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?	Nodal Officer and Co-coordinating faculty members were appointed and this year 2023, we will be appointing the Student Coordinators in the coming academic year 2023 - 2024. The selection procedure is being finalized.
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.	Orientation programme was conducted to spreading awareness among students in electoral processes-participation Online Survey Form for enrollment of new voters was conducted for the students who have completed 18 years of age so that the process to procure voters id can be initiated. Voters Oath taking ceremony was conducted for the students.
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.	Yes. College has supported a non-teaching staff to participate in election duties as and when required by the Mumbai Municipality Corporation. Faculty members has assisted in election duties as presiding officers and polling officers in the polling booth centres.
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.	About 25 % of the Students have to be enrolled as voters. Surveys have been conducted by the committee members for the enrolment process to be initiated and assisted via Municipal Corporation of Mumbai.

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
1746	1763	1766	1665	1673

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: 81

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
39	27	33	30	34

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
85.44428	53.26713	135.07064	120.50107	104.13189

22-06-2023 10:51:16

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 institution has a well-planned process to ensure effective delivery of curriculum and proper documentation is maintained for the same.

Qualified teachers are appointed according to requirements, in compliance with the guidelines of University of Mumbai.

Workload is allotted as per the norms of UGC.

Academic Calendar is prepared and communicated to all stakeholders by displaying it on the website and the notice board. It is prepared in line with the Academic Calendar of the affiliating University.

The time table is prepared and regular classes are scheduled and conducted accordingly.

Teaching learning plans are prepared to ensure the effective delivery of the curriculum.

Timely completion of syllabus is ensured followed by revision lectures.

Departmental meetings are conducted regularly.

Traditional teaching method of chalk and board coupled with power point presentations, overhead projectors, and web links are used.

During the pandemic, regular online classes were conducted through Google Meet, Zoom, and Microsoft Teams. Online expert lectures were held to prepare students for final year University examinations.

Teachers are accessible through social media apps like WhatsApp for subject related doubts and personal counseling.

The faculty provide study materials and useful links to the students.

Textbooks and reference books are provided in the form of open source pdf and notes are provided in the digital form.

The link of the college library is provided in the institutional website and E-Resources are made available for the students.

Book Bank Scheme provides the facility to give books for economically backward students.

Tutorial classes are conducted for required subjects on a regular basis. In other subjects, intensive group teaching is conducted by the subject teacher after regular lecture hours. One-to-one problem solving methodology is also adopted.

For practical oriented subjects, practicals are conducted in the classroom. During the pandemic, practicals were conducted on virtual platforms.

Continuous internal evaluation is done in the form of class tests, assignments, quizzes, debates, projects, class participation

Examinations are conducted, including online exams as per norms of the University of Mumbai.

Results are analysed and remedial measures are adopted, wherever necessary.

Various co-curricular activities such as discussion of case studies, industrial visits, quizzes, elocution, poster making, guest lectures, etc. and extracurricular activities such as sports, cultural, and extension activities are conducted by various departments and committees.

The institution also organizes an intercollegiate festival and an Annual Sports Day to nourish the talents of students. Seminars, webinars, workshops, conferences, and interactive sessions are organized at different levels for the benefit of stakeholders.

Internal evaluation is conducted as per University norms. The schedule is prepared for the same to ensure timely evaluation.

Semester-end examinations are conducted in adherence to the University guidelines.

As per University guidelines, the evaluation process is conducted and results are displayed within the prescribed time period.

The mid-semester break offered by University of Mumbai is provided for faculty and students. Faculty utilizes this time for enhancement of teaching methodologies and research. Learners utilize the same to learn skills required for industry competence and employability.

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: 26

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: 52.33

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
1109	1383	1135	386	494

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 institution is fully committed to and is involved in various activities which are required for the development of society. For the betterment and smooth conduct of institutional social activities various committees are constituted which consists of faculties and students. The WDC (Women Development

Cell), NSS (National Service Scheme), DLLE (Department of Life Long Learning & Education), SDEC (Student Development and Enrichment Cell), Green Club, and Research Cell regularly organize programmes related to professional ethics, gender equity, human values and environmental related issues.

Learners attend value-added courses which helps them gain knowledge and critically analyze gender, environment, human values and ethics.

Professional-ethics related issues are taken up by the Research Cell and the SDEC. National webinars were held on Human Rights Violations in the Perspective of Covid 19 in India and the Plights of Migrants.

The Women Development Cell undertakes various programmes to create awareness among girls students. Sessions on Breast Cancer, Female Hygiene and Female Foeticide are organized. An Ayurvedic Health Camp was organized in co-ordination with the sister institution "Smt. K.G. Mittal Ayurvedic Hospital". Various female health issues were addressed by qualified medical practitioners. Diet and medicines for the same were also provided free of cost. Competitions are also organized on topics related to role of women in society. Our institution has also provided moral support to a student who has undergone sex change surgery to promote gender inclusion. Webinars on Matrimonial Rights of Women and MSMEs for Women Empowerment were also conducted. Awareness on various investment options were also provided to the women living near the College.

The Green Club undertakes regular visits to the Sanjay Gandhi National Park. Tree plantations are conducted to expose students to the environment and to teach them the concept of sustainability. The institution has taken care to ensure the maximum utilization of available resources to prioritize environmental conservation. Vertical gardening, composting of canteen wastes, installation of solar plants, installation of electronic sensors and use of energy saving equipment like LED bulbs, IOT enabled electrical appliances, and implementation of bottle gardening, Best out of Waste competitions are deliberate efforts to protect the environment.

National Service Scheme plans its activities to make students socially sensitive and responsible and fulfill Institutional Social Responsibility. NSS volunteers are encouraged to participate in Leadership Training Camps organized by the University of Mumbai and the Ministry of Youth Affairs, Government of India. NSS unit has adopted a rural village where special camps are organized. Socially relevant activities are conducted for the betterment of village. The Unit also undertakes traffic control in co-ordination with the police during festivals, and conducts beach cleaning activities as part of the Swacch Bharat Abhiyaan. The Unit also conducts, health camps and undertakes sale of rakhis made by disabled students. Sessions on Disaster Management are also regularly conducted. NSS volunteers selflessly assisted the neighbourhood during pandemic including registering for vaccination, and trained our staff in sanitization.

The College also felicitated Corona Warriors from different walks of life who worked tirelessly during the pandemic.

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: 55.9

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

Response: 976

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: 69.56

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
724	602	753	787	826

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

2021-22	2020-21	2019-20	2018-19	2017-18
1064	1064	1064	1076	1040

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: 61.03

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
327	252	346	338	353

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
532	532	532	532	520

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: 44.77

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 institution adopts student-centric methods such as experiential learning, participative learning and problem solving methodologies to enhance learning experiences.

Experiential Learning

Field trips are organized to enhance the learners' knowledge on various topics and to supplement the curriculum. The Department of Economics organizes visit to RBI Museum every year. The Department of Environmental Studies engages students in a composting manure project, for the manufacture of compost in the premises from the college canteen wastes. The students are also taught bottle gardening, and demonstration lectures on solar power plants are conducted to create awareness on energy conservation. The students also conduct beach cleaning and participate in field trips to BNHS-CEC, Sanjay Gandhi National Park which creates environmental awareness among them.

Students are encouraged to undertake research activities

Internships are provided to the students to enhance their professional skills thus making them industry-ready

Service-oriented activities are conducted under the auspices of various committees. NSS volunteers undertake Swachch Bharat Abhiyaan activities to spread the message of cleanliness, and also conduct sessions on anti-dowry, anti-drug abuse, soldier day, traffic control, and disaster management

College fests and sports competitions are organized to enhance the development of skills including leadership, decision-making, and event management.

Participative Learning

Students are involved in organising various activities like Seminars, conferences, webinars

Group discussions on case studies, brain storming sessions, competitions such as elocution, essay writing, presentations, etc. are conducted to build up the confidence of the students

Role plays are conducted to simulate real-life situations

An informal participative learning and teaching model is followed, in which the approach is 'with' the students rather than 'for' the students. The Flipped Classroom model is often used. It is a mutual learning process and students are empowered to be more independent and to serve the community in a better way.

