



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

BOMBAY BUNTS ASSOCIATIONS BUNTS COLLEGE OF HIGHER EDUCATION (NIGHT COLLEGE)

**BUNTS CENTRE, BUNTS CENTER MARG, SHASHIKALA MANMOHAN SHETTY
COMPLEX, SECTOR-24, PLOT NO 42, JUINAGAR(W)**

400705

www.bbanightcollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The Institution was started by Bunts alias Shetty Community who hails from Dakshina Kannada District of Coastal Karnataka. Bunts Community predominantly landowners engaged in agriculture & cultivation. Bunts means soldiers or warriors like the Marathas in Maharashtra India. The Bunts Community believes in the adage "**LIVE & LET LIVE**". They are the Nationalist force working for the upliftment of Culture and the rich heritage of our Nation.

BBA came into being in the year 1982 through the earnest and dedicated efforts of a team of pioneering philanthropists imbued with a sincere sense of mission. The Association was registered under the Societies Registration Act, of 1860, and the Bombay Public Trust Act, of 1950 in the year 1983. BBA's Bunts College of Higher Education (Night College) affiliated to the University of Mumbai has got permission from the Maharashtra government as well as from the University of Mumbai to run the degree courses - B.Com. (Accounting & Finance), BMS (Bachelor of Management Studies) and B.Com. (Bachelor of Commerce) from the academic year (2014-15). **BBA** Night College will be a boon to the working class who can acquire the degree and at the same time earn and learn which can be the benefit to the student and their families. Most of our people who had come to Mumbai about 30 to 50 years ago were products of night schools and night colleges.

Vision

VISION:

1. To provide quality education to our growing population in areas that will enable them to improve their lives and the lives of their fellow citizens.
2. To prepare competent entrepreneurs imbued with the spirit of professionalism and responsible citizenship in a competitive global environment.
3. To the pursuit of excellence in commerce education through dissemination of knowledge, development & skills.
4. To develop the society by providing quality in commerce education.

Mission

MISSION:

1. This Institute aims to make available educational facilities to the students from this region, to develop leadership qualities and self-discipline in them, help them to succeed in this challenging life, and face the challenges in their personal as well as social life.

2. The institute has set a target to develop the students physically, mentally, and intellectually.
3. Impart effective and meaningful education to all, especially to the first learners, economically backward, and needy students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength:-

- Philanthropic mindset of Management /Trust
- The college is well connected by local trains and public transportation.
- Transparent process of admission and the system of examination.
- Visionary , sincere and experience faculty

Institutional Weakness

Institutional Weakness:

- Lack of Aid / Grants
- No flexibility of curriculum
- Limited extra-curricular activities

Institutional Opportunity

Institutional Opportunity:

- Flexibility for working professionals
- Night classes can be a stepping stone for career advancement. Individuals can acquire new skills making them more competitive in the job market.
- Industrial Academia Interface.
- Implementation of NEP can give the opportunities to learn interdisciplinary subjects.
- To start PG programs in commerce during night time.

Institutional Challenge

Institutional Challenge:

- Retention of talented and good teachers in Night College.

- To increase the count of admissions. Parents do not allow their ward, especially girls, to get admission in the night college. It creates financial constraints.
- Night classes may lead to reduced social interactions and sense of loneliness among students impacting mental health.
- Fund should be generated internally through student's fee.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1. Curriculum Planning and Delivery: The institute is affiliated with Mumbai University. The curriculum designed by the affiliating University is strictly followed by the Institution.
2. Academic Calendar: As per University guidelines the Institution prepared Academic Calendar and displayed on the notice board, even hosted on the Institution's website every year.

3. Continuous Internal Assessment (CIA): The Semester-end examination and continuous internal assessments are done as per directions given by the affiliating University. Internal assessment is done by conducting viz. mid-term tests, project work, technical quizzes, and group discussions.

The Academic Monitoring Committee (AMC) representatives from all disciplines clinch the curriculum and the Academic Calendar given by the University throughout the year. The extension activities are conducted apart from the curriculum. We smoothly follow all activities throughout the semester as a semester pattern education system established by the affiliating University.

