YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution INSTITUTE OF MANAGEMENT & COMPUTER STUDIES

- Name of the Head of the institution Dr. Irshad Kazi

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 02225832452

- Mobile No: 9422009213

- Registered e-mail imcost@rediffmail.com

- Alternate e-mail chairman@asmedu.org

- Address C-4 Wagle Industrial Estate, Near Mulund Check Naka , Opp. to Aplab

- City/Town Thane West

- State/UT Maharashtra

- Pin Code 400604

2. Institutional status

- Affiliated / Constitution Colleges

- Type of Institution Co-education

- Location Urban

- Financial Status   **Self-financing**

- Name of the Affiliating University   **University of Mumbai**

- Name of the IQAC Coordinator   **Prof. Kavita Verma**

- Phone No.   **9643268416**

- Alternate phone No.   **02225832452**

- Mobile   **8454074320**

- IQAC e-mail address   **asmimcostiqac@asmimcostedu.org**

- Alternate e-mail address   **Irshhadkaazi@asmimcostedu.org**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.imcost.edu.in/upload/naac/aqar/AQAR_2019-20.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.imcost.edu.in/upload/naac/aqar/AY2020-21/Academic-Calendar-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.62**	**2017**	**27/11/2017**	**27/11/2022**

6.Date of Establishment of IQAC   **15/06/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   3

- Were the minutes of IQAC meeting(s) and   **No**
  compliance to the decisions have been
  uploaded on the institutional website?

- If No, please upload the minutes of the   [View File]
  meeting(s) and Action Taken Report

10.Whether IQAC received funding from any   **No**
of the funding agency to support its activities
during the year?

- If yes, mention the amount

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

Arrangement for Online Platform for students and Staff

Provide Training to all the faculty members for Online Classes,
Certification programs, Webinars for students and Faculty members

Assessment and Evaluation of Students on MS teams

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

Plan of Action	Achievements/Outcomes
Conduction of smooth online classes	MS teams Application adopted for Online classes. Provide Training to all the faculty members and students
Arrangement of Online Examination	MS form adopted for preparing the MCQ exams and used MS teams video for online invigilation
Interaction with Students in pandemic covid-19	For direct interaction with students and parents, whatsapp group was created.
Certified Programs	Online certified programs were arranged for the improvement in the skill and knowledge of the students
Online Interactive Sessions with the students	Understanding the progress, incremental improvisation & Conducted lectures for Slow learners

13.Whether the AQAR was placed before statutory body?   Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	17/02/2023

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	INSTITUTE OF MANAGEMENT & COMPUTER STUDIES
• Name of the Head of the institution	Dr. Irshad Kazi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02225832452
• Mobile No:	9422009213
• Registered e-mail	imcost@rediffmail.com
• Alternate e-mail	chairman@asmedu.org
• Address	C-4 Wagle Industrial Estate, Near Mulund Check Naka , Opp. to Aplab
• City/Town	Thane West
• State/UT	Maharashtra
• Pin Code	400604
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	University of Mumbai

• Name of the IQAC Coordinator	**Prof. Kavita Verma**
• Phone No.	**9643268416**
• Alternate phone No.	**02225832452**
• Mobile	**8454074320**
• IQAC e-mail address	**asmimcostiqac@asmimcostedu.org**
• Alternate e-mail address	**Irshhadkaazi@asmimcostedu.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.imcost.edu.in/upload/naac/aqar/AQAR_2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.imcost.edu.in/upload/naac/aqar/AY2020-21/Academic-Calendar-2020-21.pdf

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Cycle 1	**B+**	**2.62**	**2017**	**27/11/2017**	**27/11/2022**

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**3**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have	**No**

been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

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- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	17/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	26/03/2022

15.Multidisciplinary / interdisciplinary

Not applicable

16.Academic bank of credits (ABC):

Not applicable

17.Skill development:

Not applicable

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Not applicable

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Not applicable

20.Distance education/online education:

Not applicable

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**4**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1093**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**36**

File Description	Documents
Data Template	[View File](#)

2.3	**368**

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**18**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**00**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**28**
Total number of Classrooms and Seminar halls	
4.2	**7674417.94**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**102**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

We have an well established mechanism for completion of syllabus on time and it reflects the curriculam in toto.

- **Pandamic situation forced us to prepare ourselves in**

consultation with our faculty as well as management in order to designtime table.