The pandemic-necessitated lockdown period witnessed a transition from the traditional face-to-face classes into fully online teaching. Blended learning methodology is being adopted lately as per the guidelines of Government of Maharashtra and University of Mumbai.

Online lectures were conducted in platforms such as Google Meet, Zoom and MS-Teams.

The methodologies used for online teaching are PPT, Google Docs, YouTube, notes from devices, webpages and Google classroom.

Students were trained for online lectures and also given mock demonstration exams to appear for online examinations, tests, assignments and internal evaluation. Teachers were given training by the institution and also trained themselves to conduct online lectures. They have also attended various online faculty development programmes, short term courses, workshops, and webinars on online teaching learning methodologies.

Class Tests were conducted on Google Forms and semester-end examinations were conducted on Google meet and Testmoz

Mark lists of final year students are uploaded in the portal of the University of Mumbai by the faculties

Students facing technical glitches like unstable internet, or issues with the device were provided the opportunity of re-examination.

The Library is fully automated, N-Listed and has access to INFLIBNET. The college website link is circulated which provides access to e-resources for faculties and students.

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: 86.24

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
45	32	40	35	37

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: 26.38

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
8	8	9	9	9

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 awareded 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:

Examination Committee:

The Committee consists of the Chairperson and members from the teaching staff. The non–teaching Staff also supports in an administrative capacity.

Functions:

Examination committee holds the responsibility of scheduling examinations as per the guidelines of University of Mumbai, conducts examinations, declares results within stipulated time period and addresses examination related grievances such as re-evaluation of papers, verification of marks, technical errors, if any.

Internal assessment:

Time table and seating arrangement for the internal examination is prepared and displayed on the institutional website and notice board. The supervision chart is prepared to assign invigilators. The question papers are proofread to remove errors. Attendance of students is mandatory for the examination. The required number of copies is printed just two hours before examination.

Infrastructure for examination related work:

The college has a separate examination room with equipment such as computer, printer, photo copier and paper shredder for examination work.

Frequency of the examination:

All internal examinations are conducted once in each semester.

Additional examinations are conducted for eligible students as per the guidelines of University of Mumbai.

The institution has a well-organized mechanism for redressal of examination-related grievances. This is regularly communicated to the students through notices on the notice board and website. Aggrieved students approach the college examination committee/ office with an application mentioning their grievance. All such grievances are resolved by the Examination Committee either through revaluation or by verifying the internal records within a time limit of fifteen days. The University resolves grievances with respect to University examinations pertaining to Semester V and VI. The institution extends full support to aggrieved students in case the grievance is related to error in name, subject or being wrongly marked the student as Absent during the examination.

Unforeseen situations like the pandemic made the college re-orient its strategy to address the grievances related to examination. During the pandemic, the mode of examination was online and in MCQ form., and mock examinations were conducted to orient the students towards the online mode. Since it was online mode, the grievances related to the marking scheme were substantially reduced; however students faced altogether a new set of problems for which the college had framed a new mechanism. Issues faced by the students were login problems, net connectivity, inability in final submission of paper, etc. Students were asked to approach the helpdesk of the College Office though any electronic means of communication like WhatsApp, email and sms. Inputs received from the technical team handling the online exam and the grievances of students were corroborated by examination committee. On establishing genuineness of issue, re-examination was conducted for such students.

As per the norms of University of Mumbai, internal examinations are conducted for the courses, wherever necessary, according to the syllabus. Time table is displayed well in advance. Results of the same are indicated in the grade card. Viva –voce is conducted for applicable subjects as stipulated by the University of Mumbai.

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:

- The institution offers undergraduate programs such as B.Com, BMS, BMM, B.Com (Accounting & Finance), B.Sc. (Information Technology), and B.Sc. (Computer Science) and a post graduate programme (M.Com.) in Accountancy & Management. Each of these have well-defined programme outcomes, programme specific outcomes and course outcomes in lines with the University of Mumbai. These are displayed on the college website and communicated to all stakeholders, specifically teachers and students. These outcomes help students to attain knowledge and skills required during their academic journey, which has a positive impact on society and for their betterment.

- Course outcomes are statements that describe what students should be able to do at the end of the course. They inculcate various levels of cognitive skills, which are measurable. Course outcomes are discussed in the departmental meetings, and new relevant topics are covered through certificate courses and expert guest lectures to acquaint students with the ever growing needs of competitive job market.

- First year students are informed about the Programme Outcomes and Course Outcomes during the Induction Programme. Parents are also informed about the same during their Orientation Programme.

- According to the guidelines of the University of Mumbai, the institution follows the CBCS (Semester-wise) pattern for all programmes.

- The attainment of course outcomes is measured by (1) Direct assessment method and (2) Indirect assessment method. Direct assessment method includes internal evaluation and semester end examinations. Internal evaluation involves class tests, assignments, presentations, case study analysis, quizzes, class interactions, group discussions, role plays and other curricular activities. Semester end examinations involve theory, practical, projects and viva voce. The Examination Committee prepares and submits the report of this result analysis to IQAC for necessary follow-up measures.

- Course outcome attainment is evaluated through:
  - **Tests**: For assessing the theoretical understanding
  - **Practicals:** For evaluating practical skills and knowledge obtained
  - **Assignment**s: For assessing the conceptual clarity of the students on a given topic and writing skills
  - **Projects**: For assessing the ability of the student in applying knowledge to practical issues
  - **Viva Voce:** For assessing the comprehending ability of the student to communicate the knowledge
  - **Attendance**: For assessing regularity and punctuality
  - **Semester End Examinations:** For analyzing the overall performance of the students.
  - The attainment of Programme Outcomes and Course Outcomes are measured by mapping the articulation matrix by IQAC and Departments.

Feedback is taken from the students at the end of every year through a structured questionnaire, to assess the effectiveness of content delivery and attainment of the Course Outcomes, which is reviewed by the college. The attainment of Programme Outcomes is also assessed through Student Placement and Progression to Higher Education.

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:

Course outcomes of each courses of each programmes are mapped to program outcome and program specific outcome at the end of the semester by the department members.

Attainment of course outcomes is measured using 1] Direct measuring tool 2] Indirect measuring tool.

1. Direct measuring tool includes the internal evaluation and external exam evaluation. Internal exam consists of exam conducted at the mid of the semester followed by class tests, power point presentations viva voce and case studies. External examination is conducted at the end of the semester which includes theory and practical exams.

2. Indirect measuring tool consist of exit survey. The survey is taken from students at the end of the programme. The survey is analysed by the members of the department.

In order to calculate the attainment of programme outcome, the attainment of course outcome is calculated and the proportion adopted by the institution to measure the course outcome is in 80:20 ratio refering to direct: indirect methods.

Course outcome attainment is set at three levels in ascending order which is based on the academic performance of the students in term end examination and internal examination.

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: 86.7

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
469	534	409	229	314

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
494	584	451	302	424

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: 2.97

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: 0.3

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
0	0	0	0	0.300000

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:

An ecosystem is created in the institution for innovations, and to facilitate creation and transfer of knowledge through various initiatives adopted by different departments and committees. Extensive guidance and support is provided.

Research Policy is designed and implemented to promote a research culture among faculty and students. Research guides from the teaching faculty supervise and guide the research scholars for the preparation and submission of research theses, and assist students for the preparation of research papers. They also serve as resource persons in various seminars and workshops at different levels.

The Research Cell and the Student Development and Enrichment Cell organize programmes to enhance research and entrepreneurship skills among students. Trade fairs are organized to motivate the students towards entrepreneurship and to establish start-ups. Many of alumni are into self-created business in garments, jewelry, stationary and printing and have set up their own firms.

IQAC in association with Faculty Study Circle and Research Cell has organized a plethora of webinars during Covid necessitated lockdown on topics such as "Funding for Research Projects and Conferences"

and "Research Ethics and Publications". Academicians and research scholars from various academic institutions have attended these sessions.