Activities conducted beyond the curriculum:

1. To develop professional ethics amongst the students, faculties, and non-teaching staff continuous efforts are taken by organizing expert lectures and industry visits which also helps the students to know the gap between academic curriculum and to meet industry requirements.
2. The Institute prompts a culture of involving boys and girls in every activity. Gender equality is also maintained amongst faculty members.
3. The Institute has arranged a separate session on "Women's Empowerment" to encourage female students to participate in various activities. NIRBHAYA BOX/ SAKHI BOX was formed to create a safer environment.
4. The Student Council conducts environmental and social awareness activities.

The subjects that include professional ethics, gender, human values, and environmental trends are taught as per the curriculum. Gender equity reports are also posted on the website which has been conducted during the last five years in the institution apart from the curriculum and the link is provided.

Teaching-learning and Evaluation

Participative Learning: Participative learning is carried out through classroom learning. Faculty members in addition to classroom teaching or sessions are interactive and reciprocal. Also, faculty members used to ask questions during the lecture through quizzes, group discussions, and brainstorming sessions, and students were instructed to respond to the questions.

Assignments: After the completion of one or two modules, faculty members uploaded questions on an understanding level. Assignments were given on each module or the combinations of modules depending on the weightages of modules as mentioned in the syllabus of the University, where COs and POs are mapped.

Analyzing and Problem Solving: Students are made to analyze and solve the problems through brainstorming sessions and case study discussions.

Problem Solving Methodologies: Various industrial problem statements were collected from the field trip and distributed amongst the student group to work on them and to find a better solution.

The mechanism of internal assessment is transparent and robust in terms of frequency, mode, and innovation introduced in the internal evaluation. Periodically the projects undertaken by the students were assessed by the faculties. The students were asked to submit final reports and their observations were monitored by the concerned faculties. The students who had completed their internship were asked to submit a certificate from the concerned firm. Based on the faculty's remarks, the reports of the final mark sheet were processed to the examination cell. If any grievance is found during the internal assessment, then it is taken care of by the Institute head. For the last five years, no grievance has yet been reported.

Once final course outcomes were prepared by faculty members, it was displayed on the Institution's website so that any stakeholder could access it. The program's outcome was also prepared by the Head of the Department and posted on the website. For newly admitted students during the induction program concern faculty members explained to them the course outcomes. The Institute's notice board displayed the course outcomes as well as program outcomes. All efforts were taken by the Institute to focus on Object-Based Education.

Research, Innovations and Extension

The Institution had created an ecosystem for innovation, including awareness about IPR, Research methodology (RM), and Entrepreneurship Development Programs (EDP). The main purpose of conducting such workshops and seminars is to motivate students and faculties in the field of research. This awareness program gives an idea about the procedure and areas where research contribution is expected. Apart from this, our management supports faculties for the research work.

1. Workshop and seminars are conducted on outcome-based.
2. Expert Lectures were conducted to give ideas about recent trends in research.
3. Entrepreneurship programs were conducted to motivate entrepreneurship rather than seeking jobs that can provide employability to others.

The Institute conducted extension activities in the neighborhood community, sensitizing students to social issues. The life learning methodology is adopted by the Institute for the overall development of the students being a socially responsible entity. Extension activities are carried out with the help of the Student Council and

in coordination with NGOs. The main purpose behind it is to get students familiar with issues the common people are facing and find realistic solutions for them. Students worked at ground level and tried to find out problems and solutions on it. This activity improves students' problem-solving skills along with time management skills. The Institution is always in favour of conducting awareness and extension activities for society. In the last five years Institute conducted such kind of events for society. The Institute conducted extension activities in the neighborhood community, sensitizing students to social issues. The life learning methodology is adopted by the Institute for the overall development of the students being a socially responsible entity.

Infrastructure and Learning Resources

The Institute has adequate infrastructure and physical facilities for teaching and learning. Three ICT-enabled classrooms along with a well-equipped conference room are available in the Institute where students can experience interactive classroom experiences. The library is also well equipped with a digital facility where students can access e-resources to impart their knowledge along with a spacious reading room. The Computer Center is along with computers and printers where students can access digital platforms with free Wi-Fi access. The Institution has an ICT-enabled auditorium with adequate facilities for cultural activities. The students can use the auditorium whenever they like to do the practice for any activity. Our students won prizes in the Youth festival at the University level. Indoor sports and game facilities keep students physically healthy and stress-relaxing. A yoga center with a meditation facility boosts mental strength and creates positive vibes.

