



YEARLY STATUS REPORT - 2021-2022

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. **9372771015**
- 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))

<https://alsj.bunts.edu.in/wp-content/uploads/2022/07/AQAR-2020-21.pdf>

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/2022/12/academic-calender2021-22.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
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest

Yes

NAAC guidelines

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

9.No. of IQAC meetings held during the year 1

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

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

- If yes, mention the amount

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

Introduction of Department wise Add on Courses.

Introduction of Blended Learning for students.

Suggested Enhancement of Research Environment.

Introduction of Talent hunt program for students.

Successfully completed the NAAC Peer team visit and Obtaining Accreditation.

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

Plan of Action	Achievements/Outcomes
Introduction of Department wise Add on Courses.	Three Add on courses are successfully completed.
Introduction of Blended learning for students.	Blended learning was introduced and carried out
Continuation of Curriculum Feedback	Curriculum feedback was taken and Analysed
Continuation of Staff Performance feedback	Staff Performance feedback was taken.
Introduction of Talent Hunt Programme	Talent hunt Program was conducted.

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

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	18/05/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
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Year	Date of Submission				
2021-22	15/12/2022				
15. Multidisciplinary / interdisciplinary					
NA as per NAAC Notification dated 23rd march 2022					
16. Academic bank of credits (ABC):					
NA as per NAAC Notification dated 23rd march 2022					
17. Skill development:					
NA as per NAAC Notification dated 23rd march 2022					
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
NA as per NAAC Notification dated 23rd march 2022					
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):					
NA as per NAAC Notification dated 23rd march 2022					
20. Distance education/online education:					
NA as per NAAC Notification dated 23rd march 2022					

Extended Profile

1. Programme

1.1 265

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

File Description	Documents
Data Template	View File

2.Student

2.1 1547

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 173

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

File Description	Documents
Data Template	View File

2.3 577

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 20

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

Extended Profile

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Number of outgoing/ final year students during the year	

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Data Template	View File

3. Academic

3.1	20
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	161.33
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 framework for planning and documenting the delivery of the curriculum. The Principal and IQAC Coordinator develop academic schedule after consulting with the HODs and conveners of other committees. The academic calendar reflects the execution of the curriculum, CIE, and internal and external examination. The workload is decided upon considering their knowledge of the subject. The Principal and students receive a prepared class schedule at the start of each semester. The teachers create the lesson plans, and the coordinators and principal check the work-from-home diary entries to ensure that the curriculum is being delivered. Online lectures and blended methods are used to teach the students throughout the 2021-22 academic year. First-year student orientation, lectures, and project guidance were all conducted online utilizing the Microsoft Teams calling tool. To improve the students' learning process, departments ran Bridge courses based on what the students needed at the start of the first semester. For the

teaching process, faculties used ICT technologies like PPT, Google Classrooms, video lectures, e-books. Assignments, case studies, & quizzes were used to evaluate the effectiveness of the curriculum delivery. Stakeholder feedback on the curriculum is gathered and examined and necessary actions are performed.

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

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

The institution has a framework for planning and documenting the delivery of the curriculum. The Principal and IQAC Coordinator develop academic schedule after consulting with the HODs and conveners of other committees. The academic calendar reflects the execution of the curriculum, CIE, and internal and external examination. The workload is decided upon considering their knowledge of the subject. The Principal and students receive a prepared class schedule at the start of each semester. The teachers create the lesson plans, and the coordinators and principal check the work-from-home diary entries to ensure that the curriculum is being delivered. Online lectures and blended methods are used to teach the students throughout the 2021-22 academic year. First-year student orientation, lectures, and project guidance were all conducted online utilizing the Microsoft Teams calling tool. To improve the students' learning process, departments ran Bridge courses based on what the students needed at the start of the first semester. For the teaching process, faculties used ICT technologies like PPT, Google Classrooms, video lectures, e-books. Assignments, case studies, & quizzes were used to evaluate the effectiveness of the curriculum delivery. Stakeholder feedback on the curriculum is gathered and examined and necessary actions are performed.

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)

3

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

87

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 college offers undergraduate and post graduate programs in which Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed. The cross cutting issues facilitate holistic development of students. Apart from curriculum cross cutting issues are addressed through ISR as well as the extension activities of NSS and DLLE.

Foundation Course I and Foundation Course II are designed to orient students with all four crosscutting issues.