- At the begining of the academic year,meeting is held presided by the Principal and all the department heads,that under prevailing situation we should design and adopt teaching plan in a manner that students do not miss out critical parameters of the syllabus.
- We design, and adopt academic calendar and ensured all the faculty members to adhere the calendar for the completion of the syllabus.
- The Academic Calendar contains curricular aspects, dates of university exams, and college internal exams.
- Colleges also conducted webinars, workshops, celebration of important dates.
- Due to prevailing pandemic , we tailored the time table in a manner which will ensureall the critical aspects of the syllabus are covered through online mode.
- A strategy is adopted to ensure that additional coaching is arranged for students who required personal guidance.
- The IQAC of the college in consultation with Principal have made it a practice of collecting regular feedback from students and faculty members.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

The IQAC in consultation with departmental heads prepared Academic Calendar keeping into the mind the prevailing pandemic condition. The Academic calendar contains curricular for syllabus completion and dates for internal assessment of students. All the faculty members should adhere to this calendar to ensure that the syllabus is completed in toto in the prescribed time frame. For internal assessment of students we followedgovernment guidelines and instructions received from University of Mumbai.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

`03`

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

`21`

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

`21`

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The curriculum of variours courses such as B.Com (Accounting & Finance), B.Com (Banking & Insurance), B.Com (Financial market) and baceholr of Management Studies which covers the various issues relevant to proessional ethics, gender management and Human values as prescribed the University of Mumbai. In view of Pandamic condition we were only able to cover the theoretical aspects of various issues mentioned above.

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

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

368

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.imcost.edu.in/upload/naac/aqar/AY2020-21/1.4.2-feedback-AQAR-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

357

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

`01`

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Inspite of pandemic condition, we organised additional coaching to slow learners as well as for bright students so that none of them miss the opportunity. Slow leaners were identified through internal assessment and by the observation of individual faculty members. Improvement classes were conducted as per need based. For advance learners we encourage power-point presentation where students were given subject of their choice but relevant to the course.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1093	**18**

File Description	Documents
Any additional information	[View File](#)

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

As per the need of the hour, students were required to learn new

techonologies. Inspite of the pandemic and possity of time we conducted two workshops: Workshop on Advance Excel and Workshop on Powerpoint. The institution caters to the diverse needs of the students through various modes, learning and problem solving methdology. We encouraged students to discuss or seek guidance from respective faculty members through telephone or through mail. Also students were encouraged for research discussion, internship, book reviewand practical classes apart from the traditional mode of teaching and learning.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

Teachers are using ICT platform in view of pandemic and was a effective Tool for seeking guidance from the respective faculty. 2020-21 was the year of lockdown, so all the lectures, practicals as well as co-curricular actvities are conducted online through MS Teams. All students and teachers have given login User ID and password for Miscrosoft Teams. Teachers have used all facilities available on Microsoft Teams. They use white board, power point presentation, you tube lectures, pdf files on MS Teams. Students are also encouraged to use Online MOOCs. Online public access catalog (OPAC) provided to all users. Students are using OPAC extensively for searching the required books and journal articles.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

Nil

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

Nil

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

40

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The exam committee of the institution plays the major role in the implementation of examination norms as prescribed by University of Mumbai. In line with guidelines prescribed by UoM, internal evaluation were organised for all courses through online mode. Complete confidentiality were maintained in the process of setting of Question papers. Intimation for the examination was conveyed to students through whatsapp group. Multiple Choice Questions (MCQs) with varied difficulty level were set according to the requirement. Mock test were arranged in order to train the students for examination. To discourage unfair practices during examination, all students were required to keep their camera ON during the process in the presence of Invigilator. Apart from internal tests, various innovative methods were used for assessment such as power-point presentation, online/telephonic viva, group discussion, role play, tutorial, practical problem, case-studies and assigments etc. The BMS Students as a part of internal evaluation were exposed to current scenario topics through case studies discussion.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

It was a challenge for the institute to overcome pandemic situation and ensure fair play for the conduction of internal

examination. Students who did not have the requisite equipment for online examination were asked to send written document relevant to test. Online system were adopted for declaration of results. Students Queries were responded through whatsapp or telephonic conversation, whatever possible.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Program/subject Outcome offered by the institute were displayed on the websites and simultaneously communicated to students, teachers and all stake holders. The concerened subject teachers were also instructed to discuss program specific outcomes and course outcomes with students to ensure transparency in the process.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.imcost.edu.in/naac/aqar/
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