The library plays an additional important role in our professional Institute. The library is automated using N-List E- resource software as the OPAC system is used for checking the availability of books in the library. The facility of a digital library plays an important role in accessing online resources including e-journals, databases, and e-books. The free internet access provides more flexibility than traditional physical books. Every year fixed budget is sanctioned by the management of the library and purchase is done as mentioned in every year's audited statements. library E-Granthalaya software is also available.

Institute infrastructure viz. classrooms, auditorium, computer center, library is ICT enabled. To that extent, IT facilities including free Wi-Fi facilities are provided to all teaching and non-teaching faculties along with students. This provides anywhere, anytime free Wi-Fi access to all stakeholders. The Bandwidth speed of 50 Mbps provides connectivity to the internet. The Institute has a portable projector and four fixed-installed projectors in classrooms.

Student Support and Progression

The Institution has registered its alumni association under, Thane/ 18/12 /2023. The institution formed Alumni Association for the development of the Institution. This Association conducts regular meetings with a proper agenda. The important roles played by our eminent alumni were Perspective plan and improvement of quality education, providing internships in their firms, providing placement and career guidance, Contributing to Institute events as special guests and brand Ambassadors, and Sponsoring college events.

The Institute conducts Career Guidance Sessions for the students to explore alot of things in this competitive world.

The Institution provided all kinds of support to avail government and non-government scholarships.

The Institution also plays an important role in placement as well as in support of sending students for higher studies.

The Institution provided all kinds of ICT-enabled tools for accessing maximum resources to improve their knowledge. The Institution provided an Internet facility of 50 Mbps speed. Well-equipped computer center is available for access to the students at any time. The Institutional library is open to students at any time where they can access books physically as well as with the help of online resources. The spacious reading room with digital library facility is provided.

Governance, Leadership and Management

The governance of the Institution is constituted by a Management Representative, the Head of the Institute, senior faculty members, the IQAC Co-ordinator, and Alumni Representative. As all stakeholders are involved in this, it is reflective of and in tune with the Mission and Vision of the Institute. The institutional perspective plan is effectively deployed and functioning; Policies are made for academics and all stakeholders; administrative setup as per guidelines given by affiliating University; Appointments are as per the norms of the University and UGC guidelines; Service rule books are maintained; Standard Operating Procedures (SOPs) are well-defined. Moreover, feedback is taken by all stakeholders while drafting the Mission and Vision along with the perspective plan.

The Institution has effective welfare measures for both teaching and non-teaching staff. All members are treated as family members. The Trust supports financially as well as professionally to everyone. For improving educational qualifications and the research work, faculties are supported by all means.

A. Appraisal System, B. Effective Welfare Measures for teaching and non-teaching staff, C. Career Development/ progression

The Institute conducts internal and external financial audits regularly every year. Starting from budget allocation expenditures done on infrastructure augmentations, maintenance on physical facilities, purchase of books, or any kind of purchase are done with the head of the Institution along with professional C. A.

Internal Audit: Internal auditor is appointed in every AGM, who periodically reviews the accounts.

External Audit: External audited statements are prepared and taken care of by C.A with the Head of the Institution and management. No discrepancy was found from the last five years or from the establishment of the institute and Trust. Institutional strategies for the mobilization of funds and the optimal utilization of resources are predefined. Trust reserved funds can be utilized during disaster management as in covid-19 situations where students were not able to pay any tuition fees, still regular salaries paid by the management. The best example of the optimal utilization of resources infrastructure where floor-wise and in-shift utilization is for the education sector. Any infrastructure development in the future also will be planned from mobilizations of funds.

Mobilization and Optimal Utilization of Resources: The main source of revenue is student fees, Infrastructure Augmentation funds raised by the management, and CSR funding. The objective of the trust is to provide quality education at an affordable cost at the doorsteps of the students, especially a migrated/ economically weak sectors, proper utilization of infrastructure and academic facilities.

The Institutional Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing the quality assurance strategies and process. IQAC Coordinator conducts two meetings yearly in addition to all other members.

IQAC conducts sporadic scrutiny of the teaching-learning process, techniques, and learning outcomes.

Institutional Values and Best Practices

Measures initiated by the Institution for the promotion of Institutional values and gender equity during the last five years. The Gender Audit is done every year. The Code of Conduct is well-defined and displayed on the notice board as well as hosted on the Institution's website.

The college evening schedule begins as per Night College time table. We generally starts our classes after ten minutes meditation. The students were made aware of their responsibilities including regular attendance, discipline to maintain decorum, maintaining social as well as environmental responsibilities.

