



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS
• Name of the Head of the institution		ABDUL RAZAK HONNUTAGI
• Designation		Director
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		02227481247
• Mobile no		7303442555
• Registered e-mail		contact@aiktc.ac.in
• Alternate e-mail		director@aiktc.ac.in
• Address		Plot No. 2 & 3, Sector -16, Khandagaon, Near Thana Naka
• City/Town		New Panvel Navi Mumbai
• State/UT		Maharashtra
• Pin Code		410206
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Co-education
• Location		Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr. Rajendra Magar				
• Phone No.	02227481248				
• Alternate phone No.	02227481249				
• Mobile	9967329285				
• IQAC e-mail address	iqac@aiktc.ac.in				
• Alternate Email address	rajendramagar69@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.aiktc.ac.in/wp-content/uploads/2021/06/AQAR-2019_20-Accepted-8th-Dec-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.aiktc.ac.in/wp-content/uploads/2021/12/2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.65	2019	09/09/2019	08/09/2024
6.Date of Establishment of IQAC			31/10/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1: Two Days Workshop on Stepping Towards Problem &Project Based Learning		
2: Three Days National Conference on Innovative Teaching & Exuberant Learning (nCiTel - 2021)		
3: Virtual Workshop On "Innovative Methods of Active Learning to Enhance Students Class Engagement a nd Learning Outcomes".		
4: Workshop on "Intellectual Property Rights (IPRs) and IP management for a start-up".		
5: Workshop on "Interactive Presentation, Video Editing and Learning Assessment Tools".		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
1: Three days National Conference on Innovative Teaching & Exuberant Learning (nCiTel - 2021)	Improved practical approach towards implementation of innovative teaching pedagogies and technologies in regular teaching practice. Understand the basic principles of activity-based learning through case studies discussion, demonstration and activities.	

2: A Virtual Workshop On "Innovative Methods of Active Learning to Enhance Students Class Engagement and Learning Outcomes	Understand the basic principles of activity-based learning through case studies discussion, demonstration and activities.
3:Two Days Workshop on "Stepping Towards Problem &Project Based Learning	Participants were able to: Understand the Need for use PBL as innovative pedagogy in teaching and learning and its relevance to OBE and Blooms Taxonomy. Improved practical approach towards implementation of problems and project-based learning curriculum. Prepare course level PBL for its implementation in teaching and learning. Assess and evaluate PBL through rubric design.
4: Workshop on Intellectual Property Rights (IPRs) and IP management for start up	Understanding the concept of IPR and Patent and Start up.
5: A one-day workshop on "Interactive Presentation, Video Editing and Learning Assessment Tools	Implement gamified assessment tool (Quizizz) for assessment of students learning..Prepare interactive power point presentation. Edit and prepare e-learning resources
6: Open Educational eResources: A Boon for Academicians & Researchers	Understanding the concept of Open educational resources importance, resources and OER website demo
7: Research paper writing	Structure of Research paper. Importance of Plagiarism
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Internal Quality Assurance Cell	15/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	20/01/2021

15. Multidisciplinary / interdisciplinary

NA as per NAAC Notification dated 23 March 2022.

16. Academic bank of credits (ABC):

NA as per NAAC Notification dated 23 March 2022.

17. Skill development:

NA as per NAAC Notification dated 23 March 2022.

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

NA as per NAAC Notification dated 23 March 2022.

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

NA as per NAAC Notification dated 23 March 2022.

20. Distance education/online education:

NA as per NAAC Notification dated 23 March 2022.

Extended Profile**1. Programme**

1.1 9

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

File Description	Documents
Data Template	View File

2. Student

2.1 572

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

308

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

File Description	Documents
Data Template	View File

2.3

635

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

128

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2

154

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	9
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	572
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	308
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	635
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	128
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	154
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	410.8
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	626
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>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:</p> <ul style="list-style-type: none"> • 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. The faculty members clearly specify the pedagogies in the teaching plan of their respective course(s).
- Preparation of adequate and effective learning resources and materials well in advance.
- Effective use of Google Suite to monitor students' performance and teaching processes.
- Course files are maintained in the form of Google sheets which contain Teaching plan, Practical plan, Course Outcomes (CO) review, CO-PO mapping, and Continuous Assessment, etc.
- Google classroom platform is utilised effectively for curriculum delivery, learning resources sharing and assessment.
- Conduction of two Unit Tests examination as Internal Assessments (IA1 and IA2) in each term as per the academic calendar.
- Use of Doodly software for effective content creation.
- 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 courses, Coursera courses, case studies, Projects, Project Based Learning (PBL), surveys, Online Quiz, Youtube Channel etc in the delivery of the academic courses.
- Effective use of tools and techniques like Kahoot, Mindmap, Gamification, Poll Everywhere, Activity Based Learning (ABL), Padlet, Role Play, etc.
- 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 Industry Expert Lectures, Workshops, Campus Recruitment Training (CRT) and Industrial Visits.
- Encouraging Students participation in National, International Conferences, Project Competitions and Technical festivals.
- Encouraging Students for publications in Journals.
- 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.

- Motivating faculty members for content creation, by felicitating those, who are involved in content creation and building repository (In the form of Youtube Videos) through Silver, Gold and Platinum certificates on regular basis.

Mechanical department: https://www.youtube.com/channel/UC-5bAbH3WNgTNSndtqu_zGA/playlists

Electrical Department: <https://www.youtube.com/channel/UC-oEQ9NpcsaG09e5cVpkofQ/playlists>

Computer

: <https://www.youtube.com/channel/UC4sUrKqTAeiYEnM4MoYSPFg>

Civil Department: <https://www.youtube.com/channel/UCJ2lpTSUSX2qrp9SlwBFKGg/playlists>

EXTC Department: https://www.youtube.com/channel/UC3UXMK5_k6inkbZfnOnT5Rw/playlists

FE Department: <https://www.youtube.com/channel/UC54imjvLwTkEX952A9M2F4A/playlists>

SoA: https://studio.youtube.com/channel/UC7i7d-qLDAWnZ_VvQopzdhg/playlists

SoP: <https://studio.youtube.com/channel/UCjGhVfm5V-CwgiOIschXLNQ/playlists>

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://bit.ly/3u4OzfZ

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

- AIKTC being an affiliated institute, receives academic calendar from University of Mumbai.
- The university academic calendar comprises of the date of commencement and term end as well as the schedule of examinations.
- AIKTC examination cell prepares a comprehensive institute

level academic calendar in conformity with the university academic calendar.