The institution has also organized session on 'Research Methodology: Data Analysis and Statistical Techniques using SPSS Software and Microsoft Excel' for the faculty members to enable them to undertake research activities. Hands-on experience was provided to the faculty members.

A workshop on Data Collection Techniques was organized for the benefit of students, which provided a practical insight through hands-on experience with data collection tools. Postgraduate students of a collaborating institution conducted the session. Research scholars of the institution conducted Research Methodology sessions for the students.

Students are mentored and provided guidance on preparing, presenting and publishing research papers in seminars/ conferences at various levels. Our students have been awarded for excellence in research work at a Student Research Conference organized by Sinhgad Institute of Business Management.

It is a matter of pride that eleven students from the institution have been qualified for the Harvard Crossroads Emerging Leadership Programme offered by Harvard University. Under the constant guidance of the faculty members, one student became the finalist amidst various participants from different countries.

Students with entrepreneurship and innovative skills like craft, stitching and grooming are motivated and provided platforms for displaying their talents. Sessions on Grooming and Personal Care are conducted by Alumni for the benefit of students.

Department of Information Technology has organized technical events such as Programming, Blind typing, Debugging and IT Quiz in the intercollegiate festival 'Gravity', in which students from other colleges also participated. Workshops on Android, Cyber security, Java were also conducted.

Students from the Information Technology/ Computer Science Department assist in uploading and updating material on the college website.

Students from B.Sc. (Computer Science) Department provide training to other students of the institution to generate e-certificate on the completion of online activities.

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: 63

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
15	11	27	07	03

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: 0.11

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
0	2	7	0	0

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: 0.11

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
6	0	0	2	1

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 Vision and Missionof the institution focuses on holistic development of students that includes values, a sense of social responsibility, inclusiveness and adaptability. Keeping this in mind, various extension activities are organized at different levels..

Gender sensitization:

WDC and committees such as NSS and DLLE have organized many activities focusing on gender equity such as sessions on Female Health and Hygiene, Sexual Harassment at the Workplace, Polycystic Ovaries Syndrome and Self Defence. Competitions, webinars and seminars are also conducted in association with various NGOs on issues like Role of Women in Society, Matrimonial Rights of Women, MSME Funding, Domestic Violence and Gender-based Sensitization.

Differently abled Students

NSS volunteers regularly render their services to the underprivileged students of Punarvas Education

Society's Special School and Vocational Training Centre for Mentally Handicapped. Students of the institution teach them basics of various subjects at school level. Volunteers also sell Rakhis made by the differently abled children of Kakoomal and Keslibai School in the college premises, and assist the Centre in raising funds. This helps the students develop their marketing skills along with empathy towards the underprivileged.

Medical Services:

The institution has organized an Ayurvedic Medical Camp, Health Check Up Camp and Eye Camp, and a Blood Donation Camp along with Thalassemia Checkup Camp in co-ordination with other institutions, free of cost, for the students, their parents and the neighbouring community.

Environmental Conservation:

Tree plantations are carried out to promote environmental consciousness among the students. Field trips to Sanjay Gandhi National Park and BNHS are organized to create awareness about flora and fauna, and conservation of environmental resources. A demonstration session was conducted on energy conservation from the solar power plant installed in the institution. Medicinal Ayurvedic plants are planted in college premises; vertical gardening and bottle gardening is also set up. Best Out of Waste competitions are conducted to create awareness. Paper and cloth bags are made by students and distributed to nearby shops to reduce the consumption of plastic and to create awareness about the same.

Civic Responsibility:

To mould the students to socially responsible citizens and to instill civic sense, sessions on personal hygiene are held. Cleanliness drive under Swacch Bharat Abhiyaan, controlling traffic during festivals and beach cleaning are undertaken.

Community Service:

The institution inputs all maximum efforts to make students socially sensitive and responsible. College infrastructure is provided for community oriented activities. Sawarsai Village in Pen District is adopted by the institution where NSS special camp is organized every year. Various programmes on socially relevant themes are organized, including sessions on importance of personal hygiene, water conservation, anti-dowry movement, and domestic violence. Bunds on river and canals are constructed during the camp. Students also assist in the construction of public toilets. Visits are made to the village residential school where stationery items, benches, and blankets are supplied. The faculty and students interact with the school students to create awareness on social issues. With the support of the Management, a library has been set up in the village.

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:

The institution has received several accolades for its outstanding contributions in the field of social and community service. Selfless dedicated services have been provided by the students and faculty under the auspices of committees like NSS, DLLE, Green Club, Women Development Cell, Student Development and Enrichment Cell. Certificates of Appreciation and Excellence are awarded by NGOs and organisations for the relentless efforts of the institution.

The instittion strives to fulfill its social responsibilities by organizing and successfully conducting extension activities in and around the institutional premises and in the community.Appreciation Certificate was received for organising Blood Donation Camp,Thalessemia Check-Up,Yoga Sessions, Empowering Tribal Community.

Momento was awarded to the Principal of our Institute for conducting sessions on Personality and Skill Development for non teaching staff and the institution was awarded IDF BEST NSS aupporter award.

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: 177

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
26	34	37	39	41

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: 14

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:

Classrooms:

The institution has adequate number of spacious, naturally lit, well-ventilated classrooms that can accommodate 120 students, with benches and desks and a sufficient number of lights. They are Wi-Fi enabled with CCTV security protection. Several classrooms are equipped with LCD projectors.

Laboratories:

The institution has three computer labs and one electronic lab with adequate number of computers, required configurations, screen projectors and Wi-Fi connectivity. The institution provides access to software such as Python, Cisco, Unity, Java, Tally, and Direct3D.

Seminar Hall:

The Institution has two ICT enabled seminar halls and one Conference Room.

Audio-Visual Studio:

A State-Of-Art Audio Visual studio is set up with the following configuration: One PC with LG monitor; Softwares: Adobe light room classic, Focusrite Control, Nuendo four speakers: One Presonus headset, One Presonus M7 mic, Focusrite Scarlett with 6.6 audio interface.

Library

The first floor library caters to Commerce students and the fourth floor library caters to students of professional courses. Both are well-equipped, automated, and N-Listed with a rich collection of e-resources, and have access to INFLIBNET. Islim software is used as ILMS.

Examination Room:

The institution has spacious examination rooms on the first and fifth floors. All examination related work are conducted and all examination documents are maintained in these rooms. The software required for conducting online examinations and for generating results is installed in the computers. Optical Mark Reading system is installed in the CAP room for evaluation of University Examination papers.

Computing Equipment:

Administrative staff is provided with computers, printers, scanners and photocopiers. Bio metric/ facial recognition machine records the staff attendance.

Other facilities:

Administrative office is located on the first floor for the aided section and on the fourth floor for professional courses. Notice boards are fixed at the entrance and on every floor, as well as in the staffroom and office.

For cultural activities, including Intercollegiate festival, "Arunya" which is organized every year and for intercollegeiate competitions, professional choreographer is appointed to train the in-house students. Public Address system, AV studio and DJ system are utilized. The auditorium is provided for practice.

Sports:

Students are motivated to participate in Annual Sports Day conducted by the college and other intercollegiate sports competitions. Sports instructor is appointed to facilitate the smooth conduct of indoor and outdoor sports activities. The institution has tie up with sports complexes and grounds in the vicinity and outdoor spaces are hired when required. A set up for indoor board games, indoor sports kits, first aid kit and energy supplements are provided. During free lectures, students are free to use the Gymkhana.

Gymnasium:

The institution has a gymnasium and a fitness centre in the basement and on fifth floor with well-equipped facilities. A fitness trainer has been appointed along with a fulltime gymnasium attendant.

Yoga:

Auditorium is utilized for yoga sessions.

Structural audit is conducted to ensure the quality of the physical infrastructure.

The institution has installed 29 fire extinguishers and fire alarm system.