Our Institute celebrates national and international days. Our Night College always promoted national harmony and zero tolerance where all religions and diversified students unite and stay healthy under a single umbrella. Independence Day, Republic Day, Constitution Day, and all national and international days are celebrated in the Institution. Harmony towards cultures and regions, maintained by celebrating Hindi Divas, Marathi Divas, Traditional Days, and much more. All students and faculties from all religions and regions are friendly and helpful to each other by all means. All are under a single umbrella. Trust is running outreach and extension activities and also helping the Linguistic community. Cultural/ regional diversity is maintained in Institutional premises.

The College is committed ecological and environment concerns. Therefore our first priority is to create green environment. Under Swachata Action Plan (SAP) the College undertakes measures to make the campus green through the planting of saplings and creates awreness to reduce wastage of water.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BOMBAY BUNTS ASSOCIATIONS BUNTS COLLEGE OF HIGHER EDUCATION (NIGHT COLLEGE)
Address	Bunts Centre,bunts center marg, Shashikala Manmohan Shetty complex, sector-24,plot no 42, Juinagar(W)
City	Juinagar Navi Mumbai
State	Maharashtra
Pin	400705
Website	www.bbanightcollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S.S.BHANDARI	022-27703156	9860224730	022-27703156	bba.bche@gmail.com
IQAC / CIQA coordinator	Parui Santu	022-27703152	9322837100	022-27703156	bba.bche.principal@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
-----------------------	--

State	University name	Document
Maharashtra	University of Mumbai	View Document

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

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Bunts Centre,bunts center marg, Shashikala Manmohan Shetty complex, sector-24,plot no 42, Juinagar(W)	Urban	0.2023	26250

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BMS,Bachelor Of Management Studies,	36	HSC	English	60	41
UG	BCom,Bachelor Of Commerce,Accounting and Finance	36	HSC	English	60	12
UG	BCom,Bachelor Of Commerce,	36	HSC	English	120	100

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				17			
Recruited	1	0	0	1	0	0	0	0	9	8	0	17
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				0				17			
Recruited	1	0	0	1	0	0	0	0	9	8	0	17
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				4
Recruited	0	4	0	4
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	0	4	0	4
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	3	0	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	8	0	14
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	118	0	0	0	118
	Female	35	0	0	0	35
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	52	50	54	49
	Female	18	19	20	22
	Others	0	0	0	0
ST	Male	2	1	2	3
	Female	2	2	1	0
	Others	0	0	0	0
OBC	Male	53	49	48	46
	Female	20	16	7	8
	Others	0	0	0	0
General	Male	134	133	154	165
	Female	45	49	67	76
	Others	0	0	0	0
Others	Male	10	7	10	15
	Female	5	4	4	4
	Others	0	0	0	0
Total		341	330	367	388

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>To go for the overall development & capacities of the students - moral, physical, ethical, emotional, social & intellectual in an integrated manner. The college is preparing to include Multidisciplinary subjects as per the New Education Policy - 2020. To Understand the problem faced by present students, the college is planning to set up a few short-term & vocational courses. The motive is to make the students with multi-talented skills so that they do not solely rely on Government jobs but also take up challenges, and risks & work on self-employ-ability skills or some start-up business of their own. As the college is preparing itself to have more multi-disciplinary subjects, it tries to identify the program learning</p>
--	--

	<p>outcomes along with courses & unit learning outcomes that define the specific knowledge skills, attitudes & values that are to be acquired by the learner & would ensure that each program achieves its goal.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Regarding the implementation of the Academic Bank of Credits, the Institution has to be on hold for the academic council to permit it to take steps. The pedagogical approach of the Institution is student-centric, where the faculty's theory & practice of learning are constructive, inquiry-based, reflective & interrogative. Summative and formative assessments & assignments are used to evaluate the student's learning outcome. As per the University of Mumbai guidelines, the Academic Bank of Credit is not allowed yet.</p>
<p>3. Skill development:</p>	<p>The vision of the college is promoting Value-Based Quality Education hence the college makes efforts to inculcate & imbibe a positive approach among its learners. The college celebrates all the National festivals like Independence Day and Republic Day. It also celebrates religious festivals like Holi, Dandiya, Eid celebration and Ganpati. It observes important days, celebrating the death & birth anniversary of great National leaders like Gandhi, Subhash Chandra Bose & Swami Vivekananda, and imbibes good qualities among the students. We provide MS Office training, English Speaking Course, Time Management and basic technique of marketing. Mentoring students is one of the most important practices of the Institution. The faculties help them to explore the student's hidden talents, how to utilise & channel their energy & give proper direction for their potential. It helps them to explore future employment after graduation. 1. Life skills 2. Professional skills 3. Soft skills 4. ICT skills conducted by the Institute in the last five years.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Regarding the adoption of Indian languages, the college helps local students who belong to Project Affected Persons & teaches them in Marathi, various degree college subjects like Foundation Course, Environmental studies and Auditing. In the future, it will also arrange & provide faculties, if it's in demand for another language also. Preservation & promotion of languages is one of the targets of the college.</p>