- It includes the dates of continuous internal evaluation, academic audit and related co-curricular and extracurricular activities which are to be conducted at the institute level.
- Every School/Department prepares their own academic calendar in line with the institute academic calendar.
- The faculty strictly adhere to the academic calendar while preparing their curriculum planning and delivery.
- The Internal Quality Assurance Cell (IQAC) through academic audit regularly monitors whether adherence to the teaching plan and delivery as per the academic calendar is being followed or not.
- Based on the academic calendar, detailed timetable of the internal examinations is prepared and displayed in advance and informed to the students.
- The students are notified about exam related updates on regular basis through exam cell blog. <https://aiktcsot.blogspot.com/>
- Conduction of two Unit Tests examinations as Internal Assessments (IA1 and IA2), Retest examinations in each term as per the academic calendar.
- The internal examination related activities like the evaluation of the answer papers, posting of marks in the portal and display of marks in the notice board for students is undertaken in a systematic and time bound way, strictly adhering to the university academic calendar.

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

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

333

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

1.3 - Curriculum Enrichment

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

- University Curriculum has courses like Environmental Science, Energy Audit and Management, Solid Waste Management, Industrial Waste Treatment, Disaster Management and Mitigation, Professional Ethics, Principles of Management etc.
- 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.
- Expert talks are arranged for the measures on COVID-19.
- Regular Industrial Visits are arranged for students 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) looks

after 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 on timely basis.
- Internal Complaints Committee (ICC) 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 ICC, 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.
- Both, boys and girls are made members of various committees related to academics, co-curricular and extracurricular activities Council of Students (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 NSS and Extension Activities (CNEA) conduct various community development programmes like conducting the campaign on various health care issues among the rural people to enhance their standard of living etc.
- CNEA 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	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

22

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

148

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.aiktc.ac.in/wp-content/uploads/2021/12/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.aiktc.ac.in/wp-content/uploads/2021/12/1.4.2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

306

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

150

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

2.2 - Catering to Student Diversity

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

Learning Levels of students:

For new entrants, students are identified as slow and advanced learners wherein the top 15% scorers (combined CET and 12th Standard) are advanced learners and the lowest 15% (combined CET and 12th Standard) scorers are slow learners in each division. For higher semesters (Sem III onwards) the lowest 15% scorers (including ATKT) in the last two consecutive end semester examinations are considered to be slow learners. The top 15% scorers in the last two consecutive end semesters examinations are considered to be advanced learners.

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. As proposed in DP shall be confirmed. The list of slow and Advanced learners shall be ready within one week after the declaration of the result.

Programs for advanced learners:

- Book bank facility.
- Motivation and Guidance for getting university ranks, appearing and excelling at competitive exams such as GATE, GRE, GMAT, TOEFL, etc.
- Appreciation through medals and certificates.
- Encouragement/guidance and financial support to publish papers in National, International conferences and Journals.
- Participation to organize departmental seminars/conferences to interface with the academic/industry experts.
- Self up-gradation through MOOC platforms such as NPTEL,

Swayam, Edx, Coursera, Eduskills, etc.

- Participation in technical and project competitions in the premier institutions like IITs and NITs, etc.
- Memberships of professional bodies.
- Peer to Peer Learning.

Programs for slow learners:

- Remedial classes for difficult courses.
- Effective mentoring for academic, social, and financial support.
- Self up-gradation through MOOC platforms such as NPTEL, Swayam, Edx, Coursera, Eduskills, etc.
- One-to-one counseling for identified slow learners.
- Provision of learning resources.

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

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

Number of Students	Number of Teachers
2264	128

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem

solving methodologies are used for enhancing learning experiences

Students Centric Methods

- Students are involved in model making in various competitions at the intercollegiate level.
- Students are appointed as members of the respective department associations.
- As a Council of Students (COST) member, they organize and participate in various programs like project exhibitions and sport/cultural/technical events (Bonhomie, Fuerza, and Mash-Up).
- To enhance their industrial exposure, field trips, study tours, internships, 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.

Participative learning

- Students are updated with the case studies and models for a better understanding of the concepts. For example, Engineering Drawing subjects are handled with models.
- The subject is explained with the prototype model.
- Students work on mini-projects through which they can apply the engineering concepts practically and implement them in the 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 Presencia, Placement Mania, Extempore, Elocution Competitions, Debate are conducted during students' fest.
- Students are encouraged, trained, and guided to participate in national-level model making.
- Startups

Problem-solving methodologies

- An annual intercollegiate event called Algorithm is organized every year to provide digital solutions for various problems.
- 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),
- Implementation of the problem and activity-based learning.

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 websites.
- Flipped learning resources.

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

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

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 the Titanic.

Roleplay: The students have been taught some topics through the demonstrations in the form of role play by 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 to interact with the faculty during classroom teaching, increasing students' 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 they have to present any given topic in front of other students.

Use of simulation software: In order to make the student aware of

the behaviour 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 the 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.

Group member learning design: Students are encouraged to undertake group member learning activities that can be discussed in the group. These activities inculcate attributes such as teamwork, collaboration, and ethics.

Peer to peer learning: Fast learners are identified and they are paired with slow learners to create a friendly mutual learning environment.

Flipped learning and ABL: Students are provided with already e-learning resources well in advance. Students go through this content before the class and classroom session is reserved for doubt solving, quizzes, group discussion amongst peers and to ensure a higher level of learning.

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 Classroom. 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.

Quizizz (Gamified Quiz)

E-Content creation: In order to create a learner-friendly environment for the students, the faculty members are encouraged to create e-learning resources for the benefit of the students. Faculty member uploads their E-learning content on the School/ Department YouTube Channel/ Website to ensure learning content is accessible by the students from anywhere and anytime.

