



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

BUNTS SANGHA MUMBAIS ANNA LEELA
COLLEGE OF COMMERCE AND ECONOMICS
AND SHOBHA JAYARAM SHETTY COLLEGE
FOR BMS

- Name of the Head of the institution **Dr. Rajendra Patil**
- Designation **Principal in-charge**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **02224059013**
- Mobile no **9892279720**
- Registered e-mail **annaleelacollege2020@gmail.com**
- Alternate e-mail **principal.alsj@bunts.edu.in**
- Address **Shashi Manmohan Shetty Higher Education Complex, Opp. Buntara Bhavana, Buntara Bhavan Marg, Kurla (E)**
- City/Town **Mumbai**
- State/UT **Maharashtra**
- Pin Code **400070**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**

- Location **Semi-Urban**
- Financial Status **Self-financing**
- Name of the Affiliating University **University of Mumbai**
- Name of the IQAC Coordinator **Ms. Surekha Shetty**
- Phone No. **02224059013**
- Alternate phone No. **02224059000**
- Mobile **9820325808**
- IQAC e-mail address **iqac.alsj@bunts.edu.in**
- Alternate Email address **surekhashetty47@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

alsj.bunts.edu.in

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/Academic%20Calendar%202022-23.pdf>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.29	2022	19/04/2022	18/04/2027

6.Date of Establishment of IQAC

17/02/2018

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
NA	NA	NA	NA	NA

8.Whether composition of IQAC as per latest

Yes

NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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)

Action plan for AY 2022-23

Introduction of Skill based Add-on Courses

Teachers were encourage to attend workshops and seminar to understand NEP-2020 implementation.

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
To assess the viability of introducing new industry oriented Programs	MSCIT and BCA program has been introduced
To start skill based Add on courses from AY 2022-23	Following Skill based Add on Courses have been conducted i) Certificate course On Investment ii) Certificate Course Digital Literacy iii) Certificate course in Basic English Grammmarn iv) Certificate course in Digital Marketing v) Certificate course in Advanced Techniques in IT vi) Certificate course in Goods & Services Tax (GST)
Encourage teachers to attend workshops and Seminars to Understand Implementation of NEP-2020	Various faculties have attended Workshops and Seminar on NEP-2020
Continue with practice of Curriculum feedback form all stakeholders	Curriculum feedback from all stakeholders have been taken, analyzed, and Action have been taken
Continue with Staff Feedback and outcome should be communicated to concerned staff as constructive Mechanism	Staff Feedback has been taken, analyzed and it was communicated to staff.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	23/07/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Location	Semi-Urban
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• if yes, whether it is uploaded in the Institutional website Web link:	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/Academic%20Calendar%202022-23.pdf				
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6.Date of Establishment of IQAC			17/02/2018		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	NA	
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		2
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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Name	Date of meeting(s)
College Development Committee	23/07/2022
14.Whether institutional data submitted to AISHE	

Year	Date of Submission
2022-23	13/02/2024

15.Multidisciplinary / interdisciplinary

NA as per NAAC notification dated 23rd March 2022.

16.Academic bank of credits (ABC):

NA as per NAAC notification dated 23rd March 2022.

17.Skill development:

NA as per NAAC notification dated 23rd March 2022.

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

NA as per NAAC notification dated 23rd March 2022.

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

NA as per NAAC notification dated 23rd March 2022.

20.Distance education/online education:

NA as per NAAC notification dated 23rd March 2022.

Extended Profile

1.Programme

1.1	274
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1708
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	543
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	469
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	24
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	30
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	26
Total number of Classrooms and Seminar halls	
4.2	203.22
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	203
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

The Curriculum is designed by University of Mumbai. In case of revised syllabus, revision workshops are conducted to train teachers. The institution has planned and documented curriculum for effective delivery and implementation system. The Academic year begins with academic planning that includes Academic calendar which reflects curriculum delivery, Continuous Internal Evaluation, internal, external examination and co-curricular activities. The academic calendar is a guide for teachers to conduct curriculum delivery.

Class time table is prepared and submitted to Principal and published on website. Teaching plan is prepared by the teachers and curriculum delivery is recorded in teachers' diary which are reviewed by coordinators and Principal.

Before the commencement of Academic session, orientation is conducted for the students and parents. Orientation includes information about curriculum, examination pattern, CIE, committees, departmental activities and placements. To fill the curriculum gap, bridge courses are designed and conducted. Faculties actively use ICT tools like Power point presentations, simulators, google classrooms, video lectures and e-books.

The Students attendance is monitored and actions are taken against defaulters. There is teachers-parents meeting to provide feedback.

Effectiveness of curriculum delivery is monitored through CIE, assignments, case studies and quiz. The feedback on curriculum is collected from the stakeholders and is analyzed. Necessary actions are taken wherever possible.

The academic audit committee reviews the curriculum delivery process at the end of each semester.

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 institution prepares Academic Calendar in accordance with the academic calendar of University of Mumbai. The institution abides by the requirements specified by the University of Mumbai in their academic calendar. The academic calendar is prepared well in advance of next academic session. The academic calendar is displayed on notice board as well as college website. It carries schedules regarding admission process, teaching-learning schedule, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized. The college follows its academic calendar for conducting internal examinations and CIEs.

Other than Internal Test which is as per the guidelines of University of Mumbai, the Institution also conducts two CIEs per semester. One CIE is Open Book Test for the students of all the courses in all programs. The Open book schedule is informed to the students in the form of notices and information is also communicated through college website as well as in what's App groups of students.

The Institution also conducts CIE using Google Forms. Students are notified the time table. CIE results are also discussed with students.

For third year students a Preliminary (Prelims) exam is conducted before semester end examination.

File Description	Documents
Upload relevant supporting document	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/	

B. Any 3 of the above

Diploma Courses Assessment /evaluation process of the affiliating University

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

8

File Description	Documents
Any additional information	View File
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)

6

File Description	Documents
Any additional information	View File
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

149

File Description	Documents
Any additional information	View File
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 vision, mission, and core values of college speak volume about these cross-cutting issues. College offers undergraduate and post graduate programs in which all these issues such as Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed. Cross cutting issues facilitate holistic development of students.

Mandatory courses like Foundation Course are specially designed to orient students with all four crosscutting issues.

Courses like Commerce-III, Advertising-I, Business Management and Financial Accounting and Auditing, Foundation of Human Skills, Ethics and Corporate Governance, Business Planning and Entrepreneurship, Taxation-III, Auditing, Cyber Law, Internet of things, Current Affairs, Introduction to Journalism, Mass Media Research, Business Ethics and Corporate Social Responsibility and Organizational Behaviour help to inculcate professional ethics amongst students. All the programs have some courses to inculcate human values like Business Communication, Motivation and Leadership, Change Management, Indian Ethos in Management, Commerce-IV, Business Ethics and Corporate Social Responsibility, Visual Communication, Cultural Studies which help the students develop self-concept and serve as guiding principles.

College intends to address Environmental Issues in all the programs through courses like Environmental Management, Logistics and Supply chain management, Green Computing and Environmental Studies.

To sensitize students for gender equity, there are courses across all the programs which focuses on issues like violence against women, dowry system, portrayal of women in media etc. Other courses like advertising, Cultural Studies also focus on gender equity.

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

5

File Description	Documents
Any additional information	View File
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
Institutional Data in Prescribed Format	View File

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

381

File Description	Documents
Any additional information	View File
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 **A. All of the above**

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://alsj.bunts.edu.in/feedback-on-curriculum/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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://alsj.bunts.edu.in/feedback-on-curriculum/

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 students admitted during the year

732

File Description	Documents
Any additional information	View File
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

File Description	Documents
Any additional information	View File
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

The College allows students from every facets of life and works tirelessly with slow and advanced learner students. The college and its teachers work hard to enhance students' abilities to deal with impending challenges and have a structured framework for assessing students. B. Com, BMS, BAF, BSc. (IT), BAMMC, M. Com and MSc. (IT) are among the courses offered at the college.

2.2.1 Programs for Slow Learners: -

Students learn and discover new abilities that will benefit their academic achievement. Internal Assessments, Continuous Internal Evaluation (CIE), diagnostic test, bridge course, mentor mentee, remedial lectures, project work, assignments, semester exam, and subsequently students are tested throughout the year are some of the methods used. Basic ideas are solved through mentoring Sessions, and various study materials are supplied to them for general academic growth.

Programs for Advanced Learner:

Mentors assess mentees' knowledge of competences during mentoring sessions primarily based on their educational, cognitive, emotional, and social components. Several departments of the college invited guest speakers. advanced learners are encouraged to publish research papers. The Rankers are awarded at annual function. The 'Diagnostic Test' is conducted to the First Year students to check their fundamental knowledge.

File Description	Documents
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/2.2.1%20PSL%20&%20PAL%201%20(2).pdf
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1708	24

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience. It includes training via students' involvement. Institution organizes workshops to get hands-on experience in different fields. Guest lectures are arranged for the students of degree to guide them in the subjects taken up for the study to complete their graduation with good grades. BAMMC students refine journalistic skills through in-house newsletter and college magazine and podcasts.

Participative learning:

Student-Teacher discussion consists of Presentations, Group Discussions, Debates/Classroom, Management Games/ Poster Making, panel discussions. Assignments, Quizzes, function plays that assist self-learning. College offers platform for students to learn Tally, GST, and Excel through add-on courses, Swayam-NPTEL. Orientation programme is conducted through Microsoft Teams and Online test were conducted through google form.

Experiential Learning

BSE Visit is organized for students to understand the share market and financial planning. Various guidance lectures are conducted for students to improve their knowledge as well as peer to peer sessions are organized in the college.

Participative Learning

College gives emphasis on students' participative learning to attain the purpose of higher education through field visit. PPT and Quiz competition was organized by the department of commerce.

Problem Solving

The institution aims at problem solving, mainly, Mentor-Mentee practice focusses upon those students who have problems which are sorted out after proper consultation. Sums (problems/questions) are provided to google class room which are solved by students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/2.3.1..pdf

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

ICT tools are used to locate, investigate, and evaluate data in an ethical and impartial manner. Each department at the organization has been given a desktop to ensure efficient operations. Every faculty member is accustomed with the most recent ICT tools.

Additionally, teachers administer one CIE via Google forms, which promotes a clear understanding of the online assessment mode. Effective coaching makes use of multimedia and PowerPoint presentations. In addition to the traditional chalk-and-talk teaching method, all departments frequently use movie and documentary screenings for idea explanation as part of the coaching-mastering method.

