



YEARLY STATUS REPORT - 2020-2021

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. Prashant Madhukar Shinde
• Designation	Principal In-charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02224059013
• Mobile no	9561415515
• Registered e-mail	annaleelacollege2020@gmail.com
• Alternate e-mail	prashantmshinde78@gmail.com
• 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://alsj.bunts.edu.in/wp-content/uploads/2022/05/academic-calender-2020-21.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 NAAC guidelines			Yes		

<ul style="list-style-type: none"> • 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	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Online Admission, Payment of fees facility, online teaching learning software		
Standard Operating Procedure for Online Teaching-Learning Process		
MastersoftErp Online Assessment Engine for conduct of all external examinations		
Introduction of certificate courses: MS-excel, Campus to Corporate		
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		
(This section is currently blank)		

Plan of Action	Achievements/Outcomes
<p>It was decided to conduct co-curricular/ extra-curricular/conferences/workshops though online mode for the academic year 2020-21</p>	<ul style="list-style-type: none"> • E-Talent Hunt Intercollegiate Competition from 12/06/2020 to 18/06/2020 • Workshop on Advance Excel for staff members on 21/10/2020 • Workshop on 'How to make Research Paper' on 08/04/2021 • One Day Virtual National Conference on "Emerging Trends in Commerce, Information Technology, Management and Media" on 30/04/2021
<p>Standard Operating Procedure (SOP) for online teaching learning process to be prepared and implemented</p>	<p>Standard Operating Procedure (SOP) in place for online teaching learning process.</p>
<p>Continue with Add-On courses even during pandemic through online mode.</p>	<ul style="list-style-type: none"> • Add-On course on MS-Excel was introduced through online mode • Campus to Corporate was continued through online mode.
<p>NAAC preparation was reviewed and discussed.</p>	<ul style="list-style-type: none"> • IIQA was submitted on NAAC portal on 16/01/2021 • SSR was submitted on NAAC portal on 17/02/2021
<p>As per the University of Mumbai guidelines, second half examination of the year 2020 to be conducted through online mode.</p>	<p>MastersoftErp Online Assessment Engine for conduct of all external examinations</p>
<p>To make students familiar and accustomed with online examination, Mock Test to be conducted for students through Online Examination Portal - MasterSoftErp.</p>	<p>Use of MasterSoftErp software was extended for online examination. Mock Test was conducted through MasterSoftErp software.</p>
<p>Collection of Curriculum Feedback to be continued through online mode.</p>	<p>Curriculum Feedback collected, analysed and uploaded on college website.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	02/05/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	26/01/2022

Extended Profile

1. Programme

1.1	265
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1686
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	497
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	537
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	27
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	127.81
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	145
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 institution has a planned and documented curriculum delivery and implementation system. Academic calendar is prepared by the Principal and IQAC Co-ordinator in consultation with department coordinators as well as different committee conveners. The academic calendar reflects curriculum delivery, Continuous Internal

Evaluation, internal and external examination.

Faculties' workload is finalized considering their experience and expertise in the subject. Class time table is prepared and submitted to the Principal at the beginning of each semester. Teaching plan is prepared by the teachers and curriculum delivery is recorded in work from home diary, which are reviewed by coordinators and Principal.

In the academic year 2020- 21, the curriculum is delivered through online lectures. The orientation of first year students, lectures, project guidance were done through online mode using Microsoft Teams calling application. Based on the students' requirement, Bridge course were conducted by the departments at the beginning of first semester to enhance the learning process of the students. Faculties used ICT tools like Power point presentations, google classrooms, video lectures and e-books for teaching process.

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

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://alsj.bunts.edu.in/wp-content/uploads/2022/05/1.1.1.pdf

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

Due to the pandemic situation, learners were evaluated through a virtual platform. Continuous Internal evaluation was done through Multiple Choice Questions through google forms. The CIE result was discussed with the learners during online lectures. Along with internal examination, Learners were also evaluated through online class tests, and assignments. For term-end examinations, college hired online examination services from the Mastersoft agency. The schedule of all examinations was circulated to learners through WhatsApp groups as well as uploaded on College Website. Before their Term End Examinations, examination guidance sessions, Mock tests were also conducted for hassle free examinations for learners. The result of the semester end examination is displayed on the college website.

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

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

7

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)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

311

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 the college speak volume about these cross-cutting issues. The college offers undergraduate and post graduate programs in which all these issues such as Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed. The cross cutting issues facilitate holistic development of students. Apart from curriculum, the college also attempts to inculcate cross cutting issues through Institutional Social Responsibility (ISR) as well as the extension activities of NSS and DLLE.