Girls Common Room:

Fire audit report:

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: 7.09

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
0.11	0	17.21618	4.84764	13.14484

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 computerized with iSLIM software, which is an integrated Library Management System along with iOPAC on March 2018 prior to that we were using eduduniya library management system. This software is multi user and multi-tasking. As the software is web-based, customer support can be provided online for maintenance. The latest version and updates are constantly provided by the company. The software supports barcode scanners for circulation activities & data backup. A separate computer is used as a server for this software. The iOPAC online catalogue module shows the user the books available in the library and the status of the book, whether it is issued or on shelf along with location. Regular training is provided to the library staff for the efficient management of the software. The college has purchased 21 E-Books Rs. 36755/- and had access to 2 E-Journals and recently subscribed to 5 E-Journals Rs. 20160/-. The college also subscribes to NList from INFLIBNET annually. The
college Library has subscribed to Digital Library of 8476 Rare Books. The daily footfalls in the College Library is 82 in the current academic year. The College Library provides Book Bank Facility for needy students by providing a set of books for one semester. Our College Library has also conducted the

Library Audit. The College Library has maintained a separate website since 2020 . The website provides Library Catalogue, Links to Various E-Books and E-Journal, Links to Syllabus, Links to Study material for competitive exams. The website also

provides access to RARE Books of Bhandarkar Oriental Research Institute's Digital Library. A Link to Institutional Repository is created which has the publications, link to Webinars conducted by the College, Photos of the Library Activities and also has a Career Corner for PRE-IAS aspirants. The Web Links to NList, Inflibnet Gateways, NDL, E-Patshala, VidyaMitra E-content are also provided. The website provides past year Question papers and Audio books. The Library has a collection of 29 Rare Books and

the Library has digitized these rare books which can be accessed through College Library website. Various activities are conducted by the library including library orientation , book display, various competitions, Books Exhibition, etc.

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:

All classrooms, examination rooms, the staffroom, library, conference room, auditorium, administrative office and Principal's office are enabled with IT infrastructure. Our institution has regularly maintained and updated its IT facilities for the benefit of various stakeholders.

A sufficient amount is allocated for the upgrading and maintenance of IT facilities. The hardware and software of the institution are under Annual Maintenance Contracts. A dedicated IT team is available in the college premises for configuring, monitoring and upgrading computer systems. They also maintain the hardware and software, and regularly and upgrade it, as and when required.

Internet:

Our institution has four broadband connections of 60MBps, 50MBps, 20MBps and 20MBps; sixteen routers are used which are regularly upgraded. A remote monitoring system is in place to supervise the solar generation of our solar power plant from anywhere around the world.

Software:

Open source software is used for curriculum delivery. The computers have a Microsoft license. All machines are protected with antivirus. Windows Server 2016 is installed on a data centre server equipped

with a licensed firewall.

Hardware:

Our institution has 103 computers, which are regularly upgraded with new components, including RAM. All the computers are Wi-Fi enabled. Computers are provided with back up in the form of UPS.

Smart Classrooms/ Projectors:

The institution has three smart classrooms with EyeRIS sensing technology to enhance the teaching learning process. All classrooms are Wi-Fi enabled with a large number of classrooms equipped with mounted projectors. Mobile projectors are also available.

Delivery of Curriculum & Examination:

A dedicated webcam is fitted to the computer used for downloading University question papers. CCTV surveillance is available. Paper shredders and photocopiers are also available. Microsoft LMS and its platforms, Google Workspace for Education and its applications such as Gmail, Google drive, Google calendar, etc. are used for delivery of curriculum and conduct of examinations. Our institution has a state-of-the-art audio visual studio for the development of e-content. MIS is in place for the documentation of students' records to facilitate admission, attendance, collection of fees, issue of LC, bonafide certificates, etc.

Library:

Our libraries are fully automated, IT enabled, NListed and have access to INFLIBNET. It uses ILMS software.

Communication:

All official communications are carried out using Office 365 and GSuite using the KGMITTAL domain. All staff members are provided a professional email id.

Website:

An active website is hosted on its own domain. It is updated regularly with the latest notifications for the benefit of all stakeholders. Maintenance of the website is outsourced.

Office:

The Administrative staff is equipped with internet enabled computers and essential software, printers, photocopiers and scanners. A Biometric attendance/ facial recognition machine is also available for the teaching and administrative staff.

Regular training

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: 14.8

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

Response: 118

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: 92.91

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
85.33	53.26	117.85	115.65	90.98

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: 0.72

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
15	10	23	08	06

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](#)

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: 18.04

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
487	369	203	224	271

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: 12.51

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
48	45	107	26	56

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
494	584	451	302	424

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: 0.1

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
0	0	1	0	1

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**

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: 11

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
9	1	1	0	0

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: 20.4

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
10	12	33	30	17

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:

The institution has very prominent Alumni from various fields who contribute towards the achievement of its Vision and Mission. The Alumni Association, Hamara KGM College Association is registered with corporate identity number U85500MH2023NPL400077. The Alumni contribute to the development of the institution in the following manner:

Academic leaders

Alumni of the institution hold key positions in academic bodies such as Board of Studies, IQAC and the Career Development Cell, and represent the Joint Registrar's Office and Education Department, and the University of Mumbai. Some of them are also the University Nominee, Joint Director's Nominee and Management Nominee for the Career Advancement Scheme of various institutions, including ours.

Many of the alumni of the institution have joined as teaching faculty and are now colleagues. A few others conduct regular guest lectures, serve as visiting faculty and are available for mentoring.

Some of the Alumni share their expertise in quality maintenance, administration, education and knowledge infrastructure.

Financial support

The provision of fees for economically disadvantaged students is made by the Alumni whenever necessary.

Participation in organizing college activities

The Alumni are invited to and get involved in all major functions of the college, including Annual Day.

The Alumni also support us by providing required facilities for infrastructure augmentation.

The Alumni who are experts in the field of Law deliver lectures on legal issues like Awareness on Consumer Rights.

One of our alumni is the founder of an image management and brand building firm in Delhi

Alumni, well-placed in the Event Management field, help the institution in organizing events

Alumni from the field of Information Technology and Mass Media helps in the placement of students. Assistance in providing internships is also provided by the Alumni.

Socially and politically active Alumni assist the institution in complying with the procedural formalities required by the Municipal Corporation and Government authorities. Some of them also assist in solving the problems related to public infrastructure and transportation near the institution. For instance, the Alumni have helped in initiating the public transport service for the students of the institution to enable them to travel from the local railway station to the college in a convenient manner..

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:

The Vision and Mission of the institution focuses on developing the students with moral values, adaptability skills, an inclusive mindset, and awareness of social responsibilities. Educational programmes and best practices are carried out keeping in mind the principles of social responsibility and inclusion.

The institution attempts to achieve the aspirations of our founder Late Shri. Shankarlalji Mittal whose dream was to provide holistic education to underprivileged students and to empower girl students through education.

Institutional Perspective Plan is prepared and implemented. Institution is in theprocess of implementing NEP by structuring new skill enhancement courses like Ethical Hacking, Intellectual Property Rights, Retail Management as per the demand and to bridge theindustry academia gap. The outcomes of these skill enhancement courses are being charted out. The Governing Body, the Principal, along with the administrative and academic departments strive together to achieve the same. Different committees are formed with this objective.

Funds are provided by Management to enhance the infrastructure, and to make the campus green and eco-friendly. Intercollegiate fests are organized with the support of the management. State-of-the-Art facilities such as an audiovisual studio and a gymnasium are also provided with consistent support of the Governing Body.

The institution adopts decentralization techniques in academics, administration and extra-curricular activities.

Case Study of Ayurvedic Medical Camp:

An Ayurvedic Medical Camp was organized by the institution in association with Smt. K. G. Mittal Ayurvedic Hospital and College on 31st August 2019, along with a seminar and exhibition on "Ayurveda for Blissful Life".

A team of doctors provided free medical consultancy, tests and medicines for the staff, students, parents and neighbouring community. Medicinal plants were planted in the campus by esteemed guests.