Online repository has been created by the college for the benefit of 'divyang' students. University and college library has hooked up NVIDIA-Brail software program for the blind students.

A crucial stage and outcome of the teaching-mastering process is evaluation. Daily meetings with the IQAC and department heads; the exam committee organizes timetables and develops changes to create a robust assessment tool. The organization uses a variety of inclusive scheduling techniques to systematize its academic calendar, including timetables for internal assessments and college exams.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

24

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	View File

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

8

File Description	Documents
Any additional information	View File
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

101

File Description	Documents
Any additional information	View File
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.

Assessment is a crucial aspect and outcome of teaching-learning process. Through consistent engagements with IQAC and department heads, Examination committee strategically plans and implements schedules, aiming to enhance and fortify evaluation system.

Transparency: 1. Students receive information about evaluation methods during orientation program. 2. Transparency in disseminating information is evident through a provisional schedule in the academic calendar, along with notifications specifying actual dates and other pertinent details. 3. Details about syllabus and paper pattern for evaluations are communicated to students through circulars on notice boards and website. 4. Department coordinators, guided by examination committee, oversee entire evaluation process.

Robustness in frequency and variety 1. The institution conducts one internal test in line with University norms. However, to better prepare students for exams, BMS, BAF, BMM, and B.Sc.(IT) undergo two CIE tests, while B.Com students undergo three. 2. CIE tests are structured as open book and online assessments using Google Forms. Open book tests encourage students to engage with subject materials, fostering critical and analytical responses. Online tests serve to evaluate learners' conceptual understanding. 3. Final year students receive previous years' question papers for practice, supporting their preparation for University Examinations. This diversified approach contributes to overall strength and effectiveness of the assessment system.

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

IQAC consistently work to promote student centric activities. The Academic Calendar is displayed at the College notice board and in addition, institutional internet website is available for all stakeholders. The college clearly explains the assessment tool and how the course outcomes and program outcomes are calculated during the orientation program.

1. Redressal mechanism for grievances before Exam: Students file grievances to the Principal regarding things like incorrect names

or subjects on the hall pass or non-issuance of the ticket. The organization has a separate unfair committee, per the Guidelines. Every case of unfair treatment is handled in accordance with University of Mumbai Ordinance 0.5050.

2. Redressal mechanism for grievances during Exam:

Students can report their doubts/queries (if any) to the block supervisor. Block supervisors then report it to Senior supervisor.

3. Redressal mechanism for grievances after Exam:

College students can request a photocopy of their solution sheets and/or a revaluation within ten working days of the semester end examination results announcement, using the preferred layout that the university has specified. In order to guarantee a transparent, reliable, and effective evaluation process, the Examination Cell is well-prepared, employs competent staff, and operates with a student-centric mindset.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The course outcomes for every program that the college offers are specified, shared with teachers and students, and are posted on the college website.

IQAC skillfully addresses it by launching topic-related supplemental courses. The institution's primary goal is to instill in each student the values of a responsible citizen. The University of Mumbai provides the curriculum for every program. The organization requests that professors participate in workshops, conferences, seminars, and FDPs in order to further their own education and achieve the goals set forth for the classroom.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The mission statement of the institution places a strong emphasis on students' holistic development. 5 Undergraduate and 2 Graduate programs in Commerce, Arts, and Science are offered by the college. Through classroom interactions, expert lectures, and orientation programs, students systematically begin their academic journey.

Speaking to students during career counseling and soft skill lectures is essential to their inclusive development.

Students learn about budgeting and stock trading, and during the evaluation process, they receive grades. In IT courses, projects are used as a means of evaluation. Based on their participation in intra- and intercollegiate activities, students studying management and commerce are evaluated for course outcomes. Students studying mass media and multimedia were assessed using assignments about podcasts, advertisements, newsletters, and literary works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/2.6.2%20new%20(2).pdf

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

262

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://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/2.7.1%20SSS.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)

10000

File Description	Documents
Any additional information	View File
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)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

1

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

3.2 - Innovation Ecosystem

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

As per the recommendations of the IQAC, the institution has formed an ecosystem for innovations and Incubation by establishing the Research Committee and Incubation Centre. The research committee encourages research activities among students and faculty members, thus inculcating research culture among them.

In order to promote research activities Institution

1. organized a workshop on "Research Ethics, Citation Analysis & Model Publication" to guide faculties and students on preparation of Research Proposal.
2. Conducted Two days workshop on "Research Paper Writing" for students.
3. The students were guided for different schemes launched by the government for promoting startups during the regular lectures by faculties.
4. M.Com students guided by professional and qualified

faculties to prepare research based projects based on primary data.

5. Organized guest lecture to encourage students to participate in events like Avishkar
6. BMS and B.Com students have topics of entrepreneurship in their syllabus itself as specified by the University of Mumbai.
7. B.Sc.IT. students have been guided for App and Website Development with the help of regular projects and assignments.

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

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

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

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The Institution is actively involved in extension activities through National Service Scheme (NSS), Department of Life Long Learning and Extension (DLLE), Institutional Social Responsibility

(ISR) and departments throughout the year.

Community services include:

Institution celebrates various days to spread awareness among students and society, which includes:

1. International Yoga Day to understand how to maintain balance between mind and body to improve overall personality.
2. Tree Plantation Conducted to save environment.
3. Organ Donation Drive created awareness and registration done for donation.
4. Organized Book Patriotic exhibition and Book Donation drive was conducted, where by old books of students and faculties were collected and donated to the needy ones.
5. A camp for blood donation was organized and large quantity of Blood Donated.
6. Encouraged students and teachers to actively participate in Har Ghar Tiranga Campaign.
7. Organized workshop on Cyber Security Awareness to spread awareness about cyber fraud and how to prevent it.
8. Conduct workshop on Road Safety to create awareness about safety during driving.
9. Nirmalya Collection and Beach cleaning drive conducted to inculcate social responsibility about clean environment.

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

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

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

1

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

3.4.3 - 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

3.4.3.1 - 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

11

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

100

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

42

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 institution boasts outstanding infrastructure in line with the academic program requirements, regularly updating it to enhance academic excellence.

With a campus spanning 2667.34 square metres, the institution offers 5 undergraduate and 2 postgraduate programs. The entire building is centrally air-conditioned, featuring 26 ICT-enabled classrooms (including 2 smart classrooms), 4 state of art specialised laboratories that includes, Cyber Security, Artificial Intelligence and Data Science, Programming and Web Technology labs., 1 Girls common room, 1 Social Media activity room, 1 Medical room, 1 media laboratory, and a well-equipped library. The facility includes 26 classrooms, 4 computer labs, 1 NSS room, 1 DLLE room, 1 examination room, 1 media laboratory, 1 library, and 1 seminar hall.

There are a total of 203 computers, with 158 designated for student use and 45 for faculty and administrative office use. The college has 2 leased internet lines with a speed of 50 Mbps.

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.

Cultural Activities: The college boasts state of art fully air conditioned with high tech sound systems a spacious Buntara Bhavan Auditorium with an approximate capacity of 1200, along with two mini halls belongs to the institution

Sports: The institution maintains a well-equipped sports facility to meet the needs of sports enthusiasts. Organised by the Gymkhana committee, sports events are conducted, and recommendations for positive changes are made as necessary.

Indoor and Outdoor Games: The college has acquired permission from the local municipal body to use the Shivshrushti ground (Area: 3013.89 sq ft.) for outdoor activities such as Cricket, Judo, Fencing, Tug of War, Football, etc. Indoor games like Table Tennis, Carrom, and Chess are available in the adequately equipped Gymkhana.

Gymnasium: The Gymnasium (Area: 1381.02 sq. ft.) is air conditioned with standard equipments and facilitated by a designated trainer.

Yoga: The college observes International Yoga Day annually, conducting yoga sessions for students in the Gymkhana premises to channelize their focus and enhance body, mind, and spirit in the right direction.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://alsj.bunts.edu.in/physical-education-and-sports/

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

26

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

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)

203.22

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

4.2 - Library as a Learning Resource

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

Koha stands as a comprehensive Integrated Library Management System (ILMS) encompassing essential services like Acquisition, Cataloging, Circulation, WebOPAC, Serials, Biblio format, Data Exchange, Standards, and Reporting.

ILMS Software: KOHA

Automation Level: Full

Version: 18.11.04.000

Year of Automation: 2018

Koha's Features:

1. The Online Public Access Catalogue (OPAC) module offers a user-friendly interface for library tasks such as item searching, reservations, and suggesting new items.
2. The full catalogue module allows library staff to record details of all items, complying with MARC and z39.50 standards for simplified data entry and exchange.
3. The Circulation module automates item management, seamlessly integrating with OPAC, providing users visibility into their borrowed items.
4. Automated alerts are employed to notify patrons and staff about events like overdue items or the arrival of new items.
5. Streamlining library management, Koha automates data collection for generating reports on the number of books available, issued, returned, and purchased annually.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://alsj.bunts.edu.in/library/

4.2.2 - The institution has subscription for the C. Any 2 of the above following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.354

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

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

93

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Server Configuration

1) Server

Manufacturer : IBM

Model : IBM System x3630 M4

Processor : Intel (R) Xeon (R)

CPU ES- 2420 @ 2.20GHz

RAM : 16.0 GB

Data Storage : 1 TB SATA HDD: - 3 Nos

2) Server

Manufacturer : IBM

Model : IBM System x3250 M4

Processor : Intel (R) Xeon (R)

CPU E 31220@ 3.10GHz

RAM : 32.0 GB

Data Storage : 2 TB SATA HDD: - 2 Nos

3) Server

Manufacturer : DELL

Model : DELL PowerEdge R550

Processor : Intel(R) Xeon(R) Silver 4310

CPU @ 2.10GHz 2.10 GHz

RAM : 32.0 GB

Data Storage : 480 GB SATA SSD: - 2 Nos

4 TB SAS Hard Disk: - 3 Nos

Firewall Details: High-End SOPHOS-SG-430 is the main firewall with throughput of 28Gbps to meet growing security needs. Institution has 2 licensed application software's i.e. Tally ERP.9 and CMS and 1 system software's i.e. WINDOWS.

XG 230 HW Appliance with 6 GE ports, 2 SFP Ports, 1 expansion bay for optional Fle Xi Port Module, SSD + base License (incl. FW, VPN & Wireless) for unlimited users + one power cable.

The Institution has tied up with Microsoft Corporation for Microsoft products and emailing solutions and also for teaching-learning process via. Microsoft Teams.

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

4.3.2 - Number of Computers

203

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
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)

99.37

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.

