



INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 1)

PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
ABHINAV SHETKARI SHIKSHAN MANDAL'S ABHINAV COLLEGE OF
COMMERCE, ARTS AND SCIENCE
C-33629

Bhayander
Maharashtra
401105

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I:GENERAL INFORMATION

| | | |
|--|--|---|
| 1.Name & Address of the institution: | ABHINAV SHETKARI SHIKSHAN MANDAL'S ABHINAV COLLEGE OF COMMERCE, ARTS AND SCIENCE Bhayander Maharashtra 401105 | |
| 2.Year of Establishment | 2000 | |
| 3.Current Academic Activities at the Institution(Numbers): | | |
| Faculties/Schools: | | |
| Departments/Centres: | 9 | |
| Programmes/Course offered: | 6 | |
| Permanent Faculty Members: | 9 | |
| Permanent Support Staff: | 10 | |
| Students: | 2882 | |
| 4.Three major features in the institutional Context (Asperceived by the Peer Team): | 1. Private Co-education College in semi-urban area affiliated to the University of Mumbai 2. The college granted 2(f) &12(B) status by UGC in 2018 3. The college offers 3 self-financing programmes | |
| 5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure): | From : 21-09-2018 To : 22-09-2018 | |
| 6.Composition of Peer Team which undertook the on site visit: | | |
| | Name | Designation & Organisation Name |
| Chairperson | DR. RADHAKRISHNAN P K | FormerVice Chancellor,UNIVERSITY OF KERALA |
| Member Co-ordinator: | DR. SANGEETA JAIN | Professor,DEVI AHILYA VISHWAVIDYALAYA |
| Member: | DR. S P SHAHI | Vice Chancellor,Magadh University Bodh Gaya |
| NAAC Co - ordinator: | DR. MOHIT TIWARI | |

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

| Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1) | |
|--|---|
| 1.1 | Curricular Planning and Implementation |
| 1.1.1 QIM | The institution ensures effective curriculum delivery through a well planned and documented process |
| 1.2 | Academic Flexibility |
| 1.3 | Curriculum Enrichment |
| 1.3.1 QIM | Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum |
| 1.4 | Feedback System |

Qualitative analysis of Criterion 1

The College is affiliated to the University of Mumbai and it adopts curriculum designed/framed by the University. IQAC prepares the academic plan at the beginning of each academic year. Each department prepares a subject-wise teaching plan for the academic year. Apart from regular lecture and practical, departments conduct tutorials, group discussions and industrial visits, library visits and study tours to Museums/Forts/Heritage Sites/Sites of National Importance. Special guidance lectures of experts are organised for the final year students. Through 'Bridge course' the college gives basic literacy in computer for commerce students. Regular meetings are held by the principal, conducts review meetings to know the status of syllabus completion and any other initiatives required for effective curriculum delivery.

The teaching curriculum of various courses taught includes Foundation Course, Environmental Studies, Human Rights, Constitutional Values, Business Communications, Agrarian Crisis, Communication Skills, Environmental Sustainability and Water Management. The above courses are integrated through study tours, National Service Scheme camps and Women Development Cell. Apart from this, the college organises different short-term training and awareness programmes, seminars on such topics in which the teachers as well as invited resource persons deliver their thoughts and knowledge regarding these topics. Gender equity initiatives need to be undertaken by the college and solved through several awareness programmes. The college needs to introduce mandatory non-credit courses on human values and the professional ethics.

| Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2) | |
|--|---|
| 2.1 | Student Enrollment and Profile |
| 2.2 | Catering to Student Diversity |
| 2.2.1 QIM | The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners |
| 2.3 | Teaching- Learning Process |
| 2.3.1 QIM | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences |
| 2.3.4 QIM | Innovation and creativity in teaching-learning |
| 2.4 | Teacher Profile and Quality |
| 2.5 | Evaluation Process and Reforms |
| 2.5.1 QIM | Reforms in Continuous Internal Evaluation(CIE) system at the institutional level |
| 2.5.2 QIM | Mechanism of internal assessment is transparent and robust in terms of frequency and variety |
| 2.5.3 QIM | Mechanism to deal with examination related grievances is transparent, time-bound and efficient |
| 2.5.4 QIM | The institution adheres to the academic calendar for the conduct of CIE |
| 2.6 | Student Performance and Learning Outcomes |
| 2.6.1 QIM | Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students |
| 2.6.2 QIM | Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution |
| 2.7 | Student Satisfaction Survey |

