SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

RAJMATA JIJAU SCIENCE AND COMMERCE NIGHT COLLEGE OF B.SC (I.T.)

PLOT. NO.62/64, DIVA GAON, SECTOR-09, AIROLI
400708
www.rajmatajijaudegreecollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Gajanan Charitable Sanstha is registered under Society Registration Act 1860 on 08-09-1999 Sanstha is registered under Public Trust Act 1950 on 29-01-2000. Registered office of Sanstha is located at C-123, Sector 04, Airoli, Navi Mumbai 400708. Working area of Gajanan Charitable Sanstha is Navi Mumbai, Thane District, Raigad & Belapur road. Sanstha is presently working in Navi Mumbai, Thane District in which CIDCO is developing lot of housing projects. Because of this continuous development population of Navi Mumbai is increasing very rapidly and therefore there arise a basic need of education.Gajanan Charitable Sanstha is formed to provide quality education to poor and needy people in working area of Sanstha. Thane Belapur road is largest industrial zone in Asia in which lot of unskilled Industrial worker are available in huge number. For that Sanstha has started various educational institutes. Which provides Pre-Primary, Primary, Secondary to Degree College level Skill development & job Oriental course education to the students (KG to UG)

Vision

To provide higher education opportunities to all, to lead as a globally acclaimed Centre for Advanced Knowledge Creation, Research and Innovation with inclusivity and human values at its core and contribute to nation-building by transforming students

Mission

To help the first generation learners to realize his/her potential by offering wider choice of academic programs and motivating to participate in co-curricular and extra-curricular activities. To institutionalize practices that create a conducive environment where innovation flourishes; interdisciplinary and trans-disciplinary knowledge is created.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

provides Pre-Primary, Primary, Secondary to Degree College level Skill development & job Oriental course education to the students (KG to UG).

Institutional Weakness

1. To collaborate with regional and global premier research institutions, organizations and businesses to strengthen the education and research culture.

2.Internship and placement areas.

Institutional Opportunity

1. Can accelerate distance education

2. can work on to strat vocational or certification courses.

Institutional Challenge

1. To develop personality development and communication skills amongst the students

2. To emphasize corporate training for the students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Academic Monitoring Committee (AMC) representatives from all disciplines take feedback in regular interval. As per syllabus provided by university teaching plan is prepared by concerned teaching faculty in advance considering all aspects of semester pattern and well in advance given to students.

Teaching-learning and Evaluation

The Institute's Outcome Based Education(OBE) describes what students are expected to know and will be able to do by the time they graduate. Curriculum, teaching learning processes and assessment methodologies are designed to align with POs and PSOs. The COs for individual courses were framed having an appropriate mapping with POs.

Research, Innovations and Extension

Institute reforms different committees viz. Academic Monitoring committee, IQAC, and College Development Cell every year to prepare plan for good, conductive and ideal environment that has been settled in the campus for over all the period of time by the management.

Infrastructure and Learning Resources

Institute is keenly stepping forward to set up secure and stable wired and Wi-Fi network campuses for their students and faculties. As per guidelines provided by UGC and university institute has adequate infrastructure and ICT enabled.

Student Support and Progression

There is a Alumni- Association which contributes significantly to the overall development of the institution. Feedback collected from all entities which are involved directly or indirectly in institute development plays an important role.

Governance, Leadership and Management

Effective leadership is monitored and reviewed with the help of the following committees:

1. Academic Monitoring Committee (AMC)
2. IQAC
3. College Development Committee
4. Anti-Ragging Committee
5. Internal Complaint Committee
6. SC/ST Committee
7. Grievance Redressal Committee

Institutional Values and Best Practices

1. To continuously improve the quality, systems and processes in search for excellence.
2. To make students sensitized about gender discrimination, environment appreciation and protection and current societal issues.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAJMATA JIJAU SCIENCE AND COMMERCE NIGHT COLLEGE OF B.SC (I.T.)
Address	Plot. no.62/64, Diva Gaon, Sector-09, Airoli
City	Airoli Navi Mumbai
State	Maharashtra
Pin	400708
Website	www.rajmatajijaudegreecollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Prakash R Naik	022-27691947	9819370433	022-27691947	gajanan.sanstha@gmail.com
IQAC / CIQA coordinator	Samruddhi Prabhu	022-25635669	9869137992	022-27691947	samruddhiprabhu017@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Plot. no.62/64, Diva Gaon, Sector-09, Airoli	Urban	0.1179	680

