



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS

**PLOT 2 AND 3, SECTOR 16, NEAR THANA NAKA, KHANDAGAON, NEW
PANVEL, NAVI MUMBAI**

410206

www.aiktc.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Anjuman-I-Islam's Kalsekar Technical Campus (AIKTC) was established in 2011 as a Muslim Minority institute by Anjuman-I-Islam, a 145 years old Charitable Organization, with philanthropic support of Late Haji Abdul Razzak Kalsekar. The Technical Campus is located at New Panvel, Navi Mumbai, Maharashtra, approved by All India Council of Technical Education (AICTE), New Delhi; recognized by the Directorate of Technical Education (DTE) Maharashtra and affiliated to the University of Mumbai.

The institute is spread over an area of around 11 acres of land. AIKTC has state-of-the-art infrastructure and instructional facilities for undergraduate, postgraduate, and research students in various functional areas of specialization, viz. School of Engineering & Technology (Civil, Computer, Electrical, Electronics & Telecommunication and Mechanical), School of Pharmacy and School of Architecture. AIKTC started with a total student intake of 400 and eventually grown to a current intake of 688. The institute has commenced with the students' strength of 397 along with faculty strength of 36. In the current year (2017-18), it has total students' strength of 2356 along with faculty strength of 154. In a very short time, the institute has started its postgraduate programme in Construction Engineering & Management in the year 2014 and Ph.D. Research Centre in Civil Engineering in the year 2017 and recognized as a well-known campus in Mumbai region. It provides an integrated learning environment to enable students to grow towards their full potential and meet the high expectations of Industry and Society.

Vision

To be the most sought after Technical Campus that others would wish to emulate.

Mission

Creating Exuberant Technical Professionals.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The institute belongs to Anjuman-I-Islam charitable trust which has a history of working in the field of education since 1874.
- Well qualified and experienced faculty members with good faculty retention rate.
- The institute has state of the art infrastructure facilities to support exuberant learning.
- Conducive work environment.
- State of the art and automated central library.
- Effective academic audit and monitoring system in place.
- Implementation of outcome-based education (OBE).

- Progressive adoption of Innovative teaching-learning methods.
- Effective mentoring system.
- Financial assistance for the students from Government and Non-government agencies.
- Strong societal connect through the Centre for Social Innovations- National Service scheme (CSI-NSS).
- Effective students' counseling through Human Resources – Centre for Achievements, Reformation, and Excellence (HR-CARE).

Institutional Weakness

- The poor academic quality of incoming students.
- The response of students towards value-adding programmes is poor.
- Placement needs improvement.
- Interaction with industries to be enhanced.
- Lack of industry-sponsored centers of excellence.

Institutional Opportunity

- Scope for interdisciplinary research.
- The strategic location of the Institute for establishing Industry institute interaction.
- Establishing research centers for all programs.
- Establishment of students' chapter membership of various bodies.
- Exploring support from alumni for training, institutional development, and placements.
- Enhancement of Startups and entrepreneurship development cell.

Institutional Challenge

- To strengthen the relations with Alumni and all other stakeholders.
- The inclination of faculty members towards research, consultancy, and practice.
- To inculcate appropriate soft as well as technical skills among the students as per industry requirements.
- Improvements in students' placements.
- To attract academically good students and increase the admission rate.
- Improving e-governance to increase focus on academic, research and practice.
- Focus on industry based training of faculty members and students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Each program develops a program wise academic calendar based on the academic schedule of the University of Mumbai, so as to implement the curriculum effectively.
- 83.82 % of faculty members play an important role in various University bodies such as BoS, Examination, setting up the curriculum and its effective implementation, etc.
- 32.78% of new courses introduced.
- 88.89% of programs offer CBCS and/or Elective courses.

- 40.77% of students enrolled for subject related certificate, diploma programmes, and add on programmes.
- Courses like Environmental Science, Professional Ethics and Principles of Management are part of the curriculum.
- 24 different value-added courses offered for imparting transferable and life skills.
- 9.67% of students undertook field projects and/or internships.
- Structured feedback received from all stakeholders.
- Feedback collected, analyzed and action taken report made available on the website.

Teaching-learning and Evaluation

- The average percentage of students from other states is 1.18%.
- Average enrolment percentage of the students is 87.65%.
- The average percentage of seats filled as per the reservation policy is 90.22%.
- Students' learning levels are assessed as per the defined procedure and special programs arranged for advanced learners and slow learners.
- Student to full-time teacher ratio is 15:1
- Percentage of differently-abled students on roll is 0.21%.
- Effective student-centric methods are implemented to enhance the learning experiences of students.
- The average percentage of teachers using ICT for effective teaching with LMS, e-learning resources etc., is 100%.
- 142 mentors handle on an average approximately 17 mentees under his/her care for academic, stress and social counseling.
- Amongst the sanctioned posts, 104.06% are full-time teachers.
- The average percentage of full-time teachers with Ph.D. is 5.37%.
- Teaching experience per full-time teacher is 7.4 years.
- 20.86% of full-time teachers are from other states.
- Continuous Internal Evaluation System has been effectively implemented and reformed.
- Mechanism of internal assessment is transparent and robust.
- Mechanism to deal with examination-related grievances is transparent, time-bound and efficient.
- Teachers and students are made well aware of program outcomes and course outcomes through orientation programmes and information dissemination.
- The Institution evaluates the attainment of these outcomes.
- The average pass percentage of students is 89.42%.

Research, Innovations and Extension

- Grants for research projects to the extent of Rs 659000 /- sponsored by government and non-government sources were obtained.
- The Institution has an Incubation Cell for innovation and other initiatives for creation and transfer of knowledge.
- 71 workshops/seminars on Intellectual Property Rights and Industry-Academia innovative practices.
- The Institution has a stated code of ethics to check malpractices and plagiarism in research.
- 0.51 research papers per teacher, published in UGC approved journals.
- The number of books and chapters in edited volumes of books published and papers in national and international conferences, proceedings per teacher is 0.82.

- 115 different extension activities conducted leading to a notable impact on the community as well as participating students regarding social issues.
- On average, 40.24% of students participated in extension activities with Government Organization, Non-Government Organizations, and Programmes such as Swachh Bharat, AIDs awareness, Gender issue etc.
- 457 linkages for faculty exchange, student-exchange, internship, on-the-job training, and research.
- 13 functional MOUs for on-going activities with Institutions of national and international importance.

Infrastructure and Learning Resources

- Facilities available for teaching-learning:

1. Thirty-Three classrooms.
2. Forty-Eight laboratories and studios.
3. Twenty Computer laboratories.
4. Two seminar halls.
5. One hall with lecture capturing system.
6. One Auditorium.
7. Five Tutorial rooms.

- The Institution has adequate facilities for sports, games (indoor, outdoor), yoga center etc. and cultural activities.
- 100% of classrooms and seminar halls are ICT- enabled.
- 58.98% of the budget is allocated for infrastructure.
- The library is automated using KOHA.
- A sufficient number of rare books, manuscripts, special reports is available in Library.
- The library has registered for resources like e-Journals, ebooks, and databases.
- 26.53 lakhs is the average annual expenditure on purchase of books and journals.
- 5.46% per day usage of the library by teachers and students.
- IT facilities are frequently updated.
- Student-Computer ratio is 4:1
- The available bandwidth of internet connection is 75 Mbps.
- Facilities available for e-content development.
- The average expenditure on maintenance of campus infrastructure is 21.53%.
- Established systems and procedures are available for maintaining and utilizing physical, academic and support facilities.

Student Support and Progression

- 82.64% of students are benefitted through scholarships and freeships from the government organizations.
- 14.91% of students are benefitted through the scholarships and freeships from the non-government Institutions.
- The sufficient number of capability enhancement and development schemes in-place.
- 43.72% of students benefitted through guidance for competitive examinations and career counseling, on average.

- 26.96% of students benefitted by Vocational Education and Training, on average.
- 5.86% of student progression to higher education.
- 20 awards/medals for outstanding performance in sports/cultural activities at national/international level.
- An active Student Council & representation of students on academic & administrative bodies/committees of the Institution in place.
- 51 number of sports and cultural activities/competitions organized at the institution level, on average.
- Alumni Association registered and functional.

Governance, Leadership and Management

- The management guides the administrative team to work in line with the Mission and Vision of the Institution. The Governing Council meets periodically to monitor progress and suggest strategies.
- The Director, Deans and the HoDs periodically meet to take decisions on academic matters. The institute has a proper mechanism for delegating authority for various administrative and academic activities.
- Strategic Plan document exists and available on the website.
- The Governing body of the institute comprises of General Council Committee (GCC), Executive Council (EC), Board of Governors and College Development Committee (CDC).
- E-governance using various software is done in the areas of Planning and development, Administration, Finance and Accounts, Student admission and support and Examinations.
- The institute has appointed professional counselors.
- Faculty members are sponsored for attending various programmes like National / International conferences, workshops, STTPs and FDPs.
- 8.69% of teachers provided with financial support, on average.
- 11.4 average number of professional development and administrative training programmes organized.
- 83.94% of teachers attended professional development programmes, on average.
- The scientific way of appraisal for faculty members and staff in place.
- Merchant & Babaria Chartered Accountant LLP performs external financial audits.
- INR 3155 lakhs amount of grants received from non-government bodies.
- Funds are mobilized through various sources and utilized optimally.
- IQAC contributed significantly in all academic and administrative processes.
- Teaching-learning processes periodically reviewed.
- 13 average number of quality initiatives by IQAC.
- Incremental improvements over OBE implementation, academic audit, mentoring, etc.

Institutional Values and Best Practices

- 16 gender-equity promotion programmes organized.
- Facilities like CCTV surveillance for safety and security, counseling and common rooms are available.
- 12.61% of Lighting power met by LED bulbs.
- Terrace garden over an area of 500 sq.m supporting waste management.
- Participated in AICTE Clean & Green Campus initiative.
- Rainwater harvesting in place.
- The campus is spread over 4.25 hectares of land and having approximately 800 different varieties of trees and plants.

- 5.46% of the total expenditure is on green initiatives and waste management, on average.
- Adequate facilities are available for the differently-abled.
- 17 initiatives to address locational advantages and disadvantages.
- 2 unique initiatives to engage with and contribute to the local community.
- Code of conduct handbook exists for all.
- Core values are displayed on the website.
- Sufficient programmes are organized to increase awareness of fundamental duties and constitutional obligations and conducted activities for the promotion of universal values.
- Courses like Environmental Science, Business Communication and Ethics are offered.
- Functioning as per norms set by AICTE, PCI, COA, DTE, and University of Mumbai.
- 30 activities conducted for promoting universal values.
- National festivals and birth/death anniversaries of great Indian personalities organized.
- The transparent mechanism for financial, academic and administrative functions is in place.
- Best practices are the Internal Academic Audit and Institutional Repository.
- Holistic development of the students in terms of academic, social, and financial assistance.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS
Address	PLOT 2 AND 3, SECTOR 16, NEAR THANA NAKA, KHANDAGAON, NEW PANVEL, NAVI MUMBAI
City	New Panvel Navi Mumbai
State	Maharashtra
Pin	410206
Website	www.aiktc.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Professor	RAJENDRA B. MAGAR	022-27481248	9619007885	-	hod.ce@aiktc.ac.in
Director	ABDUL RAZAK HONNUTAG I	022-27481247	9967329285	-	contact@aiktc.ac.in

Status of the Institution	
Institution Status	Self Financing and Private

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	Yes MINORITY CERTIFICATE.pdf
If Yes, Specify minority status	
Religious	MUSLIM
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	30-06-2011			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
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
COA	View Document	23-06-2018	12	
PCI	View Document	08-10-2018	48	
AICTE	View Document	04-04-2018	12	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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 2 AND 3, SECTOR 16, NEAR THANA NAKA, KHANDAGAON, NEW PANVEL, NAVI MUMBAI	Urban	10.58	22386

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	BE,Civil Engineering	48	HSC and CET or Diploma	English	120	118
UG	BE,Computer Engineering	48	HSC and CET or Diploma	English	60	53
UG	BE,Electrical Engineering	48	HSC and CET or Diploma	English	60	48
UG	BE,Electronics And Telecommunication Engineering	48	HSC and CET or Diploma	English	120	68
UG	BE,Mechanical Engineering	48	HSC and CET or Diploma	English	120	99
UG	BPharm,Pharmacy	48	HSC and CET or Diploma	English	60	60
UG	BArch,Architecture	60	HSC and NATA or Diploma	English	40	40
PG	ME,Masters In Civil Engineering	24	B.E. and GATE	English	18	18
Doctoral (Ph.D)	PhD or DPhil,Phd In Civil Engineering	36	M.E. and PET	English	10	6