Mandatory courses like Foundation Course I and Foundation Course II 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,

Foundation Course IV(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. The college intends to address Environmental Issues in all the programs through courses like Foundation Course - III (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 like Foundation Course 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. Courses like Business Planning and Entrepreneurial Management focus on women entrepreneur.

File Description	Documents
Any additional information	View File
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

8

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

469

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	No File Uploaded
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
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://alsj.bunts.edu.in/curriculum-feedback/

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

536

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

101

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 institution identifies the slow and advanced learners on the basis of their previous year's mark sheets, CIE examination and

class tests. The institution has a systematic mechanism to deal with both slow and advanced learners so as to deal with their cognitive aptitude.

Programs for Slow Learners

- Students are informed about the mechanism of slow learners' program in the orientation programme at the very outset of the academic year.
- Bridge course and diagnostic tests are conducted to bring slow learners in to the mainstream of teaching and learning process.
- The institution has Mentor- Mentee system in the practice which helps in identifying the problems of the slow learners which are sorted out by the respective mentor.
- Remedial sessions are held in virtual mode and study material, notes are circulated to the google classroom, what's app and MS teams.
- The project works and assignments are allotted to the students for upgrading their knowledge in the respective subjects.

Programs for Advanced Learner:

- The institution felicitated by giving them awards in prize distribution ceremony.
- The mentors also encourage such students so as to continue excellence not only in academics but in other co-curricular activities.
- Online class test series are conducted.

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

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

Number of Students	Number of Teachers
1686	27

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

Students being important stakeholders in the teaching learning process, the institution thrives at overall development of the students and thus puts in efforts to make teaching learning more student centric by ensuring the satisfaction of the students. The institution focusses upon the experiential learning, participative learning and problem solving methods.

- **Experiential Learning:**

The students are involved in teaching learning process by providing them online platform like MS teams and Zoom application. The assignments and projects are assigned. The orientation programme for students highlights the involvement of the students in teaching learning. Students are promoted to draft their CV's and contribute articles and write ups to the college magazine 'Reflection'.

- **Participative Learning:**

The institution gives emphasis on the participative learning of the students to attain the purpose of higher education. Students are participated in the orientation programme. Online tests, CIEs through google form are conducted to make the students participate and learn through participation.

- **Problem Solving:**

The institution aims at problem solving mainly. Mentor - Mentee practice focusses upon the students having problems which are sorted out after proper consultation. Sums (problems/questions) are provided to google class room which are solved by students. Notes related to particular subjects are provided.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

In order to be corporate ready, the learners must be possess expertise in technology. Along with the learners, teachers have also started using various unconventional methods to engage students. The COVID -19 pandemic put 2020-21 on lockdown. All lectures, practicals, and co-curricular activities are conducted online.

The online teaching and learning was done to Ms Teams and Zoom Calling App. All teachers and students have Microsoft Teams login credentials.

Practical's are done online using simulations, video demonstrations, and free open source software. Even students were motivated to use below link for reference

1. <https://1lib.in/>
2. www.pdfdrive.com
3. <https://forum.mobilism.org/index.php?sid=6e7ceb3ef56a5db1a65753e70439b15b>
4. <http://audiobookbay.pl/>
5. <https://ebook3000.biz/>
6. <https://www.magzter.com/top-free-magazines> (for magazines or newspapers only)
7. <https://read-any-book.com/>
8. <http://ebookscart.com/>
9. <https://hotaudiobooks.com/>
10. <https://ebookpdf.com/>

They've also used Microsoft teams and online games like Logisim and Google Classroom, as well as free educational portals like IT SCHOLAR and KAHOOT.

After each course, faculties create online quizzes for students using GOOGLE FORMS and KAHOOT.

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

26

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

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

3

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

141

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.

When it came to conducting online exams, the college followed the standards set forth by the University of Mumbai.
(No.DBoEE/ICC/20-21/26)

We followed the steps below to ensure a smooth examination.

The list of students with registered phone numbers and email addresses was compiled using Google forms. The Details of the students was uploaded on College Examination Software i.e master software erp. The papers were proof read by the examination

committee before being finished in the format required by the system. Forms from Google were gathered, Contains student information such as name, email address, phone number, and information about internet connectivity, among other things. Teachers were given instructions on how to construct question sheets. Paper setters received a sample format of a question paper that was compatible with online examination software.

On the college's website, timetables were created and posted. On the Whatsapp groups, timetables were also posted. Students were kept informed about the online assessment process by posting messages on the website and in the students' Whatsapp group. The examination software created the examination login id and password, Link which was shared through registered mobile number and email id.

File Description	Documents
Any additional information	View File
Link for additional information	https://alsj.bunts.edu.in/exam-notice/

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

It was difficult to identify and answer students' concerns about the online examination. We encountered the following difficulties.