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Bachelor Of Science	36	HSC	English	60	30

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				2				6
Recruited	1	0	0	1	1	1	0	2	4	2	0	6
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				1				2				6
Recruited	1	0	0	1	1	1	0	2	4	2	0	6
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	1	0	4	2	0	8
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

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

Programme		**From the State Where College is Located**	**From Other States of India**	**NRI Students**	**Foreign Students**	**Total**
UG	Male	22	0	0	0	22
	Female	8	0	0	0	8
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	2
	Female	0	0	0	1
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	0	12	0	0
	Female	1	0	1	0
	Others	0	0	0	0
General	Male	20	8	8	6
	Female	4	4	4	2
	Others	0	0	0	0
Others	Male	0	7	0	5
	Female	0	1	1	2
	Others	0	0	0	0
Total		26	32	14	19

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In order to develop overall development of the students - moral, physical, ethical, emotional, social & intellectual in an integrated manner, the college is preparing to include Multidisciplinary subjects as per the New Education Policy - 2020. Understanding the problem faced by present students the college is planning to set up few short term & vocational courses.
2. Academic bank of credits (ABC):	Regarding the implementation of Academic Bank of credits, the institution has to be on hold for the academic council to permit to take steps. As per university of Mumbai guidelines Academic Bank of credit not allowed yet.

3. Skill development:	The vision of the college is promoting Value - Based Quality Education hence the college takes efforts.. The college celebrates all the National festivals like Independence Day, Republic Day. It also celebrates religious festivals like Holi, Dandiya , Ganpati. Mentoring students is one of the most important practices of the Institution. The faculties help them in exploring the students hidden talents, how to utilize & channelize their energy & give proper direction to their potential. It helps them to explore future employment after the graduation.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Regarding the adoption of Indian languages, the college helps local students who belongs to PAP & teaches them in Marathi, various degree college subjects like history, Psychology & Sociology. In future it will also arrange & provide faculties if it's in demand for other language also. Preservation & promoting of languages is one of the targets of the college in near future.
5. Focus on Outcome based education (OBE):	The college also makes an effort to understand that imparting knowledge to the students is a life- long activity hence the college focuses on acquiring positive attitude & other optimistic qualities which will lead students to a successful life . To evaluate, interpret, analyze & develop responsibility & effective citizenship is one of the programme outcome of the students.
6. Distance education/online education:	During COVID situation Institute realized importance of online education as well as distance education. Now our faculties are trained to online education and conducting online examinations too. Just need updating of online platform in future. Once our Institute get accredited major focus will be on starting distance education which is part of NEP 2020.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes. primary goal is to build a truly participative democracy in India by encouraging all eligible citizens to vote and make an informed decision during the elections. We are always looking forward to achieving the aim of building a stronger

	democracy through greater synergy with Civil Society Organisations, Media and Corporate Houses and even greater queries, suggestions, and participation from individuals. Works for voter education, spreading voter awareness and promoting voter literacy in institute as well as near by region.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The students are playing an important role in ELC's under the guidance of faculty members. The office orders are issued to the concern members. The meetings are conducted on regular basis.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	In the ELCs, members will be part of interesting and thought-provoking, mostly classroom-based activities and games. An Electoral Literacy Club is a platform to engage school students through interesting activities and hands-on experience to sensitize them on their electoral rights and familiarize them with the electoral process of registration and voting. ELCs are also present in colleges and rural communities.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Works for voter education, spreading voter awareness and promoting voter literacy in institute as well as nearby region. Our students conducts surveys and awareness drives.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Our students motivate the students above 18 years who are yet not enrolled as voters. Election commissioner assigns duty during election process by assigning duties on election poll booth.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
19	14	32	26	06

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 15

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
09	09	09	09	09

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
2.5	2	0.5	1	2

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Academic Calendar is prepared always prior to starting of academic year and made available to students and faculty in advance. The Academic Monitoring Committee (AMC) representatives take feedback in regular interval. As per syllabus provided by university teaching plan is prepared by concerned teaching faculty in advance considering all aspects of semester pattern and well in advance given to students.http://rajmatajijaudegreecollege.org/uploads/Academic-Calender.pdf

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 13

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2 ***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years***

Response: 97.94

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
19	14	30	26	06

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 ***Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum***

Response:

Involvement of boys and girls both in committee or any cultural and sports activities which always promoted by the institute. Gender equality is maintained amongst faculty also. The institute has installed NIRBHYA PATHAK (Squad) is formed with an aim to create a safer environment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 89.47