5. Focus on Outcome based education (OBE):	The college also makes an effort to understand that imparting knowledge to the students is a life-long activity hence the college focuses on acquiring a positive attitude & other optimistic qualities that will lead students to a successful life. Evaluating, interpreting, analysing & developing responsibility & effective citizenship is one of the program outcomes for the students. Number of final-year students perform project work that supports Outcomes-Based Education.
6. Distance education/online education:	Distance education/ online education is partially implemented in the institute. During COVID-19 all lectures and practical demonstrations were done through online platforms. In the future Institute will develop additional infrastructure to support online education more effectively.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	YES. The primary goal is to build a truly participative democracy in India by encouraging all eligible citizens to vote and make an informed decision during the elections. We are always looking forward to achieve the aim of building a stronger democracy through greater synergy with Civil Society Organisations, Media, and Corporate Houses and even greater queries, suggestions, and participation from individuals. Works for voter education, spreading voter awareness, and promoting voter literacy in institutes as well as nearby regions.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	As part of the Electoral Literacy Club (ELC), our student's co-coordinator and faculty coordinator plays an important role. The students are getting an opportunity to develop their team building, time management, leadership quality, and professional skill improvement while conducting programs under the Electoral Literacy Club (ELC).
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of	Some of the innovative programs and initiatives undertaken by the Electoral Literacy Club (ELC) 1. Street play for improvement of voter registration 2. Games for voter awareness campaigns 3. Promotion of ethical voting. The Institutional Prospectus also includes voter awareness slogans.

<p>poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>As our Institute is surrounded by an economically weaker section of society and on average students are from the same sector, the Institute Electoral Literacy Club (ELC) plays an important role in ethical voting and voting registration.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Electoral Literacy Club (ELC) conducts voter registration drives for students above 18 years who are not yet enrolled as voters when the government opens a link for new online registration.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
388	367	330	341	266

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

2 Teachers

2.1

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

Response: 31

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

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	18	18	18

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
35.63	40.42	34.57	77.47	71.35

File Description	Document
Upload Supporting Document	View Document

Quality Indicator Framework (QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well-planned and documented process Response: 1. Academic Monitoring Committees (AMC)

2. Teaching plans
3. Work Diary
4. Academic Calendar
5. Conduct of CIE

1.2 Academic Flexibility

1.2.1 Number of Add on or value-added courses /Certificate programs offered during the last five years

Response: 05

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

Response: 40.25

1.3 Curriculum Enrichment

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

Response: Courses includes above parameters and co-curricular activities conducted which covers above areas.

1. To develop professional ethics amongst the students, faculties, and non-teaching staff continuous efforts are taken by organizing expert lectures and industry visits which also helps the students to know the gap between academic curriculum and to meet industry requirements.
2. The Institute prompts a culture of involving boys and girls in every activity. Gender equality is also maintained amongst faculty members.
3. The Institute has arranged a separate session on "Women's Empowerment" to encourage female students to participate in various activities. NIRBHAYA BOX/ SAKHI BOX was formed to create a safer environment.
4. The Student Council conducts environmental awareness and social awareness responsibilities activities.

Attached here are subjects that include professional ethics, gender, human values, and environmental trends. Gender equity reports are also posted on the website which has been conducted during the last five years in the institution apart from the curriculum and the link is provided.