Qualitative analysis of Criterion 2

Based on the performance assessment of the students related to curricular, co-curricular and extra-curricular activities, slow learners are encouraged with remedial lectures and educational counselling. They are guided by their Mentor faculty who monitors the progress of their mentee. The advanced learners need to be encouraged to take up tasks like presenting papers in seminars and conferences, participating in various intercollegiate competitions and appearing in competitive examinations.

In order to make the teaching-learning process more student-centric, teachers use ICT tools such as screening documentaries, short films and power point presentations to facilitate learning. Field trips for students of Arts and industrial visits for the students of IT/ Microbiology/Chemistry/BMM/BAF are regularly organised. Students are encouraged to make presentations, both group and individual. Creating interactive sessions in class through discussion, debates, and tutorials are in place. Innovation and creativity in teaching-learning need to be given more emphasis.

The college follows University norms for the conduct of CIE. The CIE is conducted through verbal tests, assignments, discussions, presentation and written tests periodically. For laboratory courses, students are prepared for practical and assignment, based on which evaluation and proper feedback is given to the students. For BMM students continuously work on projects, assignments and presentation. Complete transparency is maintained during the evaluation process and all the stakeholders are well informed about the methodology adopted for internal assessment. Grievances relating to examination are taken care of both at college and

university levels. At the college level, grievances of internal assessment are redressed only by the faculty concerned. An Examination Grievance Cell needs to be constituted to redress the grievances related to examination. The college strictly adheres to the academic calendar prepared by the college for the conduct of CIE. The schedule for semester wise internal examination, their assessment and University examination are announced and communicated on the college notice board.

The information about program outcomes for all the programmes offered by the college is printed in college prospectus. Apart from these teachers outline the same during the induction lectures. Programme outcomes, programme specific outcomes and course outcomes for all programmes and courses need to be stated and displayed on the college website and communicated to students and teachers. The attainment of programme specific outcome and the course outcome need to be evaluated by the college.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)

| | |
|--------------|--|
| 3.1 | Resource Mobilization for Research |
| 3.2 | Innovation Ecosystem |
| 3.2.1 QIM | Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge |
| 3.3 | Research Publications and Awards |
| 3.4 | Extension Activities |
| 3.4.1 QIM | Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years |
| 3.5 | Collaboration |

Qualitative analysis of Criterion 3

The college offers courses at the undergraduate level and it lacks any ecosystem for innovation. The IQAC have proposed to increase research activities through minor and major research project grants and fellowships. As a significant step towards research promotion in the college, a multi-disciplinary seminar titled 'Contemporary Issues' was organised. The faculty needs to be familiarised with intellectual property rights. The college needs to create an effective eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge.

The college has conducted various activities for helping the neighbourhood community which are aimed at overall sensitization/development of students. Blood donation camps, Thalassemia camps and Tree plantation drives are conducted periodically. Residential camps organised by National Service Scheme are aimed at creating awareness or assisting the community by conducting 'Shramdaan'/Voluntary Work for building of check dams or Swachha Bharat Campaigns. Student volunteers assist the local police during festivals for crowd and traffic management. Cleaning of ponds/lakes was conducted in nearby villages. National Service Scheme Unit also conducts street plays on issues like health awareness, anti-superstition awareness, and girl child/infanticide awareness. Voter awareness campaigns are conducted in liaison with State and District Election Commissions

| Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4) | |
|---|--|
| 4.1 | Physical Facilities |
| 4.1.1 QIM | The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc. |
| 4.1.2 QIM | The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities |
| 4.2 | Library as a Learning Resource |
| 4.2.1 QIM | Library is automated using Integrated Library Management System (ILMS) |
| 4.2.2 QIM | Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment |
| 4.3 | IT Infrastructure |
| 4.3.1 QIM | Institution frequently updates its IT facilities including Wi-Fi |
| 4.4 | Maintenance of Campus Infrastructure |
| 4.4.2 QIM | There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. |