Kahoot and smartboard devices, poll everywhere, Think pair share, MIRO, Padlet, Canva, Piazza, Slido, Glass board/light board, Pen tab, google groups, Dilgo, Seasaw, Wunderlist, Pixton, Tiki-Toki, Dipity, Thinglink, Google slides, Google my apps, Lucid charts, Mindmeister, Edmodo, Doctopus, etc. Further ciTEL shall suggest and conduct training programs on these tools.

Configuration and setup of Moodle platform (LMS): Responsible Centres: CiTEL, WPAA, CVAC:

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

107

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

2.4 - Teacher Profile and Quality

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

128

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1340

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination Schemes:

- Students are made aware of the marking scheme of all the assessment tools like Term Work, IA (Unit Tests), Orals, Practicals, Projects, Presentations, Internal Sessional Marking, Internal reviews, etc. well in advance.
- Two internal Assessment tests (IA) are conducted as prescribed in the curriculum.
- In the 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.
- Internal test answer books are made available to students on demand.

- 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 tests, orals, practicals and Re-tests are part of Continuous Assessment.
- Project Diary is maintained for internal assessment and evaluation of mini and major projects.
- Awareness program

Exam Cell and Exam Coordinators:

- Internal Assessment tests are carried out at the Department/School level as per the schedule mentioned in the academic calendar. Department-wise Examination Coordinators are appointed to smoothly carry out all Examination related activities in line with the Exam cell of the Institute.
- The 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.
- As and when required the modified rules and regulations/ordinance/circulars are provided to all concerned by EEC.
- Second Year Engineering (SE) and Third Year Engineering (TE) assessment of End Semester Examinations (ESE) answer-books are 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	Documents
Any additional information	View File
Link for additional information	https://bit.ly/3g4ow0t

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

Response:

The institute has formed an Examination Committee to handle 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 in most of the cases. 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/clarification, 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:

The re-assessment process is carried out immediately after the display of results.

The 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 the 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, a request for correction is sent to the University, the entire process is completed by the Institute Exam Section.

Students are asked to approach the head of the Institution, if unsatisfied with the services offered by the Exam Section.

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

2.6 - Student Performance and Learning Outcomes

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

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 it's modified by the Course Owner as per requirement. Program outcomes describe what students should know and be 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 in all prominent places like the departmental Admin lounge, Noticeboards, Laboratories, Drawing halls, and Library. Students are made aware of outcomes during orientation programs, course presentations, course exit surveys, and Teaching and Practical plans.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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 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 the attainment of outcomes is done through the usage of IonCudos Software.

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

2.6.3 - Pass percentage of Students during the year

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

634

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.aiktc.ac.in/aqar-2020-21/

2.7 - Student Satisfaction Survey

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

<https://www.aiktc.ac.in/aqar-2020-21/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

AIKTC has established various centers to foster an active flow of information and resources for transforming creative ideas into

reality by establishing an innovation ecosystem.

1. Innovation and Incubation Development Center (IIDC): The IIDC was established on campus on 18/05/2021 with the goal of developing and strengthening entrepreneurial skills in students.

Aims and Objectives of Innovation and Incubation Development Center:

1. To inculcate the spirit of entrepreneurship among faculty and students.

2. To promote collaborations with national 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.

Resources provided for Incubation Center:

- 100 sq. m of floor space.
- State of the Art infrastructure
- WiFi facility
- External Mentors from industry
- Dedicated meeting room for the members and delegates.

2. Center for IPR, R & D Projects, Publications & IRG (CIRDPI): CIRDPI center serves as a catalyst for the filing of intellectual property and patenting of products/technologies for the benefit of the institute and society by educating faculty and students on intellectual property rights through seminars and workshops. It focuses on scientific and industrial research in various disciplines to bridge the gap between industry and academia. It supports publication and internal revenue generation.

Objectives of CIRDPI:

- To create awareness on the importance of Intellectual Property Rights.
- To face the emerging challenges effectively and proactively.
- To motivate the faculty and students to pursue research and provide support to publish their research.
- To encourage the faculty to guide innovative research projects.
- To organize and promote skill development trainings in emerging areas to enhance the research and innovation.
- To support internal revenue generation through consultancy projects and testing.

3. Institution Innovation Council (IIC): AIKTC constituted the IIC to improve institute industry interaction and provide a platform for faculty and students to gain real time experience in advanced technologies under MHRD as nodal agency.

Objectives of IIC:

- To explore and identify the opportunities of interaction with industry.
- To motivate students and faculty to start their own ventures as start-ups.

4. Training and Placement Cell (T&P): T&P organizes collaborative activities for faculty student exchange/internship and forms Memorandums of Understanding (MOUs) with industries and corporate houses to bridge the curriculum gap and prepare students for employment.

Other Initiatives of T&P:

- Workshops/seminars on entrepreneurship for the faculty and students.
- Collaborative activities for Student exchange/internship.
- Industrial Visits are taken to various industries for

providing exposure to students.

- Expert talks are conducted by Alumni Entrepreneurs to guide the students on establishing a new enterprise.
- MoUs are signed with different industries and training providers.

Activities / MoUs under these centres such as:

1. Orientation session for all students & faculties of Institute by Innovation Ambassador(s).
2. Idea/ PoC pitching & validation and Institute level PoC competition. Submission of Idea/PoC on IIC Portal.
3. Session on identifying Intellectual Property component at the early stage of Innovation.
4. Workshop on Intellectual Property Rights (IPRs) and IP management for start up.
5. Orientation Session on National Education Policy (with a focus on Innovation and entrepreneurship).
6. Interactive Session/Mentoring Session with "Successful Start-up founders" (Entrepreneurs in Campus).
7. Centre of Excellence in Maritime & Shipbuilding (GEMS) Mumbai.
8. EduSkills. etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bit.ly/3o23R1u

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

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

11

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	https://www.aiktc.ac.in/school-of-engineering/civil-engineering/ph-d-research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

4

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

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

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

6

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

3.4 - Extension Activities

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

Food distribution:

- Institute organized food distribution camp during lockdown.
- Initially distributed "vadapav" to 25-30 people, then distributed home cooked food, 100-130 needy people received home cooked vegetable pulav with one banana. Children were also given 1/2 litres of packaged milk.