1. If students are unable to access the link.

They were instructed to check their emails. If they have switched both their mobile and cell phone. They were assisted in changing their email address in order to obtain the link, username, and password.

1. If the student location lacked internet connectivity. Such pupils, if notified in time, were granted additional time.

1. If pupils have memorised all of the details but have forgotten how to log in.

They were instructed over the phone on how to complete the log-in process.

1. If the student's paper was coerced into submission.

Students are not permitted to access the internet or accept phone

calls during the assessment. They also receive cautions once the task is completed. They were warned not to surf, to mute notifications, and not to accept calls via notices. The online approach for declaring results was used. The grades were accessible via a website. Questions about their outcomes were resolved through the acceptance of enquiry forms via Whatsapp and the identification of solutions.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://alsj.bunts.edu.in/wp-content/uploads/2020/09/Online-Test-Guidelines-for-Students-revised.pdf

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.

A Student's talent is highly valued by the HEI. The HEI offers various courses in order to help the learner become a responsible citizen of the country. The college's vision, mission and core values include learning objectives. Since the HEI is affiliated to University of Mumbai, the programme outcomes and programme specific outcomes are provided by the University. Various PO, PSO and CO are made available with IQAC. The HEI communicates the same to the learners through website. The first year students are communicated PO, PSO and CO in the Orientation program by the Head of the Departments. Moreover, the subject teachers discuss CO during the lectures. The stakeholders are communicated about the same. Add on courses have also have their PO, which are communicated through website, notices and flyers. Programme-specific and course-specific outcomes are evaluated by campus recruitment. Children benefit from tutoring. This allows teachers to adapt courses with academic authorization.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://alsj.bunts.edu.in/wp-content/uploads/2022/05/PO-PSO-AND-CO-2020-21.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The HEI evaluates PO, PSO, and CO attainment in following Ways:

Direct attainment: Direct Attainment of Course Outcome is measured through mandatory Internal and External Examinations. In addition to mandatory exam, Continuous Internal Evaluation (CIE) exams are conducted and results of CIE exams are analyzed.

Indirect Attainment: Indirect attainment of Course Outcome is evaluated on numerous aspects in addition to direct achievement. Environmental studies/management courses teach students about the significance of various environmental concerns and how to manage them. The Accountancy course allows students to analyze the fundamentals of accounting through a variety of activities. Students are graded on their knowledge of budgeting and stock trading. Projects are used to assess students in IT courses. Students in commerce and management are assessed for Course Outcomes based on their engagement in intra- and inter-collegiate activities. Mass/Multimedia students were evaluated through Assignments relating to Podcast, advertising, newsletters, and literary articles.

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

2.6.3 - Pass percentage of Students during the year

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

508

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	No File Uploaded
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://alsj.bunts.edu.in/wp-content/uploads/2022/05/SSS-2020-21.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)

0

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

0

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	No File Uploaded
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

Bunts Sangha's Anna Leela College of Commerce and Economics and Shobha Jayaram Shetty College for BMS provides enriching ecosystem for inculcating research and innovative approach amongst the students and staff. The institution has established incubation center as an extension of Research committee which will provide a platform for the students to enrich their entrepreneurial skills and motivate them to startup their own businesses. The incubation center is planning to conduct the seminars, skill oriented courses, expert talk to inculcate the entrepreneurial skill among the students. For creation and transfer of knowledge the institution is taking initiative like

- There is a research committee at college level for making policy related to research and innovation.
- The library provides facilities for creation of knowledge and research support through reference books, research journals, encyclopedia, reading room, OPAC system, plagiarism software

support.

- Students are encouraged to participate in Seminar/Conferences and write research articles in research journals.

File Description	Documents
Upload any additional information	No File Uploaded
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

2

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

0

File Description	Documents
URL to the research page on HEI website	https://alsj.bunts.edu.in/research-cell/
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

34

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

7

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

Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year creating a bridge between community and the Institution is the foremost goal for initiating the outreach and extension program. The NSS unit of Bunts Sangha's Anna Leela College of Commerce and Economics and Shobha Jayaram Shetty College for BMS has conducted the following activities

- Celebration of Independence Day
- In blood Donation Camp organized by RJ College Ghatkopar, 10 Students have volunteered and 6 students have donated the blood.
- A donation Drive was conducted on the account of Gandhi Jayanti whereby Snacks and stationary was donated to more than 35 children residing in the Adivasi area of Thane District.