Qualitative analysis of Criterion 4

The college campus is of 5.5 acres which is shared with the school of the same management namely Abhinav Vidya Mandir. The college has a built-up area of 7192.06 ft². It has total 38 classrooms that include four ICT enabled class rooms. There are 5 laboratories which are equipped with basic instruments and facilities. The chemistry and microbiology labs are in the school building. The college has 97 desktops. IT laboratories are equipped with computers with internet connectivity. Two ICT enabled seminar halls with internet connectivity are available. The college library has 5144 references and 22081 text books with titles 78550. It has subscribed membership of N-list. There is a playground (which is common to both the college and the school) for outdoor sports like kabaddi, kho-kho, basketball, volley ball and badminton. The college has a gymkhana to play indoor games. An auditorium with a seating capacity of 200, a health centre and a canteen exist which are common to the college and the school. The college needs to establish a yoga centre.

The college library is partially automated with SOUL 2.0 (full edition) software. The OPAC facility is available on college website for students and teachers. The library needs to be fully automated using ILMS. The library is yet to procure rare books, manuscripts, special reports or any other knowledge resource for library enrichment.

The college uses licensed software, i.e., Microsoft cloud campus license, Windows, Microsoft Office, Tally, Visual Studio, SQL server and Adobe Cloud which are regularly updated. Open Source Software, i.e., Linux-Ubuntu office software, is also used. The internet speed has been upgraded in 2017 from 10 mbps to 50 mbps. Free Wi-Fi facility for students is provided in the college premises. The whole campus needs to be Wi-Fi enabled.

Stock registers of all equipment and irreparable equipment are kept separately. The critical maintenance of equipment is outsourced through documented procedures. Trained team of full-time maintenance staff has been hired to maintain service and update entire IT infrastructure. Maintenance of auxiliary facilities and cleanliness of internal facilities is performed regularly by designated support staff members. The utilisation of infrastructure facilities for different activities is documented and reviewed at regular intervals

| Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5) | |
|---|--|
| 5.1 | Student Support |
| 5.2 | Student Progression |
| 5.3 | Student Participation and Activities |
| 5.3.2 QIM | Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution |
| 5.4 | Alumni Engagement |
| 5.4.1 QIM | The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years |

Qualitative analysis of Criterion 5

The college has a Student Council, a statutory body formed as per the guidelines of the University of Mumbai. The constitution of council is as follows: class representative of every class, one lady representative belonging to reserve category and one representative from NSS. For the position of General Secretary, election is conducted as per the guidelines of the University. The council plays a key role in bringing students and teachers together for organising co-curricular and extra-curricular activities. Apart from this the student representatives are in regular contact with teachers concerned and Heads of Departments to resolve different issues of students. The institutional bodies need to have student representatives in them for its proper functioning.

The Alumni association of the college has been formed in 2015. It helps in conducting extra-curricular activities by visiting residential camps. It also provides guidance lectures on the various fields in which they have gained working knowledge over the years. The Alumni Association needs to be registered and its meetings convened periodically.

| Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6) | |
|---|--|
| 6.1 | Institutional Vision and Leadership |
| 6.1.1 QIM | The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution |
| 6.1.2 QIM | The institution practices decentralization and participative management |
| 6.2 | Strategy Development and Deployment |
| 6.2.1 QIM | Perspective/Strategic plan and Deployment documents are available in the institution |
| 6.2.2 QIM | Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism |
| 6.2.4 QIM | Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions |
| 6.3 | Faculty Empowerment Strategies |
| 6.3.1 QIM | The institution has effective welfare measures for teaching and non-teaching staff |
| 6.3.5 QIM | Institution has Performance Appraisal System for teaching and non-teaching staff |
| 6.4 | Financial Management and Resource Mobilization |
| 6.4.1 QIM | Institution conducts internal and external financial audits regularly |
| 6.4.3 QIM | Institutional strategies for mobilisation of funds and the optimal utilisation of resources |
| 6.5 | Internal Quality Assurance System |
| 6.5.1 QIM | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes |
| 6.5.2 QIM | The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms |
| 6.5.5 QIM | Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>) |

Qualitative analysis of Criterion 6

The college is governed by the Governing Council of Abhinav Shetkari Shikshan Mandal in tune with the vision and mission of the college. The broad guidelines of the council are implemented by the principal. The framing of the academic calendar, allotment of funds and formation of various committees are done by the principal. Following decentralised governance and participative management, the administration is carried out by implementing the recommendations of different committees.