Commerce III, Advertising I, Business Management and Financial Accounting and Auditing, Foundation of Human Skills, Foundation Course IV, 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.

Human values are inculcated in Business Communication, Motivation and Leadership, Change Management, Indian Ethos in Management, Commerce IV, Business Ethics and Corporate Social

Responsibility, Visual Communication, Cultural Studies Environmental Issues are addressed in courses like Foundation Course - III ,Logistics and Supply chain management, Green Computing and Environmental Studies.

Advertising and Cultural Studies focuses on gender equity, Foundation Course focuses on issues like violence against women, dowry system etc. gender equity. 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

7

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

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

491

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

C. Feedback collected and analyzed

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

576

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

72

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The College admits students coming from various sections of the society and works endlessly for slow and advanced learners. College and its faculty strives hard to develop the ability of students to cope up with upcoming challenges and has a systematic framework for assessing students. College provides courses like BMS, BAMMC, B Sc. (IT), BAF and B.Com.

Programs for Slow Learners:-

Students gain knowledge and learn different skills which will help them for their overall performance. There are numerous methods, like semester exam, Internal Assessments, Continuous Internal Evaluation (CIE) and subsequently students are assessed throughout the year. Basic concepts of students are solved through Mentoring Session and several study material is provided to Students for their overall improvement in academics.

'Diagnostic Test' is conducted for the First Year students to assess their basic knowledge of Accountancy, Economics and Mathematics.

Programs for Advanced Learner:

During mentoring sessions, mentors apprehend mentees' knowledge of competencies primarily based totally on their educational, cognitive, emotional, and social aspects.

Online class test series are conducted. Practical training is provided to enlighten students about current market conditions, such as BSE visit

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
1547	20

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experience. It includes training via students' involvement. Institution organizes workshops to get hands-on experience in different fields.

BAMMC students refine journalistic skills through in-house newsletter and college magazine and podcasts.

Participative learning:

Student-Teacher discussion consists of Presentations, Group Discussions, Debates/Classroom, Management Games/ Poster Making, panel discussions. Assignments, Quizzes, function plays that assist self-learning. College offers platform for students to

learn Tally, GST, and Excel through add-on courses, Swayam-NPTEL. Orientation programme is conducted through Microsoft Teams and Online test were conducted through google form.

Experiential Learning

Share market knowledge is illustrated lucidly through BSE Visit as well as financial planning is portrayed. Various guideline lectures are conducted for students to improve their knowledge

Participative Learning

College gives emphasis on students' participative learning to attain the purpose of higher education.

Problem Solving

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

File Description	Documents
Upload any additional information	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

ICT tools are used to find, explore, and analyze data responsibly and without discrimination. The institution has issued Desktop to each department for smooth functioning. All the faculties are acquainted with latest ICT Tools.

Teachers also conduct one CIE through Google forms, which helps to understand the on-line mode of evaluation clearly. PowerPoint Presentations and multimedia is used for effective Coaching. BAMMC department often use movie screening, documentary screening, for idea explanation as a part of the coaching-mastering method alongside with conventional chalk and communicate technique of teaching.

To strengthen their methodology, faculties are encouraged to use Google class room, Personal Blogs, Recorded Lecture videos and to publish on the YouTube channel.

College has created its online repository. For the benefit of 'divyang' students, college and the university library has hooked up NVIDIA-Brail software program for the blind students.

Evaluation is a vital step and final results of teaching-mastering process. Everyday interactions with IQAC and Heads of the department, exam committee plans schedules and works on reforms for constructing a strong assessment device. The organization systematizes its instructional calendar via different means of inclusive schedules for inner evaluation and the college examinations.

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

20

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

20

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

128

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.

Evaluation is an vital attainment and final results of teaching-mastering process. With everyday interactions with IQAC and Heads of the department, exam committee plans schedules and works on reforms for constructing a strong assessment device

The organization systematizes its instructional calendar via way of means of inclusive of schedules for inner evaluation and the college examinations. The institutional inner assessment device is decentralized so one can make it extra obvious and objective

CIE exams for BMS, BAF, BMM and B.Sc. (IT) and 3 CIE exams for B.Com are performed. It is an try via way of means of the Institution to inspire college students closer to academic enhancement.

All departments' conduct several exams for the students and follow the rules mentioned in the University of Mumbai circulars from time to time.