The outstanding infrastructure undergoes regular maintenance to ensure optimal utilisation. To facilitate this, a designated property supervisor oversees specified tasks in coordination with college authorities to uphold the infrastructure.

Daily Activities/Routine Maintenance:

1. Cleaning duties are regularly performed by the housekeeping staff on all floors, in classrooms, and washrooms.
2. The parent body is responsible for the majority of civil work and maintenance.
3. Regular intervals are maintained for the servicing of air-conditioned systems.
4. The college employs a systems administrator who collaborates with external agencies for IT system maintenance.
5. The campus is fully secured with installed CCTV cameras and a routine maintenance of CCTV systems is conducted.
6. The concerned individuals in charge of Gymkhana, Library, Computer Lab, Classrooms, and Stationary storage formulate policies, which are then approved by college authorities following the operation manual.
7. The security of the college premises is entrusted to an external agency appointed by the Higher Education Committee of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/4.4.2%20Policies%20&%20Procedures.pdf

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

20

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

130

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)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://alsj.bunts.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

53

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

53

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)	View File

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

A. All 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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

41

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

11

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

7

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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)

The institution recognizes importance of student representation and engagement in various administrative, co-curricular, and extra-curricular activities. To facilitate this, several initiatives are in place 1. Student Council: Student council is formed as per directives received from Director, Department of Student Development, University of Mumbai The council represents interests and concerns of students and acts as a bridge between students and administration. The council members actively participate in various institutional events giving suggestions and supporting event organizing committee in planning and conduct.

2. Committees: Various committees are formed where students can actively participate and contribute. These committees may include academic, sports, cultural, social Media, and environmental committees.

3. Student Grievance Cell/ Anti Ragging: A dedicated student grievance cell and anti-Ragging Committee exists to address any grievances or concerns raised by students.

4. Student Feedback Systems: The institution has a mechanism in place for students to provide feedback on various aspects of their educational experience.

5. NSS/ DLLE: Students from NSS and DLLE also extend their support to the society which develop moral values within them.

6. IQAC/CDC: Student representation in IQAC/CDC helps to understand students' outlook while discussing various student

related developments.

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

30

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

Alumni association is registered under the name "Bunts Sangha Anna Leela Alumni Association", the association significantly works for the welfare of the college and current students.

1. Career support: Alumni associations often offer career services and resources to help former students advance in their careers. Mr. Siddhesh Jadhav, currently working in Sports of as Exceutive HR and Ms. Kritika Maji working in Khachak Media had taken initiative to bring placement for the current TY students.

2. Communication and information sharing: Alumni associations serve as a means of communication between the institution and its former students. They keep alumni informed about important

updates, achievements, and developments within the institution.

3. Continuing education and lifelong learning: Many alumni associations offer opportunities for lifelong learning and personal development. This can include organizing seminars, workshops, webinars, or alumni-exclusive educational programs. Mr. Siddhesh Jadhav delivered Guest Lecture on "Crack the job interview- Insider Tips" for TY Students of the academic year 2022-23.

4. Representation on college governing body: The Alumni Representation is also a member in IQAC (internal Quality Assurance Cell) and CDC (College Development Committee) gives their valuable suggestion and feedback which aims at bridging the gap between institution and industry.

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

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

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 foster and grow as an institution imparting quality and value based education with a global perspective.

Mission:

- To strengthen the students academically, socially and economically.

- To diversify the academic canvas by including new job oriented and market driven courses.
- To develop the Institution across a set of quality parameters.
- To contribute towards knowledge generation and dissemination.
- To instill sensitivity amongst the youth towards the community and environment.
- To provide an incubation center for research and innovation.
- To provide a platform for extra-curricular and co-curricular excellence.

The institute relentlessly tries to maintain focus on implementation and follow up of its vision and mission statements through its functioning and initiatives. The proactive approach of management to ensure holistic development of students is evident through competent faculties and state of the art infrastructure in tune with modern requirements. Numerous activities and events for students showcase the platform for holistic development inculcating leadership qualities along with ethical and value driven approach in students. Skill based and competency building courses assist in employability and polish professional skills. The management is committed for research among students and faculties by providing consistent support and encouragement. It is progressively driven with a focus on students growing needs and satisfaction.

File Description	Documents
Paste link for additional information	https://alsj.bunts.edu.in/about-institute/#1594390735992-aeb74ad4-d380
Upload any additional information	View File

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

Participative management involves involving staff in the decision-making process and seek their input and feedback. This practice not only encourages teachers and administrative staff to take ownership of their work but also fosters a sense of belonging and motivation among the workforce. Institution practices

decentralization and participative management with proper well-defined inter-relationships for the effective functioning of the College. The Higher Education Committee (HEC) is the governing body that prepares Perspective Plans in accordance with CDC and IQAC. The Principal is the Academic and Administrative head of the institution and oversee routine functioning of the institute. The Principal is empowered with sufficient authority and power delegated from HEC to take the institute forward. The Heads of the Departments and representatives of the faculty are involved in the distribution of Workload and completion of various academic tasks and events assigned by authorities. The academic and administrative activities are coordinated by the Chief coordinator. Continuous improvement of academic quality and achieving academic excellence are systematized by the IQAC. The Office Superintendent in consultation with the Principal coordinates the routine activities concerned with the administration of the Institution and also delegates duties and responsibilities to non-teaching staff and reviews the functioning on a regular basis. The institution has many committees and cells that work under the guidance of conveners for smooth functioning of curricular, co-curricular, extra-curricular, and extension activities and shares responsibilities among student volunteers.

File Description	Documents
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/about-us/Organogram.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution prepares Perspective Plans to function in alignment of the vision and mission. The institution’s perspective plan focused on major areas like qualified and approved faculties, student support, governance, infrastructural advancement, research and extension.

Infrastructure:

Access Control System was installed for overall security and vigilance. This has helped a safe and hassle free environment for students and staff. Divyangjan friendly facilities are in place

for better experience to physically challenged students.. N-List and Open Access e-resources are made available to faculties and students for knowledge upgradation.

Research Culture:

- Dr. Roshini Udhvani, Dr. Nitin Dwivedi and Dr. Ashwini Parab completed their PhDs from various Universities at the same time Asst. Prof. Surekha Shetty registered for PhD from University of Mumbai. Principal Dr. Rajendra Patil and Dr. Prashant M Shinde secured patents.
- Workshops organized by Research Cell i.e. ICSSR sponsored National Level Workshop on "Research Ethics and Citation Analysis, Model Publication" and Workshops on Avishkar - Research Convention conducted by University of Mumbai for students
- Green Campus Initiatives: Green Audit, Environment Audit, Energy Audit, Tree Plantation with QR Code Tagging. E-Waste Collection and its recycling process.

NEP 2020

Faculties attended various NEP 2020 Implementation Workshops for knowledge Upgradation.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/about-us/Perspective-Plan.pdf
Upload any additional information	View File

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 Governing Council prepares policies for smooth functioning of the institution. It monitors execution and follow up of these policies. The inputs, suggestions recommended by IQAC are discussed and analyzed by CDC and later tabled at the Governing body for decision making. Various committees and cells propose activities and events, which are discussed, fine-tuned and then finalized. The Principal is assisted for all administrative work

by the Office Superintendent who heads the administrative office. He is assisted by Head Clerk, Senior Clerks, Accountants, Laboratory Assistants, Library Clerks, Junior Clerks and Attendants. The roles of the administrative staff are well defined in the operations manual. Institution has set statutory and non-statutory Committees for the holistic growth of the learners. These Committees include teaching and non-teaching staff members who work together around broad objectives for various events. These committees integrate the ideas and objectives set forward with the work being done. The first element of structure, governance in the Institutional Organogram is the Higher Education Committee who is responsible to frame policies and take the decisions within the organization. Organogram is also defined by the Academic and Operational manuals that spell out the process of operation and roles of the components in the Organogram.

File Description	Documents
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/about-us/Operational-Manual.pdf
Link to Organogram of the institution webpage	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/about-us/Organogram.pdf
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	View File
Screen shots of user inter faces	View File
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

Following are the welfare measures provided to Teaching and Non-Teaching Staff

- Free Food Coupons worth Rs. 500/- every month.
- Gymnasium facility for the staff at a subsidized rate.
- Group Health Insurance is provided to all the teaching staff members.
- Operations Manual is uploaded on the website for easy reference and convenience.
- Though it is a permanently unaided institution, the confirmed staff is also paid Gratuity when they leave the college for better prospects.
- The institution gives advances to staff under inevitable circumstances.
- 3 Months paid Maternity Leave.
- Financial support is provided in terms of reimbursement of participation fees for seminars, conferences, symposiums and workshops
- Sanction On-Duty Leave for presenting papers in conferences, symposiums and workshops in other establishments at least once in a semester.
- Free Parking Facility for staff.
- Well-equipped centrally air conditioned staff room with comfortable seating arrangement.
- Well-equipped pantry in the staffroom.
- Vipassana Sessions for meditation and mental health.
- Doctor on call is available.
- First Aid box for minor ailments.
- Medical room in case of emergency.

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

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

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

0

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)	View File

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

11

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appraisal of faculties is done through students' feedback and self-appraisal forms. Feedbacks and self-appraisal forms are collected at the end of every year. The Students feedbacks for faculty are based on major components like Punctuality and Regularity in class, syllabus completion, focus on syllabi, self-confidence and communication skills, use of ICT, interpersonal relations, etc. Wherever there is a scope for improvement, concerned teachers are informed and guided by the Principal. Every staff member submits the self-appraisal form to the Head of Department for their remarks and then it is forwarded to the Principal. The Head of Departments submit their duly filled forms to the Chief coordinator for his remarks, who forwards the same to the Principal. The Principal, after his remarks, forwards it to the Management. Students' feedbacks are analyzed and discussed in the IQAC meetings. Non-teaching staff is appraised for their contribution in the smooth conduct of administrative work allotted and record maintenance, additional training or knowledge acquired and interactions with other sections like statutory bodies, students and parents, who are the primary stakeholders. Non-teaching staff also fill Self-Appraisal forms annually and submit their duly filled forms to the Principal. In case of any improvement expected, it is communicated to the concerned non-teaching staff by the Principal.