Perspective/strategic plan and deployment documents need to be made available in the college. Governing Body (GB), Local Management Committee (LMC) and College Development Committee (CDC) involve in the administration of the college. There is due representation of teaching and non-teaching staff along with active members of the management and eminent persons of the local community in the LMC/CDC. Functions of various bodies, service rules, procedures, recruitments, promotional policies as well as grievances redresser mechanism are as per Mumbai university guidelines. CDC decides the policy regarding recruitments of ad-hoc

employees. The various committees were convened periodically. The committees need to be convened in a structured way and its recommendations need to be implemented in a time-bound manner.

The college grants leave in cases like accidents, medical treatments/maternity, wedding and academic improvement exams. The staffs are provided with provident fund facility as per rule. Free medical check-up for teaching and non-teaching staff is provided. The non-teaching staffs are provided with uniform and shoes free of cost as per their requirements. There is a Performance Appraisal System in place for teaching and nonteaching staff. Every faculty member is required to submit filled self-appraisal format containing details of academic, co-curricular and extra-curricular activities at the end of the year. The aided faculty is required to submit filled format for their Career Advancement Scheme (CAS) and calculate the Academic Performance Indicator (API) scores as per UGC guidelines.

Internal and external audits are in place. The internal audit is done by the employees and external audit is done by Chartered Accountant. The auditing team of the University also conducts its audit of the college accounts. The major sources of institutional receipts are: salary grant for single division of Arts and Commerce faculty, fee collected from students, grants for conducting NSS activities and grants from University for Book Bank. The optimal utilisation of resources is being executed as per University norms. Fund mobilisation through research projects needs to be encouraged.

IQAC has initiated and implemented different strategies and mechanisms to assure and sustain the quality of teaching-learning and infrastructure of institution. Academic and administrative audits need to be conducted. The college needs to establish the system for review of its teaching/learning process and learning outcomes through IQAC set up as per norms periodically. Incremental improvements made during the last five years need more clarity.

| Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7) | |
|---|--|
| 7.1 | Institutional Values and Social Responsibilities |
| 7.1.2 QIM | <p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room |
| 7.1.5 QIM | <p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management |
| 7.1.6 QIM | Rain water harvesting structures and utilization in the campus |
| 7.1.7 QIM | <p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants |
| 7.1.18 QIM | Institution organizes national festivals and birth / death anniversaries of the great Indian personalities |
| 7.1.19 QIM | The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions |
| 7.2 | Best Practices |
| 7.2.1 QIM | Describe at least two institutional best practices (as per NAAC Format) |
| 7.3 | Institutional Distinctiveness |
| 7.3.1 QIM | Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust |

Qualitative analysis of Criterion 7

The college takes efforts to provide safety and security of girl students. The college is well surrounded by boundaries and no external interference is allowed. CCTV cameras have been installed on the campus at strategic locations. Teaching and non-teaching staff are sensitised towards gender issues in order to create a gender equitable environment. Through Women Development Cell, awareness programs like AIDS awareness, Save the girl child and Women's development are held for creating a gender sensitive campus. Personal counselling of girl students is done by lady teachers which help them in solving even personal

matters/family problems. Also, the college has a common room for girls.