To encourage students in co-curricular activities additional ten marks are assigned by University to those who successfully complete the two years of NSS with participation in residential camp, DLLE activities, outstanding performance in cultural activities and Sports activities conducted by the university.

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

IQAC consistently work to promote student centric activities. The Academic Calendar is displayed at the College notice board and in addition, institutional internet website is available for all stakeholders. During the orientation program, college lucidly explains assessment device and the way the Course Outcomes, Program Outcomes.

Redressal mechanism for grievances before Exam: The students apply to the Principal for grievances such as non-issuance of the hall ticket, correction of name/subjects in the Hall ticket. According to the Guidelines, the organization has separate unfair committee. All instances of unfair method are treated as

in step with Ordinance 0.5050 of University of Mumbai.

2. Redressal mechanism for grievances during Exam:

Technical team is always present throughout the year for students during online examinations to resolve any type of problems.

3. Redressal mechanism for grievances after Exam:

After announcement of Semester End Examination Results, college students can apply for a photocopy in their solution sheets and/or revaluation inside ten operating days within the preferred layout prescribed through the University. To make certain that the whole evaluation process is transparent, sure and efficient, the Examination Cell is nicely ready and has capable manpower, which works with a pupil-centric thoughts.

File Description	Documents
Any additional information	View File
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.

Course outcomes for all Programs are offered by the institution are stated and displayed on college website and it is communicated to faculty and students.

IQAC dexterously tackles it by introducing subject related add on courses. Institution's focus is always on molding the student with values of a responsible citizen. The curriculum for each program is provided by the University of Mumbai. The institution asks teachers to attend workshops, seminars, conferences and FDPs to enrich themselves so as to attain the outcomes while teaching in the classes.

File Description	Documents
Upload any additional information	View File
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.

Institution's mission statement clearly stresses on holistic development of students. The college conducts 5 UG and 2 PG programs in Commerce, Arts and Science. Students' academic expedition is methodically initiated through orientation program, expert lectures, and classroom interactions.

Addressing students during lectures on career counseling and soft skills play a critical role in inclusive development of students.

Budget and stock trading is taught to Students and they are graded during evaluation process. 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

539

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

2.7 - Student Satisfaction Survey

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

<https://alsj.bunts.edu.in/wp-content/uploads/2022/11/SSS-2021-22.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

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

In order to promote research activities, the One Day National Webinar on "Intellectual Property Rights" to guide faculties and students on preparation of Research Proposal and Data Analysis.

The students were guided for different schemes launched by the government for promoting startups during the regular lectures by faculties.

BMS and B.Com students have topics of entrepreneurship in their

syllabus itself as specified by the University of Mumbai.

B.Sc.IT. students have been guided for App and Website Development with the help of regular projects and assignments.

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

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
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	View File

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

2

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

2

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

3.4 - Extension Activities

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

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

1. Community services include:

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

1. Yoga Day
2. Non Violence Day
3. Road Safety Day

1. Vaccination Drive : During Covid 19, vaccination center was setup in the premises of our parent body where our students have actively participated and helped the locals.
2. Tree Plantation Conducted to save environment.
3. Organ Donation Drive created awareness and registration done for donation.
4. Free health Checkup camp was organized for students, parents and others.
5. Book Donation drive was conducted, where by old books of students and faculties were collected and donated to the needy ones.
6. A camp for blood donation was organized and large quantity of Blood Donated.
7. AIDS awareness campaign have been organized to sensitize the students.
8. 54 students have actively participated in ADOLESCENT HEALTH PROGRAMME

Outcome through activities: Students' Holistic development, Develop sensitivity towards environmental and social causes, communication, leadership, management skill development, Confidence building.

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

11

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

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

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

100

File Description	Documents
Report of the event	View File
Any additional information	View File
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 centralized Air-Conditioned. Adequate physical infrastructure includes 26 ICT enabled classrooms (including 2 Smart Classrooms), 3 computer laboratories, 1 media laboratory and well-equipped library.

Type of Facility Total Number Classrooms 26 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. Once the lockdown was lifted in phased manner, the College started conducting the Lectures through Hybrid Mode.