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

Response: 37.63

1.4 Feedback System

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

2.1.1 Enrolment percentage

Response: 58.25

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

Response: 42.67

2.2 Student Teacher Ratio

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

Response: 21.56

2.3 Teaching- Learning Process

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

Response: Table includes above methodologies

2.4 Teacher Profile and Quality

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

Response: 100

2.4.2 Average percentage of full-time teachers with Ph. D. / LL. D during the last five years (consider only highest degree for count)

Response: 26.67

2.5 Evaluation Process and Reforms

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

Response:1. Examination cell

2. Unfair means committees (UMC)

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response: well, defined CO-PO

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

Response: 1. Direct attainment sheets

2. Indirect attainment sheets

2.6.3 Average pass percentage of Students during last five years

Response: 86.58

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.81

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 6.69

3.2 Innovation Ecosystem

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

Response: workshops/seminars conducted on IPR/EDP/RM

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

Response: 22

3.3 Research Publications and Awards

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

Response: 0.03

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

Response: 0.06

3.4 Extension Activities

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

&

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

Response: Proofs of outreach and extension activities.

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

Response: 20

3.5 Collaboration

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

Response: 02

Criterion 4 - 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.

Response: proofs and table indicating above facilities.

Infrastructure Related to the Teaching-Learning Process:

1. Campus is Wi-Fi Enabled: Anytime anywhere Wi-Fi access with 50 Mbps speed for students as well as faculties.
2. Total Number of classrooms-09
3. Library: Library Automation with software E-granthalya and N-List.
4. ICT-enabled classrooms have 04 overhead projectors and 01 movable projector.
5. Computer Centre with 40 computers.

6. Principal Cabin
7. Administrative Area
8. IQAC Cell
9. Separate Head of Department Cabin.
10. Staff Room
11. Exam Control Room
12. DLLE Room

Facilities for Cultural and Sports Activities:

1. Auditorium
2. Yoga Centre/ Multipurpose Hall
3. Sports cell

4.1.2 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 26.66

4.2 Library as a Learning Resource

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

Response:

1. The library is Automated with E-Granthalaya and N-List software which provides e-resources to the stakeholders.
2. Reading room for students
3. Separate reading room for faculties.
4. Total textbooks and reference books=691
5. Total number of Journals=5
6. Total number of Magazines=6
7. Daily 09 newspapers displayed in the library
8. Course Outcomes and Program Outcomes are displayed in the library.
9. Total e- journals available=6150+
- 10 Total e-books=3000000+
11. The library is optimally used by the faculty and students: Footfall/ accession register= 70/ day.

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

1. Campus is Wi-Fi enabled. Free Wi-Fi access to all stakeholders on campus with 50 Mbps Speed.
2. The campus is under CCTV surveillance to maintain security on campus.
3. Computer centre with 40 computers which have been upgraded in last five years.

4.3.2 Student - Computer/laptop ratio (Data for the latest completed academic year)

Response: 9.7

4.4 Maintenance of Campus Infrastructure

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

Response: 62.29

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 4.96

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

1.Soft skills

2.Language and communication skills

3.Life skills (Yoga, physical fitness, health and hygiene)

4.ICT/computing skills

Response: A. All of the above

5.1.3 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 31.38

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1.Implementation of guidelines of statutory/regulatory bodies

2.Organisation wide awareness and undertakings on policies with zero tolerance

3.Mechanisms for submission of online/offline students' grievances

4. Timely redressal of the grievances through appropriate committees

Response: B. 3 of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 16.08

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

Response: 2.09

5.3 Student Participation and Activities

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

Response: 7

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

Response: 10

5.4 Alumni Engagement

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

Response: There is a registered Alumni Association. Registration number is THN/ 36248/1860/23

Institute-level Alumni Association contributes significantly to the development of the institution through financial, teaching, mentoring, concealing, and career guidance.

Criterion 6 - 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

Response: 1. CDC

2. The Institution is always in favour of decentralization

3. All rights are given to the Internal Quality Assurance Cell Coordinator to improve the quality of education regularly

4. Organogram

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response: Step wise five years Perspective plan roadmap

1. Policies are made for academics and all stakeholders.
2. Administrative setup as per guidelines given by affiliating University.
3. Appointments are as per the norms of the University and UGC guidelines.
4. Standard Operating Procedures (SOPs) are well-defined.

Moreover, feedback is taken by all stakeholders while drafting the mission and vision along with the perspective plan.

6.2.2 Implementation of e-governance in areas of

1.Administration

2.Finance and Accounts

3.Student Admission and Support

4.Examination

Response: A. All of the above

6.3 Faculty Empowerment Strategies

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

Response: A. Appraisal System

B. Effective Welfare Measures for teaching and non-teaching staff

C. Career Development/ progression

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

Response: 15.56

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

Response: 53.64

6.4 Financial Management and Resource Mobilization

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

Response: The Institute conducts internal and external financial audits regularly every year. Starting from budget allocation expenditures done on infrastructure augmentations, maintenance on physical facilities, purchase of books, or any kind of purchase are done with the head of the institution along with professional C. A.

