



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION  
(Effective from July 2017)**

**Accreditation - (Cycle - 4)**

**PEER TEAM REPORT ON  
INSTITUTIONAL ACCREDITATION OF  
LALA LAJPATRAI COLLEGE OF COMMERCE AND ECONOMICS  
C-34208**

**Mumbai  
Maharashtra  
400034**

**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:	LALA LAJPATRAI COLLEGE OF COMMERCE AND ECONOMICS Mumbai Maharashtra 400034	
2.Year of Establishment	1972	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	3	
Departments/Centres:	3	
Programmes/Course offered:	10	
Permanent Faculty Members:	34	
Permanent Support Staff:	50	
Students:	3762	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Punjabi Linguistic Minority Institution situated in a Prime Central Location 2. Committed faculty members 3. Green Library with automation	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 03-07-2023 To : 04-07-2023	
6.Composition of Peer Team which undertook the on site visit:		
	<b>Name</b>	<b>Designation &amp; Organisation Name</b>
Chairperson	DR. OM PRAKASH SINGH	FormerDirector,MADAN MOHAN MALIVIYA INSTITUTE OF JOURNALISM
Member Co-ordinator:	DR. NISAR AHMED MULLA	Professor,MAULANA AZAD NATIONAL URDU UNIVERSITY
Member:	DR. SWAMI BHUDEVANANDA	FormerPrincipal,RAMAKRISHN A MISSION RESIDENTIAL COLLEGE
NAAC Co - ordinator:	Dr. Vinita Sahu	

## 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)

### Criterion 1 - Curricular Aspects (Key Indicator and Qualitative Metrics (QIM) in Criterion 1)

1.1	Curricular Planning and Implementation
1.1.1 QIM	<b>The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment</b>
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	<b>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</b>
1.4	Feedback System

### Qualitative analysis of Criterion 1

The Institution is affiliated to the University of Mumbai and offers traditional as well as self-financed professional development programmes of the University. The College also offers a number of Vocational Courses approved by the University and Certificate Courses in collaborations with external agencies. The College prepares Academic Calendar based on the University Circular and displays it on the College Website and Notice Boards. The Heads convene departmental meetings at regular intervals to plan and control the curriculum delivery process. Full-time teachers are assigned workload as per the UGC Norms. Visiting and guest faculty from industry are invited for specialized lectures. Time-table Committee prepares timetable and displays on the Notice Boards and College Website. Faculties formulate Teaching Plan as per the guidelines of the University and prepare Instructional Materials. Remedial Coaching for slow learners and Bridge Courses at the entry level are conducted. Mentorship Sessions are organized. Teachers document daily activities in Annual Assessment Report (AAR).

Faculties use Student-centric Methods (Participative, Problem Solving, Experiential Learning, ICT tools etc.) to add value to teaching and learning. Add-on Vocational Courses and Certificate Courses are offered to develop multi-disciplinary skills among students. Participation in Workshops, Competitions and Internships is encouraged. Industry and Field Visits are organized to provide real world exposures.

The Principal monitors and controls the curriculum delivery process and calls for periodic reports which include Academic Calendar, Departmental Workload, Time-table and Lecture Monitoring Report. The IQAC prepares Academic Calendar, seeks Feedback on Teachers' Quality and Course Contents and enriches teaching-learning and evaluation process through workshops and seminars.

The institution believes in all round development of its students. Courses such as Business Ethics (F.Y.B.Com.), Foundation Course (F.Y.B.Com. & S.Y.B.Com.), Advertising (S.Y.B.Com.), Financial Accountancy & Auditing (F.Y.B.Com., S.Y.B.Com. T.Y.B.Com. & M.Com.), Integrated Marketing Communication (S.Y.BMS), Sales and Distribution (T.Y.BMS), Customer Relationship Management (T.Y.BMS), Retail Management (T.Y.BMS), Technical Communication Skills (F.Y.B.Sc. IT), Business Environment (F.Y.BAF), Auditing (S.Y.BAF), Organizational Behaviour (S.Y.BBI), Entrepreneurship Management (S.Y.BBI), Financial Reporting & Analysis (T.Y.BBI), Strategic Management (T.Y.BBI), Investigative Journalism T.Y.BAMMC), Media Laws and Ethics (T.Y.BAMMC), Business Environment

(F.Y.BFMG), Business Ethics (T.Y.BFMG), Research Methodology in Business (M.Com.) and Business Ethics and CSR (M.Com.) create awareness about ethics followed by specific professions.