- Blankets were donated to more than 20 homeless people staying on street.
- Birth Anniversary of Neta Ji Subhash Chandra Bose was celebrated.
- Celebration of teachers Day.
- Video making Competition on Why to Join NSS
- Celebration of Constitution Day
- NSS volunteers have planted more than 50 saplings in the campus.
- Essay writing competition.
- Participated in Waste Collection Drive organized by University of Mumbai.

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

0

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	No File Uploaded

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

9

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has excellent infrastructure facilities in accordance with the requirement of the academic programs. The Management regularly upgrades the infrastructure for enhancement of academic excellence.

The total area of the campus is 2667.34 sq. meters. The institution offers 05 Under-graduate and 02 Postgraduate Programs. Entire Building is centralised Air-Conditioned. Adequate physical infrastructure includes 26 ICT enabled classrooms (including 2 Smart Classrooms) , 3 computer laboratories, 1 media laboratory and well-equipped library.

Types of Facility Total Number

Classrooms

26 (including 2 Smart Classrooms)

Computer Labs

03

NSS room

01

DLLE room

01

Examination Room

01

Media Laboratory

01

Library

01

Seminar Hall

01

The total number of Computers is 145 out of which 111 is for students use and 34 for Faculty and Administrative office use. The college has leased internet line facility with 50 Mbps speed.

Considering the COVID pandemic and lockdown, the College initially conducted Online Lectures on Zoom Platform. Subsequently, the College used Microsoft Teams for lectures and Mastersoft for assessment.

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

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

Cultural Activities:

The College has spacious Buntara Bhavan Auditorium (approx.

capacity: 1200), 2 mini halls (S.M.S. Hall and Annex Hall) are part of the Bunts Sangha, the parent management body and is made available to the institution free of cost whenever required for any event.

Sports:

The Institution has a well-maintained sports facility to cater to the needs of sports enthusiasts. The College has a Gymkhana Committee who organizes sports events of the institution and also suggests positive changes when required.

Games (Indoor, Outdoor):

For Outdoor Activity, Institution obtained permission from the local municipal body (Municipal Corporation of Greater Mumbai) to use its ground at Shivshrushti (Area: 3013.89 sq.ft), which is in the vicinity, for students to practice outdoor sports like Cricket, Tug of War, Football etc.

For Indoor Games, the Gymkhana is adequately equipped with Table Tennis, Carrom, Chess.

Gymnasium:

The Gymnasium (Area: 1381.02 sq.ft) is provided with state of the art equipment.

Yoga:

The College celebrates International Yoga Day every year. Yoga sessions are conducted for students to channelize their focus and expand their energy to train and sharpen the body, mind and spirit in the right direction in Gymkhana premises

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://alsj.bunts.edu.in/wp-content/uploads/2021/02/Link-to-412-sports-and-cultural.pdf

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	No File Uploaded
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)

127.81

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 is a full featured Integrated Library Management System (ILMS) It provides core services like- Acquisition, Cataloguing, Circulation, WebOPAC, Serials, Biblio Format, Data Exchange, Standards, Report.

- Name of the ILMS software - KOHA
- Nature of automation (fully)
- Version - 18.11.04.000
- Year of automation - 2018

Features of Koha 1. Online Public Access Catalogue (OPAC) module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items. 2. Full catalogue module which enables library staff to capture details of all library items. It is MARC compliant, and also z39.50 compliant, meaning data entry and exchange will be greatly simplified. 3. Circulation module which fully automates borrowing and item management, integrating with the OPAC so users can see which items they have outstanding, for example. 4. Automation of alerts to remind patrons and staff about, for example, overdue items or arrival of new items. 5. Library management becomes easier through automated collection of data by generating the reports for number of books available, issued, returned, purchased per year etc.

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

A. Any 4 or more of the above

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

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

3

File Description	Documents
Any additional information	No File Uploaded
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

Office automation includes use of CMS software. The College has an active website. Jio Internet Facility was upgraded from 20 mbps to 50mbps.The facility is free and can function on Android smart phones.

The Institute has 2 high configuration servers viz.

Description

No.1

No. 2

Manufacturer

IBM

IBM

Model

IBM System x3630 M4: - (715809F)-

IBM System x3250 M4: - (2583IEA)-

Processor

Intel (R)Xeon (R) CPU E5-2420 v2 @ 2.20GHz 2.20 GHz

Intel (R)Xeon (R) CPU E5-2420 v2 @ 2.20GHz 2.20 GHz

Installed memory (RAM)

16.0 GB

32.0 GB

System Type

64-bit Operating System, x64-based processor

64-bit Operating System, x64-based processor

HDD

2TB

3TB

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 softwares i.e Tally ERP.9 and CMS and 1 system softwares i.e. WINDOWS. The Institution has tied up with Microsoft Corporation for Microsoft products and emailing solutions and also for teaching-learning process via Microsoft Teams.