We ensure that the concerned faculty is well versed withthe subject and expected outcome. The performance of each students in the examination during the semester in each course is evaluated is direct attainment of COs. The attainment of the COs is computed by the setting weights as follows:

- **Below 40 % (Grade F)**
- **Below 50 % (Grade D)**
- **Below 60% (Grade B and C)**
- **Above 60% (Grade A, O and O+)**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

324

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.imcost.edu.in/upload/naac/aqar/AY2020-21/Student-Satisfaction-Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

Nil

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

nil

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

`Nil`

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

`Nil`

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension activities of the institute inculcate culture of social responsibilty and being sensitive to immediate society. The institute has been enrolled underDepartment of Life Long Learning & Extension , University of Mumbai for organising and conducting activities related to society in general with specific reference to community development, problems faced by women and underpriveledged children. During Covid 19 Pandemic, our students activily engaged in the psychological counselling of their peers who lost their near and dear ones. They volunterred covid warrior, spread covid awareness and distributed masks for protection against Infection. Extension work projects under the guidance of Department of Life Long Learning & Extension , University of Mumbai, were conducted by students. The title of the project was

'Survey of Women's Status (SWS). For more insight DLLE meetings were held timely through online. Eighteen students actively did Survey on Women Status, challenges fced by Working Women and Women harrasment. They presented their work through Powerpoint presenation on MS team.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

Nil

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

01

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College gives utmost importance to teaching learning process. To the extent possible all requirements in terms of Library facilities, Canteen, First-aid room, etc., we have adequate infrastructure facility in-place.

The college has made available the following facilities:

Class Rooms: 28

Library: 2

Computer laboratory: 1

Reading Room: 01

Canteen: 01

Wash Rooms: 04

Boys Common Room: 1

Girls Common Room: 1

Seminar hall: 1

Auditorium: 1

Lift: 1

Gymkhana : 1

Ground: 1

First-Aid Room: 1

Wifi: 200MBPS

Our College has White Boards, Internet Connection in the form of Wi-fi and LAN Connections.

During Covid-19 Pandemic, the ICT inftrastructure was further enhancedby giving training to teachers to conduct online lectures and other academic programs effectively with strong support from IT personnel.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The college is equipped with adequate infrastructure in addition to requirements of academic operations which can fulfil students' needs for sports and cultural activities. We also have Auditorium, gymkhana club for indoor sports and ground for outdoor sports activities such as kabaddi, kho-kho, volley-ball, football and cricket. We conducted Yoga workshop for student in Auditorium by an expert Yoga Instructor.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

28

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

28

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2400512

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

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

Library LMS Software: e-grantalya Version: 4.0 Nature of automation: Fully Year of Automation: 2011 OPAC (Online Public Access Catalague) Barcode issue-return System The Library has wide repository of books, journals, CDs, newspapers, and e-resources.The Library provides book-bank facility to the students. Due to the prevalent Pandemic and Lockdown due to which Students and Faculty members were not in the campus, we were not able to renew the ILMS.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **E. None of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

0.0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institute has 102 desktop computer and 4 laptops.We have adequate number of computers, installed in various locations such as Computer Laboratory, Classrooms, Library, Administrative Office, IQAC Room, Faculty Room, Exam Room, Principal Cabin, Training & Placement Room etc. All the classrooms are equipped with Wifi enabled Projectors. These machines are maintained by Network Engineers. To maintain fast transmission of data to various computers we have a dedicated server room which is supported by 100mbps LAN and Wifi Connection. We provide access of our IT systems to our Faculty members and students.