Procedure:

The Proposal was discussed in a meeting of the Governing Body. The responsibility of organizing this event was entrusted to the Student Development and Enrichment Cell along with IQAC. All members of teaching, non-teaching and students co-ordinated and worked together in consultation with the Principal as

part of participative decision making.

Sub committees were formed:

The Brochure and Decoration Committee designed and finalized brochure of the event. Decorations were made by material created out of 'Best Out of Waste'.

The Welcome Committee welcomed guests and participants.

The Refreshment Committee managed the set-up of food and refreshment.

The Discipline Committee ensured that discipline is maintained.

The Stage Control and Photograph Committee co-ordinated the flow of the event and ensured media coverage.

The Finance Committee managed allocation of funds and its expenditure. Resource persons provided honorary services free of cost. Management provided required refreshment for guests, participants and the organizing committee.

The Exhibition Committee ensured the smooth conduct of the exhibition. The event exhibited the creativity and talents of the students under the teachers' guidance.

Decentralization in administration and participative management is evident from the fact that students were given a free hand to plan the optimum use of resources and the execution of the programme, encouraging them to grow as sensitive, responsible, self-confident and adaptable citizens.

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:

The institution is a minority institution. The institution has a well planned organogram which clearly shows the hierarchy of functions. The organizational structure consists of the Management, the governing body, the Principal, the teaching staff, the non-teaching staff and the students.

- Management:

Marwari Vidyalaya Trust is the managing body of the institution which consists of,

1. Secretary

2. Joint Secretary

3. Treasurer

4. Members

5. Director

Decisions regarding day-to-day administration and management of the institution is taken by this body. The College Development Committee is also established as per the norms of the University of Mumbai. Meetings are held on a regular basis and suggestions are placed before the management to be implemented for the overall development of the institution.

- Principal

The Principal is the Head of the Institution. The Principal heads all the Departments, Committees and Administrative Staff and co-ordinates with heads of the departments, and other teaching and non-teaching staff to ensure the smooth functioning of the institution. Teaching staff are appointed and promoted in compliance with the norms of UGC and University of Mumbai.

The institution has an Internal Quality Assurance Cell (IQAC), constituted as per the norms of the NAAC. It focuses on the enhancement and maintenance of academic quality. The IQAC works to realize the goal of quality enhancement and sustenance.

- Departments:

Heads of departments along with teaching staff ensure the smooth functioning of the Teaching Learning Process.

- Library:

Library consists of the Librarian, Assistant Librarian, Library Clerks, and Library Attendants. The Librarian, in consultation with the Principal and the teaching staff takes necessary steps to enrich library resources.

- Administrative Staff:

The Administrative Staff consists of the Registrar, Office Superintendent, Clerks and support staff. Non-teaching staff are appointed as per the guidelines of the Director of Higher Education, Government of Maharashtra. The areas of functioning include maintenance of service records of staff, admission procedure, extension and affiliation, staff salaries, staff welfare benefits, AISHE data submission, compliance of UGC and University procedures, following circulars and guidelines of Directorate of Higher

Education and compliance of the same, maintenance of accounts and audit records, student support services, cleanliness and maintenance of campus infrastructure

- Committees

Different Committees are formed to plan and implement various curricular, co-curricular and extracurricular activities. Each committee consists of Chairperson and its members. Regular meetings are held by the committees to plan its activities.

The Cultural Unit co-ordinates the conduct of cultural activities at various levels.

The Sports Unit conducts sports competitions.

The NSS Unit organizes extension activities in the institution, neighbourhood areas and in adopted village.

The Department of Life Long Learning and Extension (DLLE) undertakes socially relevant projects.

The Women Development Cell organizes gender equity programmes.

The Student Development and Enrichment Cell conducts activities for overall development of the students.

The Green Club organizes programmes for environmental conservation and create awareness on sustainability.

The institution has adopted a Strategic/ Perspective/ Development plan for a period of five years from 2017 to 2022, and maximum efforts have been made to achieve the same.

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:

PERFORMANCE APPRAISAL SYSTEM

For Teaching Staff:

Faculty Development Programmes:

Teaching staff attend faculty development programmes organized by the institution and other institutions. Duty Leave is granted to faculty members for participating in such faculty development programmes.

Training and Development:

Teachers were given online training to conduct online lectures and examinations in the wake of the pandemic. Sessions on Stress Management, Musical Therapy are organized as relaxation techniques.

Faculty Study Circle:

Faculty Study Circle is set up to exchange knowledge and views of faculty members in current relevant areas. Sessions are conducted on Budget Analysis, Environmental Issues and Legal Issues by various departments. Webinar on Research oriented topics and Academic Audit are also conducted

Support Facilities:

Canteen, cooperative credit facility, payment of fees in installments for wards, clean drinking water, financial assistance in medical expenses, tie up with nearby doctors, public transportation on the initiative of the institution, EV charging point, indoor gymnasium facility and celebration of personal events are

provided.

Two full-fledged computer labs with Wi-Fi facility, audio-visual studio and desktop facility are provided.

Other Facilities:

Leave benefits such as casual leave, half pay leave, duty leave, and maternity leave, retirement benefits such as gratuity, provident fund are provided as per the UGC/ University rules after superannuation.

Reimbursement of medical expenses is provided.

Non-Teaching:

Training Programmes:

Training Programmes are conducted for non-teaching staff to upgrade their skills. Regular training is provided by the in-house computer centre.

Support facilities:

Canteen, co-operative credit facility, payment of fees in installments for their wards, clean drinking water, financial assistance in medical expenses, tie up with nearby doctors, public transportation on the initiative of the institution, EV charging point and indoor gymnasium facility are provided. Indoor gymnasium is also made available for the celebration of personal events.

Facilities such as uniforms, umbrellas, bags, medical expenses and educational expenses for wards are provided. Provision of shoes for the support staff on outdoor duties is made.

Entertainment and recreational sessions are also organized.

Non-teaching staff are motivated to upgrade their educational qualifications (From SSC to HSC, HSC to Degree, and UG to PG to Ph.D.). Research papers are published by the Registrar of the institution in various journals, including UGC CARE listed journals.

PERFORMANCE APPRAISAL SYSTEM

Teaching Staff:

Teaching faculty members provide a confidential self-appraisal report every year. This helps in assessing efficiency and reflects the continuous professional development of teachers. It is used for Career Advancement of teachers. It is done in a confidential manner.

Feedback is obtained from students on aspects like punctuality, delivery of curriculum, and communication skills. If the feedback for any faculty member is below average, they are intimated in writing so as to give an opportunity to improve. Suggestion box is provided to the students.

Non-Teaching Staff:

Performance Appraisal of non-teaching staff members are prepared by the concerned staff and maintained by the Registrar in a confidential manner. Comments from the Registrar and the Principal are made on grade basis as per norms of the Government of Maharashtra.

Recommendations are provided to employees wherever required.

Students provide their feedback through questionnaires and suggestion boxes.

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: 18.4

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
0	1	3	9	17

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: 24.07

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
5	26	22	14	17

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
36	37	38	37	38

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:

Major sources of institutional funding are:

 Tuition Fees

 UGC Grants

 Grant-in Aid from government

 Funds received from the Management

 Funds received from conduct of public examinations

 Sponsorship funds

Utilization of Resources:

The Governing body, in consultation with the College Development Committee and the Principal, plans allocation of funds.

Tuition fees received from students of professional courses are utilized for academic activities and for staff salaries of professional courses.

UGC grants are used for the promotion of research, infrastructure, purchase of books and other areas for which funds are sanctioned. Utilization Certificate is submitted to UGC.

Grant-in–Aid from the Government is utilized for the salaries of aided faculties and staff.

Funds from the management is utilized for augmentation of infrastructure, conduct of events and fests, and to fulfill the institutional social responsibilities and welfare programmes for staff and students.

Donations from philanthropists, trusts, and NGOs, and sponsorships for conduct of events and fests are utilized for the purpose for which they are received.