Internal Audit: An internal auditor is appointed in every AGM, who periodically reviews the accounts. External Audit: External audited statements are prepared and taken care of by C.A with the Head of the Institution and management. No discrepancy was found from the last five years or from the establishment of the institute and Trust.

Mobilization and Optimal Utilization of Resources:

- 1.Main source of revenue is student fees. we are providing higher education at most affordable fees.
- 2.The fees are approved and fixed by Fees Regulatory Authority, Government of Maharashtra.
3. Infrastructure Augmentation funds is raised by the Management of Institute and Cross subsidy funding.
- 4.The objective of the Trust is to provide quality education at an affordable cost at the doorsteps of the students, especially a migrated/ economically weak sectors.
- 5.Optimum and Proper utilization of infrastructure and academic facilities.

6.5 Internal Quality Assurance System

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

Response: IQAC last five years orders, meetings records

IQAC conducts sporadic scrutiny of the teaching-learning process, techniques, and learning outcomes.

- 1 Faculty members are encouraged to use more original and clear teaching strategies
2. Increased use of ICT tools.
3. Feedback received from faculty, students, parents, industry, and alumni vision and missions are defined.
4. Plan to implement vocational and distance learning to support NEP 2020.

IQAC performs the following commission regularly:

1. Improving interlinkage between industry and Institute by conducting sessions of experts.
2. Stimulating Outcome Based Education (OBE)
3. Revamping the quality of academics and administrative activities by considering the recommendations received from various stakeholders

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Response: Gender equity reports and Gender Audit Reports

7.1.2 The Institution has facilities and initiatives for

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

Response: B. 3 of the above

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

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

Response: B. Any 3 of the above

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response: Proofs of activities done.

7.2 Best Practices

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

Response:

BEST PRACTICE-I

Title: Safety of Girls Students- Ensuring Women's Equality

Objective: The college takes women's education and women's issues seriously by ensuring and conducting various activities for the morale of girls' students towards better prospects. Therefore, some committees are formed to work in this perspective to achieve the goal that is safety and women's equality. TITLE: Institution Becomes Part of Digital Revolution

BEST PRACTICE-II

Title: Gymkhana- Sound Mind in Sound Body

Objectives:

To develop sportsmanship and endurance.

Provide appropriate training of practice in gymkhana so the students can maintain their physical fitness.

Maintain effective communication channels to keep students informed about upcoming events and opportunities within the Gymkhana.

To develop a sense of national integration through sports and motivate the learners to participate

7.3 Institutional Distinctiveness

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

Response:

INCLUSIVE EDUCATION

Attached proofs.

5. CONCLUSION

Additional Information :

The phenomenal success of the decades-old **Karnataka Free Night High School** established over half a century ago, now being managed by the Bunts Sangha Mumbai, has produced many graduates, double graduates, postgraduates, doctorates, and has given many engineers, doctors, pharmacists, medical professionals, Lawyers, Architects, Businessmen, Hoteliers & Industrialists in our country and globally. Members of the Bunts Community (who have surnames like Shetty, Rai, Hegde, Naik, Alva, etc), had humble beginnings, and the constant urge to excel and due support from the Bombay Bunts Association (BBA) gave the impetus to establish and run a Night College at the Bunts Center, Navi Mumbai.

The primary objective behind the setting up of the Night College has been to cater to the needs of poor, deserving, less privileged, and promising students who have a burning desire to "**Learn while they Earn**". With this object in mind, BBA endeavored to provide quality education and give all facilities to the students of the Night College so that they too could get an opportunity to excel and achieve academic success which can give a sense of satisfaction and pride to the Bunts Community.

Concluding Remarks :

Thanks to the entire NAAC team for their timely support and guidance for enlightening Bunts College of Higher Education Night College. The prime moto of our Institution (Night College) is to get NAAC Accrediation and to open the door for disciplined education framework.

We got amazing experience and learn a lots of things that matter for quality education. We enjoyed this NAAC festival within a short span (9 Years) we seem to have come forth but many milestones are yet to be reached. They draw near and nearer as we marched on and on.....