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

Response: 17

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 ***Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website***

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution’s website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 32.33

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2021-22	2020-21	2019-20	2018-19	2017-18
19	14	32	26	06

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

2021-22	2020-21	2019-20	2018-19	2017-18
60	60	60	60	60

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list as published by the HEI and endorsed by the competent authority	View Document
Document related to sanction of intake from affiliating University/ Government/statutory body for first year’s students only.	View Document

2.1.2 ***Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years***

Response: 24

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2021-22	2020-21	2019-20	2018-19	2017-18
11	02	20	02	01

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
30	30	30	30	30

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 2.11

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Students are encouraged to learn by participating in various competitions like MPSC/ UPSC or motivated to do their higher education. Students are encouraged for independent collection of literature through internet and industrial experts and field work regarding the recent trends in social innovations.

Participative learning: Participative learning is carried out through classroom learning. Faculty members in addition to classroom teaching or sessions will be interactive reciprocal in nature. Also, faculty members use to ask questions during the lecture through quiz, group discussion, brainstorming and students were instructed to respond to the questions.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
09	09	09	09	09

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2 *Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

Response: 11.11

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
01	01	01	01	01

File Description	Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The Mechanism of Internal Assessment is transparent and robust. Carried out using online mode containing objective as well as descriptive questions through ZOOM during COVID-19 pandemic as directed by university of Mumbai. Theory Papers:

Carried out using online mode (ZOOM) Containing objective as well as descriptive questions.

Practical's/ Project:

Carried out on online mode (ZOOM) as per university curriculum, list of experiments was designed and conducted effectively to let students know all intricate details of the same.

File Description	Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 ***Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website***

Response:

To cope up with New Education Policy (NEP 2020) and Outcome Based Education (OBE) Programme and course outcomes for all programmes offered by the institution are stated and displayed on web sites and communicated to faculties and students.

File Description	Document
Provide Link for Additional information	View Document

2.6.2 ***Attainment of POs and COs are evaluated.*** **Explain with evidence in a maximum of 500 words**

Response:

The Institute's Outcome Based Education(OBE) describes what students are expected to know and will be

able to do by the time they graduate. Curriculum, teaching learning processes and assessment methodologies are designed to align with POs and PSOs. The COs for individual courses were framed having an appropriate mapping with POs.

File Description	Document
Provide Link for Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 100

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
34	33	09	24	09

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
34	33	09	24	09

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0.26

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

2021-22	2020-21	2019-20	2018-19	2017-18
0.08	0.03	0.04	0.06	0.05

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Institute has always been in favor of upgrading knowledge, academics to be it physically like improving the infrastructure by developing laboratories and libraries with state-of-the strategies. Apart from this different committeess motivate our students as well as faculty members to work in research work.

File Description	Document
Provide Link for Additional information	View Document

3.2.2 ***Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

Response: 9

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during**

last five years

2021-22	2020-21	2019-20	2018-19	2017-18
01	01	02	02	03

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.07

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	01	00	00

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.07

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	01	00	00

File Description	Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Making Awareness about the CORONA pandemic, we have played the role of volunteers who have been involved in making awareness about the corona pandemic. Due to this activity, students got opportunities to get involved with people from different walks of life and developed their leadership, time management, event management and disaster management skills.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Our management always concern to do something for society. Our students, faculties and management involved in medical help during COVID -19. Actively our institute does blood donation camp, swacchh baharat abhiyan, and tree plantation to promot environment also.

File Description	Document
Provide Link for Additional information	View Document

3.4.3 ***Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.***

Response: 10

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

five years

2021-22	2020-21	2019-20	2018-19	2017-18
02	02	02	02	02

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1 ***Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.***

Response: 02

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Without Infrastructure and other physical facilities no institute do the progress. Considering this in mind the institution has adequate infrastructure and physical facilities for teaching-learning. The institution has adequate infrastructure as per the norms defined by regulating authorities. ICT enabled tools are available in the campus.

File Description	Document
Provide Link for Additional information	View Document

4.1.2 ***Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years***

Response: 100

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
2.5	2	0.5	1	2

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1 ***Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students***

Response:

Library plays an important and vital role in any professional institute. Our library having sufficients books for students and faculty members. Its also having free Wi-Fi facility for students as well as faculty members to learn online platform and explore with out side world as being Information technology stream.

File Description	Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection ***Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words***

Response:

Institute is having set up secure and stable wired and Wi-Fi network campuses for their students and faculties. Being an educational institute and the maximum possibility of a digital platform used for teaching learning process is cost effective comprehensive solutions that offer all the advanced facilities and features in a single platform with single point of contact for technical support.