Courses like Foundation Course (F.Y. & S.Y. for all programmes), which is a compulsory course for all programmes exposes students to importance of treating all genders fairly. Women Development Cell (WDC) and Department of Life Long Learning and Extension (DLLE) undertake various activities to sensitize students towards gender equality and role of women in society.

Human values are integrated into the curriculum by Equality Justice, Accountability, Transparency, Honesty, Responsibility, Respect for Diversity in Religion, Culture, Gender Equity, etc. Courses like Business Communication (F.Y.BMS & F.Y.BBI), Foundation Course (F.Y. and S.Y. all programmes), Principles of Management (S.Y.B.Com.) and Business Ethics and CSR (M.Com.) inculcate these values in the learners.

Many courses focus on the environmental and sustainability aspect as it is one of most challenging issues facing mankind. Courses like Environmental Studies (F.Y.B.Com.), Foundation Course (F.Y. and S.Y. all programmes), Green IT (F.Y.B.Sc. IT), Business Environment (F.Y.BFMG) and Environmental Science (F.Y.BFMG) focus on these issues. Apart from curriculum, the College organizes a number of workshops on various cross-cutting issues under Women Development Cell, National Service Scheme (NSS) and Department of Life Long Learning and Extension (DLLE).

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Student Teacher Ratio
2.3	Teaching- Learning Process
2.3.1 QIM	<b>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools</b>
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	<b>Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient</b>
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	<b>Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated</b>
2.7	Student Satisfaction Survey

#### Qualitative analysis of Criterion 2

Students at undergraduate level undertake field based projects on various social issues such as Gender Equity, Corruption, and Problems of Disabled and Elderly to learn through interaction, surveys and experimentation for Foundation Course at FY and SY Levels. Tutorials (25 Students per Batch) in the subject of Business Communication make use of extensive practice sessions on various skills such as letter writing, paragraph writing, report writing and others, thus helping learners to understand the concepts better. Field visits to RBI, BSE, NSE and various industries are organised on regular basis. Tutorials 25 Students per Batch in Mathematics and Statistics make use of class assignments to help students to solve complex problems under the guidance of the teacher. Practical sessions 20 Students per Batch in Computer System and Applications enable students to have hands-on practice on various aspects of programming. Use of ICT in Teaching and Learning Process: Teachers make extensive use of various online tools such as PPTs, YouTube videos, game

based learning applications such as Mentimeter and Kahoot to make teaching-learning process interesting. All teachers are registered on LMS developed on MOODLE. They also make use of other platforms such as Google Classrooms and Edmodo for sharing notes and submission of assignments. For the course in Statistics and Accounts, teachers make use of various online problem solving methodologies in MSEXcel and GeoGebra. Research based ICT tools such as SPSS and student version of MYSTAT are used by research students for data analysis. In order to provide the best to its students, the College strives to keep pace with ever-evolving technology. Regular training through FDPs and workshops is imparted to equip faculties with necessary skills and expertise for effective incorporation of ICT in Teaching – Learning process.