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

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

4.3.2 - Number of Computers

145

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	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

8.43

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 excellent infrastructure is maintained on regular basis to make optimum utilization . In order to carry out regular maintenance, Property Supervisor is designated to carry out the specified work as per requirement. The Property Supervisor liaisons with the College authorities and provides necessary services for proper upkeep of the infrastructure.

Routine Maintenance /Daily Activities:

1. Cleaning Task is done regularly by Housekeeping Staff on all floors and classrooms.
2. The majority of civil work and maintenance is carried out by the Parent Body.
3. The Air-conditioning systems are maintained at regular intervals.
4. The College has a Systems Administrator who co-ordinates with external agencies for the maintenance of I.T. Systems.
5. The regular maintenance of CCTV systems is carried out.
6. Gymkhana, Library, Computer Lab, Classrooms, Stationery sage policy are framed by the concerned In charge and approved by College authorities as per the Operations Manual.
7. The security of the College premises is maintained by 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://alsj.bunts.edu.in/wp-content/uploads/2021/01/Policy-and-procedures-regarding-maintenance-of-physical-facilities.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

17

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

86

File Description	Documents
Upload any additional information	View File
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**

C. 2 of the above

File Description	Documents
Link to Institutional website	Nil
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

0

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

0

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

28

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

53

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

0

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

Student council is formed as per directives received from Director, Department of Student Development, University of Mumbai, by inducting academic toppers from each class. The student council

members are oriented and briefed about their roles and responsibilities. The council members actively participate in various institutional events giving suggestions and supporting event organizing committee in planning and conduct. Students from NSS and DLLE also extend their support during organization of curricular, co-curricular and extra-curricular activities. The female representative addresses issues related to women. Girl's representatives are a part of Internal Committee, Women Development Cell and Anti-ragging Constitution.

Students being the major stakeholder of an institution, its representative in the form of students' council have a major part to play. Student representative is also inducted as member of IQAC and CDC. IQAC, being a recommending body, has a significant role in the development of the institution. Hence, student representation in IQAC helps to understand students' outlook while discussing various student related developments. Student editorial board is also active in publication of college magazine. Students receive a well-conceived opportunity to thus be a part of the positive deliberations in institution's development.

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

9

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

We do have a registered alumni association which is registered under the name "Bunts Sangha Anna Leela Alumni Association", the association significantly works for the welfare of the college and current students. The registered Alumni Association has started functioning from the current Academic year 2020-21. They have successfully registered more than 100 alumni as members under Alumni Association. They are also taking efforts to get the monetary contribution from the Alma Matter for the welfare of college and students.

In the verge of Covid 19 Pandemic, Alumni had come forward to run a campaign "Distribution of Food Packets" Where they distributed food packets in the nearby vicinity and also encouraged current students to join the campaign.

They also have given their helping hands in college ISR activity "Safe and Environment Friendly Practice during Ganesh Festival". With the current student, Alumni have taken initiative to celebrate teacher's day. The Alumni Representation is also there in IQAC and CDC. The institution is looking forward for a strong relation with their Alma Matter in near future.

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
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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 functioning and progress of the institute replicates the execution and follow up of its vision and mission. The management is dedicated for holistic development of learners by providing world class state of the art infrastructure along with qualified and eminent faculties conducive for effective teaching learning process. With various curricular, co-curricular and extra-curricular activities it attempts to imbibe leadership qualities, importance of

ethics and value of integrity among students. Through various skill based and competency building courses it tries to enhance the employment capability of the students. In its quest for contributing towards society the management is also committed to encourage research among faculties and students. It also believes in pursuing quality parameters for student's satisfaction.

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

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

Institution practices decentralization and participative management with proper well-defined inter-relationships for the effective functioning of the College. The college went full-fledged into adopting the new normal of virtual platforms. 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 takes care of 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/coordinators and representatives of the faculty are involved in the distribution of Workload and completion of various academic tasks and events. 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 also shares responsibilities among student volunteers.

File Description	Documents
Paste link for additional information	https://alsj.bunts.edu.in/wp-content/uploads/2021/01/Operational-Manual.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 achieve the vision and mission. The Higher Education Committee ensures the vision of the institution is pursued through implementation of its perspective plans. The HEC, CDC and IQAC, in discussion with the Principal, gave shape to the perspective ideas. The institution's perspective plan focused on major areas like qualified and approved faculties, student support, governance, infrastructural advancement, research and extension.

Following actions highlight successful deployment of perspective plan during the academic year 2020-21.