All purchases are done through inviting quotations and after reviewing the opinion of third parties. Feedback records of vendors regarding their products and after sales maintenance is also maintained to ensure quality. Each transaction is supported by vouchers and the entire amount is deposited in the bank. All transactions are done through cheques or online mode.

A full-time Accountant and Accounts Department ensures maintenance of proper accounts and preparation of financial statements. Internal systems are developed to verify accounts at different levels. The accountant processes all transactions and gets documents verified and authorized by the higher authorities of the institution. Most of the transactions are in digital mode to ensure transparency, with minimum use of cash.

The institution follows a proper mechanism for internal and external audit.

Internal Audit:

Budget is prepared every financial year under various heads. Accordingly, expenditure is planned as per the financial resources available. Major purchases are approved by the Management and the Purchase Committee. Daily miscellaneous expenses are managed by the Principal. The Governing Body has appointed a firm of Chartered Accountants as Statutory Auditors to independently conduct financial audit of its books of accounts and to certify its annual financial statements. It conducts internal audit on a quarterly basis to verify TDS payments of eligible employees.

Income and Expenditure are strictly monitored by the Internal Auditor and the Principal.

For any purchase, minimum 3 quotations are invited and prices are compared. In the absence of 3 quotations, relevant ones are reviewed and approved.

External Audit:

External Audit is conducted by the Joint Director's Office, Department of Higher Education, Government of Maharashtra; Senior Auditor, Department of Higher Education and Comptroller and Auditor General.

Bills and vouchers are checked and verified. All relevant documents are physically checked. Any queries during the audit are immediately answered along with the presentation of relevant documents.

No major objection has been raised in the audit reports. Transparency is maintained in financial matters. Financial discipline is maintained, in order to prevent misappropriation of funds and misuse of institutional property.

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:

IQAC plays a pivotal role to ensure and enhance the institution's academic and administrative standards.

1.Enhancement of quality of Teaching and Learning:

Since teaching and learning constitute the major focus of the institution, IQAC has strengthened this aspect:

At the commencement of the academic year, Academic Calendar is prepared in accordance with the Academic Calendar of the University of Mumbai. Time table is prepared and lectures are held regularly. Teaching Learning and Evaluation processes are done on time and in compliance with the academic calendar. To improve the academic aspects of weak students, remedial lectures are conducted.

To promote research acumen of faculties and students, research methodology workshops and webinars are organized for faculties and students. Faculties are motivated to present and publish research papers. Timely upgradation of computers and software are made as per requirements of the revised syllabus of technical courses. Seed money is proposed to be introduced. During the pandemic, collaborations were made with other institutions of eminence to conduct online faculty exchange programmes and webinars. Students were also guided and encouraged to present and publish paperss. Interactive sessions/ seminars/ conferences/ webinars/ workshops were organized.

Following are the areas in which teaching learning reforms are reviewed, implemented and facilitated by the IQAC:

A.   Use of experiential learning methods to facilitate achievement of learning outcomes and promotion of research:

Industrial visits, seminars, workshops, conferences, projects, quizzes, role plays and interactions with industry experts

Fun-n-Fair and other programmes to instill entrepreneurship skills

Skill development courses

Guest lectures by experts in the field

Preparation, presentation and publication of papers in seminars/ conferences by students under mentoring of faculties

B. Use of ICT based teaching learning methodologies

Adopting ICT based tools for teaching-learning.

Webinars/ workshops/ sessions on ICT related topics and E-content development and internet banking.

Participation in online faculty development

Availability of broadband connection to provide internet connectivity in the classrooms, staff room, administrative office, conference room, seminar halls, and library

SMART classroom, ICT enabled classrooms, college auditoriums with required computers

State-of-art audio-visual studio

Automated library using iSLIM software, with INFLIBNET, N-List access and a rich collection of e-resources

2. Promoting Green Campus and Sustainability:

The institution has been successful in implementing green campus initiatives to achieve sustainability:

Green Club is constituted under the Department of Environmental Studies to create awareness among students about the significance of the conservation of environment, which regularly conducts programmes for the same. Apart from this, the institution has adopted following strategies:

Installation of solar power panels has enabled institution to meet its energy requirements through renewable energy sources. The institution is carbon neutral.

Display of Information on environmental conservation measures to create awareness among the students

Conduct of quality audits like the Green audit and the Energy audit

Digitization of administration by installing ERP for online admission, fee payment, maintenance of accounts and other pertaining documents.

Composting of canteen waste

Landscaping of the institutional premises by setting up vertical garden and bottle gardening and displaying the benefits of vertical gardening.

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:

All committees, specifically the Women Development Cell plays a significant role in creating gender equity awareness. Gender Audit is also initiated by the institution.

Competitions such as essay writing, slogan writing, Just a Minute speech, poster making, anecdotes are conducted on themes like Role of Women in Society and Inspiring Role Models. To nurture the talents of students, competitions such as rangoli, mehendi, hair styling, nail art, cooking without fire and athletic events are also organized by various committees.

8th March of every year is celebrated as International Women's Day, when programmes like felicitation of proud mothers of Alumni and prominent female personalities from law and enforcement agencies are organized. In association with the Anti-Dowry Movement, rallies, skits and competitions are held to create awareness among the students about the evil effects of dowry. The institution has a Gender Sensitization Action Plan in place to ensure the promotion of gender equity.

Awareness lectures on Women's Health, Female Health and Hygiene, Breast Cancer Awareness lectures, beautician course and Sexual harassment at Workplace are organized on a regular basis. Self Defence Programmes and programmes to enhance the entrepreneurship skills of girls' students are also conducted. Discussions are initiated in the classroom on Issues of Female Labourers in Sugarcane Fields and Problems of Female Labours in Construction Domestic Violence.

During Covid-19 lockdown period, the institution organized webinars on Women empowerment strategies, POSH Act, Matrimonial Rights of Women, MSME for Women Empowerment thus addressing gender issues.

Internal Complaints Committee is established to address the issues of sexual harassment and Sakhi Box is installed for the same. The institution provided moral support to one of the students to undergo gender change surgery. The fellow students were sensitized and counseled to wholeheartedly accept this kind of change.

Programmes are also regularly conducted for teaching and non-teaching staff to create awareness about gender equity.

Women security is employed to ensure the safety of the women in the campus. Female peons assist in ensuring the safety and security of girl students in the campus. In co-ordination with the nearby Police Station, regular police patrolling is ensured. Ladies Wing of the nearby Police Station frequently visits the institution college to address issues related to girls.

Girls' common room is provided with required facilities like sanitary pad vending machine. Professional

Counselor is appointed to counsel the students ensuring their safety, security and overall development. Mentors also provide required counseling to the students. Women from the neighbourhood community iss given supervision duty for the
examinations of professional bodies and examinations conducted by Government departments.

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](#)
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:

The institution promotes an inclusive environment irrespective of religious, regional, cultural and linguistic diversities. A policy document for the differently abled is in place in the institution.

The institution has prescribed Code of Conduct for students, teaching staff, non-teaching staff and interrelation between different stakeholders. Human values are promoted among students through activities like exhibition, lectures and webinars in association with various organizations thus supplementing the related topics, covered in the curricular aspects of Foundation Course of undergraduate programmes.

In NSS special camps, students are given freedom to practice their religious beliefs thus instilling values of co-existence, harmony, tolerance and co-operation.

Competitions are conducted open for all and without any gender/ language barriers so that students can comfortably share their thoughts genuinely.

All students equally take benefit of mentoring and counseling.

The institution is also committed to develop our students to be socially responsible and aware of the values, rights and duties enshrined in the Constitution of India.

The institution celebrates National days such as Independence Day, Republic Day and Gandhi Jayanti. Competitions are held and students perform skits on relevant themes. Swachh Bharat Abhiyaan is also supported. Constitution Day is celebrated through activities like Oath taking, Knowing the Preamble and

poster making competitions.