Being an affiliated college, the framework of internal and external examination is decided by the University. Mechanism for Assessment: For all UG aided Programmes, external examination is of 100 marks per course per semester. The internal assessment consists of two components – 20 marks for Class Test and 5 marks for Class Attendance, Class Participation and Discipline. For all PG Programmes, external examination is of 60 marks and internal examination is of 40 marks per course per semester. Third Year Examination for UG Level and all Examinations for PG level are conducted by the University. Some measures for ensuring transparency in examinations at the College Level: Examination Committee: Examination Committees, consisting of senior teachers and the Principal as the Chief Conductor, have been constituted for all examinations. Three sets of question papers are submitted in sealed envelope to the Committee, from which one is randomly selected by the Chief Conductor. Answer books are centrally assessed in the College premises under the Central Assessment Programme (CAP). Question Papers are transmitted online just one hour before the examination for printing. Online Screen-based Marking (OSM) System: Answer books are scanned and made available online for assessment. All grievances related to the Internal and External Examination are dealt with in fair, transparent and time-bound manner as per the University Circular No.

Exam/Photo&Rev./College/VCD/4636-A of 2010 dated 05.04.2010. A student can also apply for revaluation. A student may apply for both a photocopy of assessed answer book and its revaluation.

### 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	<b>Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge</b>
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	<b>Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.</b>
3.4.2 QIM	<b>Awards and recognitions received for extension activities from government / government recognised bodies</b>
3.5	Collaboration

### Qualitative analysis of Criterion 3

The institution has created an eco-system for research and innovations. The College has two research centres affiliated to the University of Mumbai. The College has organized five National Level and six International Level conferences, of which one international conference was held at Bangkok, Thailand, during the last 5 years. Industrial visits, seminars and e-fest are also organised. The students participate in Avishkar – a State Level Research Convention. The students have won total 6 awards, including Overall Championship in Commerce, Management and Law category, for the best research projects. Further the students have won 14

awards, including one at the national level (MHRD, GoI), at various Business Model Competitions. There are total 22 functional MOUs for students.

The College envisions making its students not only globally competitive, but also socially responsible through extension activities organised by NSS and DLLE. The college organises Tree Plantation Drives, Plastic and E-waste Collection Drives, Beach Clean-up Drives and Swaccha Bharat Abhiyan.