File Description	Documents
Paste link for additional information	https://bit.ly/3r27pCM
Upload any additional information	View File

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

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

0

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

0

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

0

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

152

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The 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 testing and display room, faculty interaction rooms, jury rooms, spacious and hygienic canteen, multipurpose hall, workshops, students common rooms, council rooms, and departmental library as applicable.
- The institute also has a fully functional Incubation centre (Kalsekar Incubation Centre) for guiding students for startups and developing them as entrepreneurs. Various facilities include display areas, digital displays, CCTV, wi-fi, AC, seating capacity of 60, and a meeting room.
- 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. (Other lab facilities from Pharmacy).
- The Institute is committed to provide specific services for the differently abled students wherever required such as barrier free ramps, lifts, Tactile path, relevant signage and wash rooms.

Auditorium and Seminar Halls:

- The institute has a state-of-the-art well furnished auditorium which has a seating capacity of about 350.
- Acoustic proof facility
- Centralized AC
- Green Room
- VIP Room
- Display system
- Control room
- Pit area
- Controlled Lighting Facility

- UPS facility
- The institute has well furnished adequately spacious, air conditioned seminar halls with each having seating capacity of 100-120 students. The hall is well equipped with a Wi-Fi facility, projector, and audio system.

Facilities for the Teachers:

- Faculty members are provided with air-conditioned staff rooms having individual and/or common seating arrangement, Each faculty is provided with laptops/desktops.
- Facility of In house Server for storage through cloud and teaching learning support through google suite.
- As per the guidelines of AICTE, along with Available computing facilities institute promotes and encourages students and staff, to use open source software.

Modern Classrooms:

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

Well-Equipped Labs:

- All laboratories and studios are fully ventilated, Wi-Fi enabled, well furnished with the necessary and latest equipment and machinery with more than adequate number and space for free circulation.
- Computer laboratories of all the programs are air conditioned , well equipped with latest configured branded desktop computers having open source operating system and required licensed software, having 24/7 internet connectivity, power backup

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 effects.

Knowledge Resource (Central 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 22673 books as prescribed by the curriculum of the university including nontechnical & technical magazines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://opac.aiktclibrary.org:5000/

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

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). To ensure the participation of the students following facilities are in place in the institute.

- Playground which is suitable for playing Cricket, Athletics, Tug-of-War, Disc Throw, Shot Put etc.(Area to be added)
- Courtyard for playing sports like Volleyball, Basketball, Box Cricket, and Football. This courtyard is also suitable for performing Parade and Band Practices in preparation for Republic Day celebration every year.
- Seminar Halls and an Auditorium for conducting its annual events BONHOMIE(Annual Sports and Cultural events), FUERZA(Technical event), and MASH UP(Art/Cultural event).
- Indoor sports area for games like carrom, table tennis, chess, and badminton.
- Two lawns which are used for outdoor activities Yoga, Sports and Cultural activities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bit.ly/3o2pn5Y

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

36

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bit.ly/3KPIjPq
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**6.93**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Central library has been using an Integrated Library Management System (ILMS) since its inception. The institute 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 in use worldwide in libraries of all sizes.

Some of the features of KOHA:

- Koha has a large number of available languages, with more languages every year.
- KOHA is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.
- Koha's OPAC, circ, management and self-checkout interfaces are all based on standards-compliant World Wide Web technologies-XHTML, CSS and Javascript-making Koha a truly platform-independent solution.
- No Vendor Lock-in.

KOHA Modules Implemented at AIKTC:

Library implemented all modules of KOHA like acquisitions, circulation, cataloging, serials management, authorities, flexible reporting, label printing, multi-format notices, offline circulation for when Internet access is not available, and much more.

Acquisition Module: Acquisition module is one of the important modules in Koha. It provides complete solutions for acquisition management like budget management, Book ordering, book receiving and invoice processing etc.

Cataloguing Module: Powerful searching, and an enhanced catalogue display that can use content from Amazon, Google, LibraryThing, Open Library, and Syndetics, among others. Cataloguing Module is a standard feature for integrated library systems. Cataloguing module allows -

- management of bibliographic file, authority file and holdings
- Enhanced catalogue display that can use cover page from Amazon,
- Description or review of books
- Links to eResources like NDLI

Circulation Module: This module takes care of all possible functions of circulation. Major functions of the circulation module: Membership, Transaction, Interlibrary loan, Overdue charges, Reminder, Search status, Maintenance of the items such as binding, lost, replace, missing, withdrawal, etc. and Report generation based on the various requirements.

Serial Management: The Serials module in Koha is used for keeping track of journals and magazines that come on a regular schedule. Easy to track the missing issues and send the reminders to Vendor or Publisher for the same. By using this module the library had created the Article Abstract Database of subscribed Journals.

Administration Module: Administration module include following features: grouping of users based on the policy, transactional rights over the systems, transaction level security to users, various configuration settings such as labels, e-mail and other parameters related to the software use, and common master databases being used in modules.

WebOPAC: KOHA-WebOPAC having different types of searching options like simple, advanced and Boolean searches. Users can know the status of library material. Major functions of the WebOPAC to the users are:

- They can login and check their Circulation and Search History
- Users can check their overdues
- Users can update their details
- Users can give online recommendations to the library
- Users can create their list of books as per their Research is going on

LINK: <http://opac.aiktclibrary.org:5000/>

MEMBER LOGIN/LOGOUT: Library has a member log-in and log-out module to authenticate attendance in the library for students and staff with a bar-coding option. Can generate log reports according to date, month, year wise too.

Other Library Management Systems are -

- **Library Website:** was designed using JOOMLA based on the web 2.0 which gives the overview about library resources,

services, links to other portals of the library.