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	11				23				92			
Recruited	1	0	0	1	0	0	0	0	40	10	0	50
Yet to Recruit	10				23				42			
Sanctioned by the Management/Society or Other Authorized Bodies	5				5				132			
Recruited	3	2	0	5	3	2	0	5	97	35	0	132
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				93
Recruited	86	7	0	93
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				36
Recruited	33	3	0	36
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	1	0	0	4	5	0	12
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	2	0	2	3	0	81	29	0	117

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	2		1		3

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
Doctoral (Ph.D)	Male	4	0	0	0	4
	Female	2	0	0	0	2
	Others	0	0	0	0	0
PG	Male	13	0	0	0	13
	Female	5	0	0	0	5
	Others	0	0	0	0	0
UG	Male	545	34	0	0	579
	Female	123	2	0	0	125
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	9	2	2	2
	Female	4	0	1	2
	Others	0	0	0	0
ST	Male	0	1	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	33	31	22	15
	Female	9	6	0	5
	Others	0	0	0	0
General	Male	548	530	627	592
	Female	117	122	88	79
	Others	0	0	0	0
Others	Male	6	3	2	2
	Female	1	0	1	0
	Others	0	0	0	0
Total		727	695	743	697

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 726

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	8	8	7

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2390	2300	2149	1917	1381

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
307	314	336	338	268

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
529	490	314	312	1

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
154	162	145	132	93

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
154	154	142	123	88

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 36

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
797	948	605	944	650

Number of computers

Response: 557

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Anjuman–I-Islam’s Kalsekar Technical Campus (AIKTC) having three degree level programs (Engineering & Technology, Architecture, and Pharmacy), Postgraduate level program and Ph.D. Research Center (Civil Engineering), located at New Panvel, is approved by All India Council of Technical Education (AICTE), Pharmacy Council of India, Council of Architecture, New Delhi, recognized by the Directorate of Technical Education (Maharashtra) and affiliated to University of Mumbai. Curriculum prescribed by the University of Mumbai is strictly adhered to impart quality education. Each program develops a program wise academic calendar based on the academic schedule of the University of Mumbai, so as to implement the curriculum effectively. Apart from this prescribed curriculum, the Institute has a plan of action and means to strengthen the teaching-learning process in the following ways:

- Course allotment based on specialization, experience, course preference and teaching performance in previous years.
- Time Table is framed with provision for Skill Development sessions.
- Teaching plans are prepared based on OBE philosophy for better implementations.
- Course Presentations are delivered by course owners for effective planning of the course(s) allotted to them before respective Domain committee.
- Preparation of adequate and effective learning resources and materials well in advance.
- Effective use of CloudEMS ERP Software to monitor students’ performance and teaching processes.
- Course files which contain Teaching plan, Practical plan, Course Outcomes (CO) review, CO-PO mapping, Notes, Question bank, and Continuous Assessment, etc are maintained.
- Conduction of two Unit Tests examination in each semester as per the academic calendar.
- Adopting new and innovative teaching techniques, and employing learner-centric techniques such as web related assignments (Google Classrooms, MOODLE, etc), peer learning, group discussion, use of NPTEL lectures, case studies, projects, surveys, Online Quiz, etc in the delivery of the academic courses.
- Effective in-place students’ mentoring programme.
- Well ventilated and spacious classrooms with a projector and high-speed internet facilities making them ICT enabled classrooms.
- Organizing required Expert lectures, Workshops, Campus Recruitment Training (CRT) and Industrial Visits.
- Encouraging Students participation in National, International Conferences and Journals, Project Competitions and Technical festivals.
- Effective implementation of Academic Audit.
- Minimum seven (07) days study tours are organized every academic year where extensive documentation of structures / heritage structures is done onsite. The completed work is exhibited and assessed for internal sessional marking.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 83.82

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
48	36	16	10	5

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 32.78

1.2.1.1 How many new courses are introduced within the last five years

Response: 238

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 88.89

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 8

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 40.7

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1978	1255	749	173	308

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

- University Curriculum has courses like Environmental Science, Professional Ethics, Principles of Management.
- Environmental Science is a comprehensive course covering all the aspects of environment like natural resources, biodiversity, pollution, alternate energy resources and human intervention citing the causes and effects.
- Professional Ethics and Principles of Management enables the students to create awareness on business ethics and human values which inculcate moral and social values in them.
- Every year we conduct a seminar and practice session for Fire and safety.
- Courses like Professional Practice and Humanities provide insight to the students on professional values and helps them build professional attitude with an effective understanding of human culture and practices.
- Institute organizes various activities like tree plantation (GREEN-Drive), public awareness with the help of students, e.g. importance of blood donation and blood donation camps, the importance of hygiene and individual responsibilities.
- Students are taken for industrial visits including effluent and water treatment plants and such places to educate them on environmental issues.
- The institute has constituted Discipline and Anti-Ragging Squad (DARS) to ensure a ragging free environment and voice their views respectively. As a result of this mechanism, the college has a gratifying atmosphere and great work culture with an inbuilt friendliness and mutual understanding among students and staff. DARS effectively communicates through displays at all prominent places.
- Food hygiene and canteen affairs committee (FHCA) takes care of the overall hygiene maintained in the canteen premises, quality of raw materials used as well as cooked food, workers' health, etc. FHCA resolves all related complaints and issues.
- Women Development & Grievances Redressal Cell (WDGRC) is active in the institute to create confidence and better awareness about gender equity and to reinforce the rights of women in the institute.
- The institute supports women faculty and girl students to become a member of WDGRC, and encourages them to participate in events focusing on women empowerment and promoting leadership qualities in women. Every year Women's day is celebrated with theme-based activities and events on campus.
- NDL (National Digital Library) facility is made available to the student through which they can access the books freely.
- Both, boys and girls are made members of various committees related to academics, co-curricular and extracurricular activities (COST) . Girls and boys participate in various co-curricular activities such as paper presentations, group discussions, technical quiz and various sport and cultural programmes.
- Centre for Social Innovation and NSS (CSINSS) conduct various community development programmes like the adoption of a village, conducting the campaign on various health care issues among the rural people to enhance their standard of living. CSINSS volunteers spread awareness on the harmful effects of polythene and motivate students to prohibit the usage of polythene bags

inside and as well as outside the college campus. Activities like spreading awareness about organ donations, drug abuse, and medications are carried out in and around the campus.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 24

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 24

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 9.67

1.3.3.1 Number of students undertaking field projects or internships

Response: 231

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise
A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.18

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
37	32	19	22	13

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 87.65

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
482	396	482	471	502

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
538	528	538	538	520

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 90.22

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
268	237	309	327	267

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Assessment of the learning level of students:

- Based on previous academic credentials of new entrants, they are identified as slow and advanced learners wherein top 10 scorers are advanced learners and lowest 10 scorers are slow learners in each division.
- The students having 3 or more ATKT in the last two consecutive end semester examination are considered to be Slow learners.
- The students having more than 7.75 SGPI in either of the last two consecutive end semester examinations are considered to be Advanced learners.
- Slow and advanced learners are identified as class wise.
- The slow and advanced learners are identified from the Gazette of previous exams followed by a meeting and brainstorming with the faculties of that class for finalizing the list.

Programs for advanced learners:

- Book bank facility is provided to the top three students from every class.
- The advanced learners are motivated for getting university ranks, appearing and excelling at competitive exams such as GATE, GRE, GMAT, TOEFL, etc.
- They are motivated by the Director and the heads of the concerned departments to perform better in

the University examinations by awarding them medals and certificates.

- They are encouraged to publish papers in National and International conferences and Journals.
- They are usually made the class representatives for proactive leadership.
- They are given the lead to plan and organize departmental seminars/conferences giving them an opportunity to interface with the academic/industry experts.
- Sponsorship is also provided to the students for publishing papers in National and International conferences and Journals.

Programs for slow learners:

- Remedial classes are conducted at the end of the term as well as during the term for certain courses which seems difficult for the students.
- The mentor finds the nature of their problems and motivates them in a friendly way from the very first year.
- For each semester, to improve their academic performance, extra classes with separate timetables are organized to clarify the doubts and re-explaining of difficult topics.
- Poor performance due to frequent absenteeism is dealt with by making phone calls/ sending letters and discussion with the respective parents.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 15.52

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.21

2.2.3.1 Number of differently abled students on rolls

Response: 5

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response:**1. Experiential Learning:**

- Students are given time slots to do additional and engrossing experimental work. The Faculty and technical Staff help the students to conduct experiments related to their projects.
- Students are appointed as members of the respective department associations and also for the Council of Students (COST) as Council member through which they can arrange and participate in various programs like project exhibition and sport/cultural/technical events (Bonhomie, Fuerza and Mash Up).
- To enhance their industrial exposure, field trips, study tours and industrial visits are arranged.
- Peer to peer learning is encouraged in which students conduct workshops for their peers (Karyashala, etc).
- Field surveys are carried out at various sites.
- Students are involved for teaching various concepts through role plays.

2. Participative learning

- Students are updated with the case studies and models for a better understanding of the concepts. For example, Engineering Drawing subject is handled with models. Mechanical Engineering subject is explained with the prototype model.
- Students are encouraged to do mini projects through which they can apply the engineering concepts practically and implement them in a best way.
- Soft skills training slots are incorporated in the timetable for improving their presentations and soft skills. The Communication & Language laboratory has been established for students to improve their English proficiency.
- The students are encouraged to participate in domain related audits like Structural Audit and Electrical Audit.
- Students are encouraged to participate in National and International Conferences and project competitions.
- Various events such as Presentia, Placement Mania, Extempore, Elocution Competitions, Debate are conducted during students' fest.
- Students are encouraged, trained and guided to participate in national level model making competition.
- Students are encouraged and guided to participate in national events like Smart India Hackathon (SIH).
- Flipped classroom methodology is incorporated.

3. Problem-solving methodologies

- An annual intercollegiate event called Algorithm X.0 is conducted to provide the digital solutions for various problems.
- **Resource Based learning**

This includes learning through library resources, website resources. Learning material uploaded on D-space at our library (presentations, videos, etc), enables flip learning. Additional learning resources on institutional website.

File Description	Document
Any additional information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 154

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 16.83

2.3.3.1 Number of mentors

Response: 142

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Creativity in teaching:

Creativity in teaching learning is brought through the use of active learning and Information and Communication Technology (ICT) tools. Some of the active learning tools used by different faculty members for enhancing the learning experience of the students include:

Active learning tools:

- **Real-life analogies:** The students are given analogies of the topics being taught to them with the applications existing in real life. As an example, the behavior of a metallic material under low temperature (Ductile to brittle transition) is explained through the example of the sinking of Titanic.

- **Roleplay:** The students have been taught some topics through the demonstrations in the form of role play by the students.
- **NPTEL Video lectures:** The students are encouraged to watch the NPTEL video lectures on specific topics after the topic has been covered in the classroom.
- **Interactive sessions:** Students are encouraged for interacting the faculty during classroom teaching, increasing student's active participation
- **Group activities:** To imbibe teamwork and ethics, students are made to work in a team by giving them mini projects and similar tasks.
- **Students' presentations:** Students have been given assignments on several topics in which he has to present any given topic in front of other students.
- **Use of simulation software:** In order to make the student aware of the behavior of a real-world system, simulation software is used.
- **Brain-storming sessions:** On various concepts, the students are motivated to brainstorm in presence of the faculty, this enhances their critical thinking ability.
- **Field visits and internships:** To provide exposure to industries, the students are sent for field visits as well as Industrial visits.
- **Involvement of eminent industry persons and alumni:** Several sessions on technical topics are delivered by eminent persons from industry, well-known academicians and Alumni.
- **Mini-Project and project exhibition:** In order to provide a platform for the students to showcase their work, Mini project and project exhibitions are kept at the end of the term/Year.
- **Charts and Models:** Models are used for the demonstration of contents being delivered for certain courses such as Engineering Drawing.

Use of ICT tools:

ICT tools are employed by the faculty members for ensuring exuberant learning experience of the students these include

Google Classroom: The students' interaction is increased through the use of Google Class Room. The assignments, study material, quizzes, notifications, announcements, evaluation, and grading are carried out through Google Classroom.