College has two NSS Units (200 students) and DLLE Unit (250 volunteers) affiliated to the UoM. Activity & Organising Agency Award 2017-2018 NSS Road Safety Drive, United Way, NGO First, Second & Third Prize in Poster Making, Best Road Safety Club, Best Road Safety Leader Swacch Bharat Abhiyan, KEM Hospital Senior Citizen Help Desk, Tardeo Police Station AIDS Awareness, MDACS Special Appreciation Trophy DLLE Intercollegiate Fest, UoM Second Prize in Poster Making Each one Teach One, NGO Appreciation Certificate NSS Consolation Prize in Poetry Writing Road Safety Drive, United Way, NGO 14 Road Safety Leader Trophies, Best Road Safety Club & Best Road Safety Volunteer (District Level) DLLE ELYSIUM (Fest) - Inter-collegiate Fest, Amlani College Third Prize in Essay Writing Annual Event of 'Each One Teach One', NGO Appreciation Certificate Udaan – Intercollegiate Fest, DLLE, UoM Consolation Prize in Poster Making 2019 – 2020 NSS Road Safety Drive, Motor Vehicle Department, GoM Appreciation Trophy DLLE, NGO Appreciation Trophy, DLLE, UoM First Prize for Best Street Play 2020-2021 NSS Inter-collegiate Painting Competition, S.M. Shetty College Second & Third Prize in Painting ESTRAD – Inter-collegiate Fest, R.A. Poddar College First Runner Up (Overall) Abhirup Yuva Sansad, Yuvak Biradari (Bharat), NGO First Place at State Level Spit Free India Campaign, NSS Cell, UoM Silver Medal at University Level Waste Collection Drive, Mazi Vasundhara (UNDP), NSS Cell, UoM First Place at University Level Road Safety Awareness Drive, United Way, NGO 43 Road Safety Leader Trophies Avishkar–15th Intercollegiate Research Convention, UoM First Rank (Team) (Total 6 Awards) Remarkable work during Covid-19, Education Department, GoM NSS Covid Warrior – District Level Award Youth against Covid, UNICEF INDIA and NSS Cell, UoM Third Place at University Level Appreciation Award to NSS Programme, Krisha Foundation, NGO National Late Hariram Chimandas Punjabi Karmaveer Award Blood Donation, Jagjivan Ram Hospital (Western Railway) Appreciation for contributions to Blood Donation Camps at Railway Stations NSS Cell, UoM District Level Best NSS Unit & Best Programme Officer & University Level Best Area Coordinator 2021 – 2022 NSS Abhirup Yuva Sansad, Yuvak Biradari (Bharat), NGO Two Best Parliamentarian Awards Olakh – Inter-collegiate Fest, Ramnarain Ruia College First Place in Poster Making New India @ 75 Campaign, MDACS Third Prize (I-Phase) & First Prize (II-Phase) in Gif Making, Third Prize in Face Mask Painting (II-Phase), Second Prize in Poster Making (II-Phase) & Cash Prize Rs. 7000 National Level Navpravartan Research Convention, SST College & MHRD, GoI First Prize for Best Research Paper & Cash Prize Rs. 2000 NIC, Ministry of Youth Affairs and Sports, GoI & Regional Directorate, NSS, Chennai Most Valuable Student of the Camp DLLE Donation to Each One Teach One, NGO, for distributing stationery to poor Appreciation Letter Rangmanch – Intercollegiate Fest, Usha Pravin Gandhi College Four Certificates in different Events ELYSIUM – Inter-collegiate Fest, Amlani College First Prize in Elocution Inter-collegiate Fest, KPB Hinduja College Second Prize in Poem Writing Udaan – Intercollegiate Fest, DLLE, UoM Consolation Prize in Poster Making, Creative Writing & Elocution.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	<b>Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution</b>
4.2	Library as a Learning Resource
4.2.1 QIM	<b>Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library</b>
4.3	IT Infrastructure
4.3.1 QIM	<b>Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection</b>
4.4	Maintenance of Campus Infrastructure

#### Qualitative analysis of Criterion 4

The College has adequate infrastructure for effective engagement of teaching-learning, co-curricular and extra-curricular activities. The college has Canteen, Photocopy Centre, Badminton Court, Garden, Compost Pit, Security Cabins; IQAC Cell; Auditorium (Centrally AC with 650 Capacity); Girls' Common Room & WDC; Health & Counselling Centre; Guest Room; Students' Council Room; NSS and DLLE Room; Entrepreneurship Development Cell (EDP) & Career Counselling Centre; Studio; Fire Alarm System; Drinking water etc.

The College has Physical Facilities for Indoor Sports - Badminton Court, Chess Boards, Table tennis Boards & Gymnasium. The College hires facilities for Outdoor games (Shivaji Park & Prabha Devi) for Football, Swimming, Volley Ball and Cricket.

The Library is fully air-conditioned with separate sections for books, journals, e-journals (UGC Resource Centre) and Reading Hall. The Library has its own Website and the working hours is from 7.00 a.m. to 5.00 p.m. Integrated Library Management System (ILMS) Library automation was started as early as 2004 with 'SOUL 1.0'. With the gradual up-gradation to 'SOUL 2.0' Bar-coding of documents was done and bar-coded library membership cards were introduced. The Library uses barcode technology for circulation. Today, library is fully automated with ILMS 'Web Centric SOUL 3.0', having 14 clients attached to it. Subscription to E-resources UGC Resource Centre, developed under the UGC XI Plan, provides access to e-resources and e-databases and a facility of printing and scanning to students. N-List database provides access to thousands of full text e-journals. The library has full access to databases like EBSCO, JGATE, CMIE-Prowess bibliographical and full text journals through Lala Lajpatrai Institute of Management (our sister institute). The e-versions of few subscribed printed journals and journals in open access are also made available to library users. Access to e-Shodh Sindhu and Shodh Ganga is available through INFLIBNET. 'CALIBRE' e-book management software is used to manage and retrieve/access e-books. Green Library: Library provides 24X7 remote access to question papers, syllabus and e-books through cloud-based service integrated with QR Codes available on the college website. It also delivers e-services through library website and blog.