Link: <http://aiktclibrary.org/>

- **Institutional Repository:** Institutional Repository has been created using DSpace (OSS) to collect, preserve and distribute the scholarly output of AIKTC. The Library is proud to be hosting the repository for the dissemination and preservation of this valuable knowledge resources of the AIKTC community.
 - Repository Indexed by Google | Google Scholar
 - Repository Registered in:
 - Directory of Open Access Repositories (OpenDOAR) hosted by University of Nottingham, UK.
 - Registry of Open Access Repository (ROAR) hosted by University of Southampton, UK.
 - Registry of Open Access Repository Mandates And Policies (ROARMAP) hosted by University of Southampton, UK.
 - Duraspace: Dspace User Registry
- Library uses the most effective and most trusted plagiarism prevention tool i.e "TURNITIN".
- **Library Services through Social Networking Sites:** SNSs allow the library to link the users to videos, online tutorials, how to use a device, education programmes, about services etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://opac.aiktclibrary.org:5000/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>View File</td></tr> <tr> <td>Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
File Description	Documents								
Upload any additional information	View File								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File								
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)									
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)									
10.50									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Audited statements of accounts</td><td>View File</td></tr> <tr> <td>Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Audited statements of accounts	View File	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Audited statements of accounts	View File								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File								
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)									
4.2.4.1 - Number of teachers and students using library per day over last one year									
37									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Details of library usage by teachers and students</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Details of library usage by teachers and students	View File			
File Description	Documents								
Any additional information	View File								
Details of library usage by teachers and students	View File								
4.3 - IT Infrastructure									
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi									

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, software and hardware maintenance, etc. The Server and Computer Care Center is led by Server Admin who manages the IT facilities for all the stakeholders of the Institute.

The Institute has Wi-Fi connectivity in 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 100 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 faculties to store their files and documents accessible over an intranet.

The Institute maintains its own website (<https://www.aiktc.ac.in>) hosted on a local server that provides all information about the Institute, its overall functioning, and students related information.

The Institute has implemented inhouse system for managing and handling OBE processes using Google Suite and it also maintains an OBE based software platform - Ioncudos for successfully delivering outcome-based education, hosted on a local server. The Institute provides a high-speed Internet facility to access NPTEL, Swayam, Coursera and various MOOC platforms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://bit.ly/3IGHxSN

4.3.2 - Number of Computers**626**

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

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****121.43**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The 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.

There are Campus committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities.

Scope/Responsibility of different Centres/Departments/In charges are well defined.

In case of minor repair and maintenance work done through the concerned centre, within campus.

In case of major repair and maintenance approvals for the expenses and vendor are taken from management.

Maintenance of Classroom and Laboratory equipments:

The departmental procedures and formats are defined under the Lab & Infrastructure committee for maintaining and effectively utilizing the various academic facilities such as Classrooms, Laboratories, Library, Equipment, Computers, Computer Peripherals, Incubation Cell, Tutorial rooms, and Administration Lounge.

Periodic preventive and corrective maintenance is carried out under the supervision of Lab in charge/ lab technical staff to ensure proper working of laboratory machinery and computers.

Instruments/Equipment are calibrated on a 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 Centre 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 and the necessary records are maintained.

Maintenance of Fire Equipments:

There are fire extinguishers and firefighting systems placed at appropriate strategic locations.

The refilling of fire extinguishers is carried out by the vendor before its expiry date.

Timely maintenance of the firefighting system is carried out.

Maintenance of Infrastructure:

Upkeep and maintenance of infrastructural facilities are well-taken care of 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.

Dustbins are placed on every floor, classrooms, all department admin lounge and faculty cabins.

Maintenance of Water Coolers and Purifiers:

In order to supply clean drinking water to all, RO purifiers are installed in each water cooler present on each floor. Maintenance of these appliances are done on a regular basis.

Maintenance of Major Electrical Equipments:

Electrical equipment such as Lift , AC, DG set, Transformer etc. are regularly maintained to keep them in proper working condition.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1836

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

460

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 441 529 506">File Description</th><th data-bbox="529 441 1436 506">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 506 529 656">Link to Institutional website</td><td data-bbox="529 506 1436 656">https://www.aiktc.ac.in/capability-enhancement-development-schemes/</td></tr> <tr> <td data-bbox="86 656 529 721">Any additional information</td><td data-bbox="529 656 1436 721">View File</td></tr> <tr> <td data-bbox="86 721 529 864">Details of capability building and skills enhancement initiatives (Data Template)</td><td data-bbox="529 721 1436 864">View File</td></tr> </tbody> </table>	File Description	Documents	Link to Institutional website	https://www.aiktc.ac.in/capability-enhancement-development-schemes/	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to Institutional website	https://www.aiktc.ac.in/capability-enhancement-development-schemes/								
Any additional information	View File								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
2276									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
2276									
<table border="1"> <thead> <tr> <th data-bbox="86 1258 529 1323">File Description</th><th data-bbox="529 1258 1436 1323">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 1323 529 1384">Any additional information</td><td data-bbox="529 1323 1436 1384">View File</td></tr> <tr> <td data-bbox="86 1384 529 1597">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td data-bbox="529 1384 1436 1597">View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

122

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

4

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institute has an active Student Council consisting of students as General Secretary, Cultural Secretary, Sports Secretary and Technical Secretary (GS, CS, SS & TS) and faculty members as

Council of Students (COST) 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.

Selection of GS, CS, SS & TS is 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 composed of the core IQAC, COST Controller and existing Students' Council. 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.

The COST is responsible for conducting the annual sports, cultural and technical events of the institute called BONHOMIE, FUERZA, and MASH UP.

Representation of students on academic and administrative bodies:

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 (PC) of Computer Engineering, Developer Student Clubs (DSC), etc.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

14

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

- The Institute has registered Alumni Associations with Registration No. MH/577/2018, MH/578/2018, and MH/579/2018.
- Alumni 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.
- Alumni Association functions for
 - Financial assistance to students/campus (Alumni Asso. Account to College Account)
 - Mentoring to students.
 - Project level guidance/sponsorship
 - Internship guidance and lead

- Placement guidance and lead
- Expert talks/sessions on technical and soft skill development.
- Technical adoption of students.
- Financial adoption of students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

(IIIIIC) are facilitating for the practice based activities whereas Centre for Academic Affairs (CAA) and Centre for Innovative Teaching Exuberant Learning (CiTeL) are evolved 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	Documents
Paste link for additional information	https://bit.ly/3IXHOkH
Upload any additional information	View File

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

Decentralization and Participative management:

The institute has a proper mechanism to delegate authority for various administrative and academic

activities.