Mind mapping technique (Coggle): In order to facilitate global learners and visual learners, mind maps such as Coggle is used by the faculty members.

Google Quiz through Google Forms & Mentimeter: The students' responses are noted through Quizzes and Google forms. A Mentimeter is employed for giving a quiz to the students. This ensures that the students get their evaluation just after they finish their quiz.

MOODLE: Some of the faculty members prefer the MOODLE platform for assignments, study material, quizzes, notifications, announcements, evaluation, and grading.

MOOC: The students are encouraged and motivated to take the Massive Online Open Courses (MOOC) which are available online.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 104.06	
File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years				
Response: 5.37				
2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
10	8	8	6	5
File Description	Document			
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document			
Any additional information	View Document			

2.4.3 Teaching experience per full time teacher in number of years	
Response: 7.4	
2.4.3.1 Total experience of full-time teachers	
Response: 1138.95	

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 20.86

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
35	28	30	24	20

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The institute is affiliated to the University of Mumbai and strictly abides by all the rules, regulations, policies devised and implemented by the University.

Internal unit test exams:

- In the old scheme (R-2007) only one unit test was conducted that too was optional, at the end of the semester.
- In a new scheme (R-2012-CBSGS & R-2016-Choice Based) for Engineering & Technology, it is mandatory to conduct two unit tests in a semester.
- Mostly test is for 20 marks and for few subjects it is of 15 marks and the average of the two is taken for final marks count.
- Unit Test marks are displayed on notice boards within seven days and marking scheme is shared with the students.

Term work evaluation:

- Term Work includes Practicals, Assignments, and Attendance. Separate Rubrics is followed for the evaluation of Practicals and Assignments which is also known to the students.
- Assignments are given in the form of activities such as poster making & presentation, mini-project, peer learning, etc.
- Depending upon the performance of concerned students, sometimes extra assignments are given or they are asked to solve previous question papers.
- There is a defined rubric for every component of Continuous Internal Evaluation as an example the break-up for 10 marks of the assignment is as follows: Timely completion of assignment-3, Content (the student is supposed to refer to 3-4 books)- 4, viva at the time of submission - 3 etc.
- The entire process is keenly monitored, teachers are trained and counseled as and when necessary, every care is taken to maintain & ensure fairness and clarity in the Continuous Internal Evaluation System.

Sessional work:

- Sessional work in Architecture is detailed out in the course content for each subject, which includes drawings, sketches, reports, presentations, models as per the requirement of each semester.
- In a few subjects, sessional work includes class tests, seminars, presentation of reports or documentation. Design studio includes supervised design development and technical subjects include working out of technical details, reports, and documentation. All these assignments are marked and collated as internal sessional marks. In college projects; seminars, hands-on workshops, and study tours are conducted

Academic Monitoring:

- Academic Monitoring in Engineering and Pharmacy is carried out at least twice a semester by a committee constituted by the director which consists of the Program Owners and some nominated faculty members, to verify the planning and execution of continuous internal evaluation.
- The academic monitoring is conducted by a panel consisting of faculty members of other departments.
- Academic Monitoring in Architecture is carried out thrice a semester by a committee constituted of

Dean, academic coordinator and subject in charge, to verify the planning and execution of continuous internal assessment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Examination Schemes:

- Students are made aware of the marking scheme of all the assessment tools like Term Work, IA (Unit Tests), Orals, Practical, Projects, Presentations, Internal Sessional Marking, Internal reviews, etc. well in advance.
- In case of Orals, Practical, internal reviews of design based subjects and Term work submission a viva is conducted at every stage as well as at the final stage too.
- Emphasis is given on Continuous Assessment during the academics by the respective departments.
- It is compulsory to complete assignments during a semester, as per the University norms.
- Unit test-II, orals, practical, presentations and End Semester Examinations, Re-tests and Additional Tests, etc. are part of Continuous Assessment.

Exam Cell and Exam Coordinators:

- Department-wise Examination Coordinators are appointed to carry out Unit tests, orals and practical, etc.
- They are guided and instructed by the Program Owners.
- Program Owners get their decisions approved by the Director, who is the highest signing authority.
- Institute Exam Section works as an interface between the departments and the University.
- At the end of every academic session, the documents are submitted to the Examination and Evaluation Center (EEC) and records are maintained by the EEC.
- New rules and regulations by the University are explained by EEC to all concerned.
- Second Year Engineering (SE) and Third Year Engineering (TE) assessment of End Semester Examinations (ESE) answer-books is done by the Institute on behalf of the University, as per the University guidelines and for Pharmacy all years except final year, the assessment is done at institute level.
- For Architecture, Semester I, II, III IV, V, VII, VIII, and IX examination is conducted by the Institute on behalf of the University, as per the University guidelines and Semester VI and X examination is conducted by the University.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The institute has formed an Examination Committee to handle the exam related grievances. The students can raise the grievances to the Exam Cell which in turn are put forth before the Examination Committee for necessary action.

Addressing Exam Grievances:

- The mechanism to deal with examination related grievances is fully transparent, answerable and time-bound.
- The End Semester Examinations (ESE) answer-books are moderated by experienced and external faculty members (mostly), photocopies are provided to students on demand within five days from the date of application.
- Grievances are addressed as per the university norms. In case of any doubt, the student has to submit an application with Dean/HoD's remark, the same is put up before the Examination Committee for approval, and appropriate action is taken as per the University norms as applicable.

Re-assessment:

- Re-assessment process is carried out immediately after the display of results.
- Branch-wise schedule is declared for form submission.
- Re-assessors are called from other institutes, and the entire process is completed within 15-20 days from the date of result display.

Name Correction:

- In the case of name correction on mark sheet, Gazette, etc., a defined process is followed and corrected documents are issued to the students.
- In case of correction in first year engineering, final year engineering and final year pharmacy gazette or mark sheets, request for correction is sent to the University, the entire process is completed by the Institute Exam Section.
- Students are asked to approach the Director, if unsatisfied with the services offered by the Exam Section.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Academic Calendar:

- Institute's Academic Calendar is prepared in compliance with the University Calendar before the commencement of new academic session i.e. in the month of June every year.
- The entire curricular, co-curricular and extra-curricular activities are planned well in advance.
- It includes dates of term commencement (all programs), Unit Tests, Re-Tests, Conduction of Oral, Practical, Jury, vacation slots, commencement of Theory Examinations, commencement of CAP, submission of college results, commencement of new term, mid-term break, study tour, term end, Sports and Cultural Week (BONHOMIE, MASH UP), Tech Fest (FUERZA), etc.
- Approved Academic Calendar is shared with all the programs and students.

Pedagogy:

- Teaching Plan, Lesson Plan, and Teaching Methodology etc. are prepared by every faculty member well in advance, before the commencement of new term.
- Software (Ioncudos-OBE and iCloud EMS - ERP) are provided by the institute to maintain uniformity in the process.
- Corrective actions are suggested by the Deans/HoDs if any.
- Important details are displayed on the notice boards.
- Academic Monitoring Committee ensures that everything is followed as per norms and the same is recorded in the Academic Audit format as per defined rubric and is a part of the Appraisal system.
- Quality Management System (QMS) in Architecture is followed for Academic Calendar, Teaching Plan, Attendance records, defaulter list, Internal sessional marking, subject monitoring.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Statement of POs, PSOs, and COs:

- All programs of the institute have clearly stated learning outcomes in terms of course outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs).
- The PSOs define the abilities of the students of the respective program expected at the time of graduation and it's defined by the Department Advisory Board (DAB).
- COs are the clear statements of what a student should be able to demonstrate at the end of the course, it should be assessable and measurable in terms of knowledge skills and abilities. COs are provided by the University of Mumbai through respective Curriculum and its modified by the Course Owner as per requirement.
- Program outcomes describe what students should know and able to do at the end of the Program and are formulated from the guidelines of graduate attributes given by the National Board of Accreditation.

Display of POs, PSOs, and COs:

- POs, PSOs, and COs are published on a website under department heads.
- All outcomes are displayed on all prominent places like departmental Admin lounge, Noticeboards, Laboratories, Drawing halls, and Library.
- Students are made aware of outcomes during orientation programs, course presentations, course exit surveys and through Teaching and Practical plans.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**Response:**

The institute follows the student-centric education system and ensures it through the implementation of outcome based education (OBE). Each course owner defines the course outcomes for his/her course(s) in line with the outcomes provided by the University of Mumbai. The defined course outcomes are mapped to Program outcomes and/or Program specific outcomes which are defined in line with graduate attributes provided by the NBA and as per the requirements of the specific Program.

Evaluation of Attainment of POs, PSOs, and COs:

- Various assessment occasions like Unit tests, Term work, Oral, Practical, End Term examination, etc are defined by course owners for capturing students' performance.
- Each course owner sets a target (%) and defines the Attainment levels as per the well-defined format. The defined Attainment levels (Low, Medium and High) are approved by the respective

Course Domain Committee co-ordinator/member and the concerned Program Owner.

- The targets and attainment levels are defined for both continuous internal assessment (CIA) and term end evaluation (TEE). The weights are defined as per the curriculum of the University of Mumbai.
- The evaluation of attainment of outcomes is done through the usage of IonCudos Software.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 89.42

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 558

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 624

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 6.59

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.82	2.22	1.55	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

In order to have an ecosystem for innovations, the institute has provided the Incubation center. The spirit of students to become entrepreneurs is developed through certain identified activities.

Incubation Center:

The Incubation center is developed on campus. The students are motivated to become potential entrepreneurs.

Aims and Objectives of Incubation Center:

1. To inculcate the spirit of entrepreneurship among faculty and students.
2. To promote collaborations with national and international universities, government agencies and industries.
3. To establish links with various R&D organizations and funding agencies for the project ideas of students and faculty.
4. To take up problems faced by the local industry and provide solutions to them.
5. To motivate Students and faculty for getting involved in product development.

Activities of Incubation Center:

1. Liasoning with the industry and identify appropriate problems of the industry to provide solutions through R&D projects.
2. Explore technology development opportunities in common application areas such as transport, traffic regulation, security, healthcare etc. and assign them to faculty members and students.
3. To initiate and establish MoUs with industries and R&D organizations for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
4. To arrange expert sessions from industry, R&D organizations and institutions of repute for the better understanding of product development & entrepreneurship development.
5. To motivate students for presenting papers in projects competitions and exhibitions like IIT techfests, AVISHKAR at the university level, Mega ATV challenge etc.
6. Preparing calendar of National and International level competitions, product development competitions etc for students.
7. Possibility of providing Seed money to all students and faculties to implement their research project works on startups. Assistance is provided for filing patents.
8. In-house development of both lab equipment and software.

Resources provided for Incubation Center:

- 100 sq. m of floor space.
- State of the Art infrastructure
- WiFi facility
- External Mentors from industry
- Refreshment facility

Other Initiatives:

- **Workshops:** Workshops on Entrepreneurship development, IPR, and Product development are conducted for the faculty and students.
- **Appreciation and assistance for Innovative Projects:** Three innovative projects from every department are identified, Market survey for its feasibility is carried out and the opinion of the expert of the same domain is sought out. After this, the students are facilitated to go for presenting their idea for seed finance.
- **Industry Exposure and Visits:** Industrial Visits are taken to various industries for providing exposure to students.
- **Expert talks by Alumni Entrepreneur:** Expert talks are conducted by Alumni Entrepreneurs to guide the students on establishing a new enterprise.
- **MoU:** Several MoUs are signed with different industries and training providers.
- **Industry-sponsored projects:** Students are encouraged and facilitated to get industry-sponsored projects.
- **e-yantra Project:** An e-Yantra lab is developed for which 3.5 lac has been provided.
- **Cypress:** Cypress free kit is provided by Eduvance Pvt. Ltd.
- **IIT tech fest and Techkriti competitions and Avishkar:** Students are provided training and encouraged to participate in national Level Project competitions at IIT Bombay, IIT Kanpur. Students are also facilitated to participate in Avishkar competition and Mega ATV challenge.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 71

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	18	17	12	6

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	
Response: Yes	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	
Response: No	
3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 0	
3.3.3.1 How many Ph.Ds awarded within last five years	
3.3.3.2 Number of teachers recognized as guides during the last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years				
Response: 0.51				
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
12	23	21	11	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

Response: 0.82

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
48	20	18	12	15

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Tree Plantation Drives:

- The institute has organized tree plantation drives with an objective to motivate and sensitize the students towards the preservation of nature.
- Tree plantation drives were carried out in surrounding areas of campus and message regarding the importance of trees in reducing global warming was conveyed to students and the local community.