File Description	Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 1.9

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

Response: 10

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 ***Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)***

Response: 40.63

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
1.0	1.0	0.25	0.5	0.5

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 ***Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years***

Response: 1.03

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
01	00	00	00	00

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.2 ***Following capacity development and skills enhancement activities are organised for improving students' capability***

1. ***Soft skills***
2. ***Language and communication skills***
3. ***Life skills (Yoga, physical fitness, health and hygiene)***
4. ***ICT/computing skills***

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 59.79

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
19	14	05	14	06

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 ***The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases***

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: C. 2 of the above

File Description	Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 4.59

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
01	00	03	01	00

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
34	33	09	24	09

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2 ***Percentage of students qualifying in state/national/ international level examinations during the last five years***

Response: 1.92

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise**

during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	02	00	00

File Description	Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 2

5.3.1.1 ***Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years***

2021-22	2020-21	2019-20	2018-19	2017-18
00	00	01	01	00

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 48.4

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
50	70	60	32	30

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

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

Response:

Starting from giving their honest feedback on academic, cultural, and social issues for institute. There is a Alumni- Association which contributes significantly to the overall development of the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 ***The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.***

Response:

vision:

To provide higher education opportunities to all, to lead as a globally acclaimed Centre for Advanced Knowledge Creation, Research and Innovation with inclusivity and human values at its core and contribute to nation-building by transforming students

Mission:

To help the first generation learners to realize his/her potential by offering wider choice of academic programs and motivating to participate in co-curricular and extra-curricular activities. To institutionalize practices that create a conducive environment where innovation flourishes; interdisciplinary and trans-disciplinary knowledge is created.

File Description	Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 ***The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc***

Response:

The institutional strategic/ perspective plan is effectively deployed as:

1. To be accredited by NAAC Accreditation
2. To start vocational courses.
3. To provide distance learning education.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 ***Institution implements e-governance in its operations***

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

1. Institute provides free health checkup. Faculty members are supported with a medical facility where a medical officer visits the campus twice/ week on a regular basis.
2. In addition to Wi-Fi facility

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 2.22

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
00	01	00	00	00

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 ***Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years***

Response: 60

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** ***Management Development Programmes (MDPs)*** **professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
04	04	08	08	09

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
02	02	02	02	02

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

. The Institution is being run with self sufficient funds generated from tuition fees. Well in advance budget is approved in front of College Development Cell (CDC) and Governing Body in case of renovation of the building or extension, the management always subsidized by providing required finance.

File Description	Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC meetings were held twice in the academic year before starting of every semester.

IQAC performs the following commission on a regular basis:

1. To bridge gap between industry and academics.
2. To develop life skills and soft skills amongst students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**

5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Response: C. Any 2 of the above

File Description	Document
NIRF report, AAA report and details on follow up actions	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. ***Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words***

Response:

Equal opportunities are provided to boys as well as girl students through statutory and non-statutory committees. Care is taken for delegation of authorities and responsibilities to girl students also.

File Description	Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Geo-tagged photographs/videos of the facilities.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: D. Any 1 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Institution promots activity towards environment. At the same time takes initiative tolerance and harmony towards cultural, regional. The students and employs from different platform working and studying under single roof.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

Best practices that we followed:

1. To the full extent during the corona pandemic all the lectures and practicals structurally conducted online platform.
2. Contribution of medical support/ Awareness done by the management.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

We believe in quality education and imparting knowledge to the students, so we always channelized our resources looking at the accreditation and quality audit. We are now processing NAAC accreditation to maintain quality education and overall development of the Institute. To impart knowledge to the student is our priority.

File Description	Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Sanstha is having seven governor members out of which one id president, one Secretary, one Treasurer and four Directors.

Present activities of Sanstha
Sanstha is presently running following School, Jr. College & Degree College.
1. R. J. Degree College B.Sc (IT) Affilated to Mumbai University.
2. Mother Teresa Secondary Convent School & Jr. College, Airoli.
3. Jijamata Convent School & Jr. Collge, Koparkhairne.
4. Gajanan Maharaj Vidyalaya, Airoli
5. Mother Teresa Convent School, Ghansoli.
6. Navi Mumbai Vidyalaya, Ghansoli

Concluding Remarks :

Its great experience to start NAAC accrediation process. Our faculty members now realize the weaknesses and strength of institute. So in future we can improve towards excellence.

Thanks entire NAAC team for providing valuable gauidance and support.