Considering the rising importance of IT and other related technology in teaching-learning and evaluation processes, the College has developed IT infrastructure with regular maintenance and updating over a period of time. The College has a total of 261 PCs and several laptops. Annual Maintenance Contract (AMC) for Maintenance of IT Resources: The College has AMC with Soft Link Computers since last 5 years for the up keeping and maintenance of IT resources and software updation. The AMC is renewed every year. The college has Internet & Wifi facilities.



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
5.4	Alumni Engagement
5.4.1 QIM	<b>There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services</b>

#### Qualitative analysis of Criterion 5

There is a registered Alumni Association that contributes significantly to the development of the institution through various support services. Well-known Alumni of the College are Shri Arun Mittal, M.D of Mittal Group of Industries; Shri Shailesh Harikakti Chairman and M.D of Haribhakti Group of Industries and President of IMC, Mumbai; Shri Vinod Rathod Playback Singer; Shri P.O.Oak President and CEO, TATA Shares; Mr. Sanjay Leela Bhansali, Film Director etc. They help in placement of the students in their own firms or other firms in their industry. Some of them also sponsor college festivals like Tsunami of BMS and Sea Town of B.Com. organized by the students. Alumni meet is organised once a year. Some alumni also supports economically weaker students by paying their college fees and by providing them books.

The College has active Students' Council comprising of members selected on the basis of merits. The Students' Council organises council meeting, awareness programmes, social health programmes, students' help & support. The students participates in academic activities of the college and also takes active participation in the NSS, DLLE, cultural programmes etc. There is insignificant dropout rate in all the courses. The students participate in "Each one Teach One" programmes. The students take active participation in the Industrial visits and Study Tours in Indian and abroad. The college has adopted a village and a slum in Mumbai where the students visit regularly and distribute books, clothes etc. and provide pecuniary help to the poor and needy and work for empowerment of womens and youths.



Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	<b>The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance</b>
6.2	Strategy Development and Deployment
6.2.1 QIM	<b>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc</b>
6.3	Faculty Empowerment Strategies
6.3.1 QIM	<b>The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff</b>
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	<b>Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)</b>
6.5	Internal Quality Assurance System
6.5.1 QIM	<b>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities</b>

#### Qualitative analysis of Criterion 6

The institutional vision and mission guide every activity of the College since its inception. The Principal is the academic, administrative and financial head. She is assisted by Vice-principal and seven Programme Co-ordinators. She plans and implements academic, co-curricular and extra-curricular activities with the help of various committees. Students are represented on the various statutory and non-statutory committees. The committees prepare their Annual Activity Calendar, which is reflected in the Institutional Academic Calendar. Major college development decisions are taken by the CDC.

Every activity of the institution is planned keeping in mind the institutional vision and mission. In line with vision and mission, the College offers number of professional development programmes such as BAF, BBI, BFM, BAMMC, BMS and B.Sc. (IT) in order to make its education offerings comprehensive. The College offers array of Add-on Vocational and Certificate Courses in varied fields. The College also has Research Centres in Commerce with specialization in Commerce and Trade, Transport and Industry.

All decision-making powers have been delegated at the appropriate levels for taking quick decisions and prompt action. Various statutory and non-statutory committees with representatives from teaching staff, non-teaching staff and students, where needed, have been constituted.

The institution purely operates on the principles of participative management. Decisions at the level of the Management are taken in consultation with the Principal. Whereas, decisions at the level of the Principal are taken in consultation with teaching and non-teaching staff.

The College makes use of strategic plans and perspective plan. The College has a comprehensive Policy Document displayed on the website to ensure uniformity in actions. Strategic Plans are deployed for each

functional area on annual basis.