Blood Donation and Health Camps:

- The institute has organized several blood donation camps in collaboration with Sir J.J Group of Hospitals Blood Bank to sensitize the students about the importance of blood donation. Institute has organized several health camps in collaboration with Pharmaceutical industries.

Homage to Old Age Home and Orphanage:

- Students along with faculty members visited a nearby Destitute Home and Orphanage named Immanuel Mercy Home at Chiple village, Maharashtra.
- The Institute arranged and served lunch to them.
- Financial help was provided by students and faculty members.

Mental Hospital Visit:

- Students along with faculty members visited a nearby mental hospital to sensitize the students for understanding the problems faced by mentally challenged patients.

Empowerment of School students:

- The institute has organized Career and Guidance Program (RAAH) to guide nearby school students regarding various career prospects.
- The program also demonstrated the availability of various scholarships for students.
- Students were also made aware of cashless payments through various online payment gateways.

Swachh Bharat Abhiyaan:

- The institute has organized Swachh Bharat Abhiyaan cleanliness drives along with students, faculty members, and local social workers in the nearby area.
- This has sensitized all towards cleanliness of roads and streets.

Extension project:

- Institute has registered students for conducting extension projects under the University of Mumbai.
- Students have undertaken different extension and outreach projects such as Career Projects (CP), Industry Orientation Projects (IOP), Anna Poorna Yojana (APY), Population Education Club (PEC), and Survey of Women's Status (SWS).
- Faculty and students have undergone trainings provided by the University of Mumbai.

Unnat Bharat Abhiyan:

- Institute has registered for Unnat Bharat Abhiyan (UBA) under MHRD, in which 10 villages are adopted and preliminary surveys have been conducted.
- The Mission of Unnat Bharat Abhiyan is to enable higher education institutions to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth.

Konkan visit:

- Architecture students visit a konkan village called Parchuri near Chiplun, Maharashtra along with faculty members. It's a week-long program in which students stay onsite to understand the culture, needs of the local community, geographical context and local construction materials. Based on the above study, a design program is evolved and executed onsite.
- A meeting pavilion was designed and built using the locally available materials along with local

people.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 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 last five years

Response: 115

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., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
33	25	18	20	19

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 40.24

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1323	1443	730	324	445

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 457

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
340	47	31	26	13

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 13

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	3	2	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Adherence to Norms:

- The institute follows the norms guided by AICTE, Council of Architecture (COA) and Pharmacy Council of India (PCI) for establishing and enhancing the state- of - the Art infrastructure that facilitates effective teaching and learning in proportion to the student strength in different programs.

Infrastructure & Facilities:

- The Institute constantly upgrades the required infrastructure facilities, anticipating future requirements.
- All the programs have an adequate number of classrooms, seminar halls, laboratories, studios, model rooms, art space, material room, multipurpose hall, and departmental library as applicable.
- Institute also has a pilot machine plant, sophisticated instrument facility and a *Committee for the Purpose of Control And Supervision of Experiments on Animals (CPCSEA)* approved animal house facility.

Auditorium:

- The institute has a state-of-the-art auditorium which has a seating capacity of about 350.

Facilities for the Teachers:

- Faculty members are provided with separate air-conditioned individual and/or common seating arrangement. They are provided with laptops/desktops.

Modern Classrooms:

- In order to promote a good teaching-learning environment, all the classrooms are equipped with facilities like Projector, Sound amplifier system, Internet access, well designed multipurpose instructional boards and provision for air conditioners.

Well-Equipped Labs:

- All laboratories and studios are well furnished with the necessary and latest equipment and machinery with more than adequate number and space.
- Computer laboratories of all the programs are well equipped with high configured branded desktop computers running with open source operating system and software, having 24/7 internet connectivity, power backups and licensed software as per requirements.

Museum for Drug formulations & Medicinal Plant Garden:

- Different types of marketed formulations are displayed for the benefit of students.
- The campus also nurtures a medicinal plant garden having different varieties of plants with varied therapeutic effect.

Knowledge Resource (Library):

- The Institute has a well-organized library with sufficient space, book review services, institutional repository, book bank facilities, print journals, magazines, and newspapers.
- It has thousands of books as prescribed by the curriculum of the university and many more non-technical & technical magazines.
- The central library has a sufficient number of e-resources.
- Departmental libraries are also maintained by various programs.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities**Response:**

To encourage personality development, team spirit and leadership qualities among students, the institute encourages students to participate in various sports and games at different levels i.e. College level, Intercollegiate, Mumbai University Sports, State level, and National Level in coordination with the Controller-SHIFA (Sports, Health, Immune and Fitness Affairs).

- The Institute has a playground which is suitable for playing Cricket, Athletics, Tug-of-War, Discus Throw, Shot Put etc.
- The institute also houses a court for playing sports like Volleyball, Basketball, Box Cricket, and Football. This court is also suitable for performing Parade and Band Practices in preparation for Republic Day celebration every year.
- The institute has Seminar Halls and an auditorium for conducting its annual event BONHOMIE, FUERZA, and MASH UP (Sports, Cultural and Technical Event) with an average count of participation over 5000.
- In addition to this, the institute also conducts degree distribution ceremony.
- Indoor games like carom, table tennis, chess, and badminton are played in the basement area.
- The campus houses two lawns which are used for Yoga, Cultural activities and Valedictory functions.

Table. Facility Areas	Sr. No	Designated Area	Area (sq.ft)	Year of Establishm
	1	Ground	60681 + 52103 (L-shape)	2

2	Courtyard	11167		2
3	Lawn-1	5285		2
4	Lawn-2	5260		2
5	Seminar Hall-1	1085		2
6	Seminar Hall-2	900		2
7	Auditorium	7270		2
8	Gymnasium and Indoor games	6000		2
9	Badminton court	1583		2

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 36

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 58.98

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
327	430	446	561	490

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The institute is using an Integrated Library Management System (ILMS) in its central library since its inception. The institute has started with eGranthalaya in the year 2011 and continuously upgraded or changed the ILMS as per requirements. The Latest ILMS being deployed in the central library is KOHA. The KOHA is a free and open source, fully featured and scalable Library Management System.

Integrated Library Management System (ILMS) Software	Name of ILMS	Nature of Automation	Year of Ass
	Automated In/Out (Footfall) System	Fully	
	KOHA Engineering: Cataloguing, Circulation, Serial Control & WEBOPAC	Fully	
	KOHA Architecture & Pharmacy: Cataloguing, Circulation, Serial Control & WEBOPAC	Fully	
	KOHA Installed, Data Importing & Editing	Partially	
	eGranthalaya, Acquisition & Budget Modules	Partially	
	eGranthalaya, Micro Documents Module (Articles Indexing)	Fully	
	eGranthalaya, Serial Control Module	Fully	
	eGranthalaya,	Fully	

	WEBOPAC		
	eGranthalaya, Cataloguing, Circulation Modules	Fully	
	eGranthalaya, Installed & Data Entry works (NIC, GoI)	Partially	
File Description	Document		
Link for Additional Information	View Document		

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The institute's library maintains a good number of rare books and manuscripts and keeps its count increasing every year. This collection is made available to all the students and staff as a reference.

Collection of Rare books, manuscripts, and special reports

Author	Book Title	Publisher Name	Year
Khravatekar, Tanaji Balaji	Dr. Ambedkar	ORF	
Kashyap, Vishwas	Mahamanav	Me B Four	
Saleem, M. Qamar	Nurturing learner autonomy	Anjuma A	
Kumbhoje, S.R.	Pharmaceutical interview guide	Career P	
Inamdar, Nazma N	GPAT	Career P	
Borrow, Leonard S.	Book of universes exploring the limits of the cosmos	Norton &	
Hawking, Stephen	Grand Design	Banta	
Greene, Brian	Hidden reality parallel universes and the deep laws of the cosmos	Alfred	
Bryson, Bill	Short history of nearly everything	Broadw	
Sharpe, Pamela J.	TOEFL IBT Internet-	Ga	

		Based Test 2010	Publ
	Green, Sharon Weiner	Barron's G R E	Ga Publ
	Parthasarathy, S.	Placement Preparation	Ga Publ
	Green Sharan Weiner	Barran's the leader in test preparation GRE	Ga Publ
	Gopalan, R.	English For Competitive Examination	Thomso

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 26.53**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
18.662	20.546	30.437	42.310	20.719

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 5.46**4.2.6.1 Average number of teachers and students using library per day over last one year**

Response: 139

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The Institute has an independent Server and Computer Care Center (SCCC) managed by Computer Engineering Department that looks after all the software and hardware resources such as desktops, laptops, internet service, printers, projectors, AMCs, software installations, etc.

- The Computer Care Center is led by Server Admin who manages the IT facilities for all the stakeholders of the Institute.
- The Institute had subscribed to Reliance Jio for Wi-Fi connectivity across the campus for all faculty, staff, and students.
- The Institute started with 7 Mbps internet service in the year 2011 and progressively today has a bandwidth of 75 Mbps.
- The Institute has gradually upgraded the IT facilities of its central Library in terms of both hardware and software.
- Digital Library started with services like D-Space, E-Granthalaya, QR code scanner and now has successfully migrated to KOHA.
- The Institute implements open source software and tools for the majority of the computer systems deployed at the campus.
- The Institute maintains a local repository server - OwnCloud for students and faculty to store their files and documents accessible over an intranet.
- The Institute has hosted MOODLE server - an Open Source CMS platform for enabling ICT tools used by faculties and students.
- The Institute hosts and maintains an in-house software – Kalsekar Event Approval System (KEAS) to keep a track of all the events/programmes/activities participated by students and staff held within and outside the campus.
- The Institute maintains its own website (<https://www.aiktc.ac.in>) hosted on a local server that provides all information about Institute, its overall functioning, and students related information.
- The Institute maintains an OBE based software platform - Ioncudos for successfully delivering outcome-based education, hosted on a local server. The Institute provides high-speed Internet facility to access NPTEL videos.

The Internet facility (1:1 contention ratio) up gradation from 2013-14 to till date:

Sr.No	Academic Year	Bandwidth (Mbps)	Service Provider
1	2013-14	6	D-Vois SSV
2	2014-15	21	D-Vois SSV
3	2016-17	32	Tikona
4	2017-18	75	SoftCall

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 4.29

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 21.53

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

2017-18	2016-17	2015-16	2014-15	2013-14
138.97423	159.61858	206.33822	173.31111	136.00636

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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.

Response:

The institute has well-defined systems and procedures in place for maintaining and utilizing various physical, academic and support facilities. The housekeeping work of the entire institute has been outsourced, which takes care of cleaning and housekeeping as per the set agreement.

Maintenance of Laboratory equipments:

- The departmental procedures and formats are defined under the Lab & Infrastructure committee for maintaining and effectively utilizing the various academic facilities like Classrooms, Laboratories, Library, Equipments, Computer, Peripherals, Incubation Cell, Tutorial rooms, and Administration Lounge.
- Periodic preventive and corrective maintenance is carried out under the supervision of Lab incharge/ lab technical staff to ensure proper working of laboratory machinery and computers.
- Instruments/ Equipments are calibrated on regular basis.
- Optimum working condition of all laboratory equipment in the campus is ensured through annual maintenance contracts (AMC).

Maintenance of Computers:

- All the computers and peripherals are maintained in house by the Server and Computer Care Center under the Computer Engineering Department.
- The purchase of peripherals is carried out by standard procedure through the central store, and installation is done by the lab assistants.

Maintenance of Fire Equipments:

- There are fire extinguishers and fire fighting systems placed at appropriate strategic locations.
- The refilling of fire extinguishers is carried out by the vendor before its expiry date.
- Timely maintenance of fire fighting system is carried out.

Maintenance of Infrastructure:

- Upkeep and maintenance of infrastructural facilities are well-taken care by the institute.
- The college has a Maintenance Committee which looks after the maintenance of buildings, classrooms, and laboratories.
- Gardens including botanical and medicinal valued plants in the institute are well maintained by the gardener under the supervision of maintenance coordinator.
- Pest control is carried out periodically. It includes the maintenance of Building, Garden, Plumbing, Electrical, and Furniture.
- Cleanliness of the departmental floors, classroom, and labs are taken care of by housekeeping staff and non-teaching staff assigned for each floor on daily basis.
- Wash rooms and rest rooms are well maintained.
- Dustbins are placed on every floor, classrooms, all department admin lounge and faculty cabins.