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

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

The institution has in place a well-documented and established process of internal audit. Information records are periodically checked by the internal auditor. Financial process includes monitoring the accounting heads like Fees collected from students, various expenses made, timely submissions of statutory share/payments. All the bills/vouchers are checked and verified by an Internal Auditor on regular basis. A thorough check and verification of all vouchers of the transactions is carried out in each financial year. The queries raised by the internal auditor are addressed and rectifications are carried out immediately. In case of administrative process, the internal auditor validates and verifies the compliance of policies laid out by the management and affiliating body from time to time. Statutory audit is conducted once in a year by the external auditor as per stipulated provisions of the Income Tax Act. The financial statement includes the generation of income and expenses incurred by the institution which is verified by the external auditor through a well laid out mechanism. All the financial data of the College is forwarded to the parent body, Bunts Sangha Mumbai and the Master Financial Statements are prepared which are duly audited by the Statutory Auditor appointed time to time following necessary norms prescribed by the relevant statutory bodies.

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

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)

NIL

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)	View File

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

Financial sustainability is attained through the collection of fees and funds received from the parent body. For appropriate and optimal utilization of resources, the institution has annual planning, and a proposed budget for the academic year is prepared. Various components of the fees collected are utilized for the particular heads as required. The funds are utilized for approved academic expenses and administrative expenses, as well as co-curricular and extracurricular activities as per the norms laid down by the management. Major proportion of funds are allocated for remuneration of the teaching and non-teaching staff members and for welfare expenses. Funds are also allocated to meet expenses incurred for orientation programs, workshops, institutional FDPs, training programs conducted. Funds received from the parent body are used for development and maintenance of infrastructure of the institution. Funds are also utilized for conduct of Guest lectures, online activities and webinars. Expenditure also includes remittance of University share of fees towards eligibility fees, enrolment fees, registration fees, examination fees etc. Examination expenses including remuneration to examiners are a part of the budget allocated. Funds are allocated to encourage research and development activities in the form of participatory fees. Enrichment of Library facilities and Security and Safety measures also are financed through revenue collected.

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

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

Health of mankind has grabbed priority and become a crucial aspect in the backdrop of global pandemic. The pandemic has touched the lives of everyone like a poor or rich, educated or uneducated, rural or urban. Keeping this in mind IQAC has also initiated its onus on student health and well-being, especially by undertaking certain activities. These activities include meditation program for sense of calm and peace conducted on 26/11/2022, blood donation camp for awareness conducted on 27/07/2022, webinars on organ donation and awareness programs for sensitivity towards health conducted on 13/08/2022. These activities were enthusiastically followed and attended by the students throughout the year.

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

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

Add on Courses

The IQAC is always pursuing overall development of the students to make them competent either as a future entrepreneur or an employee. With this in mind Following Add on Courses were introduced by different departments. Certificate Course on Investment (BCom) Certificate Course on Digital Literacy (BMS), Certificate Course on Basic English Grammar (BAF), Certificate Course on Digital Marketing (BAMMC) Certificate Course in Advanced

Techniques in IT (BScIT) Certificate Course in Goods and Services Tax (GST). These courses aim at bridging the gap between industry and academics in order to make students employable.

Skill Development

In addition to Add on Courses IQAC has introduced Skill Development Initiatives in BAMMC Department in the form of introducing Media Club and Podcast. These initiatives provide platform for the students to gain insights in to media industry by working under the continuous guidance of teacher mentors and industry professionals.

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

6.5.3 - Quality assurance initiatives of the 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)

C. Any 2 of the above

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

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

College provides five undergraduate and three post graduate programs affiliated to University of Mumbai and one undergraduate program affiliated to Yashwantrao Chavan Maharashtra Open University. This section includes avenues for discussing gender sensitization issues.

Gender equity & sensitization through various activities:

- Crimes against Women Seminar
- Awareness on Sexual harassment
- Self-Defense Workshop.

Women Facilities in campus:

Common Rooms:

- For girls with facilities like:
- First aid box
- Sanitary Napkins Vending Machine
- Washrooms with changing facilities

Safety and security:

- 24/7 CCTV surveillance
- The college building is fire safety compliant, fire detectors and extinguishers on all floors. Regular Mock Fire Drills are conducted.
- Free Bus Service to and fro College & Kurla Station
- Group Medi-claim for staff members
- Centralized announcement system
- Secured Internet

Mentor Mentee Sessions:

- Appointment of Mentors by faculty from different disciplines to cope with students academic, career, and personal concerns.

- Fulltime appointed Counsellor Sushmita J. conducted seminars on Mental Health, Dating Violence and Self-concept & Stress Management for staff and students.

File Description	Documents
Annual gender sensitization action plan	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/7.1.1%20annual%20gender%20sensitization(website_link)%20(2).pdf
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	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/7.1.1%20other%20relavent%20info..pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1) Envoventure activity was conducted wherein students collected trash petals and leaves from Ganesh Charturthi pandals, their societies and surrounding areas which was later dumped in the compost pit.

2) A compost pit is constructed and regularly maintained by the college where the local temples and canteen deposit their wet garbage. Further the compost is utilised as manure for campus

plants and is also given to faculty members for residential gardening.

3) To spread awareness of usage of paper bags and stop the usage of plastic bags, handmade paper bags were made from newspaper and distributed in local shops.

4)As part of E-waste collection drive Electronic equipment like printers, computers allied equipment, Circuits and Kits are regularly checked and given to Mrs. Rashmi Joshi, an Environment Consultant, who then recycles it. Some of Resistors, capacitors, inductors, diodes, transistors, thermistors, and other electronic gadget parts are reused in practicals/projects.

5) To avoid stagnation, liquid waste is released as effluent into a proper drainage facility from the point of generation i.e. canteen and toilet.

6) Seed collection drive was conducted in the campus, the same were planted in Kalyan Badlapur area and also distributed to farmers in Palghar district.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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

B. Any 3 of the above

(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

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

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).

Despite receiving minority status, the institution continues to make efforts to provide an inclusive environment for all students and employees. Harmony and tolerance are best achieved through a variety of events organised by committees that promote the concept of different cultures.

- Tulu Kannada Literary Circle (TKLC): Every year the committee organises different events such as dance and elocution to promote Tulu, Kannada language, and social concordance. The committee organised Gurupoornima celebrations with dance and performances in Tulu & took an initiative to showcase the story of Maheshasur and Goddess Durga through Yakshagana, which is a traditional folk dance.

- Marathi Vangmay Mandal (MVM): MVM celebrated Marathi Bhasha Diwas in the presence of Theatre actor Shri Sudhakar Joshi promoting Marathi Culture. MVM also conducted Gurupoornima program to make everyone aware about Marathi culture and its traditions. Students and faculty members showed their enthusiasm through participation in poetry recitation and performances.

- Teachers Day Celebration: The students paid respect to their teachers by participating in various performances and flip teaching method on 5th September 2022

- Every year on June 21st, International Yoga Day is observed in accordance with the Common Yoga Protocol established by the Central Government's Ministry of Ayush.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Aligned with the Mission and Vision, the organization effectively attempts to foster students as better citizens along with providing a strong academic base.

- To instil a sense of pride, National anthem; National Hero Photographs are displayed in the campus.

- The institution has displayed Vishaka guidelines in the campus & activities are organised to develop a sense of consciousness/ responsibility particularly in female students.

- The institute celebrated Republic Day and Independence Day in the campus with Flag Hoisting ceremony with guidelines of Azadi ka Amrit Mohatsav.

- Preamble reading conducted to mark the Constitution Day.

- A session was conducted by Guru Ram Babu emphasizing the importance of Meditation and Mental Health.

- Under 'Ek Muthi Yojna' the institution and NGO 'Goonj' collaborated to donated relief materials to Assam Flood Victims.

- On International Plastic Free Day, students made paper bags from newspapers; distributed them in the locality.

- Instilling the spirit of Swatch Bharat Abhiyaan, students participated in Beach Cleaning and Nirmalaya Collection drive.

- Events conducted to spread awareness among society reflecting rights, duties and responsibilities of citizen.

1. Organ Donation

2. Blood Donation

3. Road Safety

4. Tree Plantation

5. Nursery Plantation

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/7.1.9%20other%20document.pdf
Any other relevant information	Nil

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 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	View File
Any other relevant information	View File

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

The institution celebrated Independence Day (Azadi ka Amrit Mahotsav) & Republic Day

- International Women's' Day, was celebrated by conducting seminar to create awareness regarding challenges faced by women.

- World Environment Day was celebrated where a tree plantation drive was conducted in the campus.

- On World Health day, importance on the impact of plantation on health was emphasised.

- Library Week Celebration was organised from 12th to 17th September to commemorate birth anniversary of Dr. S R Ranganathan.

- On the birth and death anniversaries of several national leaders, the institution honours significant events, historical milestones and influential figures of the country. This raises awareness among students about the nation's pride and rich cultural legacy.

Following days are celebrated by the institution:

3rd October 2022

Mahatma Gandhi & Lal Bahadur Shastri Birth anniversary

1st August 2022

Lokmanya Tilak Punyatithi

14th October 2022

Dr. APJ Abdul Kalam Birth Anniversary

31st October 2022

Sardar Vallabh Bhai Patel Birth Anniversary

14th November 2022

Pandit Jawaharlal Nehru Birth Anniversary

28th November 2022

Mahatma Phule Punyatithi

6th December 2022

Dr. Ambedkar Punyatithi

3rd January 2023

Savitribai Phule Jayanti

12th January 2023

Swami Vivekananda Birth Anniversary

20th February 2023

Chhatrapati Shivaji Maharaj Birth Anniversary

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	View File
Any other relevant information	View File

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 1

1. Title - Holistic Professional Development
2. Objectives - Objectives include enhancing student's personality/skills
3. Context - To succeed it is important to develop skills/personality and work towards achieving their goals.
4. The Practices - ? Live Budget Session ? Movie Screening ? Media Club ? Social Media Club ? Business Day
5. Evidence of success: Classroom instruction used in real life. Students started pursuing investment-trading. Gained understanding in financial and economic-aspects allowing holistic development. Students started initiatives: Bollywood-Diwas Fest, Podcast/Cloud Radio, in-house-magazine. Student develops Entrepreneurship skills and leadership

abilities 6. Problems Encountered and Resources Required.
Appraising students with current-affairs, policies/current trends.
Motivating them for extra-curricular.

BEST PRACTICE 2 1. Title Grounding them towards the roots of Indian Culture. 2. Objectives To instill a sense and awareness of our cultural heritage. 3. Context It's important for students to learn different cultures/beliefs to have inclusive and understanding worldview. This exposure helps develop communication and teamwork skills with resilience and personal growth. 4. The Practice Jallosh Mumbai University Youth Fest Host Cultural Days 5. Evidence of success: Our cultural coordinator selected as MU coordinator. Students won 1 st prizes in various intercollegiate, state and national cultural events. College was recognised as a leading college in organising national level events.