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

4.3.2 - Number of Computers

102

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

115794

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Computer Laboratory: The college has appointed Network Engineer who works under the guidance and supervision of the head of the department, coordinators and subject teachers to give academic and administrative support through MS Teams during pandemic. We have installed Anti-virus (Quick-heal) to protect our computers from malware. The institute hasalso customized our operation digitaly for online examination, Library support, admission, and students feedback. Library Library timings are from 10.00am to 5.30pm. The Library of the College is computerised using E-Granthalya software for books issue/return, acquisition,cataloging and barcoding. For optimum utilization and accessing Library resources OPACis used. NDLI (National Digital Library) is used for E-journals and E-database.The Class IVstaff are appointed to maintain cleanliness. Class Rooms: The time table is framed for optimum utilization. The College is in contract with the housekeeping services for maintaince of furniture and equipments. Campus is equiped with

sufficient fire extinguishers on every floor. Sports Complex The college has gymkhana club for indoor games like chess, carrom, Table tennis, etc. The institute has outdoor Playground for the sports like kho-kho, kabaddi, cricket, volley ball and football.All the required sports eqipments are mainted by the administrative staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

24

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

176

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

176

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**D. Any 1 of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

326

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

06

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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

As per directive of Government of Maharashtra, Student Council Election was not held in the academic year 2020-21. We have appointed Class Representatives on various committes on virtual Platform. Gender wise (Male/Female) Class Reprepresentatives were selected. Eighteen (18) DLLE Students helped in organising and managing different activities such as anchoring, technical support, organising Training Awareness Program for Survey of Women's Status. College is always trying to create opportunities for the students for developing their overall personality by inculcating various management skills like leadership, planning, organising, coordinating and controlling and providing them exposure to various fields.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association was registered on 30th Dec 2019. The aim to form the association was to reunite all Alumus under one roof to help the college for the placement, guidance for the existing students, guest lectures to know the current scenario in the market.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION To be a world class center of learning that excels in Management & Information Technology education, research, training and consultancy. MISSION Our mission is to strive to attain excellence in education so as to contribute to the Socio-economic transitions in the nation by presenting unique pedagogical opportunities aimed at developing outstanding, effective, committed & dedicated, socially responsible global managers & leaders who make valuable contributions to all levels of the corporate world and society. The institution has adopted the following measures in implementing the institute vision:

- To enhance the overall personality development of students through various online and value addition courses through our tieup with international and National institutes.
- To facilitate online learning, a platform such as MS Teams &

Zoom was made available to the students.
- **Professionals from various fields and corporates were invited as Guest Lectures for knowledge enhancement of students.**

To achieve the Mission of the Institute various innovative academic environment was created for enhancing the critical thinking, alround growth and knowledge enhancement were implemented. Faculty members were given the responsibility of being mentors to the students to supervise the academic growth of the students. Since many of our students are first time graduates in their generation, special grooming classes were conducted so that in future they can face the corporate world.

File Description	Documents
Paste link for additional information	https://www.imcost.edu.in/about/mission-and-vision/
Upload any additional information	**No File Uploaded**

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

The Institute adapted the new normal of conducting online teaching and learning fulfledgedly. For the online activities, the institute give freedom to the faculty members and students in planning, arranging, organising and executing various activities for the growth of leadership, accountability, responsibility and formation of various ideating resources. Class Representatives are appointed for each division of the course and were given the responsibility for communicating the student's problems to the faculty members. Class Representatives are appointed on the basis of their academic performance, communication skilland their leadership qualities. The Departments of the Institute were given the full authority to plan and delegate the various academic assignmentsassigned to them and its implementation. The management fully supported the faculty members in taking decisions and all their suggestions were welcomed for the improvement and betterment of the students and overall development. The Management Committee gives opportunity to faculty members to show their contribution and performance.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute as part of Strategic Implementation and Perspective plan, the below mentioned measures were implemented effectively: Online classes: MS teams Application adopted for Online classes. Provide Training to all the faculty members and students Online Examination:MS form adopted for preparing the MCQ exams and used MS teams video for online invigilation. Interaction with Students in pandemic covid-19:For direct interaction with students, whatsapp group was created. For giving any information, the whatsapp group was used. Certified Programs:Online certified programs were arranged for the improvement in the skill and knowledge of the students To Conduct the online Teaching and Examination, the Institute has appointed Network Engineer who coordinated for the smooth running of the program. The HOD of the departments was given the responsibility to train the Faculty for online uploading of Question Papers and Online Supervisions. The Software has provision for evaluating and generating results.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Institute functions as per the rules and regulations laid down by the University Grants Commission (UGC), Government of Maharashtra and the University of Mumbai from time-to-time. The statutory bodies such as College Development Committee (CDC), Internal Quality Assurance Cell (IQAC), etc. are in place as per the provisions of UGC, National Assessment and Accreditation