NSS Unit of the institution is committed towards community service. It regularly conducts community oriented activities. In the adopted village, activities such as interactive sessions, rallies, skits are organized to create awareness among the villagers about topics such as cleanliness, personal hygiene, health, Yoga, conservation of water, dowry, and education. Visit to the residential school in the village is also arranged. Books, benches, blankets are also distributed.

Environmental conservation and sustainability is promoted by creating awareness on the significance of using ecofriendly and biodegradable materials. The institution has a Plastic Ban Policy and Green Campus Policy in place. Maximum efforts are taken to make the institution paperless. Mechanisms for the management of different kinds of wastes are also in place. Best out of Waste competitions are held to create awareness among students about the concept of environmental sustainability. The institution has a well-maintained vertical garden which helps in improving air quality, contributing to the formation of a green campus.

During the Covid pandemic, the teaching and non-teaching staff reported to duty in a distributed manner to ensure that academic and administrative work is carried on smoothly. The institution deputed an administrative staff to render covid-related services during pandemic. Vaccination camps were organized for the students and the nearby local community in association with the Brihanmumbai Municipal Corporation. Covid warriors from various departments including daily road sweepers of Municipal Corporation of Mumbai and those providing essential services were felicitated as a token of appreciation and respect for their selfless services to society.

The non-teaching staff of the institution visited and extended help by distributing food grains and other groceries, cloth, umbrellas, stationeries, utensils, cleaning products including detergents, toothpastes and brush in the flood affected areas of Chiplun in Ratnagiri District during the heavy rainfall.

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:

Title: Blending Values with Curriculum: Imparting Holistic Education

Objectives:

1. To instill in the students values like honesty, responsibility, and respect for self and others

2. To create awareness about environmental conservation

3. To enhance knowledge, inspiring and empowering students through holistic education

4. To blend values including energy conservation with curriculum taught in courses like Foundation Course and Environmental Studies

5. To raise students as self-disciplined citizens with zero tolerance for unethical practices

The Context:

Try not to become a man of success but try to become man of value – *Albert Einstein*

Blending values with curriculum becomes inevitable as values help the students to differentiate between good and bad. Nowadays people focus on materialistic development, and hardly any emphasis is put on internal development.

The Practice:

The institution undertakes the following to achieve the set objectives:

· Organizing Conferences/ Workshops/ Sessions/ Lectures on topics that foster values and ethics

· Sharing of stories and personal experiences with students which helps students understand the importance, inevitability and benefits of inculcating values

· Teachers appreciate the good behavior of students through games and discussion as it works incredibly in encouraging the students

· Installation of solar power plant, IOT enabled and sensor based electrical appliances, vertical gardening, bottle gardening, composting of canteen wastes, field trips, tree plantation, plantation of medicinal herbal plants, making and distributing paper and cloth bags, best out of waste competitions to create awareness of conservation of environmental resources

· The institution follows the system of mentoring which also helps in communicating effectively the methods of putting values into practice

Evidence of Success:

· The efforts undertaken by the institution has resulted in an increasing importance being given to quality

· Students' behavior with family members, especially parents, has improved

· Students are becoming more responsible towards themselves and also their parents, teachers, and the society

·   Programmes to create awareness on conservation of the environment have enabled students to be environmentally responsible. They switch off lights and fans when not in use, resort to public transport, and ensure less wastage of resources.

·   Environmental conservation measures have helped the institution to meet its energy requirements from renewable energy resources. The institution is carbon neutral.

Problems encountered and resources required:

·   Students find it difficult to participate in extra-curricular and co-curricular activities due to their time and financial constraints, as majority of the students are working. The scope of the institution to organize educational programmes and activities are limited due to these limitations.

·   Even during the pandemic, students were unable to participate in online activities due to problems like lack of concentration, staying in one room and inability to maintain decorum, limited mobile data package, physical and mental health issues in the family.

·   Maintenance of eco-friendly and green measures was difficult in the pandemic period due to the unavailability of sufficient manpower and other resources.

BEST PRACTICE 2:

Title: Giving Back to the Community: Ensuring Good of All

Objectives:

1.   To understand the relationship between the institution and the community

2.   To identify the needs and problems of the community

3.   To develop social and civic responsibility

4.   To create social awareness about problems of women regarding gender discrimination

5.   To develop the capacity to meet emergencies, natural disasters and pandemic-like situations

The Context:

   It was felt that there was a need to:

·   Help students develop sense of selfless service and appreciation of other person's point of view

·   Make students realize that the welfare of the individual depends on the welfare of society

·   Develop the overall personality of students through community service

·   To encourage learners to show consideration for other fellow beings

The Practice:

The institution undertakes the following to achieve the set objectives:

·   The NSS Unit organizes special camp in which student volunteers spend seven days in the adopted village and perform activities like cleaning, construction of bunds, rallies, street plays, and awareness lectures in the schools in the adopted village.

·   The Women Development Cell and NSS Unit invite doctors for creating health awareness and conducts free health checkups and dental checkup camps for the neighboring areas.

·   The institution identifies the needs and requirements of the adopted village and develops strategies to ensure their welfare. A library is being set up in one of the schools in the adopted village. Blankets and other stationery products were distributed by the Management to the school children who excelled in academic performance to motivate other students to perform their best in the coming years. Dust bins were donated to the village as contribution towards a clean environment.

·   Haldi Kumkum is organized by the Women Development Cell to ensure good interaction and enhance relationship with the neighboring people by bringing them on one platform. Programmes like awareness of health and nutrition, financial awareness, and talks on measures to resolve domestic violence are organized to improve their living conditions.

Evidence of Success:

·   It is observed that the overall personality of the students has developed through social and community service

·   Students get to learn about the problems faced by the society

·   Students get satisfaction out of working for the poor and weaker section resulting in societal change at the grass root level

·   Community development activities ensures welfare of all

·   Students develop the qualities of effective communication, boosting confidence, and respect for all, inculcating the spirit of coordination, cooperation and team work.

·   Former students are appointed as invigilators for Government examinations conducted in the college, making them confident and providing financial security and a sense of responsibility.

Problems encountered and resources required:

Since the students are economically underprivileged, they have to financially help their family and though they are willing to be a part of community development activities, they are unable to do so because of time and financial constraints. Due to the time consuming travel time in Mumbai, they are compelled to limit their activities to academics and their job.

File Description	Document
Any other relevant information	[View Document](#)
Best practices as hosted on the Institutional website	[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:

Holistic Education for the Betterment of Students and the Community

The vision and mission of the institution focuses on developing students personally and making them feel responsible towards the community in which they live.

In the field of academics, a comparison of the academic performance of the students at the entry level and exit level clearly reveals the upcoming trend. A majority of students belong to economically, socially and culturally disadvantaged backgrounds, living in slums, and are first-generation learners with their parents employed in the unorganized sector. Bilingual explanations, in both English and Hindi are provided by the teaching faculty. Notes are also given in a simple language. Personal attention is given to the students, as and when required. The institution adopts a cooperative approach towards working students and tries to understand their difficulties. Personality development of the students is ensured through extracurricular activities, such as sports, cultural events, extension activities, etc. Students are groomed and made industry-ready. Placements and internships are facilitated through tie ups with organisations. Many of the students are placed with the professional faculty members of the institution. Financial help is provided to the needy students and the non-teaching staff by the Management. Students are encouraged to express their opinions, suggestions, feedback in regional languages like Hindi, Marathi, and Gujarati.

Facilities like common room and sanitary pad vending machine are provided for girl students. Students are given assistance in the online process for admission and registration for examination. The alumni are given opportunities to work in the institution as teaching and non-teaching staff. Students are provided the facility of payment of fees in installments, if required. They are motivated to conduct research and present and publish papers to enhance their research acumen. The Library is enriched with resources, and the Book Bank Scheme is also operational for the benefit of needy students. The Health and Fitness Centre has state-of-the-art equipment. Health parameters of the students are monitored regularly. Eminent persons from industry and professionals serve as visiting faculty for professional courses. Tie ups with media houses ensure wide coverage of the events of the institution. Annual magazine of the institution, "Mittal Sankalp" is published with inputs from the students and faculty.