6. Problems Encountered and Resources Required Overall coordination with students in organizing the events and activities.

File Description	Documents
Best practices in the Institutional website	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/Best%20Practice%201.pdf
Any other relevant information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/best%20practice%202%20final.pdf

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

1. Title

Life long journey through fitness and health

2. Objectives

To improve physical; mental fitness of all stakeholders thereby establishing foundation for lifelong fitness.

3. Context

Physical activity has a positive impact on mental health; cognitive function, which reduces stress level among students, improves concentration and positively impact academic performance. Improves quality life

4. Practice

1. The college organized yoga week where students got to explore the many benefits of yoga asana.
2. Meditation program conducted to understand how meditation can help in giving a sense of calm, peace and overall Well-being.
3. Blood donation camp conduction for all the students and faculties spreading awareness about the importance to donating blood.
4. Events like Organ Donation Webinar, Vaccination camp for awareness, counselling sessions on handling stress conducted.
5. The college has state of the art gymnasium. Students and teachers are allowed to train here under of certified fitness instructors with very concessional fees.
6. The college has a full time sports director providing rigorous training to students. A lot of students win medals and accolades in intercollegiate, state as well as national level competitions, train others in private sessions as well, get placed and appointed as instructors.

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

The Curriculum is designed by University of Mumbai. In case of revised syllabus, revision workshops are conducted to train teachers. The institution has planned and documented curriculum for effective delivery and implementation system. The Academic year begins with academic planning that includes Academic calendar which reflects curriculum delivery, Continuous Internal Evaluation, internal, external examination and co-curricular activities. The academic calendar is a guide for teachers to conduct curriculum delivery.

Class time table is prepared and submitted to Principal and published on website. Teaching plan is prepared by the teachers and curriculum delivery is recorded in teachers' diary which are reviewed by coordinators and Principal.

Before the commencement of Academic session, orientation is conducted for the students and parents. Orientation includes information about curriculum, examination pattern, CIE, committees, departmental activities and placements. To fill the curriculum gap, bridge courses are designed and conducted. Faculties actively use ICT tools like Power point presentations, simulators, google classrooms, video lectures and e-books.

The Students attendance is monitored and actions are taken against defaulters. There is teachers-parents meeting to provide feedback.

Effectiveness of curriculum delivery is monitored through CIE, assignments, case studies and quiz. The feedback on curriculum is collected from the stakeholders and is analyzed. Necessary actions are taken wherever possible.

The academic audit committee reviews the curriculum delivery process at the end of each semester.

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 institution prepares Academic Calendar in accordance with the academic calendar of University of Mumbai. The institution abides by the requirements specified by the University of Mumbai in their academic calendar. The academic calendar is prepared well in advance of next academic session. The academic calendar is displayed on notice board as well as college website. It carries schedules regarding admission process, teaching-learning schedule, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized. The college follows its academic calendar for conducting internal examinations and CIEs.

Other than Internal Test which is as per the guidelines of University of Mumbai, the Institution also conducts two CIEs per semester. One CIE is Open Book Test for the students of all the courses in all programs. The Open book schedule is informed to the students in the form of notices and information is also communicated through college website as well as in what's App groups of students.

The Institution also conducts CIE using Google Forms. Students are notified the time table. CIE results are also discussed with students.

For third year students a Preliminary (Prelims) exam is conducted before semester end examination.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution

B. Any 3 of the above

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

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

8

File Description	Documents
Any additional information	View File
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)

6

File Description	Documents
Any additional information	View File
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

149

File Description	Documents
Any additional information	View File
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 vision, mission, and core values of college speak volume about these cross-cutting issues. College offers undergraduate and post graduate programs in which all these issues such as Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed. Cross cutting issues facilitate holistic development of students.

Mandatory courses like Foundation Course are specially designed to orient students with all four crosscutting issues.

Courses like Commerce-III, Advertising-I, Business Management and Financial Accounting and Auditing, Foundation of Human Skills, Ethics and Corporate Governance, Business Planning and Entrepreneurship, Taxation-III, Auditing, Cyber Law, Internet of things, Current Affairs, Introduction to Journalism, Mass Media Research, Business Ethics and Corporate Social Responsibility and Organizational Behaviour help to inculcate professional ethics amongst students. All the programs have some courses to inculcate human values like Business Communication, Motivation and Leadership, Change Management, Indian Ethos in Management, Commerce-IV, Business Ethics and

Corporate Social Responsibility, Visual Communication, Cultural Studies which help the students develop self-concept and serve as guiding principles.

College intends to address Environmental Issues in all the programs through courses like Environmental Management, Logistics and Supply chain management, Green Computing and Environmental Studies.

To sensitize students for gender equity, there are courses across all the programs which focuses on issues like violence against women, dowry system, portrayal of women in media etc. Other courses like advertising, Cultural Studies also focus on gender equity.

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

5

File Description	Documents
Any additional information	View File
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
Institutional Data in Prescribed Format	View File

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

381

File Description	Documents
Any additional information	View File
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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://alsj.bunts.edu.in/feedback-on-curriculum/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	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://alsj.bunts.edu.in/feedback-on-curriculum/

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 students admitted during the year

732

File Description	Documents
Any additional information	View File
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

84

File Description	Documents
Any additional information	View File
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

The College allows students from every facets of life and works tirelessly with slow and advanced learner students. The college and its teachers work hard to enhance students' abilities to deal with impending challenges and have a structured framework for assessing students. B. Com, BMS, BAF, BSc. (IT), BAMMC, M. Com and MSc. (IT) are among the courses offered at the college.

2.2.1 Programs for Slow Learners: -

Students learn and discover new abilities that will benefit their academic achievement. Internal Assessments, Continuous Internal Evaluation (CIE), diagnostic test, bridge course, mentor mentee, remedial lectures, project work, assignments, semester exam, and subsequently students are tested throughout the year are some of the methods used. Basic ideas are solved through mentoring Sessions, and various study materials are supplied to them for general academic growth.

Programs for Advanced Learner:

Mentors assess mentees' knowledge of competences during mentoring sessions primarily based on their educational, cognitive, emotional, and social components. Several departments of the college invited guest speakers. advanced learners are encouraged to publish research papers. The Rankers are awarded at annual function. The 'Diagnostic Test' is conducted to the First Year students to check their fundamental knowledge.

File Description	Documents
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/2.2.1%20PSL%20&%20PAL%201%20(2).pdf
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1708	24

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience. It includes training via students' involvement. Institution organizes workshops to get hands-on experience in different fields. Guest lectures are arranged for the students of degree to guide them in the subjects taken up for the study to complete their graduation with good grades. BAMMC students refine journalistic skills through in-house newsletter and college magazine and podcasts.

Participative learning:

Student-Teacher discussion consists of Presentations, Group Discussions, Debates/Classroom, Management Games/ Poster Making, panel discussions. Assignments, Quizzes, function plays that assist self-learning. College offers platform for students to learn Tally, GST, and Excel through add-on courses, Swayam-NPTEL. Orientation programme is conducted through Microsoft Teams and Online test were conducted through google form.

Experiential Learning

BSE Visit is organized for students to understand the share market and financial planning. Various guidance lectures are conducted for students to improve their knowledge as well as peer to peer sessions are organized in the college.

Participative Learning

College gives emphasis on students' participative learning to attain the purpose of higher education through field visit. PPT and Quiz competition was organized by the department of commerce.

Problem Solving

The institution aims at problem solving, mainly, Mentor-Mentee practice focusses upon those students who have problems which are sorted out after proper consultation. Sums (problems/questions) are provided to google class room which are solved by students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/2.3.1..pdf

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

ICT tools are used to locate, investigate, and evaluate data in an ethical and impartial manner. Each department at the organization has been given a desktop to ensure efficient operations. Every faculty member is accustomed with the most

recent ICT tools.

Additionally, teachers administer one CIE via Google forms, which promotes a clear understanding of the online assessment mode. Effective coaching makes use of multimedia and PowerPoint presentations. In addition to the traditional chalk-and-talk teaching method, all departments frequently use movie and documentary screenings for idea explanation as part of the coaching-mastering method.

Online repository has been created by the college for the benefit of 'divyang' students. University and college library has hooked up NVIDIA-Brail software program for the blind students.

A crucial stage and outcome of the teaching-mastering process is evaluation. Daily meetings with the IQAC and department heads; the exam committee organizes timetables and develops changes to create a robust assessment tool. The organization uses a variety of inclusive scheduling techniques to systematize its academic calendar, including timetables for internal assessments and college exams.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

24

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	View File

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

8

File Description	Documents
Any additional information	View File
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

101

File Description	Documents
Any additional information	View File
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.

Assessment is a crucial aspect and outcome of teaching-learning process. Through consistent engagements with IQAC and department heads, Examination committee strategically plans and implements schedules, aiming to enhance and fortify evaluation system.

Transparency: 1. Students receive information about evaluation methods during orientation program. 2. Transparency in disseminating information is evident through a provisional schedule in the academic calendar, along with notifications specifying actual dates and other pertinent details. 3. Details about syllabus and paper pattern for evaluations are communicated to students through circulars on notice boards and website. 4. Department coordinators, guided by examination committee, oversee entire evaluation process.

Robustness in frequency and variety 1. The institution conducts one internal test in line with University norms. However, to better prepare students for exams, BMS, BAF, BMM, and B.Sc.(IT) undergo two CIE tests, while B.Com students undergo three. 2. CIE tests are structured as open book and online assessments using Google Forms. Open book tests encourage students to engage with subject materials, fostering critical and analytical responses. Online tests serve to evaluate learners' conceptual understanding. 3. Final year students receive previous years' question papers for practice, supporting their preparation for University Examinations. This diversified approach contributes to overall strength and effectiveness of the assessment system.

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

IQAC consistently work to promote student centric activities. The Academic Calendar is displayed at the College notice board and in addition, institutional internet website is available

for all stakeholders. The college clearly explains the assessment tool and how the course outcomes and program outcomes are calculated during the orientation program.

1. Redressal mechanism for grievances before Exam: Students file grievances to the Principal regarding things like incorrect names or subjects on the hall pass or non-issuance of the ticket. The organization has a separate unfair committee, per the Guidelines. Every case of unfair treatment is handled in accordance with University of Mumbai Ordinance 0.5050.

2. Redressal mechanism for grievances during Exam:

Students can report their doubts/queries (if any) to the block supervisor. Block supervisors then report it to Senior supervisor.