Maintenance of Drinking Water:

- In order to supply clean drinking water to all, RO purifiers are installed in each water coolers present on each floor.

Maintenance of Electrical Equipments:

- Lift services and all other electrical equipment like AC, fans etc are regularly checked to keep them in proper working condition, by trained in-house electricians.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 82.64

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2030	1970	1847	1517	1071

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 14.91

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
322	400	442	249	140

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 43.72

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1110	1469	625	910	438

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 26.96

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
851	424	727	485	299

File Description**Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** No**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 37.93

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
117	138	33	90	1

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 5.86

5.2.2.1 Number of outgoing students progressing to higher education

Response: 31

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 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) during the last five years.

Response: 20

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	4	4	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Institute has active Student Council consisting of students as General Secretary, Cultural Secretary, Sports Secretary and Technical Secretary (GS, CS, SS & TS) and faculty members as COST (Council of Students) Controller and Co-ordinators.

Active Students' Council:

- At the beginning of every academic year, a students' council is formed by inviting applications from third year regular students for the post of GS, CS, SS & TS.
- Director/Registrar/Deans/HoDs/FE Controller/Core faculty members and COST Controller and previous student council selects GS, CS, SS & TS based on their performance on essay writing on "Why should AIKTC select you for the post of GS, CS, SS,& TS?", followed by extempore round (2-minute speech) and interview with the jury comprising of the above mentioned members.

- The jury observes and rates the performances of all the applicants and selection for various posts is done as per scoring based on defined parameters.

Representation of students on academic and administrative bodies:

- The COST is responsible for conducting the annual sports, cultural and technical events of the institute called BONHOMIE, FUERZA, and MASH UP.
- Various activities are conducted by the students under the aegis of the Center for Social Innovation & NSS (CSINSS).
- Extra coaching sessions for the ATKT students in some courses like Applied Mathematics, Engineering Mechanics and Structured Programming Approach was facilitated by COST.
- Planned and organized sessions for the students from the vernacular medium to improve their spoken English skills.
- COST was involved for conducting different social activities like eye testing camps, blood donation camps, collecting funds for financially weak students, volunteering during the admission process.
- Students are also involved in some administrative bodies of the institute such as IQAC, Food and Hygiene committee, Alumni association etc.
- At department levels, different student bodies are made for conducting various activities under Programmers Club, CESA, EESA, IET Association, MESA, Friday Forum, Drug Information Association, etc.

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 51

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
61	74	43	47	30

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

- The Institute has registered Alumni Associations with Registration No. MH/577/2018, MH/578/2018, and MH/579/2018.
- Alumni Associations have organized career development and technical development sessions.
- It has played an important role during students' orientation programs and guided the students in the design and composition of contents and graphical representation for students' magazine.
- It provides leads for students' placements and internships.
- Alumnus has financially contributed to students' development.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 0

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision: To be the most sought after Technical campus that others would wish to emulate.

Mission: Creating Exuberant Technical Professionals.

Mission Elements:

1. To implement the Outcome Based Education (OBE) model to conform to our belief “Students Learn What We Teach”.
2. To encourage and upgrade teachers for innovative teaching skills, research and practice.
3. To provide the necessary facility, machinery, equipment, atmosphere, and ambiance that would enable quality academics, research, and practice.
4. To create an ecosystem for professional competition, lifelong learning and reward mechanism.

To implement the strategies aligned with our vision and mission, the institute has various administrative and academic bodies which include General Council, Board of Governors, College Development Committee (erstwhile Local Managing Committee) and 29 Process Implementation Centres.

- Our Vision and Mission has been formulated by taking into consideration the feedback and suggestions from all the stakeholders including Management representatives. In order to meet the vision and mission of the institute, various centers at administrative and academic levels have been formed.
- Further, the faculty members are encouraged to participate in the decision-making process by functioning as Controllers or Coordinators of various centers drawn from all the schools and departments.
- The centers like Alumni Connect Centre (ACC), Institute-Industry-Institute Interaction Centre (IIIC) are facilitating for the practice based activities whereas Centre for Academic Affairs (CAA) is evolved for carrying out various activities related to academics and research.
- The perspective/strategic plan for the institute is prepared by the head of the institute which includes Quality Assurance and promotion of modern tools in teaching-learning process, Initiatives for industry-institute interaction, enhancing facilities for research and development, Human resource planning and development, Academic tie-ups, Mentoring system and promotion of various activities for overall development of the students.
- The institute has a well-framed organizational structure for decision making at various levels.
- The Management has given liberty to the Director, Deans, HoDs and all the faculty members to develop and execute academic, research and practice based processes.
- Independent Controllers and Coordinators are appointed for various centers, cells, and committees.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Decentralization and Participative management:

- The institute has a proper mechanism to delegate authority for various administrative and academic activities.
- In order to enhance the effectiveness and efficiency within schools/departments and at the campus level, various centres/cells have been established, which includes academics, co-curricular, extra-curricular, infrastructure development etc.
- The institute promotes the culture of participation of faculty members and students in various discussion and decision making activities.
- The suggestions and opinions are invited from Deans / HoDs / Section Heads / Faculty / Students and other stakeholders to formulate the policies and guidelines for the effective functioning of various administrative and academic tasks.
- Management makes expert faculty members part of purchase committee for the purchase of equipments and machineries and the recommendations of expert faculty members are given due importance.
- Director/Deans/HoDs/Senior faculty members play an important role and follow the transparent procedure in the recruitment of faculty and staff at the institute level.

Case Study: “Development of Infrastructure and Laboratories under Capital Expenditure”

The Anjuman-I-Islam Trust had a vision of developing a state of the art Technical Campus at Panvel. After obtaining the regulatory permissions by various statutory bodies for the campus, it got started in the year 2011.

- The campus started as a single building hosting three schools in the Pharmacy building, while the construction work of School of Engineering & Technology and School of Architecture building was in progress.
- The responsibility of Infrastructure Planning and Development, the design of Laboratories, Learning halls, Seminar hall, and other instructional areas were assigned to the interested faculty members from Engineering, Architecture, and Pharmacy.
- The concerned faculty members were involved in the layout of the floor plan, the layout of

laboratories, learning halls, and all connected areas.

- The entire development work was done in phases, viz., Phase-I, Phase-II, and Phase-III.
- The technical expertise of Architecture and Engineering faculty members were utilized for working out the unique and state of art infrastructure.
- These faculty members were involved upto the level of selecting and finalizing the furniture design, laminate, plywood type, table designs, chairs, classroom benches, customized classroom boards, etc.
- The concerned faculty members were involved in the finalization of Interior design and decoration.
- The supervision of the construction and execution of all work were done by the faculty members.
- The same group came out with an idea of Administration Lounge and connected Professor cabin in all possible laboratories.
- Administration Lounge is a specialized area having state of the art 10 to 12 faculty cabins, pantry, departmental library stacking, departmental clerical space and conference room.
- The faculty members' expertise was utilized in the complete lab setup starting from working out the latest technical specifications of required equipments and machineries till the purchase and installations of same.
- The landscape and gardening of the entire campus were conceptualized and designed by the faculty member.
- All involved faculty members, Deans, HoDs and Director were given a common goal of effective utilization of the corpus fund for the best state of art infrastructure development.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Expansion of Academic Programs:

- The management of the institute monitors the progress to ensure the fulfillment of the goals and objectives.

- To ensure enhancement in academic excellence, expansion of academic programs, up gradation of infrastructure and laboratories in needed spheres was the main agenda point in the CDC(erstwhile LMC) meetings.
- Resolutions were made as per requirements and implemented to enrich the teaching-learning process in a broader perspective.
- The institute started in 2011 as Technical campus with one building block (Block-A), in which the first year of all the programs was accommodated, while the construction of remaining building blocks was in progress.
- In the year 2013, the second building block (Block-B) with more than required instructional facilities was ready for possession hence management decided and resolved to add additional seats.
- The management decided to increase the intake of the undergraduate program in Mechanical Engineering from 60 to 120 and a second shift of undergraduate program in Civil Engineering in 2013.
- The planned infrastructure development to cater the needs of UG and PG were completed and hence the institute applied and received the approval for PG course in Civil Engineering viz. Construction Engineering & Management in the year 2014.
- In 2016, the third building block (Block-C) was ready. To harness the research culture and apt utilization of the available infrastructure, the institute applied for the Research Center in Civil Engineering. The permission for the same was successfully received from the concerned statutory bodies in 2017.
- The trend of this development continued and subsequently, due to sufficient infrastructure, the institute could increase intakes in Pharmacy and Architecture programs, viz., from 60 to 100 in Pharmacy and 40 to 80 in Architecture.
- Due to the demand of hostel inside the campus from the stakeholders, the management has proposed to develop boys hostel having an approximate area of 72494.4 sq ft with a capacity of 510.
- The institute ensures that the students benefit from a high-quality learning environment that includes spacious classrooms, well-equipped laboratories, state-of-the-art computing facilities, smart classrooms, seminar halls, and auditorium.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The General Council (GC) of Anjuman-I-Islam's comprising of 45 members, formulates the policies and manages all institutions. The GC elects its 8 office bearers for day-to-day management of the entire trust. As a de-centralized Management process, GC has created about 16 different boards having clusters of schools/colleges/institutions under each board headed by an Executive Chairperson. All Executive Chairpersons and office bearers constitute the next level committee named Executive Council. The Board for Institutions in Navi Mumbai (BINM) has been exclusively created for governing all the schools and colleges in Navi Mumbai. Thus AIKTC is being governed through BINM along with all statutory Boards and committees such as BoG and CDC (erstwhile Local Managing Committee (LMC)).

Functions of Board of Governors:

The BoG of the institute are drawn from General Council (GC), a policy-making council of Anjuman-I-Islam, Industry, Academia and so on. The BoG is the apex body guides all faculty and staff for overall academic, administrative and financial excellence of the institute. The Board of Governors besides being the supreme administrative authority of the institution shall have the following additional functions:

- To monitor the academic, research and innovation related activities of the college.
- To promote start-ups, entrepreneurship, incubation and socially relevant activities.
- To consider the important communications, policy decisions received from GC, Staff Selection Committee, University, Government, AICTE/ PCI/COA etc.
- To monitor the students and faculty development programmes.
- To pass the annual budget of the college and so on.

The BOG shall meet at least twice a year and it comprises of its Chairman (A technical expert either an entrepreneur or an industrialist or an educationist of repute); 4 Members nominated by the Anjuman-I-Islam; 2 eminent professionals from the area of Engineering & Technology; 2 academicians of excellence; a University Nominee and Director/Principal being ex-officio Member Secretary.

The Executive Council shall examine and scrutinize the budget estimates forwarded to it by the various boards and to place the same for being sanctioned by the governing council. The executive council shall keep minutes of all its proceedings which will be kept open for inspection.

Service Rules, Procedure of Recruitments and Promotional Policies:

The service rules are followed for teaching and non-teaching staff as per the Maharashtra State Service Rule 1981 and also the Rules approved by the GC (Not contradicting to the Government Rules). The procedure of recruitments and promotional policies are followed as per the guidelines laid down by the

AICTE, PCI, COA, and University. All this has been documented in AIKTC HR Manual:A Code of conduct.

Grievance Redressal Mechanism:

The institute has established Grievance and Appeal Redressal Centre (GARC) to look after the students' and staff grievances and issues. This center makes sure that the grievances are addressed properly. The institute has also introduced a very novel concept called HR CARE (Human Resources Centre for Achievement, Reformation, and Excellence) where through counseling and training, most of the unseen grievances and issues being resolved.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and

implementation of their resolutions

Response:

The institute has a proper mechanism to delegate authority for various administrative and academic activities. In order to enhance the effectiveness and efficiency within schools/departments and at the campus level, 29 centers/cells have been established, which includes academics, co-curricular, extra-curricular, infrastructure development, Examination and Evaluation, Training Placement etc. A minimum of one meeting is held prior to any function in the presence of Director, Deans, HODs and Committee Controllers.

As a case study, the following is the minutes of meeting of **Examination and Evaluation Center (EEC)** held for the successful conduct of 3rd **Graduation Day 2018** on 25th March 2018.