IQAC, since its inception in 2000, has contributed immensely toward quality improvement and sustenance. IQAC plans various Quality Sustenance and Enhancement activities in the periodic IQAC meetings. Regular meetings of IQAC are conducted and proceedings of meetings are documented. Perspective Plan is a long-term plan prepared by the Management in consultation with the Principal, CDC and IQAC every five years. The administrative set up of the institution has been so designed to facilitate quick decisions and prompt action. The authority has been percolated down to students' level in the matters pertaining to them. There is decentralization, still high degree of cohesiveness in the key decision pertaining to academics, co-curricular, extra-curricular and development activities of the institution.

Lala Lajpatrai Institute (LLI), the Governing body of Lala Lajpatrai College' is the Apex decision-making body. The Principal is the Academic, Administrative and Financial Head of the Institution. College Development Committee (CDC) is a directive organ. All college activities are broadly discussed, approved and documented in the minutes of its meetings.

All approved posts appointments are made as per the guidelines of Joint Director, Higher Education, Mumbai Region, purely on merit basis. Service Books are maintained for all approved faculty as per the Government guidelines. However, Service Rules needs to be incorporated for the Management appointed staff members.

Employers and employees both contribute to the PF accounts. College pays PF to the Management appointed Teaching and Non-teaching staff members as per the statutory norms. The college provides financial assistance to support the members of faculty to attend and present papers in international and national conferences which are organized by other colleges. It is all indicative of effective welfare measures and avenues for career development and progression.

Internal and external audits are regularly done in the college as evident from the reports preserved in the account office.

The College sincerely strives for enhanced and sustained job satisfaction of its staff through various welfare measures. This employee-friendly gesture shows the caring approach of the management. Service books of retiring employees are updated and processed on time to enable them to receive retirement benefits like GPF, Pension, Gratuity, etc. in time. Proposals for promotion are processed quickly. PBAS formats are collected annually by IQAC. Duty leaves are granted for orientation and refresher courses, participating in seminars/conferences, etc. Casual Leaves, Earned Leaves, Maternity leave, Medical Leave, Leave Travel Concession, etc. are granted to the staff as per the Statute. .

The college has a transparent and multi-layered performance appraisal system for the staff. Academic Audit was conducted by the Committee Appointed by the University of Mumbai and follow-up actions have been taken on its suggestions. Administrative Audit of pending office work is conducted by an internal committee and pendencies, if any, are cleared on priority basis. The compliance report is submitted to the Management. The RTI system is also in operation.

The Principal, being financial head, strategizes for resource mobilization with the consent of the Governing body of "Lala Lajpatrai Institute (LLI)."The College has two sections – Aided and Unaided. Sources of Mobilization of Financial Resources: For Aided Section: Staff Salary of aided section is disbursed by the Department of Joint Directorate Collegiate Education, Government of Maharashtra. Students' Fees collected as per the Guidelines of the University of Mumbai. Every year annual budget is prepared well in advance as

per the needs and requirements of the various departments. It is approved in the College Development Committee (CDC).

Peer Team Visit Report of the Third Cycle has been brainstormed in IQAC meetings and compliances have been made. The Compliance Report of the same is available on the College Website: IQAC prepares a Plan of Action at the end of every academic year for the next academic year and the same is implemented with the help of various committees.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QIM	<b>Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years</b>
7.1.4 QIM	<b>Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)</b>
7.2	Best Practices
7.2.1 QIM	<b>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual</b>
7.3	Institutional Distinctiveness
7.3.1 QIM	<b>Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words</b>