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/2022/12/4.1.2-additional-info.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	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

23.23

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

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

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

0.42

File Description	Documents
Any additional information	View File
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

21

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

4.3 - IT Infrastructure

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

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 software i.e Tally ERP.9 and CMS and 1 system software 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 Fle 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	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

15.42

File Description	Documents
Upload any additional information	View File
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, classrooms and washrooms.
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

23

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
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

60

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	B. 3 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
46

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

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above
--	----------------------------

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

47

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
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.

5

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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. 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. Students from NSS and DLLE also extend their support during organization of curricular, co-curricular and extra-curricular activities. 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

11

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 alumni under alumni association. They are also taking efforts to get the monetary contribution from the Alma Matter for the welfare of college and students. Alumni has taken initiative to conduct the activities for the current students which include online session on Importance of Investment and workshop on Transform your lifestyle. Alumni was also invited as judges for college intercollegiate fest Vismaya. The Alumni Representation is also a member in IQAC (internal Quality Assurance Cell) and CDC (College Development Committee). 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

File Description	Documents
Upload any additional information	View File

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

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

Vision:

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

Mission:

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

- To provide a platform for extra-curricular and co-curricular excellence.

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

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

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

The institution follows effective decentralization and participative management policies with well-defined and clear organizational set up and functioning. The management of the college prepares perspective plans with inputs from IQAC and CDC. The Principal is the academic and administrative head of the institution and takes care of routine functioning of the institute. The Principal is entrusted with sufficient authority and power delegated from the management to take the institute forward.

The Heads of the departments and the faculties 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 focus on academic quality and achieving academic excellence are channelized through 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 various committees and cells that work under the guidance of conveners for smooth functioning of curricular, co-curricular, extra-curricular, and extension activities and also share 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

Perspective plans are prepared to achieve objectives guided by the vision and mission statements. 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 ideas converging in to plans. The institution's perspective plan focused on major areas like infrastructure, teaching learning practices, skill enhancement and employability, research and extension and new education policy. Following actions highlight successful deployment of perspective plan during the academic year 2021-22. Successful Implementation:

1. Value added courses were introduced by three departments
2. National Level Workshop on IPR was organized by Research Cell
3. Blended learning was adopted with effective use of online platforms for teaching learning process.
4. Efforts were taken by management, principal and faculties to understand the New Education Policy through available information.
5. Green Audit, Environment Audit, Energy Audit, Tree Plantation.
6. Memorandum of Understanding with Mazhi Vasundhara, NGO for the period of three years from 15th January 2020 to 14th January 2023.
7. Biodegradable waste collection drive, E-Waste Collection and its recycling is continued.

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 institution has in place well defined policies and operations manual for smooth functioning. Effective governance ensures implementation of the policies and procedures. The inputs, suggestions recommended by IQAC are discussed and analyzed by CDC and later discussed by 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 operations 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	View File
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

5

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

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

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

0

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

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

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

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 teaching staff 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: Admissions procedure online MastersoftERP had significant changes in the during Covid Period and continued the same in academic year 2021-22, in light of the shift in academic activities. The full degree programme admissions procedure was conducted online and is conveniently accessible on smartphones. On the college website, there were self-explanatory videos and thorough flowcharts of the processes needed to complete the admissions process. Social networking is used to provide the same technical aid. Students now have the opportunity to partially or fully pay their fees online.

Practice 2- Online Teaching and Learning Process & Standard Operating Procedure for the academic year 2021-22-

IQAC launched a Standard Operating Procedure for the online teaching and learning process. Students were told to download the calling apps Zoom and Microsoft Teams and were encouraged to do so. Users' (teachers and students) MS Teams credentials were evaluated for secured access during online sessions. The SOPs were developed with consideration for security, control, and behaviour during online sessions. Students who were unable to participate in online sessions owing to technical difficulties were given study materials and teachers' contact information. The usage of learning management systems (LMS) like Google Classroom and others is also suggested for SOPs.