3. Redressal mechanism for grievances after Exam:

College students can request a photocopy of their solution sheets and/or a revaluation within ten working days of the semester end examination results announcement, using the preferred layout that the university has specified. In order to guarantee a transparent, reliable, and effective evaluation process, the Examination Cell is well-prepared, employs competent staff, and operates with a student-centric mindset.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The course outcomes for every program that the college offers are specified, shared with teachers and students, and are posted on the college website.

IQAC skillfully addresses it by launching topic-related supplemental courses. The institution's primary goal is to

instill in each student the values of a responsible citizen. The University of Mumbai provides the curriculum for every program. The organization requests that professors participate in workshops, conferences, seminars, and FDPs in order to further their own education and achieve the goals set forth for the classroom.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The mission statement of the institution places a strong emphasis on students' holistic development. 5 Undergraduate and 2 Graduate programs in Commerce, Arts, and Science are offered by the college. Through classroom interactions, expert lectures, and orientation programs, students systematically begin their academic journey.

Speaking to students during career counseling and soft skill lectures is essential to their inclusive development.

Students learn about budgeting and stock trading, and during the evaluation process, they receive grades. In IT courses, projects are used as a means of evaluation. Based on their participation in intra- and intercollegiate activities, students studying management and commerce are evaluated for course outcomes. Students studying mass media and multimedia were assessed using assignments about podcasts, advertisements, newsletters, and literary works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/2.6.2%20new%20(2).pdf

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

262

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://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/2.7.1%20SSS.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)

10000

File Description	Documents
Any additional information	View File
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)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

1

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

3.2 - Innovation Ecosystem

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

As per the recommendations of the IQAC, the institution has formed an ecosystem for innovations and Incubation by establishing the Research Committee and Incubation Centre. The research committee encourages research activities among students and faculty members, thus inculcating research culture among them.

In order to promote research activities Institution

1. organized a workshop on "Research Ethics, Citation Analysis & Model Publication" to guide faculties and students on preparation of Research Proposal.
2. Conducted Two days workshop on "Research Paper Writing" for students.
3. The students were guided for different schemes launched by the government for promoting startups during the regular lectures by faculties.
4. M.Com students guided by professional and qualified faculties to prepare research based projects based on primary data.
5. Organized guest lecture to encourage students to participate in events like Avishkar
6. BMS and B.Com students have topics of entrepreneurship in their syllabus itself as specified by the University of Mumbai.
7. B.Sc.IT. students have been guided for App and Website Development with the help of regular projects and assignments.

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

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

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

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The Institution is actively involved in extension activities through National Service Scheme (NSS), Department of Life Long Learning and Extension (DLLE), Institutional Social Responsibility (ISR) and departments throughout the year.

Community services include:

Institution celebrates various days to spread awareness among students and society, which includes:

1. International Yoga Day to understand how to maintain balance between mind and body to improve overall personality.
2. Tree Plantation Conducted to save environment.
3. Organ Donation Drive created awareness and registration done for donation.
4. Organized Book Patriotic exhibition and Book Donation drive was conducted, where by old books of students and faculties were collected and donated to the needy ones.
5. A camp for blood donation was organized and large quantity of Blood Donated.
6. Encouraged students and teachers to actively participate in Har Ghar Tiranga Campaign.
7. Organized workshop on Cyber Security Awareness to spread awareness about cyber fraud and how to prevent it.
8. Conduct workshop on Road Safety to create awareness about safety during driving.
9. Nirmalya Collection and Beach cleaning drive conducted to inculcate social responsibility about clean environment.

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

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

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

1

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

3.4.3 - 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

3.4.3.1 - 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

11

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

100

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

42

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

8

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 institution boasts outstanding infrastructure in line with the academic program requirements, regularly updating it to enhance academic excellence.

With a campus spanning 2667.34 square metres, the institution offers 5 undergraduate and 2 postgraduate programs. The entire building is centrally air-conditioned, featuring 26 ICT-enabled classrooms (including 2 smart classrooms), 4 state of art specialised laboratories that includes, Cyber Security, Artificial Intelligence and Data Science, Programming and Web Technology labs., 1 Girls common room, 1 Social Media activity room, 1 Medical room, 1 media laboratory, and a well-equipped library. The facility includes 26 classrooms, 4 computer labs, 1 NSS room, 1 DLLE room, 1 examination room, 1 media laboratory, 1 library, and 1 seminar hall.

There are a total of 203 computers, with 158 designated for student use and 45 for faculty and administrative office use. The college has 2 leased internet lines with a speed of 50 Mbps.

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.

Cultural Activities: The college boasts state of art fully air conditioned with high tech sound systems a spacious Buntara Bhavan Auditorium with an approximate capacity of 1200, along with two mini halls belongs to the institution

Sports: The institution maintains a well-equipped sports facility to meet the needs of sports enthusiasts. Organised by the Gymkhana committee, sports events are conducted, and recommendations for positive changes are made as necessary.

Indoor and Outdoor Games: The college has acquired permission from the local municipal body to use the Shivshrushti ground (Area: 3013.89 sq ft.) for outdoor activities such as Cricket, Judo, Fencing, Tug of War, Football, etc. Indoor games like Table Tennis, Carrom, and Chess are available in the adequately equipped Gymkhana.

Gymnasium: The Gymnasium (Area: 1381.02 sq. ft.) is air conditioned with standard equipments and facilitated by a designated trainer.

Yoga: The college observes International Yoga Day annually, conducting yoga sessions for students in the Gymkhana premises to channelize their focus and enhance body, mind, and spirit in the right direction.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://alsj.bunts.edu.in/physical-education-and-sports/

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

26

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

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)

203.22

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

4.2 - Library as a Learning Resource

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

Koha stands as a comprehensive Integrated Library Management System (ILMS) encompassing essential services like Acquisition, Cataloging, Circulation, WebOPAC, Serials, Biblio format, Data Exchange, Standards, and Reporting.

ILMS Software: KOHA

Automation Level: Full

Version: 18.11.04.000

Year of Automation: 2018

Koha's Features:

1. The Online Public Access Catalogue (OPAC) module offers a user-friendly interface for library tasks such as item searching, reservations, and suggesting new items.
2. The full catalogue module allows library staff to record details of all items, complying with MARC and z39.50 standards for simplified data entry and exchange.
3. The Circulation module automates item management, seamlessly integrating with OPAC, providing users visibility into their borrowed items.
4. Automated alerts are employed to notify patrons and staff about events like overdue items or the arrival of new items.
5. Streamlining library management, Koha automates data collection for generating reports on the number of books available, issued, returned, and purchased annually.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://alsj.bunts.edu.in/library/

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.354

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

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

93

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Server Configuration

1) Server

Manufacturer : IBM

Model : IBM System x3630 M4

Processor : Intel (R) Xeon (R)

CPU ES- 2420 @ 2.20GHz

RAM : 16.0 GB

Data Storage : 1 TB SATA HDD: - 3 Nos

2) Server

Manufacturer : IBM

Model : IBM System x3250 M4

Processor : Intel (R) Xeon (R)

CPU E 31220@ 3.10GHz

RAM : 32.0 GB

Data Storage : 2 TB SATA HDD: - 2 Nos

3) Server

Manufacturer : DELL

Model : DELL PowerEdge R550

Processor : Intel(R) Xeon(R) Silver 4310

CPU @ 2.10GHz 2.10 GHz

RAM : 32.0 GB

Data Storage : 480 GB SATA SSD: - 2 Nos

4 TB SAS Hard Disk: - 3 Nos

Firewall Details: High-End SOPHOS-SG-430 is the main firewall with throughput of 28Gbps to meet growing security needs.

Institution has 2 licensed application software's i.e. Tally ERP.9 and CMS and 1 system software's i.e. WINDOWS.

XG 230 HW Appliance with 6 GE ports, 2 SFP Ports, 1 expansion bay for optional Fle Xi Port Module, SSD + base License (incl. FW, VPN & Wireless) for unlimited users + one power cable.

The Institution has tied up with Microsoft Corporation for Microsoft products and emailing solutions and also for teaching-learning process via. Microsoft Teams.

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

4.3.2 - Number of Computers

203

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)

99.37

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.

The outstanding infrastructure undergoes regular maintenance to ensure optimal utilisation. To facilitate this, a designated property supervisor oversees specified tasks in coordination with college authorities to uphold the infrastructure.

Daily Activities/Routine Maintenance:

1. Cleaning duties are regularly performed by the housekeeping staff on all floors, in classrooms, and washrooms.
2. The parent body is responsible for the majority of civil work and maintenance.
3. Regular intervals are maintained for the servicing of air-conditioned systems.
4. The college employs a systems administrator who collaborates with external agencies for IT system maintenance.
5. The campus is fully secured with installed CCTV cameras and a routine maintenance of CCTV systems is conducted.
6. The concerned individuals in charge of Gymkhana, Library, Computer Lab, Classrooms, and Stationary storage formulate policies, which are then approved by college authorities following the operation manual.
7. The security of the college premises is entrusted to an external agency appointed by the Higher Education Committee of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/4.4.2%20Policies%20&%20Procedures.pdf

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

20

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

130

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)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://alsj.bunts.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

53

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

53

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

41

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

11

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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.

7

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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)

The institution recognizes importance of student representation and engagement in various administrative, co-curricular, and

extra-curricular activities. To facilitate this, several initiatives are in place 1. Student Council: Student council is formed as per directives received from Director, Department of Student Development, University of Mumbai The council represents interests and concerns of students and acts as a bridge between students and administration. The council members actively participate in various institutional events giving suggestions and supporting event organizing committee in planning and conduct.

2. Committees: Various committees are formed where students can actively participate and contribute. These committees may include academic, sports, cultural, social Media, and environmental committees.

3. Student Grievance Cell/ Anti Ragging: A dedicated student grievance cell and anti-Ragging Committee exists to address any grievances or concerns raised by students.

4. Student Feedback Systems: The institution has a mechanism in place for students to provide feedback on various aspects of their educational experience.

5. NSS/ DLLE: Students from NSS and DLLE also extend their support to the society which develop moral values within them.

6. IQAC/CDC: Student representation in IQAC/CDC helps to understand students' outlook while discussing various student related developments.

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

30

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

Alumni association is registered under the name "Bunts Sangha Anna Leela Alumni Association", the association significantly works for the welfare of the college and current students.

1. Career support: Alumni associations often offer career services and resources to help former students advance in their careers. Mr. Siddhesh Jadhav, currently working in Sports of as Exceutive HR and Ms. Kritika Maji working in Khachak Media had taken initiative to bring placement for the current TY students.