Council (NAAC) and the Maharashtra Public Universities Act 2016. The Governing Body of the institute is Audyogik Shikhan Mandal which takes policy decisions regarding Institutional affairs. The Academic and Administrative policies including the admission procedures are designed and implemented as per the guidelines of University of Mumbai, CDC, etc. The IQAC under the guidance of Principal ensures the effective, smooth functioning and implementation of policies for imparting quality educations and ensuring placement to the students.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Instiute has effective welfare measures for Non-teaching staff. Most of the non-teaching staff especially Class-IV staff comes from ordinary economic background. Keeping in mind the college has helped class IV staff for festival advance likeGaneshotsav,Diwali because these festivals are celebrated on large quantum and are popular in Maharashtra and also supported

during the Pandemic in form of kind and cash. Institute also extend supportby paying the share towards Employee Provident Fund for Non-teaching Staff. Also the token of Appreciation for non-teaching staff is given for good work and honesty.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

00

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

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

The Institute has formed "Performance Based Appraisal" (PBA) form for teaching and non-teaching staff.The Soft copy of which is mailed to each staff members. IQAC conducts the meeting regarding this and guidance is provided regarding terminology used in the

form. Every staff members submit PBA form to HOD of the department. The Form along withthe relevevant supportive documents which claims the appraisal are submitted to the HOD for verification and validation. The form approved by HOD, duly signed by the Principal is forwarded to IQAC. IQAC with the guidance of Principal forward the form to Governing body for their appraisal.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

In Academic Year 2020-21 two half-yearly internal Audits are conducted. During Second half, the acdemic budget for the successding year is prepared. The Audits are carried out by the C.A. Chandrakant Kale. As the college follows Accounting Norms and guidelines prescribed the the internal audit, therewere not major objections raised. Nevertheless the suggestions related to vouchers, payorders, quotations etc., given by internal auditors were timely followed.

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

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

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

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is running self-finance courses. Hence not entitled for any grant from State and Central Government. In order to meet the expenses of regular functioning of the college which includes examination, Project fees, Library, gymkhana, Industrial Visits, sports, extra-curricular activities, seminars, conferences, celebration of days etc, the fees is collected from the students for these respectives headings as per the guidelines from Mumbai University. The Principal in close coordination with CDC and IQAC monitors the mobilization of the funds. Also care is taken by the Principal with the support ofCollege office and Admistrative team that funds are utilized for the betterment of the students.

The College office and Library prepares the Budget of routine maintenance, administrative expenditure, seminars, workshops, library purchase and expansion etc., which is presented to CDC, verified by the Auditor and approved by the Top Management to obtain the utilization. Furthermore, the audit of the utilization of funds is done regularly.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell of the institute actively involved in the designing the various academic and extra-

curricular activities. The IQAC in conjunction with the Principal tookvarious decision for the smooth running of lectures, continuous feedback from students and parents, preperation of Academic Calendar, oversee the fair practice of examination, appraisal of teaching and non-teaching of staff, improvement classes for slow learners. The IQAC keeps in touch with Principal and after proper discussion and guidance of the Principal, the academic and other allied activities, extra-curricular activities are planned so that students which are most important stakeholders are benfitted. In order to plan and institutionalizingthe strategies the IQAC conducts meetings on regular basis as per the suggestions given by the stakeholders.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

All the Faculty members are required to prepare their their Teaching Plan with discussion with the Course Coordinator. Weekly the teaching plan are discussed with the Principal to keep the track of syllabus completion on time. The IQAC team members are required to monitor the need of the subjects and the students. For practical subjects, guest lectures, workshops are arranged. IQAC team keep on tracking the requirement of Class improvement classes for slow learners. The IQAC also makes sure to arrangement teaching aids and tools for effective teaching. For upgrading the knowledge of the teachers and their methodologies, Faculty Development Programs, Research skill workshops are also arranged. Due to pandemic situation, all the work had been carried out through online mode.

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

6.5.3 - Quality assurance initiatives of the	**D. Any 1 of the above**

institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

In all our Four Courses under Fcaulty of Commerce (Bachelor of Management Studies, B.Com (Accounting & Finance), B.Com (Banking & Insurance), B.Com (Financial market)) Foundation Course is included in the syllabus of University of Mumbai which have Gender Equity Related topics. While teaching these topics the gender and principle of gender equality is conveyed to the students. The DLLE students did the Survey on Women's Status and presented their research work through MS teams (Online Mode).