Successful Implementation:

1. Research Culture:

- Best Research Paper awards for faculties: Mr. Pritesh Somani, Ms. Aanchal Jain, CA Kiran Gajjar and Mr. Subhash Shengale.
- Workshops and Conferences were organised by Research Cell as follows
 - National Online Workshop on Research Ethics & Plagiarism.
 - Workshop on Advanced Excel.
 - Workshop on How to make Qualitative Research paper.
 - National Conference on Emerging trends in Commerce, Information Technology, Management and Media.

2. Green Campus Initiatives:

- Green Audit, Environment Audit, Energy Audit, Tree Plantation with QR Code Tagging.
- Memorandum of Understanding with Ms. Rashmi Joshi, Environment Consultant for the period of three years from 15th January 2020 to 14th January 2023.

- E-Waste Collection and its recycling process.
- Compost Pit Activity
- Association with Bhabha Atomic Research Center (BARC), Mumbai for biodegradable waste collection drive.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://alsj.bunts.edu.in/wp-content/uploads/2021/02/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://alsj.bunts.edu.in/wp-content/uploads/2021/01/Operational-Manual.pdf
Link to Organogram of the institution webpage	https://alsj.bunts.edu.in/wp-content/uploads/2021/02/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

The Teaching and Non-Teaching staff are provided with the following welfare measures

- Operations manual is uploaded on the website for reference.
- 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.
- Group Health Insurance is provided to all the teaching staff members.
- 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.
- Free Food Coupons worth Rs. 500/- every month.
- Gymnasium facility for the staff at a subsidized rate.
- Well-equipped centrally air conditioned staff room with comfortable seating arrangement.
- Well-equipped pantry in the staffroom.
- 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	https://alsj.bunts.edu.in/wp-content/uploads/2021/01/Operational-Manual.pdf
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

1

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

2

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	View File
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

7

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)

0

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

Practice 1- Online admission process

The major upgrades were carried out on MastersoftErp during the academic year 2020-2021, considering the change in academic activities due to the Covid-19 pandemic. The entire admission process for Degree programs was online and can easily be completed using Smart phones for user-friendly access. The detailed admission process charts and steps required for admission completion were made available on the college website along with self-explanatory videos for assistance. Technical assistance is also provided through social media for the same. Online fees payment options were made available to students to make part/full payment.

Practice 2- Standard Operating Procedure (SOP) for Online Teaching-Learning Process

IQAC initiated Standard Operating Procedure for online teaching-learning process for the academic year 2020-21. Zoom and Microsoft Teams calling apps were recommended for use and students were informed to download these apps. Credentials of MS Teams for users (teachers and students) were generated for secured access in online

sessions. The SOPs were framed considering importance to security, discipline and conduct during online sessions. Study Material and Teachers contact numbers were shared to students who were not able attend online sessions due to technical issues. SOPs are also encouraged to use Learning Management System (LMS) like Google Classroom etc.

File Description	Documents
Paste link for additional information	https://alsj.bunts.edu.in/admission-guidelines/
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

Quality Initiative -I

Certificate courses (Duration 30 hours)

1. Campus to Corporate (Duration 30 hours)

Date: 8th February 2021 to 11th February 2021

Platform- MS Teams.

Students registered - 80

The objective was to provide students with training and development analysis and also insight into the corporate strategy.

2. Add on Course on MS-Excel

Date: 15th September 2020 to 30th September 2020

Platform- MS Teams.

Students registered - 231

The objective was to gain the excel skills necessary to use pivot tables, audit and analyze worksheet data.

Quality Initiative -II

Online teaching learning Environment

During the year, all lectures, practicals as well as co-curricular activities are conducted online. Login credentials of Microsoft teams were shared with users. During lectures, powerpoint presentations, videos, Youtube videos were used. PDF files of subject notes were shared through Teams, Google Classroom and WhatsApp. Practical also conducted online using simulations, videos, free open sources and online editors. Faculties used various online tools like Google Forms, etc. for quizzes and tests.

Teachers have used Google Classroom, Google Meet, Zoom and digital library resources. Use of MasterSoftErp software was extended for online examination. Mock Test was conducted through MasterSoftErp software to reduce the fear in the minds of students about online exams.

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

Gender equity & sensitization in curriculum:

College offers five under graduate and two post graduate programs affiliated to University of Mumbai.

This includes various courses having a components of topics related to gender sensitization

Gender equity & sensitization through various activities:

Through ICC and WDC Institute initiated various activities like

Poster competition on challenges faced by women during lockdown period

Documentary on state of women

Seminar on

- Domestic violence.
- How is Covid 19 different for men and women?

The committees review the existing provisions of the laws affecting women.