The college ensures garbage free campus through placing of dust bins at designated spots for disposing solid wastes. Glass wastes generated in science laboratories are sent for recycling through external agencies. Liquid wastes generated in science laboratories are diluted and disposed to ensure that it is non-hazardous for the environment. E-wastes need to be disposed effectively. Rain water harvesting units need to be established in the campus at the earliest. As part of promoting green practices, most of the students and staff members are encouraged to use public transport/bicycles, whenever possible, to reduce carbon footprint. They are sensitised to avoid use of plastic bags. Strict measures need to be initiated for paperless office by increasing supportive IT infrastructure. Effort is made to keep the campus clean and eco-friendly. The NSS undertakes tree plantation programs under which sapling are planted in the campus. Students actively participate in the Swatch Bharat Abhiyan.

The college celebrates national festivals like Republic day, Independence Day and Constitution Day. It observes birth/death anniversaries of the great Indian personalities like Mahatma Gandhi, Sarvepalli Radhakrishnan, Swami Vivekananda, Shivaji Maharaj and Kusumagraja. The college maintains transparency in its financial, academic, administrative and auxiliary functions. The transparency in administrative/academic/financial functions needs to be improved through online financial transactions and through ERP system.

‘Open and Close Book Exam’ is one of the best practices of the college. The objective of the practice is to orient students towards undergraduate examinations by instilling confidence in them without exam fear. In open book exam, which is held during the mid-term, the students are allowed to write tests using study material. Close Book is held a few weeks before the term ends where the questions of the open book is asked in this exam, but the students are not allowed to use books. The second practice is ‘Two types of Book Bank facility’. The objective of this practice is to provide text books based on prescribed syllabus free of cost to students from underprivileged background. At the end of the academic year the students return the said books.

Regarding institutional distinctiveness the NSS unit of the college is active all year long in conducting regular and camp activities. Clear institutional distinctiveness in one area needs to be described.

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words)

Overall Analysis

Strength:

The college,which is located at Goddeo in Bhayander East, is rightly set its vision at providing education to people without discriminating on the grounds of caste and religion. It has been providing higher education to the needy and first-generation learners in the vicinity and beyond. It has adequate physical infrastructure for expansion. It offers community-based extension activities.

Being a partially aided college, majority of teaching and non-teaching staff are appointed on contract/ad-hoc basis. No grants were received so far for research and allied activities from parent university or UGC and similar bodies. Campus placements and industry collaboration have been negligible in the college. The library needs to modernize with full automation and digitization with more emphasis on procurement of e-journals, e-books and databases. The college has no registered alumni association.

Location of the college in the extended suburbs near Mumbai presents opportunity to provide for higher education needs and industry needs of the city. Recent award of 2(f) and 12(B) status by University Grants Commission opens up possibility of non-salary grants and other benefits, thereby providing scope for increase in research and career advancement opportunities. There is scope for introduction of post graduate courses and industry allied courses catering to the growing service economy of the country. Integration of ICT in all processes of the college will help in better management of academic, administrative and other processes.

The college is unable to fill the vacant faculty positions. The students are reluctant to speak English language. Arranging 'Skill Development Program' and attracting students from neighbouring states are other challenges. Mobilisation of more funds through research projects is another difficulty. Increase in employability of students by introducing suitable courses is another challenge. Cent per cent result in examination is also a challenge.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Efforts need to be made to start job oriented/PG/foreign language courses and a language lab.
- The college needs to fill all vacant positions of teaching and non-teaching staff.
- Hostels for all students and staff quarters need to be provided.
- ICT infrastructure needs to be strengthened for effective use of ICT tools in all academic and administrative processes.
- IQAC needs to be reconstituted as per the guidelines of NAAC and evolve formal mechanism to monitor teaching-learning process, analyse feedback on teaching and other academic activities of the college.
- The college needs to constitute the Placement Cell and integrate academic-industry interface in teaching-learning.
- The college needs to start NCC units.
- Teachers need to be motivated to undertake research projects.
- The college needs to improve library, laboratory and sports facilities.
- Alumni Association needs to be registered and more functional.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

| Sl.No | Name | | Signature with date |
|-------|-----------------------|---------------------|---------------------|
| 1 | DR. RADHAKRISHNAN P K | Chairperson | |
| 2 | DR. SANGEETA JAIN | Member Co-ordinator | |
| 3 | DR. S P SHAHI | Member | |
| 4 | DR. MOHIT TIWARI | NAAC Co - ordinator | |

Place

Date