2. Communication and information sharing: Alumni associations serve as a means of communication between the institution and its former students. They keep alumni informed about important updates, achievements, and developments within the institution.

3. Continuing education and lifelong learning: Many alumni associations offer opportunities for lifelong learning and personal development. This can include organizing seminars, workshops, webinars, or alumni-exclusive educational programs. Mr. Siddhesh Jadhav delivered Guest Lecture on "Crack the job interview- Insider Tips" for TY Students of the academic year 2022-23.

4. Representation on college governing body: The Alumni Representation is also a member in IQAC (internal Quality Assurance Cell) and CDC (College Development Committee) gives their valuable suggestion and feedback which aims at bridging

the gap between institution and industry.

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

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 foster and grow as an institution imparting quality and value based education with a global perspective.

Mission:

- To strengthen the students academically, socially and economically.
- To diversify the academic canvas by including new job oriented and market driven courses.
- To develop the Institution across a set of quality parameters.
- To contribute towards knowledge generation and dissemination.
- To instill sensitivity amongst the youth towards the community and environment.
- To provide an incubation center for research and innovation.
- To provide a platform for extra-curricular and co-curricular

excellence.

The institute relentlessly tries to maintain focus on implementation and follow up of its vision and mission statements through its functioning and initiatives. The proactive approach of management to ensure holistic development of students is evident through competent faculties and state of the art infrastructure in tune with modern requirements. Numerous activities and events for students showcase the platform for holistic development inculcating leadership qualities along with ethical and value driven approach in students. Skill based and competency building courses assist in employability and polish professional skills. The management is committed for research among students and faculties by providing consistent support and encouragement. It is progressively driven with a focus on students growing needs and satisfaction.

File Description	Documents
Paste link for additional information	https://alsj.bunts.edu.in/about-institute/#1594390735992-aeb74ad4-d380
Upload any additional information	View File

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

Participative management involves involving staff in the decision-making process and seek their input and feedback. This practice not only encourages teachers and administrative staff to take ownership of their work but also fosters a sense of belonging and motivation among the workforce. Institution practices decentralization and participative management with proper well-defined inter-relationships for the effective functioning of the College. The Higher Education Committee (HEC) is the governing body that prepares Perspective Plans in accordance with CDC and IQAC. The Principal is the Academic and Administrative head of the institution and oversee routine functioning of the institute. The Principal is empowered with sufficient authority and power delegated from HEC to take the institute forward. The Heads of the Departments and representatives of the faculty are involved in the distribution of Workload and completion of various academic tasks and events assigned by authorities. The academic and administrative

activities are coordinated by the Chief coordinator. Continuous improvement of academic quality and achieving academic excellence are systematized by the IQAC. The Office Superintendent in consultation with the Principal coordinates the routine activities concerned with the administration of the Institution and also delegates duties and responsibilities to non-teaching staff and reviews the functioning on a regular basis. The institution has many committees and cells that work under the guidance of conveners for smooth functioning of curricular, co-curricular, extra-curricular, and extension activities and shares responsibilities among student volunteers.

File Description	Documents
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/about-us/Organogram.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution prepares Perspective Plans to function in alignment of the vision and mission. The institution's perspective plan focused on major areas like qualified and approved faculties, student support, governance, infrastructural advancement, research and extension.

Infrastructure:

Access Control System was installed for overall security and vigilance. This has helped a safe and hassle free environment for students and staff. Divyangjan friendly facilities are in place for better experience to physically challenged students.. N-List and Open Access e-resources are made available to faculties and students for knowledge upgradation.

Research Culture:

- Dr. Roshini Udhwani, Dr. Nitin Dwivedi and Dr. Ashwini Parab completed their PhDs from various Universities at the same time Asst. Prof. Surekha Shetty registered for PhD from University of Mumbai. Principal Dr. Rajendra

Patil and Dr. Prashant M Shinde secured patents.

- Workshops organized by Research Cell i.e. ICSSR sponsored National Level Workshop on "Research Ethics and Citation Analysis, Model Publication" and Workshops on Avishkar - Research Convention conducted by University of Mumbai for students
- Green Campus Initiatives: Green Audit, Environment Audit, Energy Audit, Tree Plantation with QR Code Tagging. E-Waste Collection and its recycling process.

NEP 2020

Faculties attended various NEP 2020 Implementation Workshops for knowledge Upgradation.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/about-us/Perspective-Plan.pdf
Upload any additional information	View File

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 Governing Council prepares policies for smooth functioning of the institution. It monitors execution and follow up of these policies. The inputs, suggestions recommended by IQAC are discussed and analyzed by CDC and later tabled at the Governing body for decision making. Various committees and cells propose activities and events, which are discussed, fine-tuned and then finalized. The Principal is assisted for all administrative work by the Office Superintendent who heads the administrative office. He is assisted by Head Clerk, Senior Clerks, Accountants, Laboratory Assistants, Library Clerks, Junior Clerks and Attendants. The roles of the administrative staff are well defined in the operations manual. Institution has set statutory and non-statutory Committees for the holistic growth of the learners. These Committees include teaching and non-teaching staff members who work together around broad objectives for various events. These committees integrate the ideas and objectives set forward with the work being done. The

first element of structure, governance in the Institutional Organogram is the Higher Education Committee who is responsible to frame policies and take the decisions within the organization. Organogram is also defined by the Academic and Operational manuals that spell out the process of operation and roles of the components in the Organogram.

File Description	Documents
Paste link for additional information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/about-us/Operational-Manual.pdf
Link to Organogram of the institution webpage	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/about-us/Organogram.pdf
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	View File
Screen shots of user inter faces	View File
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

Following are the welfare measures provided to Teaching and Non-Teaching Staff

- Free Food Coupons worth Rs. 500/- every month.
- Gymnasium facility for the staff at a subsidized rate.

- Group Health Insurance is provided to all the teaching staff members.
- Operations Manual is uploaded on the website for easy reference and convenience.
- Though it is a permanently unaided institution, the confirmed staff is also paid Gratuity when they leave the college for better prospects.
- The institution gives advances to staff under inevitable circumstances.
- 3 Months paid Maternity Leave.
- Financial support is provided in terms of reimbursement of participation fees for seminars, conferences, symposiums and workshops
- Sanction On-Duty Leave for presenting papers in conferences, symposiums and workshops in other establishments at least once in a semester.
- Free Parking Facility for staff.
- Well-equipped centrally air conditioned staff room with comfortable seating arrangement.
- Well-equipped pantry in the staffroom.
- Vipassana Sessions for meditation and mental health.
- Doctor on call is available.
- First Aid box for minor ailments.
- Medical room in case of emergency.

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

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

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

0

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)	View File

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

11

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Appraisal of faculties is done through students' feedback and self-appraisal forms. Feedbacks and self-appraisal forms are collected at the end of every year. The Students feedbacks for faculty are based on major components like Punctuality and Regularity in class, syllabus completion, focus on syllabi, self-confidence and communication skills, use of ICT, interpersonal relations, etc. Wherever there is a scope for improvement, concerned teachers are informed and guided by the Principal. Every staff member submits the self-appraisal form to the Head of Department for their remarks and then it is forwarded to the Principal. The Head of Departments submit their duly filled forms to the Chief coordinator for his remarks, who forwards the same to the Principal. The Principal, after his remarks, forwards it to the Management. Students' feedbacks are analyzed and discussed in the IQAC meetings. Non-teaching staff is appraised for their contribution in the smooth conduct of administrative work allotted and record maintenance, additional training or knowledge acquired and interactions with other sections like statutory bodies, students and parents, who are the primary stakeholders. Non-teaching staff also fill Self-Appraisal forms annually and submit their duly filled forms to the Principal. In case of any improvement expected, it is communicated to the concerned non-teaching staff by the Principal.

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

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

The institution has in place a well-documented and established process of internal audit. Information records are periodically checked by the internal auditor. Financial process includes monitoring the accounting heads like Fees collected from students, various expenses made, timely submissions of statutory share/payments. All the bills/vouchers are checked and verified by an Internal Auditor on regular basis. A thorough check and verification of all vouchers of the transactions is carried out in each financial year. The queries raised by the internal auditor are addressed and rectifications are carried out immediately. In case of administrative process, the internal auditor validates and verifies the compliance of policies laid out by the management and affiliating body from time to time. Statutory audit is conducted once in a year by the external auditor as per stipulated provisions of the Income Tax Act. The financial statement includes the generation of income and expenses incurred by the institution which is verified by the external auditor through a well laid out mechanism. All the financial data of the College is forwarded to the parent body, Bunts Sangha Mumbai and the Master Financial Statements are prepared which are duly audited by the Statutory Auditor appointed time to time following necessary norms prescribed by the relevant statutory bodies.

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

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)

NIL

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)	View File

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

Financial sustainability is attained through the collection of fees and funds received from the parent body. For appropriate and optimal utilization of resources, the institution has annual planning, and a proposed budget for the academic year is prepared. Various components of the fees collected are utilized for the particular heads as required. The funds are utilized for approved academic expenses and administrative expenses, as well as co-curricular and extracurricular activities as per the norms laid down by the management. Major proportion of funds are allocated for remuneration of the teaching and non-teaching staff members and for welfare expenses. Funds are also allocated to meet expenses incurred for orientation programs, workshops, institutional FDPs, training programs conducted. Funds received from the parent body are used for development and maintenance of infrastructure of the institution. Funds are also utilized for conduct of Guest lectures, online activities and webinars. Expenditure also includes remittance of University share of fees towards eligibility fees, enrolment fees, registration fees, examination fees etc. Examination expenses including remuneration to examiners are a part of the budget allocated. Funds are allocated to encourage research and development activities in the form of participatory fees. Enrichment of Library facilities and Security and Safety measures also are financed through revenue collected.

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

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

Health of mankind has grabbed priority and become a crucial aspect in the backdrop of global pandemic. The pandemic has touched the lives of everyone like a poor or rich, educated or uneducated, rural or urban. Keeping this in mind IQAC has also initiated its onus on student health and well-being, especially by undertaking certain activities. These activities include meditation program for sense of calm and peace conducted on 26/11/2022, blood donation camp for awareness conducted on 27/07/2022, webinars on organ donation and awareness programs for sensitivity towards health conducted on 13/08/2022. These activities were enthusiastically followed and attended by the students throughout the year.