**Qualitative analysis of Criterion 7**

The College vision reflects its commitments to make its students not only globally competitive, but also socially responsible. The institution is dedicated to the cause of education of Minority and socially and economically underprivileged, especially girls. A large number of the staff and the Principal of the College are females, which reflect its commitments to women empowerment. Course curriculum includes many issues pertaining to women such as Women Entrepreneurs, Disparities arising out of Gender, Violence against Women, Female Foeticide (declining sex ratio), Portrayal of Women in Media, Role of Women in Politics, Trafficking of Women and Constitutional and Legal Rights of Women. Students conduct surveys, organize street plays and poster-making competition on issues related to women as a part of project work in Foundation Course. One of the most popular projects among students is the Survey of Women's Status (S.W.S) which is among the six types of Extension Work Projects under the Department of Life Long Learning and Extension (DLLE). Women Development Cell (WDC) organises number of workshops and seminars for creating gender sensitivity among various stakeholders. Facilities for Women Safety and Security are in place. The Security is outsourced to an agency and the campus and the building is under CCTV Surveillance. Girls' Common Room with attached toilet facilities and Sanitary napkin vending machine are in place. Students' Counselling Facility is available in the college. Internal Complaint Committee (ICC) ICC has been constituted and Regular meetings are being conducted. No grievance has been received by ICC during the assessment period.

The College organises various national and state level commemorative days, events and festivals to sensitize its stakeholders towards the constitutional obligations, human values and rights, duties and responsibilities of citizens. The institution takes numerous initiatives in providing an inclusive environment to the students. The college celebrates various commemorative days like Independence Day, Republic Day, Constitution Day,

Communal Harmony Day and Human Rights Day to inculcate a spirit of 'Unity in Diversity'. Marathi Bhasha Diwas is celebrated on 27th February by organising various literary and academic events for the promotion of Marathi language. SANKALP: The College organizes 'SANKALP' – an Intercollegiate University Level Theme based Socio-Cultural Fest with the aim of sensitising the youth about social issues like gender inclusion, women's issues, children's issues etc. NSS, DLLE and WDC units organizes several programmes for the promotion of social values.

Best Practices of the college are Professional Development of Students through Career-oriented Add-on Vocational Courses and Certificate Courses. One of the objectives of the NEP is to enhance employability for students. In order to keep pace with the changing industrial and business requirements, the College sought approval for UGC sponsored Add-on Vocational Courses from the University of Mumbai and continued them till date even after withdrawal of grants for these courses by the UGC. The College also provides many short duration skill enhancement courses with an aim to bring about holistic development of students. During the assessment period, a total of 845 students have been benefitted from these Add-on Vocational Courses. In addition to that the College has offered as many as 43 Certificate Courses, which have benefitted 3272 students. These courses are high in demand not only among students of College, but also among the students of other colleges in South Mumbai.

Under the UGC Scheme, Add-on Vocational Courses were in huge demand due to their practical approach. However, post discontinuation of UGC grants, the demand for these courses reduced with number of students shrinking. However, the College has continued all these courses. Certificate courses in collaborations with private agencies lack university certification. However, post-NAAC under autonomous system, the College will have greater liberty to recognise and certify such employment oriented courses.

Another Best Practice of the college is Digitisation of Library Resources and 24x7 Accesses through QR Codes and Library Website. A good library is the heart of any educational institution. Past few decades have seen far reaching developments in technological and communication fields. In such an environment, it is necessary that the offerings of library should be made available to students at their finger tips for 24 X 7 access. This will not only enhance the utility of library resources, but it will also save time and use of paper. The library is fully automated with ILMS 'Web Centric SOUL 3.0'. UGC Resource Centre provides access to e-resources and e-databases. N-List database provides access to thousands of e-journals. The library has full access to databases like EBSCO, JGATE, CMIE-Prowess bibliographical and full text journals. Access to e-Shodh Sindhu and Shodh Ganga is available through INFLIBNET. Library organizes training session on use of e-resources for UG and PG students. The College has its independent website, which provides library access to all students 24 X 7. The library website provides access to N-List Database, E-Books, E-Journals, various learning softwares, digitised college annual reports, digitized Lala Lajpatrai Memorial Lectures since 1972, Union Budget and Economic Surveys of India since 2000-2001 and various educational videos.