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

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

Quality Initiative 1-

Certificate course (duration 30 Hrs)

1) Foundation Course in Competitive Examination (By Dept. of Commerce)

Date- 15th Sept. 2021-15th Oct. 2021

Platform- MS Teams

Students Registered- 46

2A) Certificate Course in Digital Literacy (By Dept. of Management Studies)

Date- 2nd August 2021- 2nd Sept. 2021

Platform- MS Teams

Students Registered - 12

2B) Certificate Course on Digital Marketing (By Dept. of Management Studies)

Date- 2nd August 2021- 2nd Sept. 2021

Platform- MS Teams

Students Registered - 12

3) Advance Techniques in IT (By Dept. of Information Technology)

Date- 15th September 2021-5th October 2021

Platform- MS Teams

Students Registered - 29

Quality Initiative II-

Online learning and teaching environment - All lectures, practical, and extracurricular activities have been done online throughout the year. Users were given access codes for Microsoft teams. YouTube videos, PowerPoint presentations, and films were used during lectures. Subject-related notes were distributed as PDF files via Teams, Google Classroom, and WhatsApp. Online editors, free open sources, movies, simulations, and other practical activities are also carried out. For quizzes and tests, faculties employed a variety of online resources including Google Forms, etc. Google Classroom, Google Meet, Zoom, and digital library materials have all been used by teachers. For online exams, the use of MasterSoftErp software was expanded. MasterSoftErp software was used to administer mock exams to allay students' fears of taking online tests.

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	View File
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 -
- PCOD and HPV seminar
- Redressal on Sexual Harassment
- Poster making on themes Sexual harassment, LGBTQ and No to ragging
- Health checkup for female faculties teaching and non-teaching
- Felicitation of women Covid Warrior
- Self-Defense workshop
- And Cancer & Breast checkup

Facilities for women on campus:

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.

Mentor Mentee Sessions:

Appointment of Mentors by faculties in an online platform due to lockdown, to deal with academic, career and personal stressors of students.

Common Rooms:

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/2022/12/7.1.1-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/2022/12/7.1.1-additional-information.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

C. Any 2 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

Online Envoventure Campaign: spreading awareness with social media campaign during pandemic.

During the Ganesh festival, an online campaign was organised to promote environmental friendly Ganesh Chaturthi Idols

E-waste collection drive: Hardware such as printers and computers are examples of major e-waste. Electronic devices, circuits, and kits that are tested on a regular basis. Mrs. Rashmi Joshi, an Environment Consultant, collects it and sends it for recycling. Electronic gadget parts such as resistors, capacitors, inductors, diodes, transistors, thermistors, and so on are reused in practical's /projects.

A compost pit is built and maintained on a regular basis. Wet waste from the nearby temple and canteen is dumped here. The compost is used as manure for plants on campus and is also distributed to faculty members for house planting.

Management of Liquid Waste: To avoid stagnation, liquid waste from the point of generation - canteen and toilet - is discharged as effluent into a drainage facility.

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

C. Any 2 of the above

water recycling Maintenance of water bodies and distribution system in the campus	
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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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

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

the concept of different cultures.

Tulu Kannada Literary Circle (TKLC): Anna Leela College is a college for linguistic minorities. The committee organises events to promote Tulu, Kannada language, and cultural harmony.

Marathi Vangmay Mandal (MVM): Every MVM celebrates Marathi Bhasha Diwas to commemorate the birth anniversary of the eminent Marathi poet, playwright, and novelist V.V. Shirwadkar aka

Marathi Pandhravada is a 15-day festival that includes screenings of Marathi drama, poetry recitation, and other related programmes to highlight the rich history and importance of Marathi language and culture.

Teachers Day Celebration: NSS and Cultural Committee students celebrated and participated in various extra-curricular events for paying respect to their teachers.

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

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

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

In accordance with the institute's vision and mission, the institution actively works to develop students as better global citizens in addition to providing a solid academic foundation.

Indian National Symbols: The national anthem and photographs of national heroes are displayed to instil a sense of pride and patriotism.

The institution organises various activities and programmes that instil a sense of consciousness and responsibility in students, particularly female students, and Vishaka guidelines are prominently displayed for the benefit of students.

The institution celebrated Independence Day and Republic Day, and the staff gathered to hoist the flag. After the institution's head spoke on topics of national interest, students were given a link to attend the event online.

The institution also conducted events to spread awareness among society reflecting rights, duties and responsibilities of citizen.

Events conducted are 1. Tree Plantation 2. Adolescent health programme 3. Aids awareness 4. Blood donation 5. Organ donation 6. Road safety 7. Vaccination camp

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/2022/12/7.1.9.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.

On the birth and death anniversaries of several national leaders, the institution pays tribute to them. This included a brief speech highlighting these great leaders' contributions.