- Chief Guest and Guests of Honor finalized:

1. Mr. Mukhtar Abbas Naqvi, Union Minister of Minority Affairs.

2. Mr. Sahir Khatib, Vice Chairman, Medley Pharmaceutical Ltd.

3. Dr. Subash Babu, Professor, IIT Bombay.

4. Dr. V. Jothiprakash, Professor, IIT Bombay.

- Provision for Online registration form should be made available, in order to get the data of students reporting for the Graduation day.
- Transportation facilities will be provided for reporting students to the nearby station.
- Reporting time shall be 9.30 AM, registration desk will remain open from 9.30 AM to 12.30 PM.
- The event will be started at 1.00 PM.
- Marshalls will set up registration desk to register the students, parents and handover Graduation kit.
- The seating arrangement of students receiving the degree and overall discipline at the venue during the programme has to be executed by the Discipline Committee.
- The following committees were constituted for the successful conduct of the 3rd graduation day and the committees were entitled to execute the tasks as discussed in the minutes of the meeting held on 07.03.2018 in the HODs meeting with Director.

1. Reception and Welcome.

2. Discipline Committee.

- 3.Synchronization, Guidance & Help.
- 4.Academic Procession Team.
- 5.Announcement / Anchoring.
- 6.Venue, stage and seating arrangement.
- 7.Financial Matter.
- 8.Arrangement for Gowns, Robes, and Bouquets.
- 9.Electrical, Sound and Video Wall System Arrangement.
- 10.Mementos, Medals and Prize Winners' certificate writing.
- 11.Photography and Video Shooting.
- 12.Letters of Invitation to Graduating Students and Guests.
- 13.Hospitality Committee.
- 14.Reports and Degree Distribution Program Kit Preparation.
- 15.Transportation, Parking, and Logistical arrangement.
- 16.Media Coverage of the Events.
- 17.Registration Desk.

The following sequence of activities was done after constituting the committees.

- Conducting meetings for the committee heads with members.
- Execution of activities as planned.
- Successful conduction of the function.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

The institute strives to motivate and empower the faculty members and staff to create a sense of direction and positive awareness among all the departments/sections by:

- Sponsoring for attending various programmes like National / International conferences, workshops, STTPs and FDPs.
- Creating a sense of belongingness amongst faculty members by involving them in various committees.
- Institute organizes faculty development programmes, workshops and short term training programmes for motivation and empowerment of the faculty and staff.
- Faculty members are encouraged to enroll for Ph.D. by providing them adequate time to undertake course work and research work.

- Laptops are provided to faculty members to empower the teaching-learning process and help in their own area of research and expertise.

- Employees Provident Fund, maternity leave, medical leaves are provided as per the Government of Maharashtra and University of Mumbai rules.

- A scientific way of appraisal for faculty members and staff.
- Team huddle programmes and visits for team building.
- Non-teaching staff is motivated for their higher studies.

File Description	Document
Link for Additional Information	View Document

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

Response: 8.69

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

2017-18	2016-17	2015-16	2014-15	2013-14
32	7	7	15	2

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 11.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	10	21	7	12

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 83.94

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
81	121	134	132	93

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- The Institute strictly follows all the basic recruitment and promotional policies as stipulated by AICTE, University of Mumbai as well as Government of Maharashtra.
- Each and every faculty member, as well as non-teaching staff completes the self-appraisal procedure called Performance Based Appraisal System (PBAS) every year in the developed format, which includes teaching performance, results, feedback, etc.
- Self-appraisal of teaching staff is done on the basis of the following points:
 1. **Teaching-learning process evaluation:** It includes classroom instructions, laboratory instructions, guiding students projects, students' feedback and results.
 2. **Development of learning resources:** The learning resources like curriculum implementation strategy, development of learning resources, laboratory development involving planning of a new laboratory or expansion of an existing laboratory.
 3. **Self-development:** It includes the self-development of the faculty members through publications, consultancy, Industry Interaction, research, continuing education programmes, and extension services.
 4. **Students' services:** It includes services such as the organization of student co-curricular activities, participation in student counseling, career guidance etc.
 5. **Internal administration:** It involves a contribution to the efficient functioning of laboratories, developmental planning, resource mobilization and implementation of development schemes, public relations, and interaction.
 6. **Professional ethics and attitudes:** The professional ethics like appreciation of the institutional goals and objectives, commitment, readiness to accept responsibility, dependability, ability to participate in group activity.
- Self-appraisal of Non-teaching staff is done on the basis of the following parameters:
 1. Intelligence, discipline, punctuality and promptness, responsibility and dependability, and interest in the assignment given by the higher authorities.
 2. Knowledge & skills, noting, drafting and correspondence, maintenance of registers and records, work turnover, supervision, and control.
- The management reviews the performance appraisal for suitable suggestions and remedial actions

like regularizing the staff after probation period, deciding the appropriate increments and promotions.

- In order to distinguish between the performers and non-performers, a progression of the appraisal system included Mean based performance appraisal system. In this key performance indicators have been formed and scores of individual KPI for all the faculty members and staff have been calculated. The details of which are given below:

Mean based varying DA Appraisal System:

- A Mean based varying DA appraisal system was implemented in the academic year 2013-14.
- The DA component is divided into fixed DA (FDA) and varying DA (VDA).
- The varying DA is assigned as per the calculated mean which is dependent on various parameters like Teaching feedback, Result Score, Exam duties, audit report, institutional responsibilities, departmental responsibilities, confidential report parameters, and Performance-based Appraisal System (PBAS) score.
- All these parameters are explained to all faculty members and staff at the commencement of the academic year.
- The appraisal system has been revised in 2018 with configurable weights for different parameters applicable for different posts.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The parent Society has appointed M/s Shagvi & Shagvi Associate as Chartered Accountants for the institution.
- Internal Financial audits are carried out at least once a year by M/s Shagvi & Shagvi Associate (Chartered Accountants) and External Financial Audits are carried out by the Head Office of Anjuman-I-Islam through Merchant & Babaria Chartered Accountant LLP.
- The Internal Audits were carried out and completed as follows:

1. For the year 2013-14: Dated 31.12.2013
2. For the year 2014-15: Dated 31.12.2014.
3. For the year 2015-16: Dated 15.01.2015.
4. For the year 2016-17: Dated 20.01.2016.
5. For the year 2017-18: Dated 15.01.2017.

- Audit was conducted in accordance with auditing standards. The following observations are made during the audit:

1. The accounts are maintained regularly and in accordance with the provisions of Act.
2. The receipts and disbursements are properly and correctly shown in the accounts.
3. The cash balance as on the date of audit has been verified and the same was found to be in agreement with the books of account.
4. The account books, vouchers, documents, and other required records were produced by the institution.
5. Subject of the observations made in the preceding paras, so far it is ascertainable from the books of accounts and according to the information and explanations given by the Trustee there were no causes of irregular, illegal or improper expenditure or failure or omission to recover monies or property of the trust or of loss or waste of money or other property of the trust.

- All internal and external audits were carried out on a regular basis.
- For all audits, necessary bills / vouchers / photographs and reports are available.
- Summary statements are verified by the funding agencies.
- All cleared final audited statements are maintained by the Institute and presented whenever required.
- Till date, no serious objections have been raised by the auditors and all compliances wherever necessary have been fulfilled.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 3155.08

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	1249.98821	904.98865	399.99410	600.10858

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Decisions regarding the mobilization and utilization of funds at the Institute level are taken by the management through regular meetings. There is a College Development Committee (CDC) made at the institute level and Board for Institutions in Navi Mumbai (BINM) at the regional level. The heads for utilization of funds are discussed in the meetings of CDC and BINM. The budget requirements of all departments are submitted to the director's office. The resources required are justified by respective Dean/HoD/Section Head along with the submitted budget. The final decisions are approved by the Head Office through a proper channel which includes approvals from Hon. Gen. Secretary and Hon. Treasurer.

Mobilization of funds:

The institute receives funds through:

1. Students' fees.
2. Minor Research Grants from the University of Mumbai.
3. Institute facilitates students wherever possible to arrange outstanding fees, with a poor financial background, by helping them to apply for different types of Government Scholarships, Financial aids, and Loans from various NGOs, Philanthropists, Private Trusts including Anjuman-I-Islam Charities.
4. Funds from influential Philanthropists for major development.
5. Internal revenue generation by consultancy, resource sharing, in-house fabrication, and in-house software and hardware maintenance.
6. In-house design of landscaping and gardening.

Optimal Utilization of Resources:

Optimal utilization of resources is decided through dedicated budgets prepared for all possible Heads of Expense. The different heads are as follows:

Recurring Expenses:

- The expenses of the salary for Teaching, Non-teaching and Support Staff, Academic Activities and other Miscellaneous are done through fees collection.

Capital Expenditure:

- Construction and Development of Building, Purchase of Furniture, Equipment, Computers &

Printers, Electrical Equipment Installation & Fittings, Landscaping & Street lighting etc.

- Proper budget is allocated with the help of corpus funds from Anjuman-I-Islam Charities and Philanthropist support.
- In order to create a state of art infrastructure in line with modern trends, these funds are optimally utilized.

Student & Staff Training and Development Programmes:

- The institute allocates adequate budget for the above- mentioned head and utilizes it accordingly.
- The funds are allocated to conduct guest lectures, workshops, placement drives and training by renowned experts from Industry.

Extra - Curricular Activities:

- BONHOMIE, FUERZA, MASH-UP etc. events are organized every year with proper allocation and utilization of budget.

Repair and Maintenance:

- Repair and annual maintenance of Major equipments, Generator, Air-Conditioner, Lift, etc.
- Adequate funds are utilized for the development and maintenance of the infrastructure of the institute towards the upkeep of the tangible fixed assets, repairs and maintenance of administrative areas, laboratories, classrooms, etc.

Library Expenses:

- Requisite funds are utilized for enhancing library facilities like subscriptions to Books/Journals/ Periodicals/ Magazines/E-Journals/E-Books/Newspapers each year.

Miscellaneous Expenses:

- AICTE, PCI, COA, University expenditure towards eligibility fees, enrolment fees, registration fees etc.
- To conduct staff activities like staff welfare, staff uniforms etc.

File Description	Document
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

Response:

- The Internal Quality Assurance Cell (IQAC) was formed in 2012 as a Centre for Quality, Accreditation, and Administration (CQAA) with a sole purpose of setting up quality standards at all level and work towards continual assurance and improvement of quality at all fronts.
- The CQAA has been renamed as IQAC in March 2018 along with required changes in the committee.

Two best practices institutionalized by IQAC:

1. Streamline all administrative and teaching-learning activities of the department:

- In order to streamline all administrative and teaching-learning activities at the department level, function-based committees are formed.
- There are 14 committees formed in every department as per the defined scope of work like Project Committee, Feedback and Audit Committee, Placement and Higher Studies Committee, Faculty Portfolio Committee, Quality Assurance Committee, Budget Committee, Archival and E-Learning Committee, Infra and Lab Committee, Research Committee, Industry Interaction Committee, Teaching-Learning Committee, Exam Committee, CO Attainment Committee and Attendance Committee.
- These committees were authorized to form departmental procedures (DPs) and related formats to be used for carrying out all related administrative and teaching-learning activities with proper and effective documentation.
- The same was presented by the concerned committee before IQAC for final approval and the same was released for the use after approval.
- The revision of some of the departmental procedures and respective formats has been done as per requirements.

2. Mean based Varying DA Appraisal System:

- A mean based varying DA appraisal system was implemented by IQAC in the academic year 2013-14.
- The DA component is divided into fixed DA (FDA) and varying DA (VDA).
- The varying DA is assigned as per the calculated mean which is dependent on various parameters like Teaching feedback, Result Score, Exam duties, audit report, Institutional responsibilities, departmental responsibilities, confidential report parameters, and Performance-based Appraisal System (PBAS) score.
- All these parameters are explained to all faculty members and staff at the commencement of the

academic year.

- The appraisal system has been revised in 2018 with configurable weights for different parameters applicable for different posts.

File Description	Document
Link for Additional Information	View Document

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

Response:

Skill Development Sessions:

- It was discussed that the students need training in soft and technical skills, not covered in the curriculum.
- The soft and technical skills training was planned to be provided during vacations as Summer school and Winter school.
- The training programmes were successfully conducted but students' enrollment was a concern.
- To resolve the issue of students' less enrollment, it was decided that such training should be imparted as a course and two clock hours weekly should be specified in the timetable.
- The course titled "Skill Development (SD)" should be included from semester-III through semester-VIII.
- The course was taken by the faculty members and the content was the combination of soft and technical topics as applicable.