Facilities for women on campus:

1. Safety and security:

The campus is secured by 24X7 surveillance through CCTV and Security guards including Female security

College Building is Fire safety compliant and fire mock drill sessions are conducted. Fire detector, Fire extinguishers are set on all floors.

2. Counselling:

Appointment of counselor and Mentoring system by faculties are in place to deal with academic, career and personal stressors of students

3. Common Rooms:

Common rooms are provided for girls with facilities like

First aid box

Sanitary Napkins Vending Machine

Washrooms with changing facilities

File Description	Documents
Annual gender sensitization action plan	https://alsj.bunts.edu.in/wp-content/uploads/2022/05/7.1.1-annual-gender-sensitization-plan.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://alsj.bunts.edu.in/wp-content/uploads/2022/05/7.1.1_1.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

Solid Waste Management

The waste generated is majorly dry/recyclable waste

Waste bins are placed separately for dry and wet waste segregation.

A compost pit is constructed and regularly maintained. Wet waste generated from the canteen, nearby temple is casted off here. The compost is used as Manure for plants in the campus and also distributed to faculties for household plantation.

Waste collective drive including metal, glass, paper, plastic, e-waste collected and handed over to the University for re-cycling

Envoventure- An online campaign was organized to spread awareness on safe and friendly environment practice during Ganesh festival

Liquid Waste management

Liquid waste from the point of generation - canteen and toilet is let out as effluent into a drainage facility to avoid stagnation.

E-waste management

Major e-waste includes hardware's like Printers, Computers. Electronic gadgets, circuits, kits that are certified off on regular basis. The same is collected by Mrs. Rashmi Joshi, Environment Consultant who sends it for recycling. Parts of electronic gadgets like resistors, capacitors, inductors, diodes, transistors, thermistors etc. from the gadgets are reused in practical/projects

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	C. Any 2 of the above
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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:	C. Any 2 of the above
<ol style="list-style-type: none"> 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	B. Any 3 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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	No File Uploaded

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

Though the institution has been awarded minority status, it still

encompasses various efforts in providing an inclusive environment for all the students and employees. Harmony and tolerance are best achieved through varied events conducted by committees that promulgate the idea of diverse cultures.

Tulu Kannada Literary Circle (TKLC): Anna Leela College is a linguistic minority college. The committee conducts events for promoting Tulu, Kannada language and for creating cultural accord.

Marathi Vangmay Mandal (MVM): MVM celebrates Marathi Bhasha Diwas on 27th February every year to commemorate the birth anniversary of the eminent Marathi poet, playwright, novelist V.V. Shirwadkar aka 'Kusumagraj'. Various facets of Marathi language are showcased in the form of essay, debate, drama, dance, songs etc. MVM celebrates Marathi Pandhravada across 15 days and screening of Marathi drama, poetry recitation, and other related programmes are organized to highlight the rich history and importance of Marathi language & culture.

Thank a Teacher Campaign: NSS and DLE celebrated 'Thank a Teacher Campaign' through activities such as poetry, essay, story writing to thank their teachers.

International Yoga day is celebrated every year on June, 21st, as per the Common Yoga Protocol prescribed by the Ministry of Ayush of Central Govt.

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

The institution in addition to providing a strong academic base for student, is actively working on evolving them as better citizens of the world in tune with the vision and mission of the institute.

The institution organizes different activities and programmes that inculcates a sense of consciousness and responsibility through

Students are made aware of the anti-ragging policies through website

and Vishaka guidelines is prominently displayed for the benefit of students specially, the girl students.

National Symbols of India: The national anthem, photographs of national heroes are displayed as it infuses sense of pride and patriotism.

The institution celebrated Independence Day & Republic Day, while staff assembles for flag hoisting Head of the Institution spoke on topics of national interest students were provided the link to attend the same online

Responsibilities:

Due to lockdown, the NSS unit conducted awareness relating to self-protection measures, created awareness to download aranya sethu app, distributed ration, masks, received Igot Diksha training, tree plantation drive was organized. A seminar on Bird Protection and save animals was conducted

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://alsj.bunts.edu.in/wp-content/uploads/2022/05/7.1.9_10.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

A. All of the above

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 & Republic Day on 15th August 2020 and 26th January 2021 respectively

Institution also celebrates following events as commemorative days, events and festivals.

International Women's' Day, was celebrated by conducting webinar and poster competition to create awareness regarding challenges faced by women

Guru Purnima was celebrated online by students to show their respect to Gurus and teachers through dance and speech.

International Yoga day was celebrated on 21st June 2020.

World Environment day was celebrated by organizing an intercollegiate poster competition

The institution pays tribute to several national leaders on their birth and death anniversaries. This included a small speech highlighting the contribution of these great leaders.