1. 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, extracurricular, infrastructure development etc.
2. The institute promotes the culture of participation of faculty members and students in various discussion and decision-making activities.
3. 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.
4. 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.

5. 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.

File Description	Documents
Paste link for additional information	https://bit.ly/3IHQATs
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A strategic plan/perspective plan is a futuristic planning document that lays out core areas of emphasis. The plan looks at both external as well as internal environments with respect to strategic areas of growth and improvement. IQAC along with different stakeholders decided on four key areas of strategic growth.

1. INNOVATIONS IN TEACHING & LEARNING

1. Implementation of innovative pedagogy
2. Leveraging ICT tools for greater learning
3. Establishment of centers for innovative teaching and learning

2. IMPACTFUL RESEARCH & DEVELOPMENT

1. Facilitate faculty publications in indexed research journals
2. Facilitate Minor & Major research grant
3. Promote participation of staff members in FDPs like refreshers and orientation programmes
4. Promote participation in International conferences/seminars/workshops/symposium etc.

INDUSTRY-ACADEMIC CONNECT

1. Strengthen industry connect with broad MoU
2. Promote student internships
3. Appointing industry faculty as visiting or adjunct faculty
4. Exploring joint projects

1. Human Resource and Development

1. Faculty Development Programs to enhance technical as well as soft skills
2. Structured annual review for proper goal alignment
3. Recreational activities to promote bonhomie amongst team members

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The General Council (GC) of Anjuman-I-Islam's comprising of 45 members (Elected and nominated from amongst 500 General body 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), 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:

1. To monitor the academic, research and innovation related activities of the college.
2. To promote start-ups, entrepreneurship, incubation and socially relevant activities.
3. To consider the important communications, policy decisions received from GC, Staff Selection
4. Committee, University, Government, AICTE/ PCI/COA etc.
5. To monitor the students and faculty development programmes.
6. 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-IIIslam; 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. An Internal Complaints' Committee (ICC) is also in place to address the complaints of female employees and students. These centres 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. The HR CARE being facilitated by the committees like Student Centre for Guidance, Counselling & Mentoring (SCGCM), Centre for Scholarships & Financial Support (CSFS) and Centre for HR Welfare & Development (CHRWD).

File Description	Documents
Paste link for additional information	https://bit.ly/3G40ag6
Link to Organogram of the institution webpage	https://www.aiktc.ac.in/about-us/aiktc-organizational-structure/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The 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	Documents
Paste link for additional information	https://bit.ly/3o2Ahc8
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

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

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

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

13

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

78

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

- 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	Documents
Paste link for additional information	https://bit.ly/32z5OL8
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The 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 was carried out and completed on 08/12/21

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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 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	Documents
Paste link for additional information	https://bit.ly/3u8sWLv
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Two Days Workshop on "Stepping Towards Problem & Project Based Learning"

Three days National Conference on Innovative Teaching & Exuberant Learning (nCiTel - 2021)

A Virtual Workshop On "Innovative Methods Of Active Learning To Enhance Students Class Engagement And Learning Outcomes"

Workshop on Intellectual Property Rights (IPRs) and IP management for start up

A one-day workshop on "Interactive Presentation, Video Editing and Learning Assessment Tools"

Open Educational Resources: Academics & Research

Induction/refresher workshop "multi-disciplinary and translational drug development"

Campus recruitment training for all BE students

NBA: CO-PO Assessment and Attainment A case study

Basics of Research Paper Writing and Publishing

Open Educational eResources: A Boon for Academicians & Researchers

Mendeley: A Reference Management Tool

GOOGLE Tools & Tricks for Literature Review

File Description	Documents
Paste link for additional information	https://bit.ly/3AyQuLj
Upload any additional information	View File

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

Effective 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 a well-designed multipurpose instructional board. Learning Management System like Google classroom was used. Faculty members were encouraged and trained towards effective utilization of LMS like Google classroom and ICT tools like Mentimeter, Mind map, 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.

Creativity in teaching-learning is brought through the use of active learning and Information and Communication Technology (ICT) tools. Various active learning tools for students learning assessment like quizzes, Mentimeter, google quiz were used by different faculty members during a pandemic.

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 the Titanic.

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 to interact with 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 they have to present any given topic in front of other students.

Use of simulation software: In order to make the student aware of the behaviour 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.

Group member learning design: Students were encouraged to undertake group member learning activities that can be discussed in the group. These activities inculcate attributes such as teamwork, collaboration, and ethics.

Peer to peer learning: Fast learners are identified and they were paired with slow learners to create a friendly mutual learning environment.

Flipped learning and ABL: Students were provided with e-learning resources (Video lecture, article, notes, etc) well in advance. Students go through this content before the class and the classroom session is reserved for doubt solving, quiz, group discussion amongst peers.

Use of ICT tools: Every academic year Institute ensures that there is incremental improvement takes place.

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 Classroom. 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 are 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.

Quizizz (Gamified Quiz)

E-Content creation: In order to create a learner-friendly environment for the students, the faculty members are encouraged to create e-learning resources for the benefit of the students. Faculty member uploads their E-learning content on the School/ Department YouTube Channel/ Website to ensure learning content is accessible by the students from anywhere and anytime.

Effective implementation of OBE Philosophy

The institute follows the student-centric education system and ensures it through the implementation of outcome-based education (OBE). Each course owner defines/redefines 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. Course allotment based on specialization, experience, course preference and teaching performance in previous years, is done. 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 Course Domain committee.

Preparation of adequate and effective learning resources and materials well in advance.