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Boys Common Room, Girls Common Room, Female & Male Security Guards.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**E. None of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid Waste Management**

For daily waste mangement, there is separate bins for wet and dry waste in the institute. The Garbage is collected by Thane Municipal Corporation (TMC) regularly from the college campus.

- **Liquid Waste Mangement--NIL**
- **Biomedical waste management--Not Applicable**
- **E-waste management-- NIL due to Covid 19 Pandemic situation**
- **Waste recycling system--NIL**
- **Hazardous chemicals and radioactive waste management--Not applicable**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institute emphasis on inclusion of all religion and festivals, and to enhance this culture within the students, who are enrolled

from other states and mumbai in the institute,the institute celebrates all the festivals like Diwali, Holi, Christmas, Eid, Dahi Handi, Navroze, Onam, Shivjayanti, Ganpati etc. to nurture the culture of harmony. The Institute organised Poster Competition on 3rd Feb 2020 on theShaheed Divas 30th Jan 2020 which highlighted the courages approach towards our freedom fighter who sacrificed their lives for our Nation.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

In addition to the topics covered in the syllabus the institute initates different related activites like spreading of Prime Minister Ideas such as Swatch Bharat Abhiyan, International Yoga Day, Rural Entrepreneurship, Sustainable Development Goals, Skill development, Make in India. We have Subjects having contents of Indian Citizen Rights and Duties,Entrepreneurship, Indian Ethos, etc. Webinar/ Workshop was also held on "Shocks & after-shocks of the pandemic with the education Ecosystem", Education 5.0 for industry 4.0", International Yoga Day, " How to become successful Cricketer", "Udaan", "ISODC" for inculcating Human values in the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website	D. Any 1 of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institute organised Poster Competition on 3rd Feb 2020 on theShaheed Divas 30th Jan 2020 which highlighted the courages approach towards our freedom fighter who sacrificed their lives for our Nation. The Institute also organised International Yoga Day on 21st June through online mode. Students learned various Yoga practices and asans Independence day and Republic day, days of national significance, kargil Victory Day, National Unity Day and Constitution Day were celebrated to create awareness about our rich and varied past.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

Best practice I: Transition from Offline to Online Mode Online
Teaching Learning/Admission/Administration Covid pandemic and
Social distancing paved way for online teaching and college
administration. MS Teams and Zoom were bought for efficient
conduct of curricular and co-curricular activiies. Class wise
teams were created and their email-id along with user Name was
facilitated. Training Session was conducted for students and
Staff. Training for college administration and for conducting of
online exams were given. All the lectures,webinar, exams and other
various activities were conducted in smooth manner. Google Form
for registration and Whatsapp group links for various events were
created. Best Practice II: Online Admission Counselling for New
admission students and Selection of Specialization course for the
existing students The Admission Committee counsels the students on
the basis of theirgrades of 10th and 12th and their self interest.
The Counselling was done online through zoom/video call, MS teams
for the remote area students and offline sessions for the
footfalls. For the existing/enrolled students, faculty members one
to one counselling were organised along with parents to boost the
creativity, and managerial skill and channelize their energy in
meaningful and valuable path which shall lead to their placement.
These practices helped the institute in enhancing its image and
fulfill the students demand for large motivational force and
guidance.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

In inspite of Covid Pandemic and being in low economically strata
area, college conducted all routine activities like admission,
induction and orientation,and regular lectures, webinars,
examination, online result, counselling cell with personal
counselling through online mode, collection and analysis of
feedback etc. Due to Covid -19 Pandemic which effected the
employment of our stakeholders (Student's Parents) we considered
their financial issues and allowed students to pay their fees on
installment basis which helped them to continue their education.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

In the Covid 19 Pandemic situation, initially it was difficult to adapt the online education system for students as well as for Faculty members. In the next academic year, the IQAC planned to make the online education replica of offline education. The institute will conduct all the events, activities, workshops through online mode. The examination pattern will also improved and make the students to use the MS team more effectively. Students's Cubs, Committees will be formed for the overall development of the students and all these will work in Online mode also. Faculty Development program are planned to conductespecially to improve the online teaching methodologies. Skill Development Courses like Advance Excel, Powerpoint, Information Technology, MIS are planned to teach to students.