Use of Information and Communication Technology (ICT):

- Since today's generation is a digital native, the need for incorporating Information and Communication Technology into the teaching-learning process is inevitable.
- For effective implementation of ICT utilization into teaching-learning, the faculty members are provided with computing resources like laptops and desktop systems.
- All classrooms are equipped with Projector, Internet access, and well designed multipurpose instructional board.
- Learning Management System like Moodle was installed, configured and deployed in-house.

- Faculty members were encouraged and trained towards effective utilization of LMS like Moodle and ICT tools like Mentimeter, Mindmap, etc.
- It was observed that students spend more time on conventional write-up based assignments, hence to make it more productive and practical, the faculty members were urged to convert the course assignments into activities like presentations, posters, etc.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 13

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	27	9	5	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Academic Domain:

Outcome Based Education (OBE)

- The institute has implemented outcome based education.
- Each department has various committees which have prepared departmental procedures (DPs) and formats for effective functioning and implementation of OBE.

Academic Audit

- Every faculty members go through an Inter-departmental academic audit thrice a semester, viz., Pre-Term, Mid-Term and Post-Term Audit.
- An effective format with required rubrics has been prepared and followed to monitor the teaching-learning process.
- A final report is submitted to the concerned department after the Director's remarks.
- The final score earned by the faculty on a scale of 5 is linked with the appraisal system.

Mentoring

- To implement an effective mentoring system, every faculty member has been allotted with 20-25 students (mentees).
- Once the Mentees are allotted then they remain with the same Mentor(s) throughout their graduation.
- The objectives of mentoring are:

- 1.Improvement of Student's academics.
- 2.Support for social development.
- 3.Establish strong connect with students and parents.

ICT based Teaching Learning

- Almost all faculty members are using ICT tools for delivering their course(s).
- This ICT tool includes Google suite, MOOCs, Moodle, etc.

Software-based Teaching Learning

- All relevant laboratories are updated with desired software like MATLAB, SciLab, ANSYS, HFSS, NetSim, Cadence, Inventor, AutoCAD, MS Project, Primavera, GPS-GIS, STADDPRO, PhotoShop, Coreldraw, Google Sketchup, Microwind, etc.

Financial support for faculty and student development

- At institute level, policies are framed for the provision of financial support to the faculty members and students for participating in National/International conferences, FDPs, STTPs, Paper Publications, and Competitions.

Post Graduation and Ph.D. Research Center

- The institute has been permitted to start PG program during the academic year 2014-15 in Construction Engineering and Management.
- The institute has been permitted to start Ph.D. research center during the academic year 2017-18 in Civil Engineering.

Administrative Domain:

Institute Organizational Organogram

- The institute has setup an effective organogram for the smooth functioning of administrative activities.
- It elaborates the proper hierarchy along with the division of work into 29 centers and committees.

Appraisal System

- The institute has drafted and implemented a Performance-based Appraisal System (PBAS) based appraisal during the academic year 2012-13.
- The same has been upgraded with Mean based Varying DA Appraisal system during the academic year 2014-15.
- This system has been further improved in the academic year 2017-18 as Weighted Performance-based Appraisal system.
- Various evaluating parameters have been assigned with different weights as per applicability for the specific assessment year. The weights may vary for various posts/cadres.

Infrastructure and facilities

- The institute has added state of art infrastructure facilities progressively, well above the

requirements.

- Every department is provided with exceptional Administration Lounge which houses faculty cabins, departmental office, conference room, departmental library, Dean/HoD cabin, and Pantry.
- Every classroom has audio video facilities with an internet connection.
- Every laboratory is equipped with latest machines and equipments with projection facility.

Utilization of Software

- Various software like IonCUDOS, iCloud EMS ERP, aScTimetable, Koha Library Management System and Google G-Suite are progressively in place for easy and smooth administration of various relevant activities.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 16

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	3	4	2

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Safety and Social Security:

- The institute has CCTV Surveillance system throughout the campus for safety and security purpose.
- The Institute has outsourced the Security services to M/s SCORD Protection Force Ltd. comprising of 8 Security Guards (7 Male & 1 Female).
- Students ID cards are continuously verified and Visitor ID cards are given to the Visitors with the proper record.
- Women Development and Grievances Redressal Cell (WDGRC) is established to create awareness among female faculty and students.
- WDGRC has organized various awareness programs related to women Health Issues, Safety and Social Security Measures through a series of Expert lectures and skit programs.
- Information is disseminated at prominent location regarding Anti-Ragging and Sexual Harassment.

- Fire fighting system is in place and required training is provided to the support staff.

Counseling:

- An effective Mentoring system is in-place, wherein every faculty has been allotted with 20-25 students.
- Human Resources Center for Achievements, Reformation, and Excellence (HR-CARE) take care of enhancement of students' professional skills.
- The Institute has an MoU with CART Counseling Agency for proper guidance and helps to the needy students.
- The Counseling Agency has onsite professional counselors/clinical psychologists including male and female.
- Well-planned sessions are conducted department wise to improve soft skills, stress management, time management, academic performance, etc.
- Personalized need-based counseling is provided to both, students and staff.

Common Room

- The Institute has Boys and Girls Common Rooms with adequate facilities.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 574806

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 12.61

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 32336.08	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 256343.88	
File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The institute uses to segregate the waste into dry and wet, which is used to be dumped at the dumping area of the campus and was collected by the local municipal body. In the year 2019, the institute has come up with an idea of Terrace Garden and the same was implemented. The institute's kitchen waste is composted and utilized for developing the Terrace garden. The Terrace garden is developed and maintained using composting without soil. It's developed on around 500 sq.m of area. Terrace gardening is the part of final year Civil engineering students project.

Monitoring and assessment of the green environment on the campus are done regularly. All possible efforts of enriching the environment are constantly explored and implemented in planned ways like Green Drive (every year), Green Wall Development, participation in AICTE Clean & Green Campus and participation in AICTE Summer Internship.

Solid Waste Management:

- The waste is generated by all sorts of routine activities carried out in the institute that includes paper, plastic, glass, metals, food, etc.
- The cleaning supervisor ensures that the waste on each floor is collected at designated places with proper time intervals.
- The block/floor housekeepers of each floor collect, clean, and compile the waste in the dustbins provided on each floor.
- The floor dustbins are taken to the dumping yard and emptied.
- The Institute has contacted an authorized agency who collects (daily through garbage vehicle) the waste from the designated place, segregates them, recycles them and disposes them at the landfills authorized by the government.
- Wastes like papers, cardboards etc. are collected and sold out to scrap vendor from time to time.

- Organic waste from canteen and animal waste from Pharmacy is composted and the same is used as manure for a campus garden. Trimmed grasses of the lawn and dried leaves are directly used as a green fertilizer for campus garden.
- Proper precautions and measures are taken to dispose of the hazardous waste in the form of used chemicals from chemistry / environmental engineering / pharmacy laboratories are diluted several times in water and disposed of carefully. Proper instructions are displayed in respective labs.
- Hazardous chemicals are kept separately in the storeroom, away from the reach of students. Lab In-charge takes care of the chemicals and safety norms displayed in the laboratory are strictly followed.

Liquid waste management:

- Wastewater lines from toilets and bathrooms are connected with municipal drainage mains.
- Wastewater lines from WC are connected to a septic tank.
- Separate Storm water lines are provided to collect rainwater and part of storm water is used for rainwater harvesting.

E-waste management:

- Non-working switches, electric cables, monitors, keyboard, mouse, etc. are stored and properly disposed of based upon the highest bidding by scrap merchant.
- Due to the use of simulation software and trainer kits, the generation of E-waste is drastically reduced.
- Newspaper cuttings of hazards of e-wastes are also frequently displayed on the notice boards.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

- Rainwater harvesting (RWH) is the process of augmenting the natural filtration of rainwater into the underground formation by some artificial methods.
- In scientific term, RWH refers to collection and storage of rainwater and also other activities aimed at harvesting surface and groundwater, prevention of losses through evaporation and seepage.
- It is essentially comprised of a collection of water and recharging it into the proposed borewell after giving primary treatment.
- As it improves groundwater quality and quantity, it will not only be beneficial for the overall environment but it will also decrease the expenses on purchasing the water from Municipal Corporation (MC).

RWH scheme is implemented on the campus as:

1. Collection of rainwater from roof top (terrace).
2. Connection of down take pipe to the filtration unit.
3. Construction of water recharging and filtration unit for surplus water.
4. Recharging of bore well by filtration rainwater.

Rainwater harvesting facility consists of a network of 2 rainwater harvesting wells in the campus.

Features of RWH:

Sr.No	Particulars	Unit	Quantity
1	Total catchment Area	sq.ft	55000
2	Average Rainfall	mm	1000
3	Water catchment Season	cubic meter	5225
4	Actual rainy days considered as per area wise pattern (per day)	days	60
5	Average collection per day as per rainfall pattern(per day)	cubic meter	87.08
6	Heavy rain consideration	20%	104.5
7	Runoff coefficient	80%	83.6
8	Water saved in year(in liters)	ltrs	5225000
9	Holding capacity of the RWH filtration unit tank	sq.ft	288
10	Filtration pit size(maximum)	sq.ft	150
11	Expected useful life of the structure	years	30

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport

c) Pedestrian friendly roads

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Bicycle and Public transport:

- The institute encourages and motivates students and staff for using bicycles and public transport and hence many students and even staff use bicycles or public transport.
- The institute has requested for a zone to Yulu, a smart dockless bike (bicycle) sharing system.
- The institute organizes awareness programs to promote and encourage students and staff towards using bicycles for local transport.
- The institute has Virtual Run/Cycle event wherein students and staff are supposed to run or cycle every day as per their capabilities and report it on Sports app like Strava, Runkeeper, Endomondo, Sportstracker, etc and post the link to the SHIFA Controller.
- The maximum distance covering student/staff shall be awarded on monthly basis and the ranks are maintained.
- The institute has a well-defined process to facilitate the students for public transport concessions so as to encourage them towards using public transport.

Plastic-free campus:

- The institute strives to make it plastic-free and save the environment.
- The institute has banned the usage of plastic carry bags in its stores, Office, canteen and other food stall areas.
- An awareness program for Plastic-free campus has been organized for students and staff by an External expert.
- Final year students are working on a project entitled “Paver blocks manufacturing using recycled plastic”.

Paperless Office:

- The institute has purchased/developed and deployed various software like iCloudEMS ERP, IonCUDOS, Koha, KEAS, and G-Suite to minimize the usage of paper.
- The staff members are encouraged to use the blank side of used paper wherever possible.
- At the end of the semester, every course owner collects course exit survey from the students as a measure of evaluation of teaching-learning. The course exit survey is collected online using Google forms from the students.

Green landscaping with trees and plants:

- The campus has formulated a Center for Green and Clean Campus (CGCC) for the process of planning, execution, and maintenance of garden and landscaping in the campus.
- The campus has plenty of plants and trees which cover 4.25 hectares, having approximately 800+ different varieties of trees.
- The Institute’s key operations have very less impact on the environment as the Institute is very

conscious of generating less waste and recycling it by passing it through a system that enables the used material to be reused ensuring that less natural resources are consumed.

- The institute has initiated a concept called “Green Design Campus” and under this concept, Green walls experiments were conducted on the campus. This concept involves growing the garden vertically, i.e. on the walls. This helps in keeping the surrounding environment cool.
- The institute has also developed Terrace Garden. The Terrace garden is developed and maintained using composting without soil. It’s developed on around 500 sq.m of an area.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 5.46

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
36.58	50.11	40.42	39.32	42.62

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 17

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	5	0	8	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 2

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 30

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	5	5	4

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institute celebrates national festivals and birth/death anniversaries of the great Indian personalities as below:

- **Independence Day & Republic Day Celebration:** Institute keeps flag hoisting in both days by calling senior, social and influential personalities, students and staff. Patriotic songs are sung and speeches are delivered by guests to remember the contributions and sacrifices of freedom fighters and national personalities.
- **Gandhi Jayanti Celebration as “Non violence day”:** Mahatma Gandhi’s contribution to the cause of non-violence remembered and appreciated by celebrating his birthday as Non violence day.
- **Engineers Day:** The birth anniversary of Sir Mokshagundam Vishweshvaraya is celebrated as Engineer’s day in the institute.
- **Yoga day celebration:** Yoga day is celebrated on 21st June for encouraging faculties and staff to practice yoga so as to maintain good health.
- **Dr. Sarvepalli Radhakrishnan Birth Anniversary:** This day of 5th September is celebrated as Teachers Day and Exhibition-cum-Book sale is arranged on that day.
- **Dr. A.P.J Abdul Kalam Birth Anniversary:** Birth Anniversary of Dr. APJ Abdul Kalam is celebrated as “Vachan Prerana Diwas”.
- **Dr. S. R. Ranganathan Birth Anniversary:** His birth anniversary is celebrated especially in the library of the institute as “Library Orientation” for the newly admitted students to make them aware about the functioning of library and how they can be benefitted by the library.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institute maintains complete transparency in all its functions. The institute is run by Anjuman-I-Islam trust, which was established in 1874 with the sole intention of imparting education.