Library provides 24X7 remote accesses to question papers, syllabus and e-books through cloud-based service integrated with QR Codes. The library has taken up the task of digitizing its records in phased manners. At present, 17 rare books, 125 Marathi books, College Magazines, Annual Reports and Lala Lajpatrai Memorial Lectures from inception of the College to the date are made available in Digitized Forms through QR Codes. All these environmental-friendly service are a step towards the concept of Green Library. The online initiatives of library had been of great success.

The College has 22 functional MOUs in varied fields with national and international educational institutions

and private agencies, including a MOU with Dhurakij Pundit University, Bangkok. The College works towards meeting its vision and mission of not only by providing Quality and Comprehensive Education through Industry-Academia Collaboration, but also by inculcating Social Values and make students socially sensitive with a high sense of civility. The College has vibrant NSS and DLLE units, which organize many social events. The NSS Unit has been honoured as the 'Best NSS Unit' by the University. There are several other awards at the credit of the NSS Unit. Gender Audit has been conducted to assess the commitments of the College towards Gender Equity. The College organizes several students-driven inter-collegiate events such Hunar (DLLE), Technotronix (B.Sc. – IT), Tsunami (BMS), Entrepreneurship Mela and Inventure (EDC), Mebido (BAMMC), Epitome (BBI), Prodigy (BAF), Ignite (BFMg.), Sankalp (NSS), Sea-two Fest (B.Com.), Hope (Self-financed Department) and Prism (Students Council). All these events are planned and executed by students. The students arrange finances for these programmes through sponsorships. These endeavours help them develop their overall personality. The students also participate in inter-college activities and bring laurels to the institution. The students have bagged several national, state, university and inter-college level awards in cultural and sports events.

Some of the institutional level environment sustainability initiatives include installation of solar panels, rainwater-harvesting system, composting pit, substitution of traditional lights with LEDs, green and clean campus initiatives, and so on. The College has undertaken Green Audit and Energy Audit. Rain water harvesting structures and utilization in the campus are well placed and in proper working condition. However, more care should be taken care for the solid waste and e-waste management. Funds for green initiatives and waste management are not yet earmarked.

Moderate resources are available for the differently abled (Divyangjan) students. The College should also make efforts to develop its own institutional distinctiveness in academic and managerial activities in keeping with its vision. Also, efforts should be made to develop a thrust area for research. The college also runs remedial coachings for the students.

### Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

#### Overall Analysis

##### Strength:

Centrally located in South Mumbai with easy connectivity of Road & Railways.

Considerable Number of Add-on vocational Programmes & Certificate Programmes in existence.

The college has 22 MOUs

The college has Automated Library.

Committed faculty members.

##### Weaknesses:

Constraint of space for extension.

Lack of Outdoor Ground facilities inside the campus.

Limited financial support from the Alumni.

Limited Research resources.

**Opportunities:**

Evening classes and courses for the working class

Possibilities of mobilising CSR funds for the development of the college

Motivate Alumni for the employment of the Pass out students

Scope for IT based Certificate & Diploma Programmes

**Challenges:**

Changing expectations of the stake holders

Improvement of Employability

Lesser flexibility in Curriculum due to Non-autonomous status

Adoption of technology due to rapid innovations.

**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)

- Autonomous status is essential for the academic expansions
- Improvement of Placement Ratio is required
- Starting of a Certificate Course for the propagation of Punjabi Linguistics
- Starting Evening classes and Courses for the Working Class
- Provide practical and training of skill based IT programmes.
- Provide career counselling, psychological laboratory and Yoga centre for the stake holders.
- Focus for coachings for Competitive examinations.

**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. OM PRAKASH SINGH	Chairperson	
2	DR. NISAR AHMED MULLA	Member Co-ordinator	
3	DR. SWAMI BHUDEVANANDA	Member	
4	Dr. Vinita Sahu	NAAC Co - ordinator	

Place

Date