Following days are celebrated by the institution:

Dr. APJ Abdul Kalam Birth Anniversary

14th October 2021

Dr. Ambedkar Punyatithi

6th December 2021

Lokmanya Tilak Puniyatithi

1st August 2021

Mahatma Gandhi & Lalk Nahadur Shastri Birth anniversary

3rd October 2021

Mahatma Phule Punyatithi

28th November 2021

Pandit Jawaharlal Nehru Birth Anniversary

14th November 2021

Sardar Vallabh Bhai Patel Birth Anniversry

31st October 2021

Swami Vivekanana Birth Anniversary

12th January 2022

Savitribai Phule Jayanti

3rd January 2022

Chhatrapati Shivaji Maharaj Birth Anniversary

20th February 2022

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	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE 1

1. Title of the Practice

Holistic Professional Development

2. Objectives of the Practice

Objectives include enhancing students

Communication

Leadership Qualities

Confidence Building

Comprehension of Economic scenario

3. The Context

Holistic professional education relies on academic development and ability to survive neo- world challenges.

4. The Practice

Live Budget Session, Movie Screening, Mock stocks & Prayog events are conducted.

5. Evidence of success:

Students have developed their interest in investemnt trading

They have developed knowledge in terms of finance, economics, taxation, current affairs.

6. Problems Encountered and Resources Required

Appraising students on contemporary economic issues and policies.

BEST PRACTICE 2

1. Title of the Practice

Grounding towards the roots of Indian Culture.

2. Objectives of the Practice

To preserve and promote the living culture of the ethnic and communities of the Indian state.

3. The Context

The cultural activities have an important role in development of students.

4. The Practice

Vismaya & Youth Fest Host:

Yearly intercollegiate cultural festival that the college organizes will help in developing managerial and leadership skills.

Cultural Weekgrounds the students to Indian Culture.

Talent Huntboost the self -confidence & gain parallel academic excellence.

5. Evidence of success:

Our cultural coordinator is also selected as Mumbai University coordinator.

A lot of our students have won prizes in various intercollegiate, state and national cultural events.

6. Problems Encountered and Resources Required

Due to the pandemic all the events were conducted online which created issues in complete coordination.

File Description	Documents
Best practices in the Institutional website	https://alsj.bunts.edu.in/wp-content/uploads/2022/12/7.2.1-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

Life long journey through fitness

To be Healthy as a whole, Mental and Physical wellness plays an important role.

Physical activity can improve your brain health, help you manage your weight, lower your risk of disease, strengthen your bones and muscles, and improve your ability to do everyday tasks. Hence, leading to a healthy lifestyle.

Suryanamaskar Workshop & 21 days Suryanamaskar Challenge to stretch and strengthen your muscles, joints, and tendons, as well as your skeletal system. Practicing Suryanamaskar everyday will lead to a very healthy lifestyle for all the students and faculties.

International Yoga Day was celebrated by practicing yoga positions and to raise awareness worldwide of the many benefits of practicing yoga.

Meditation Program was conducted for faculties and students to understand how meditation can help in giving a sense of calm, peace and overall Well-being.

Blood donation camp was conducted for all the students and faculties to spread awareness about the importance of donating blood.

Events like Organ Donation Webinar, Health Checkup sessions for teachers and students, Vaccination camp, Papsmear, Thyrocare and Cancer Screening tests, Seminar on Adolescents health focusing on Psychological health and addictions were conducted.

A lot of students won Gold medals in intercollegiate, state as well as national level competitions. Students play for various clubs like Tech Mahindra, Infinity sports club etc. One of the faculties received a degree in Yoga. Sports Director Dr. Manoj Verma completed his PhD degree in sports

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 programs.
2. Introduction of new Value Added Add On Courses
3. Proposal for additional seats for Bachelor of Management Studies
4. To strengthen research culture through Webinar/Seminar for students and teaching staff.
5. To organize workshops/hands on training on effective use of various advanced computer tools for Teaching and Non-Teaching staff members.
6. To conduct various co-curricular and extracurricular events.
7. To Strengthen employability skills, entrepreneurial skills and Capacity building as well as Placement of students. To Strengthen Placement Committee for the same.
8. To enhance alumni participation in various curricular and co-curricular activities..
9. To conduct health checkup camp as well as awareness among the staff and nearby vicinity.
10. To renew the yearly license of software's in computer and media labs.