Following days are celebrated by the institution:

Important days

Date

Dr. APJ Abdul Kalam Birth Anniversary

14th October 2020

Dr. Ambedkar Punyatithi

6th December 2020

Lokmanya Tilak Puniyatithi

1st August 2020

Mahatma Gandhi & Lalk Nahadur Shastri Birth anniversary

3rd October 2020

Mahatma Phule Punyatithi

28th November 2020

Pandit Jawaharlal Nehru Birth Anniversary

14th November 2020

Sardar Vallabh Bhai Patel Birth Anniversry

31st October 2020

Swami Vivekanana Birth Anniversary

12th January 2021

Savitribai Phule Jayanti

3rd January 2021

Chhatrapati Shivaji Maharaj Birth Anniversary

20th February 2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
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 of the Practice

Holistic Professional Development

2. Objectives of the Practice

Objectives include enhancing students

- Team building
- Communication
- Organizational Skills
- Leadership Qualities
- Confidence Building
- Comprehension of Economic scenario
- Understanding of Wealth Creation

3. The Context

Holistic professional education relies on academic development and ability to survive neo- world challenges. Students need to value themselves and recognize abilities for goal realization. Curriculum is supplemented with capacity building activities which works towards building competency.

4. The Practice

- Live Budget Session:

A live streaming of the union Budget is arranged for the students. This is followed by an expert session where the budget and policies are explained. Teams of students are arranged and student panel discussion is organized

- Movie Screening:

A movie underlining the importance of investments, mutual funds was

screened followed by discussion of the same and later movie review (video format) by students

5. Evidence of success:

- Application of classroom teaching in practical life.
- Students have developed their interest in investment trading and are pursuing the same.
- They have developed knowledge in terms of finance, economics, taxation, current affairs enabling them to crack interviews.

6. Problems Encountered and Resources Required

- Appraising students on contemporary economic issues and policies.
- Team based activities which require students to work in groups, coordinate with each other was difficult due to online sessions.

Best Practice 2

1. Title of the Practice

Personal Physical Health Literacy

2. Objectives of the Practice

- To reach the unreached targeting those not physically active
- Play Learn Earn
- To spread awareness relating to physical health
- To be fit physically and mentally

3. The Context

- Healthy Mind lies in a healthy body.
- Physical fitness is not taken seriously by all.
- To remain calm and healthy during the coronavirus pandemic, and being mentally fit was the need of the hour

4. The Practice

Non-Sports Background The physical education department conducted various fitness programs such as Zumba, Cardio, Pilates, Yoga, Aerobics. These sessions were conducted via Zoom Platform. Along with these live sessions guidance on diet and nutrition was imparted and regular information about physical fitness regime of eminent personalities was shared. These sessions were conducted for in the morning and evening.

Sports background

Students trained by the College trainer further provide physical fitness training in various clubs and associations.

5. Evidence of Success

- Student's positive feedback
- Letter of recognition from the club
- Match Allowances from the sports coach of the club as token of appreciation.

6. Problems Encountered and Resources Required

- Reaching and convincing those physically inactive
- Training through online mode
- Online application required

File Description	Documents
Best practices in the Institutional website	https://alsj.bunts.edu.in/wp-content/uploads/2022/05/7.2-best-practice.pdf
Any other relevant information	Nil

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

To provide an opportunity and make a positive difference to people in the area

College is surrounded by less privileged class which live in slums, belong to the labour class, predominantly uneducated and lead a

sedentary life.

As per the guidelines of University of Mumbai, The Department of life Long Learning conducts extension activities. In the academic year a survey was conducted by the students of DLLE in the nearby locality on status of women in society. Response were collected from 3200 women and analyzed.

According to the findings derived from the research it was revealed that the women majorly are illiterate and are not aware of the laws governing their rights. To bridge this gap a webinar was conducted for creating awareness relating to laws Rules and regulation for empowering women.

Pamphlets of the webinar were distributed amongst the locals in the nearby area convincing them to attend the same. Speaker of the webinar was Mr. Viraj Deshpande, LLB and LLM. It was attended by 72 people.

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 Add on Courses.
2. Proposal for additional seats for Bachelor of Management Studies and Bachelor of Commerce (Accounting and Finance).
3. To strengthen research culture through Webinar/Seminar for students and teaching staff.
4. To organise workshops/hands on training on effective use of various advanced computer tools for Teaching and Non-Teaching staff members.
5. To conduct various co-curricular and extracurricular events.
6. To Strengthen employability skills, entrepreneurial skills and Capacity building as well as Placement of students.
7. To enhance alumni participation in various curricular and curricular activities.
8. To involve NSS volunteers for the covid vaccination camp.
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.