?? ?????? ?? ?????????: **Knowledge is that, which liberates!**

Smt. K. G. Mittal College of Arts & Commerce organizes various programmes to fulfill our Motto: Knowledge is that, which liberates! Even though the syllabus is prescribed by the University of Mumbai, the faculty members provide every opportunity to students to develop ethically and ensure value-based self-

development. The Institution had also organized the International Conference on 'Higher Order Thinking Skills: Unbridling HR Potential' on 10th and 11th September 2018 at Smt. K. G. Mittal College of Arts & Commerce, Mumbai. This Conference has made the academic fraternity richer, with the literature in form of scholarly research work on the said topic because Basic Academic Skills help enhancing Intelligence Quotient (IQ) and Emotional Quotient (EQ) but Higher Order Thinking Skills not only help in enhancing Intelligence Quotient (IQ) and Emotional Quotient (EQ) but Spiritual Quotient (SQ) as well.

Service to Mankind

The institution offers extension activities like NSS, DLLE, etc. and focus in these activities is service to mankind. Activities like Two Day District Level Theme Based Workshop on Waste Management, Blood Donation Camp and Thalassemia Check-Up, Workshop on Yoga and Stress Management, Sale of Rakhis made by differently abled children, Stall of Kindness Drive, Awareness Rallies, etc. are the highlights of such activities. The Higher Authorities of the Institution acted as a Guiding Light during the period of pandemic and gave advice and suggestions to the shopkeepers and slum dwellers near the Institution who were facing various difficulties. Our staff helped The Brihanmumbai Municipal Corporation during pandemic.

Positive *Learning* Environment

The Institution creates Positive Learning Environment for students and for Teaching and Non-Teaching Staff members. They are motivated for pursuing higher studies. Awareness Lectures on Career options are organized for students. Teaching and Non-Teaching Staff members are motivated and appreciated for pursuing higher studies. Though upgradation in educational qualification is not attached with monetary benefits, our Class 2, 3 and 4 Staff Members have pursued higher education, as they are motivated to do so by the Institution. Following are the details of the same:

	HSC	Graduate	Post-Graduate	Ph. D.
Class 2				01
Class 3		01	02	
Class 4	03	04		

Recognition and Appreciation

Recognition and Appreciation is a reward in itself. The institution recognizes and appreciates the contribution of all the stakeholders. Our Institution inculcates the quality of Recognition and Appreciation in our students also. Housekeeping staff members of our institution were felicitated by our students for their service to the institution. A special programme was organized to felicitate Corona Warriors like Policemen, Road Sweepers, etc. who continued in their efforts to save people during the difficult time.

Gender Equality, Gender Inclusivity and Equal Opportunity

The Institution fosters the culture of Gender Equality and Gender Inclusivity. Various activities are organized for the upliftment of women and to ensure Gender Equality, Gender Inclusivity and Equal Opportunity such as National Webinar on - Topic: MSME Funding: A Tool for Women Empowerment, National Webinar on Matrimonial Rights of Women, Breast Cancer Awareness Lecture, Guest lecture on Female Health and Hygiene, Lecture on 'Female feticide', etc. The institution is committed to gender inclusivity. One of our students Ms. Vaishnavi Jadhav underwent gender change and named herself/ himself as Mr. Vivan Jadhav. Awareness lectures were organised for our students and were told that she/

he should be treated with dignity and respect as anyone else in the institution. She/ He successfully completed her graduation from our institution respectfully.

The institution strives to achieve 17 Sustainable Development Goals thereby ensuring balance between social, economic and environmental sustainability. Thus the institution attempts for the holistic development of the students and the community as a whole and will continue to do so in future to reach great heights for its distinctiveness.

File Description	Document
Any other relevant information	[View Document](#)
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The institution intends to expand horizons by introducing undergraduate, post graduate and research centers in Data Science, Psychology and Economics. The institution has set a seed money budget target up to rupees three lakhs to researchers.

To create awareness on the environmental conservation, plans are made to introduce Bachelor of Science (B.Sc.) Degree in Environmental Science and Geography and promote research facilities.

For college top five students, scholarship grants will be disbursed for pursuance of higher education and the institution plans to honour with an amount of rupees fifty-one thousand as prize money to the University rank holders of the college.

Health and medical insurances for Self Finance Courses non-teaching staff has been initiated from the year 2022. Infrastructure development and expansion is under pipeline from the present five-storied to nine-storied building. The institution is keen to go for autonomy and down the line, a target set for the next eight to ten years, to obtain the status of a deemed University. Purchase of additional property and centralized air conditioned system is on the blueprint.

The institution has taken the initiative to undertake conservation of resources by rain water harvesting, drip irrigation system and to adopt the sustainability goal of green campus. Application is made to the Maharashtra Pollution Control Board to install a pollution indicator in the institutional premises.

Plans are in pipeline to enhance collaboration with the University of Mumbai and undertake linkages with the Department of Leadership Management and the Department of Innovation Incubation and Linkages in tune with the Skill India Initiatives of the Government of India. To ensure qualitative improvement in leadership skill, team work and interpersonal skills, initiatives are undertaken to collaborate with corporate professionals and training institutes to add certificate courses for the students to make them industry ready and inculcate entrepreneurial skills. Programmes and activities are organized to nurture entrepreneurial mindset for the students in launching their own business band start-ups. Trade fairs are organized. Students with creative minds are encouraged to sell their products to the staff and their colleagues. Alumni trains them by giving hands-on-experience in their business units.

Concluding Remarks :

Smt. K G Mittal College began its journey in 1979 in the name of BSSS College. The mammoth challenge of transforming the old BSSS College was taken over by the trustees of Marwari Vidyalaya, men of vision and experience, in 1984. The college was renamed as the Marwari Vidyalaya Sanchalit Smt. K. G. Mittal College of Arts & Commerce in 1992. Over the span of years, the college has developed systematic quality assessment procedures and practices as per ISO format and IQAC requirements. The IQAC plays a role in the quality initiatives in all aspects of teaching, learning and evaluation.

The Institution has established a holistic student centric outcome-based teaching-learning process. Experienced faculties have introduced innovative strategies, applied ICT tools and techniques in curriculum delivery to enable the students to achieve their learning goals. International \ National Seminars \ Conferences have been organized every year and the proceedings of the Seminars and Conferences have been published in UGC Care listed journals with impact factor. During the COVID 19 pandemic period the institution has actively organized and participated in various interdisciplinary webinars. The institution has imbibed in the students the participative learning processes through workshops, seminars and industrial visits and experimental learning from internships. The institution has strived to inculcate in students a strong sense of responsibility towards themselves and the society as a whole for the greater welfare and wellbeing of the nation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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* 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)** Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}} 2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years** Answer before DVV Verification: {{TABLE3}} Answer After DVV Verification : {{TABLE4}} Remark : Input edited as per data uploaded by HEI
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.* Answer before DVV Verification : Answer After DVV Verification :14 Remark : Input edited As per supporting documents, Excluding beyond assessment period
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)* 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)**

Table 1 (2.1.2.1 before):

2021-22	2020-21	2019-20	2018-19	2017-18
354	247	322	326	347

Table 2 (2.1.2.1 after):

2021-22	2020-21	2019-20	2018-19	2017-18
327	252	346	338	353

Table 3 (2.1.2.2 before):

2021-22	2020-21	2019-20	2018-19	2017-18
532	532	532	532	520

Table 4 (2.1.2.2 after):

2021-22	2020-21	2019-20	2018-19	2017-18
532	532	532	532	520

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
85.44428	53.26713	135.07064	120.50107	104.13189

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
85.33	53.26	117.85	115.65	90.98

Remark : Input edited as per the supporting documents and affected metrics (4.1.2 & 4.4.1) on par with EP 3.1

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>40</td><td>28</td><td>34</td><td>31</td><td>35</td></tr></table> Answer After DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>39</td><td>27</td><td>33</td><td>30</td><td>34</td></tr></table>