FINANCIAL FUNCTIONS:

- The budget is prepared by all the programs as per the prescribed format provided by the Head Office (HO) of the trust.
- The format has predefined heads under which the expected expenditure is provided by all the programs. The values received under different heads are then consolidated by the accounts section and the final budget is prepared.
- The budget is then discussed in the meeting at HO in presence of the office bearers.
- The final budget is then approved by the HO.
- The transparency in the financial functions is ensured through Internal and External Financial audits.

ACADEMIC FUNCTIONS:

Students Attendance:

- Attendance of every student is marked by the concerned course owner by circulating the attendance sheet during each lecture. The attendance is then consolidated by the departmental clerk.
- Based on the consolidated attendance of lectures and practicals, the defaulter students are identified at the end of every month and undertaking is been provided to them through which their guardians are acknowledged.
- Since the deployment of ERP software, the students' attendance is entered into the ERP system and it has a mobile app for students wherein they can view their attendances.

Parents Interactions:

- Class Co-ordinators and mentors are in communication with the parents for providing students' performance information and otherwise.
- Parent meets are also organized occasionally.

Assessment and Evaluation:

- A rubric is defined for term work evaluation which is also conveyed to the students so that they can prepare it accordingly.

Academic Audit:

- The academic audit is conducted at three different time intervals during the semester Pre Term, Mid Term, and Post Term.
- The evaluation heads for different occasions are defined and conveyed to all the faculty members.
- The audit is conducted by a team of Dean/HoD and senior faculty members.

ADMINISTRATIVE FUNCTIONS:

- There are defined systems procedures, formats, and guidelines for all the important academic and administrative activities of the institute such as conduction of exam, issuing of leaving certificate etc.
- The administrative functions are carried out in line with these procedures and formats. For certain activities, the roles and responsibilities of the persons involved in it are defined and conveyed to the concerned staff.
- The Staff Appraisal is carried out through a defined rubric, which is communicated to all the faculty and staff members.

AUXILIARY FUNCTIONS:

- For auxiliary functions like conduction of training programs, placement drives, workshops, expert talks etc, set procedures are followed.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

BEST PRACTICE NO.1

Title: Internal Academic Audit (IAA).

Objectives of the Practice:

1. To ensure that academic file of every course owner is ready before the commencement of the term.
2. To ensure that the curriculum delivery is as per the university guidelines and the objectives of the department/institute.
3. To ensure that proper evaluation methods are defined by the course owner and conveyed to the students.
4. To ensure that the term work evaluation is done continuously.
5. To ensure that all the academic activities are conducted as per the defined procedures and formats.
6. To ensure that the quality of unit test question paper is maintained.

Context:

- It was observed that there was no system to trace the effectiveness in the delivery of the curriculum. This was required so as to ensure quality in curriculum delivery.
- Moreover, the dependence of curriculum delivery is on the experience and capability of the course owner.
- In order to ensure quality and effective curriculum delivery, there was a need for some Quality Assurance system so the Internal Academic Audit system was introduced.

The Practice:

1. A team of senior faculty members & Dean/HoDs is constituted by the Director in consultation with the Dean/HoDs.
2. The schedule of the dates for the conduction of academic audit is planned and included in the academic calendar.
3. IAA is carried out thrice during a term as Pre Term Audit- before the commencement of the term, Mid Term Audit- during the first unit test and Post Term Audit- at the end of the term.
4. The Internal Academic Audit is interdepartmental.
5. For every single parameter in the audit format, the course owner is evaluated for Complete, Partially

complete and Incomplete status of that parameter as per defined rubric.

6. The score of all the parameters is converted to a scale of 5 which would become the score of that course owner and would be used for appraising the concerned course owner.

7. The reports of the Pre Term, Mid Term, and Post Term audit would be kept with the audit team and the necessary corrections would be conveyed to the respective course owners at the time of the audit.

8. A detailed report would be prepared by the audit team after the Post Term Audit endorsed by the respective Dean/HoD. The report would finally be submitted to the Director.

Evidence of Success:

- It was observed that after the introduction of the aforementioned process, the academic files of all the faculty members were found complete in all respects.
- The quality of assignments and evaluation process was improved.

Problems Encountered:

- It was found that in spite of all efforts to make the process uniform for all the departments, there were differences in the approach of different audit teams.

BEST PRACTICE NO.2

Title: Institutional Repository (IR) of AIKTC.

Objectives:

1. To make Institutional repositories an essential component of academic functions.
2. To showcase scholarly and research output to the wider community and significantly help in institutional advancement and outreach.
3. To share and disseminate the research outcomes with others.
4. To provide an opportunity for raising profile and brand awareness of the institution, faculty, and students in the global community.

The Context:

- The library has preferred to use open source software both for the operating system as well as the digital repository software.
- According to the Directory of Open Access Repositories (Open DOAR) and Registry of Open Access Repositories (ROAR), more than 80 known software is used for building the digital repositories.
- Both sites have shown that more than 50% of registered repositories are using the DSpace (OSS)

developed at the MIT libraries & Hewlett-Packard.

- Installation of DSpace and other components is done by following step by step commands of DSpace installation documentation available at Duraspace in March 2013, an effort is made here to design and develop comprehensive and effective IR taking AIKTC publications as a case study.
- AIKTC IR was launched in July 2013 within Intranet and in November 2014 opened to the public at: <http://www.aiktcdspace.org>.

The Practice:

- Students have to submit their Project/Seminar reports softcopy to the Library.
- Semester question papers and revised syllabus received in the Library, are immediately scanned and converted into Digital form for the institutional repository.
- Soft copies of periodic question papers or the internal test question papers are collected by the Library.
- Downloaded articles/prepared notes (pdf, ppt etc. format) by the faculty members, useful to the students, are submitted to the Library so as to make it available through Digital Library under the Collection named as “E-Articles/Teaching Aids”.
- E-Journals and Magazines, which are freely available and useful to the students are conveyed to the Library staff so that its information and URL (website address) are made available on the Digital Library under the collection named as “E-Journals”.
- The Faculty and staff submit the soft copy along with the hardcopy of their publications to the library so as to make it available through Digital Library under the collection named as “Publications @ AIKTC”.
- The faculty members submit the softcopy of their presented papers in conferences/seminars/workshops as well as reports obtained during any training programmes.

Collections in these communities are -

Sr. No.	Particulars	No. of Items
1	Question Papers	640
2	Staff/Students Publications	133
3	MU Syllabus	25
4	Master Thesis	10
5	CD Library	171
6	eCourseware (notes, ppts etc.)	112
7	Students Project Reports	277
8	Others	107

Evidence of Success:

- In **World Repository Ranking**, the AIKTC institutional repository has improved its rank from the previous ranking and stood 32nd among Indian Institutional Repositories by **CSIC-Cybermetrics Lab in January 2017**.
- The repository has been indexed by Google and Google Scholar and registered in OpenDOAR, ROAR, ROARMAP, Duraspace for worldwide access.

Problems Encountered:

- Full access to the scholarly materials by the outsiders is an unhandled issue.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Title: Holistic development of students

Objectives:

- 1.To ensure robust academic support for job readiness
- 2.To provide financial assistance and support to students.
- 3.To ensure social support to the students.

Current Scenario:

- Students admitted to our programs come from a varied social, economic and cultural background.
- A major chunk of these admitted students is first-generation learners which at times pose unique academic challenges.
- The parents are not fully aware of the needs and intricacies of academic programs and thus at times unable to appropriately monitor and counsel their wards.
- The social environment is challenging that has a lasting impact on their attitudes and personalities.
- To compound the problem, the financial status of these students is poor leading to financial uncertainty.

In view of these challenges, there are three thrust areas to work upon

- 1.Academic Assistance.
- 2.Financial Assistance.
- 3.Social Assistance.

Adopted Strategies:

For Academic Assistance:

- As a major chunk of the admitted students is from the vernacular medium, communication (written and verbal) in English is one of the major academic hurdles of the students.
- To overcome this problem, the institute has planned, created and organized practical sessions on improving their communication skills.

- To develop and improve the technical and academic skills of the students, various students' technical bodies are formed, such as Programmers Club, Peer to Peer learning (P2P), Wiring Wizard along with departmental students' associations.
- To improve the academics of the students, they are divided into slow and advanced learners as per the defined procedure. The slow learners have improvement sessions in terms of extra sessions, counseling sessions, etc. The advanced learners are provided with special sessions for encouraging and guiding them towards competitive exams like GATE, GPAT, etc.

For Financial Assistance:

- The institute support and guide its students to receive scholarships from various government and non-government scholarship providing agencies.
- Since the institute has a minority status, all eligible students are provided with complete support and guidance for the scholarship application process.
- The institute under Anjuman-I-Islam Trust provides financial scholarships to its needy students.
- Many non-government scholarship agencies are associated with the institute, wherein the institute refers its needy students to such scholarship agencies for the provision of scholarships.
- The institute maintains the list of many non-government scholarship agencies, which is provided to the needy students.
- Recently institute has initiated a concept of "One Rupee Magic".

For Social Assistance:

- The institute has well-defined procedure and formats for an effective mentoring system. The objectives of the mentoring system are:
 - 1.Improvement of students' academics.
 - 2.Support for social development (Stress management, Time management, Handling social and family issues, etc).
 - 3.Establish a strong connect with students and parents.

The institute has a Human Resources Center for Achievement, Reformation & Excellence (HR-CARE) for ensuring overall development of the students and staff. The Institute has an agreement with Center for Assessment, Remediation & Therapy (CART) LLP and it works under HR-CARE with following set aims and objectives:

- Services address personal, career and academic learning issues.
- Provide support and resources to students, to their families, and to educators.
- Provide continuous intervention of qualified counselors, mental health professionals under one roof.
- Personal/group psychological counseling.
- Surveys on academic and mental health issues.

Success Indicators:

For Academic Assistance:

- University ranker in first graduating batch although the input quality of the batch was academically

poor.

- Good placement for the first graduating batch.
- The presentation and communication skills of the registered students have improved which helped them participate in various communication and presentation events.
- Students have greatly upgraded their technical skills through Programmers Club, P2P, etc and is evident from their Employers feedback.

For Financial Assistance:

- An amount of Rs. 4,37,00000/- has been received by the students through DTE minority scholarships for the year 2017-18.
- Rs. 1,04,02,409/- has been received by the students from various Trusts during the year 2017-18.

For Social Assistance:

- The institute has an effective mentoring system through which few students who were to leave their studies were counseled and they decided to continue their studies. Also in some cases, the students who were having more number of ATKT were mentored so that their year drop was prevented.
- Some critical cases of performance degradation of the students due to their social problems were tackled by HR-CARE CART.
- Extension activities through CSINSS.

All the above strategies are yielding results due to our commitment to students and parents through slogans: *"With You... till you do not need us in any way"* and *"We do all that is required to be done for excellence"*.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

- Students from poor financial background have been provided with the facility of fees payment in installments and guided for various scholarships.
- The faculty members up to an extent of 60% have been provided with laptops by the institute.
- Dress code is provided to non-teaching support staff by the institute and it is changed biannually.
- To nurture research culture, separate cabins with adequate facilities are provided to faculty members.

Concluding Remarks :

The institute is progressing on the basic principles of honesty, integrity, and compassion towards the basic objectives of secularism and national integration on which Anjuman-I-Islam trust is working since 1874. In a very short span of seven years, the institute could start PG and Ph.D. research center. In due course of time, the institute is targeting towards autonomy.