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

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

Add on Courses

The IQAC is always pursuing overall development of the students to make them competent either as a future entrepreneur or an employee. With this in mind Following Add on Courses were introduced by different departments. Certificate Course on Investment (BCom) Certificate Course on Digital Literacy (BMS), Certificate Course on Basic English Grammar (BAF), Certificate Course on Digital Marketing (BAMMC) Certificate Course in

Advanced Techniques in IT (BScIT) Certificate Course in Goods and Services Tax (GST). These courses aim at bridging the gap between industry and academics in order to make students employable.

Skill Development

In addition to Add on Courses IQAC has introduced Skill Development Initiatives in BAMMC Department in the form of introducing Media Club and Podcast. These initiatives provide platform for the students to gain insights in to media industry by working under the continuous guidance of teacher mentors and industry professionals.

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

6.5.3 - Quality assurance initiatives of the 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)

C. Any 2 of the above

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

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

College provides five undergraduate and three post graduate programs affiliated to University of Mumbai and one undergraduate program affiliated to Yashwantrao Chavan Maharashtra Open University. This section includes avenues for discussing gender sensitization issues.

Gender equity & sensitization through various activities:

- Crimes against Women Seminar
- Awareness on Sexual harassment
- Self-Defense Workshop.

Women Facilities in campus:

Common Rooms:

- For girls with facilities like:
- First aid box
- Sanitary Napkins Vending Machine
- Washrooms with changing facilities

Safety and security:

- 24/7 CCTV surveillance
- The college building is fire safety compliant, fire detectors and extinguishers on all floors. Regular Mock Fire Drills are conducted.
- Free Bus Service to and fro College & Kurla Station
- Group Medi-claim for staff members
- Centralized announcement system
- Secured Internet

Mentor Mentee Sessions:

- Appointment of Mentors by faculty from different disciplines to cope with students academic, career, and personal concerns.
- Fulltime appointed Counsellor Sushmita J. conducted seminars on Mental Health, Dating Violence and Self-concept & Stress Management for staff and students.

File Description	Documents
Annual gender sensitization action plan	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/7.1.1%20annual%20gender%20sensitization(website_link)%20(2).pdf
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	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/7.1.1%20other%20relavent%20info..pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1) Envoventure activity was conducted wherein students collected trash petals and leaves from Ganesh Charturthi pandals, their societies and surrounding areas which was later dumped in the compost pit.

2) A compost pit is constructed and regularly maintained by the college where the local temples and canteen deposit their wet garbage. Further the compost is utilised as manure for campus plants and is also given to faculty members for residential gardening.

3) To spread awareness of usage of paper bags and stop the usage of plastic bags, handmade paper bags were made from newspaper and distributed in local shops.

4)As part of E-waste collection drive Electronic equipment like printers, computers allied equipment, Circuits and Kits are regularly checked and given to Mrs. Rashmi Joshi, an Environment Consultant, who then recycles it. Some of Resistors, capacitors, inductors, diodes, transistors, thermistors, and other electronic gadget parts are reused in practicals/projects.

5) To avoid stagnation, liquid waste is released as effluent into a proper drainage facility from the point of generation i.e. canteen and toilet.

6) Seed collection drive was conducted in the campus, the same were planted in Kalyan Badlapur area and also distributed to farmers in Palghar district.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
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

B. Any 3 of the above

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

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).

Despite receiving minority status, the institution continues to make efforts to provide an inclusive environment for all students and employees. Harmony and tolerance are best achieved through a variety of events organised by committees that

promote the concept of different cultures.

- Tulu Kannada Literary Circle (TKLC): Every year the committee organises different events such as dance and elocution to promote Tulu, Kannada language, and social concordance. The committee organised Gurupoornima celebrations with dance and performances in Tulu & took an initiative to showcase the story of Maheshasur and Goddess Durga through Yakshagana, which is a traditional folk dance.

- Marathi Vangmay Mandal (MVM): MVM celebrated Marathi Bhasha Diwas in the presence of Theatre actor Shri Sudhakar Joshi promoting Marathi Culture. MVM also conducted Gurupoornima program to make everyone aware about Marathi culture and its traditions. Students and faculty members showed their enthusiasm through participation in poetry recitation and performances.

- Teachers Day Celebration: The students paid respect to their teachers by participating in various performances and flip teaching method on 5th September 2022

- Every year on June 21st, International Yoga Day is observed in accordance with the Common Yoga Protocol established by the Central Government's Ministry of Ayush.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

Aligned with the Mission and Vision, the organization effectively attempts to foster students as better citizens along with providing a strong academic base.

- To instil a sense of pride, National anthem; National Hero Photographs are displayed in the campus.

- The institution has displayed Vishaka guidelines in the campus & activities are organised to develop a sense of consciousness/ responsibility particularly in female students.
- The institute celebrated Republic Day and Independence Day in the campus with Flag Hoisting ceremony with guidelines of Azadi ka Amrit Mohatsav.
- Preamble reading conducted to mark the Constitution Day.
- A session was conducted by Guru Ram Babu emphasizing the importance of Meditation and Mental Health.
- Under 'Ek Muthi Yojna' the institution and NGO 'Goonj' collaborated to donated relief materials to Assam Flood Victims.
- On International Plastic Free Day, students made paper bags from newspapers; distributed them in the locality.
- Instilling the spirit of Swachh Bharat Abhiyaan, students participated in Beach Cleaning and Nirmalaya Collection drive.
- Events conducted to spread awareness among society reflecting rights, duties and responsibilities of citizen.

1. Organ Donation

2. Blood Donation

3. Road Safety

4. Tree Plantation

5. Nursery Plantation

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://webweb.ams3.cdn.digitaloceanspace.com/data/anna-leela-college.webweb.ai.in/pdf/naac/7.1.9%20other%20document.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed

B. Any 3 of the above

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 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	View File
Any other relevant information	View File

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

The institution celebrated Independence Day (Azadi ka Amrit Mahotsav) & Republic Day

- International Women's' Day, was celebrated by conducting seminar to create awareness regarding challenges faced by women.
- World Environment Day was celebrated where a tree plantation drive was conducted in the campus.
- On World Health day, importance on the impact of plantation on health was emphasised.
- Library Week Celebration was organised from 12th to 17th September to commemorate birth anniversary of Dr. S R Ranganathan.
- On the birth and death anniversaries of several national

leaders, the institution honours significant events, historical milestones and influential figures of the country. This raises awareness among students about the nation's pride and rich cultural legacy.

Following days are celebrated by the institution:

3rd October 2022

Mahatma Gandhi & Lal Bahadur Shastri Birth anniversary

1st August 2022

Lokmanya Tilak Puniyatithi

14th October 2022

Dr. APJ Abdul Kalam Birth Anniversary

31st October 2022

Sardar Vallabh Bhai Patel Birth Anniversary

14th November 2022

Pandit Jawaharlal Nehru Birth Anniversary

28th November 2022

Mahatma Phule Punyatithi

6th December 2022

Dr. Ambedkar Punyatithi

3rd January 2023

Savitribai Phule Jayanti

12th January 2023

Swami Vivekananda Birth Anniversary

20th February 2023

Chhatrapati Shivaji Maharaj Birth Anniversary

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	View File
Any other relevant information	View File

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 1

- Title** - Holistic Professional Development
- Objectives** - Objectives include enhancing student's personality/skills
- Context** - To succeed it is important to develop skills/personality and work towards achieving their goals.
- The Practices** - ? Live Budget Session ? Movie Screening ? Media Club ? Social Media Club ? Business Day
- Evidence of success:** Classroom instruction used in real life. Students started pursuing investment-trading. Gained understanding in financial and economic-aspects allowing holistic development. Students started initiatives: Bollywood-Diwas Fest, Podcast/Cloud Radio, in-house-magazine. Student develops Entrepreneurship skills and leadership abilities
- Problems Encountered and Resources Required.** Appraising students with current-affairs, policies/current trends. Motivating them for extra-curricular.

BEST PRACTICE 2

- Title** Grounding them towards the roots of Indian Culture.
- Objectives** To instill a sense and awareness of our cultural heritage.
- Context** It's important for students to learn different cultures/beliefs to have inclusive and understanding worldview. This exposure helps develop communication and teamwork skills with resilience and personal growth.
- The Practice** Jallosh Mumbai University Youth Fest Host Cultural Days
- Evidence of success:** Our cultural coordinator selected as MU coordinator. Students won 1 st prizes in various intercollegiate, state and national cultural events. College was recognised as a leading college in organising national level events.

6. Problems Encountered and Resources Required Overall coordination with students in organizing the events and

activities.

File Description	Documents
Best practices in the Institutional website	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/Best%20Practice%201.pdf
Any other relevant information	https://webweb.ams3.cdn.digitaloceanspaces.com/data/anna-leela-college.webweb.ai.in/pdf/naac/best%20practice%202%20final.pdf

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

1. Title

Life long journey through fitness and health

2. Objectives

To improve physical; mental fitness of all stakeholders thereby establishing foundation for lifelong fitness.

3. Context

Physical activity has a positive impact on mental health; cognitive function, which reduces stress level among students, improves concentration and positively impact academic performance. Improves quality life

4. Practice

1. The college organized yoga week where students got to explore the many benefits of yoga asana.
2. Meditation program conducted to understand how meditation can help in giving a sense of calm, peace and overall Well-being.
3. Blood donation camp conduction for all the students and faculties spreading awareness about the importance to

donating blood.

4. Events like Organ Donation Webinar, Vaccination camp for awareness, counselling sessions on handling stress conducted.
5. The college has state of the art gymnasium. Students and teachers are allowed to train here under of certified fitness instructors with very concessional fees.
6. The college has a full time sports director providing rigorous training to students. A lot of students win medals and accolades in intercollegiate, state as well as national level competitions, train others in private sessions as well, get placed and appointed as instructors.

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

7.3.2 - Plan of action for the next academic year

1. Introduction of new Value Added Add on Courses
2. Proposal for additional divisionsfor Bachelor of Management Studies, Bsc.IT
3. Proposal for additional division for BCA
3. To strengthen research culture through Webinar/Seminar for students and teaching staff.
4. To organize workshops/hands on training on effective use of various advanced computer tools for Teaching and Non-Teaching staff members.
6. To Strengthen employability skills, entrepreneurial skills and Capacity building as well as Placement of students. To Strengthen Placement Committee for the same.
7. To enhance alumni participation in various curricular and curricular activities.
8. To propose set up of a vertical garden and hydrochloric plant for watering plants

9. To conduct health checkup camp as well as awareness among the staff and nearby vicinity.

10. To purchase new computers as well as equipment including licensed software for media laboratory. To renew the yearly license of software's in computer and media labs.