Till last academic year the Institute was using an OBE based software platform - Ioncudos for successfully delivering outcome-based education, hosted on a local server. The OBE implementation up to CO-PO attainment work has been shifted from IONCUDOS to Course Attainment Google sheets (CAGS) with effect from BE batch 201-21 and onwards. The CAGS starts from COs definition, CO-PO/PSO mapping and goes up to the attainment calculations of COs and mapped POs. The CAGS for a specific course is shared with the respective Course Owner with Editor permission to few sheets and Viewer permission to the remaining sheets.

The CO attainment gets calculated as per the students obtained marks in Continuous Internal Assessment or Term End Examination, feedback in Course Exit Survey, and the defined levels for the set target. Finally, the PO attainments are calculated based on calculated CO attainments and the CO-PO/PSO Correlation Matrix.

Individual Courses PO attainments makes up PO attainment for the respective semester/term. All semesters/terms PO attainments are averaged out to get the PO attainment of the respective batch/curriculum.

File Description	Documents
Paste link for additional information	https://bit.ly/3u4wsXR
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.aiktc.ac.in/annual-reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Safety and Social Security:

The institute has CCTV Surveillance system throughout the campus for safety and security purposes.

The Institute has outsourced the Security services from M/s SCORD Protection Force Ltd. Students ID cards are regularly checked and Visitor ID cards are issued to the Visitors with the proper record.

Women Development & Grievance Centre (WDGC) renamed as Internal

Complaints Committee (ICC) during academic year 2020-2021 under the guidance of statutory bodies. Which is established to create awareness among female faculty members and students by organizing various awareness programs related to Women Health Issues, Safety and Social Security measures through a series of Expert lectures and skit programs.

To enhance gender sensitivity activities like Women's Wellness Wheel, Poster making competition on equal opportunities for men and women, promotion of social activities among staff and students by visiting orphanages are being organized.

Fire fighting system consisting of water lines and sirens are in place.

The Centre for Discipline & Anti Ragging Squad has been constituted. The information regarding Anti-Ragging and Sexual Harassment is displayed at prominent key locations in the institute.

Counseling:

An effective Mentoring system is in-place, wherein every faculty has been allotted with 20-25 students. The faculty members are called as Mentors for students taking care of their emotional as well as social development along with helping them resolve study related issues.

Common Room

The Institute has a Common Room with adequate facilities for females.

File Description	Documents
Annual gender sensitization action plan	https://bit.ly/3u4KHvQ
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://bit.ly/3u4KHvQ

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above						
<table border="1"> <thead> <tr> <th data-bbox="86 439 529 506">File Description</th><th data-bbox="529 439 1436 506">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 506 529 573">Geo tagged Photographs</td><td data-bbox="529 506 1436 573">View File</td></tr> <tr> <td data-bbox="86 573 529 640">Any other relevant information</td><td data-bbox="529 573 1436 640">View File</td></tr> </tbody> </table>	File Description	Documents	Geo tagged Photographs	View File	Any other relevant information	View File	
File Description	Documents						
Geo tagged Photographs	View File						
Any other relevant information	View File						
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management							
<p>The institute segregates 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. 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.</p> <p>Solid Waste Management:</p> <p>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. Authorized agency collects the waste from the designated place and recycles and disposes at the landfills authorized by the government.</p> <p>Wastes like papers, cardboards etc. are collected and sold out to scrap vendors from time to time. Organic waste from canteen and animal waste from Pharmacy 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 gardens.</p> <p>Hazardous Chemicals: are kept separately in the storeroom, away</p>							

from the reach of students. Lab Incharge 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. The drainage lines are further connected with the sewage treatment plant of the municipal corporation. 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 by scrap merchants. 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.

During the pandemic no e-waste material had solved out.

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

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting
Bore well /Open well recharge Construction of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

B. Any 3 of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities****D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage**B. Any 3 of the above**

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

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 on 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. The speeches focuses on the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

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.

During first year Induction program a universal human values module helps a lot for developing inclusive environment among students. During that sessions students are motivated to realise exploring aspirations and concerns, gratitude, self management, looking up to society and nature as connected one.

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

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

The Indian constitution designed with proper care keeping all dimensions of the democracy. Nations are built by its own citizens. So, every citizen must know and abide by the constitutional obligations on values, rights, duties and responsibilities of their citizenship.

To facilitate sensitization of students and employees, the institute celebrates Independence day, republic day, seminar and engage with students with courses on ethics. During Universal Human Values sessions few modules cover national integration, rights and responsibilities of citizens. Students were given assignments in the form discussion, writing work etc during universal human values sessions.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://bit.ly/3g4sSER
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are

C. Any 2 of the above

organized	
File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>The institute celebrates national and international commemorative days and events as follows:</p> <p>Engineers Day: The birth anniversary of Sir Mokshagundam Vishweshvaraya is celebrated as Engineer's day in the institute.</p> <p>Yoga day celebration: Yoga day is celebrated on 21st June for encouraging faculties and staff to practice yoga so as to maintain good health.</p> <p>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.</p> <p>Dr. A.P.J Abdul Kalam Birth Anniversary: Birth Anniversary of Dr. APJ Abdul Kalam is celebrated as "Vachan Prerana Diwas".</p> <p>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.</p>	

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Title: Performance Based Appraisal System. Objectives of the Practice:

Motivating the faculty staff members to perform best. • Making the appraisal system fair and transparent.

Context: • An appraisal system without emphasis on performance leads to staff discontent. • A scientific approach towards appraisal will enable the institute to channel the effort of both faculty and staff towards thrust areas • To cultivate and nourish a sense of healthy performance-based competition among the faculty and staff.

The Practice: To justify the appraisal mechanism, a mean based varying DA appraisal system is in place. The DA component is divided into FixedDA (FDA) and VaryingDA (VDA). The VDA is assigned as per the calculated mean which is based on the performance parameters like Teaching feedback, Result Score, Examination work, Academic Audit Score, Institutional responsibilities, departmental responsibilities, and confidential report parameters, etc. All these parameters are well explained to all faculty members and staff in advance which makes the entire process transparent and encourages them to score more based on their performances. The appraisal system has been revised in 2018 with configurable weights for different parameters applicable for different designations. By this mechanism, the institute justifies the appraisal of faculty and staff based on their performances.

Evidence of Success: • The revised appraisal system has given due importance to performances in the thrust areas. • In general, the Faculty and staff are content due to the transparent and

scientific approach of the revised appraisal system.

Problems Encountered: • Extensive effort was required to devise the weighted parameters along with the rubrics. • Verification of the claimed activities is an exhausting task.

Title: Student Centred Teaching Learning. Objectives of the Practice: • To make the Teaching and learning process robust. • To improve implementation of Outcome-Based Education.

- Enrichment of ICT based teaching methodologies.

Context:

- The teaching learning process is made effective through active classroom teaching including online platforms. • A student-centered teaching approach recognizes learners of different levels in the classroom and accordingly, as per their level, relevant and purposeful learning is imparted. • Outcome Based Education provides reflective insights along with the development of various technical skills ensuring guaranteed outcome of learning by being employable graduates in the concerned field. • ICT encourages self-learning among students by actively seeking their interest whereas the teachers support and guide them with their doubts and queries. It also facilitates a higher degree of engagement with the teachers for personalized learning experience due to limited classroom hours.

The Practice: The student-centered classroom is personalized as per the batch of students where the focus is on dialogic or interactive session and integrating their past knowledge and experience with the intended outcome. Ion-CUDOS Software is used for mapping course outcomes, the target outcomes for each and every course. Student performance can be tracked using a dashboard provided by software. Question paper drafting is done considering Bloom's taxonomy and accordingly data is uploaded after assessment. The teachers use various ICT tools and applications like Google Classroom, YouTube videos, Online Quiz, Blogs, etc. to ensure the proper understanding of concepts. All the teachers ensure delivery of outcome-based learning by focussing on learners' knowledge, skills, and attitudes in both the settings, classroom as well as online teaching, by providing free online certificate courses of Coursera, Spoken tutorial, NPTEL, edX, and many more. The Institute uses Innovative Teaching and Exuberant

Learning ideas as a part of student-centered Teaching Learning where the role of the teacher is to facilitate and guide the students in their self-learning.

Evidence of Success: • The above mentioned pedagogical changes resulted in an active involvement of the students in the classroom where they not only contributed their own thoughts and ideas but involved themselves in self directed activities. • Students gained self-confidence and felt motivated which improved the overall students' performance.

Problems Encountered: • Lack of smart devices among the students due to their financial background. • Lack of general ICT tools, covering all aspects of ICT learning, at the students level.

File Description	Documents
Best practices in the Institutional website	https://www.aiktc.ac.in/wp-content/uploads/2021/12/7.2.1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Title: Holistic development of students for making them exuberant technical professionals.

Students admitted to our programs come from varied social, economical, and cultural backgrounds. The majority of these admitted students are first-generation learners which at times pose unique academic challenges. Their social environments are challenging that have a lasting impact on their attitudes and personalities. Keeping this in mind, the institute offers its assistance in academic/technical, financial, and social aspects.

Academic Assistance: As the majority of the admitted students are 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), and Wiring Wizard along with departmental students' associations. Expert lecture sessions are kept to bring students on the track of technical thrust areas. Campus recruitment training is also imparted, in consultation with the training and placement team, training students on aptitude, value added courses, software training, etc.

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. The FUERZA is an annual technical fest that is a platform for developing students' technical skills, teamwork spirit, etc. In the School of Pharmacy, students are helped to be Health advisors to the society, competitions kept on poster making and model making.

Financial Assistance: The institute supports and guides its students to receive scholarships from various government and non-government agencies. The institute under Anjuman-I-Islam trust provides financial support using zakat and nonzakat funds to its needy students. Many non-government scholarship agencies are associated with the institute, wherein the institute refers its needy students to them for the scholarships. The institute maintains a list of many non government scholarship agencies, which is provided to the needy students. Recently the institute has initiated a concept of "One Rupee Magic". The collection boxes are fixed at different places in the institute. The amount collected will be given to the payment of the fee of needy students.

Social Assistance: Every year a students Induction program for first year students is being organized which makes them familiar with the ethos and culture of the institution. They set daily routines, create bonding in respective batches as well as with faculty members. Students develop a healthy lifestyle and ethical professional discipline. During this program students work together and do different activities which let them connect and appreciate diversity of cultures. From first year onwards students are distributed to faculty members as their mentees. Faculty mentors guide them in all possible aspects supporting them in academic, examination, personal and financial related matters. To implement it effectively, the institute has an exclusive Students' Centre for Guidance, Counseling & Mentoring.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Effective implementation of OBE:

Design and implement a simple, transparent and robust platform for effective implementation of outcome based education. Course Attainment Google Sheet shall be developed in order to incorporate various parameters of OBE like target setting, course outcome and program outcome etc.

Improvement in placement:

To improve upon the placement activity institute has planned the following line of action.

a) Strengthening Industry Institute Interaction: Training and Placement Cell shall have regular interaction with the major industries. Industry visits and Internships shall be enriched in order to improve the interaction with the industries. Efforts will be made for increasing MoUs with industries.

b) Pre-Placement training: In order to make students aware of the placement process regular sessions on campus placement training shall be conducted. These campus placement training sessions help students with their confidence during the placement drives.

c) Regular Alumni meet and strengthening Alumni Network: To strengthen the relations with alumni and all other stakeholders, alumni meet will be organized on an annual basis. Expert talks will be conducted by Alumni and students will be encouraged to undergo internships.

Improvement eContent development facilities:

Regular ICT based training programs/workshops will be conducted in order to enhance the ICT based teaching-learning skills of the faculty members. Strengthening the existing centre for Innovative Teaching and Exuberant Learning by adding new technology enabled learning resources. Appreciation will be given to best performing faculty members for creating e-content for students.

To improve on research and publications:

Enhancing research culture: Seminars, workshops will be organized in order to make faculty aware of research, publication, patenting and ethics. New policy on Research and Publication will be implemented in order to encourage faculty members.

Establishing Institute Innovation Council (IIC):

Students and Faculties will be encouraged to explore and implement various opportunities created under IIC which includes start-ups, internships, IPR, Patenting, Industry-Institute association, Alumni entrepreneurship etc.