

Internal Quality Assurance Cell (IQAC)

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2015-16

Part – A

1. Details of the Institution

1.1 Name of the Institution

VIVEK COLLEGE OF COMMERCE

1.2 Address Line 1

Vivek College Road, Siddharth Nagar,

Address Line 2

Goregaon (West)

City/Town

Mumbai

State

Maharashtra

Pin Code

400 104

Institution e-mail address

vivek_college@hotmail.com

Contact Nos.

022 -28744058
022 - 28724058

Name of the Head of the Institution:

Dr. Vijetha Shetty (Assumed office on 4th August 2017)
(Principal during the period from June 2016 to September 2016: Dr. Nandita Roy)
(In Charge Principal during the period from October 2016 to 3rd August 2017: Prof. Neelu Khosla)

Tel. No. with STD Code:

022 -28744058
022 - 28724058

Mobile:

9821871849

Name of the IQAC Co-ordinator:

Prof. Shrikant Marathe

Mobile:

9820822897

IQAC e-mail address:

maratheshrikant@yahoo.com

1.3 NAAC Track ID

EC/52/RAR/35 dt. 28-03-2010 – Vivek College of Commerce

1.4 NAAC Executive Committee No. &Date:

EC/52/RAR/35 date. 28-03-2010

1.5 Website address:

www.vivekcollege.org/IQAC.aspx/2015-16

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.50	2004	28.02.2004 TO 28.02.2009
2	2 nd Cycle	B	2.59	2010	28.03.2010 TO 27.03.2015

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01-08-2010

1.8 AQAR for the year

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2010-11 submitted on 31st January 2012
- ii. AQAR 2011-12 submitted on 15th February 2013
- iii. AQAR 2012-13 submitted on 28th June 2016
- iv. AQAR 2013-14 submitted on 8th January 2018
- v. AQAR 2014-15 submitted on 8th January 2018

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No *

(e.g. AICTE, BCI, MCI, PCI, NCI)

* indicates "Applicable"

Type of Institution Co-education Men Women
Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management

Others (Specify)

M.Com BSc (IT), Msc (IT), BMS,
 B.Com.(Accounting & Finance),
 B.Com.(Banking & Insurance),
 B.Com.(Financial Markets)and
 BMM Programmes are also conducted.

1.12 Name of the Affiliating University (for the Colleges)

University of Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (Specify)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
 community representatives

03

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

21

2.10 No. of IQAC meetings held No. 04

2.11 No. of meetings with various stakeholders:

Total No

02

Faculty

02

Non-Teaching Staff

01

Alumni

01

Others

NIL

Students

01

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

*

If yes, mention the amount

Rs. Nil

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

-

International

-

National

-

State

-

Institution Level

-

(ii) Themes

-

2.14 Significant Activities and contributions made by IQAC

1. Helped Activity Associations to develop developmental plans.
2. Encouraged teachers to participate in workshops & seminars
3. Encouraged teachers to take up and be active in respect of research activities.
4. Guidance on various activities of the college was provided.
5. Initiated the suggestions for betterment of facilities based on the responses received from students and others.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Teachers' progression in academics was set as aim.	1. Teachers have participated and presented papers in Seminars & Workshops in substantial nos. (As per Annexure "A")
2. Grooming of leadership through Extension activities were proposed to be taken up	2. The students were seen to have emerged as good leaders. Their abilities were channelized to help them become responsible citizens and leaders taking care of their student friends. This is achieved through the activities of NSS, DLLE, Intercollegiate Festivals, all the other extension activities as well as the activities of the Activity Associations.
3. It was planned to enhance the Extra Curricular Activities of the students along with the Academics.	3. Multifarious activities of the students were carried out successfully. The academic calendar is attached in Annexure "B" and the details of Extra Curricular Activities of the students during the year 2015-16 are attached in Annexure "C"
4. It was planned to organize Seminars and Workshops for the benefit of our teachers as well as the teachers of neighbourhood Colleges	4. the details of the Seminars and Workshops organized by the college are attached in Annexure "D"
5. Teachers were encouraged to take up research work	5. Many teachers have taken up research work The details are attached in Annexure "E"

2.16 Whether the AQAR was placed in statutory body Yes * No

Management * Syndicate Any other body

Provide the details of the action taken

Management has provided support for the desirable activities.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	03	-	03	-
UG	07	-	06	-
PG Diploma	-	-		-
Advanced Diploma	-	-		-
Diploma	-	-		-
Certificate	-	-		-
Others	-	-		-
Total	10	-	09	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:

Options for Subjects in Undergraduate courses are available as below:

S.Y.B.Com: Advertising or Computer Systems or Economic Systems

T.Y.B.Com: Computer Systems & Applications/Export Marketing/Marketing Research

Options for Subjects in Postgraduate courses are available as below

M.Com.: Accountancy/ Management are made available to the M.Com students as per University regulations.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders

Alumni: Mode of feedback : Online Manual *

Parents: Mode of feedback : Online Manual *

Employers: Mode of feedback : Online Manual *

Students: Mode of feedback : Online Manual *

Co-operating schools (for PEI) N.A

See **Annexure “F”** for details of Feedback

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The Changes in syllabus are done at University Level & the same are implemented in all the programmes as applicable.
 Following changes were made by the University in this academic year:

1. S. Y. B.Com. (Accounting & Finance)
2. S. Y. B.Com. (Financial Markets)
3. S. Y. B.M.M.

Suggestions regarding the changes are conveyed in the respective meetings and conferences for syllabus revision.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Additional one division of M.Com (Accountancy) for 60 students entered in its Part I in the year 2014-15. Hence with natural growth, Part II for this programme was started in 2015-16

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	8	8	0	14

2.2 No. of permanent faculty with Ph.D.

3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	0	8	0	0	0	14	6	30	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

4

22

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University level
Attended Seminars/ Workshops	-	16 events by 9 teachers	1 events by 1 teachers	31 events by 14 teachers
Presented papers	9 papers by 2 teachers	10 papers by 6 teachers	-	-
Resource Persons	-	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- 1) Field Visits including visits to Bombay Stock Exchange, SEBI, High Court, City Civil Court and Session Court, Consumer Court, Nature Park, etc are arranged
- 2) Usage of Audio-Visual Equipments is done in some classes.
- 3) Concepts and legal principal are taught through PPTs with specific focus on examples, case laws.
- 4) Remedial lectures are conducted
- 5) Use of the audio visual techniques of Mind Mapping, Code Letter, GD (Used Audio Visual Technique)
- 6) Group Discussions, Case studies solving, Teaching with Games
- 7) Student motivation/Career guidance
- 8) Giving problem sheets /notes /references for further study
- 9) Guidance Lectures on important practical subjects such as Personal Finance ‘Starting Early starting Right’, Women Entrepreneurship, E commerce- On line shopping are arranged.
- 10) Screening of International Advertising and advertising prepared by BMM students
- 11) Session on Advertising Appeals was conducted with live examples of Deodorant Ads
- 12) Teaching LDPD student with writing aids, gestures and miming
- 13) For TYBCOM Export Marketing students practising abbreviations in every lecture and monthly test on abbreviations and objectives.
- 14) Preparations of notes on topics in tabular forms for last minute quick reading
- 15) Discussions, solving doubts, revision lectures.

- 16) Group Discussion on current affairs from Newspaper articles
- 17) Problem solving sessions for practice under examination conditions.
- 18) Make students solve practical problems from professional courses
- 19) Solving programming problems in the Computer Lab.
- 20) Extra computer lab sessions are conducted for students with weaker logic.
- 21) Video lectures , Field trips and ,skits , power point presentations etc, mentoring weak students in studies by senior students

2.7 Total No. of actual teaching days during this academic year 187

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- (1) Coding of Answer Papers is continued to be done since 1997-98 in order to avoid revealing of the identity of the students.
- (2) Availability of photocopy, Verification & Revaluation of Answer books is done as per University norms.
- (3) Multiple choice questions are included in Question Papers as per University directives.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1	4	-
---	---	---

(Please See Annexure “A” for the participation of Teachers for Revision of syllabus)

2.10 Average percentage of attendance of students 75

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction Class %	First Class %	Second Class %	Pass Class %	Total Pass %
Courses Under Grading System:						
T. Y.B.Com. (Semester VI)	375	10.40%	42.93%	27.47%	0.53%	81.33%
Other Courses:						
T. Y.B.M.S.	43	4.65%	60.47%	11.63%	-	76.75%
T. Y.B.Sc.(IT)	48	6.25%	25.00%	27.08%	2.08%	60.41%
T. Y.B.Com(A& F)	59	11.86%	45.76%	30.51%	8.48%	96.61%
T. Y.B.Com(B & I)	45	0	13.33%	51.11%	4.44%	68.88%
T. Y.B.Com(FM)	17	-	23.52%	47.05%	-	70.57%
T. Y.B.M.M	24	4%	8%	37%	37%	86%
M.Com (Accountancy)	90	10%	38.89%	32.22%	6.67%	87.78%
M.Com (Management)	62	3.23%	35.48%	32.26%	20.97%	91.94%
M.Sc. (IT) (Sem-II)	4	-	25.00%	25.00%	-	50.00 %

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- During the interactions with teachers, the teaching & learning processes are discussed upon and areas of improvement are identified.
- Monitoring is done through teaching plans and daily reports.
- Teachers' performance is evaluated by students and appropriate measures are taken.
- Teachers are encouraged to attend workshops/seminars for their academic progress.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	70
Others	-

(For details, See Annexure “A”)

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	26	6	0	0
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The need for more contribution in research work and participation in workshops, seminars and paper presentation therein is emphasised through the interactions with the teaching staff. Programmes are organized to provide guidance to the progression in research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	-	-
Non-Peer Review Journals	1		-
e-Journals	5	-	-
Conference proceedings	6	6	

(For details, See Annexure “A”)

3.5 Details on Impact factor of publications:

(Based on available averages)

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	-	-	1
Sponsoring agencies	-	College	-	-	-

(See Annexure “D”)

3.12 No. of faculty served as experts, chairpersons or resource persons

(As per Annexure “A”)

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph.D.Guides and students registered under them

1
5

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	<table border="1"><tr><td>-</td></tr></table>	-	SRF	<table border="1"><tr><td>-</td></tr></table>	-	Project Fellows	<table border="1"><tr><td>-</td></tr></table>	-	Any other	<table border="1"><tr><td>-</td></tr></table>	-
-											
-											
-											
-											

3.21 No. of students Participated in NSS events:

University level	<table border="1"><tr><td>75</td></tr></table>	75	State level	<table border="1"><tr><td>01</td></tr></table>	01
75					
01					
National level	<table border="1"><tr><td></td></tr></table>		International level	<table border="1"><tr><td>-</td></tr></table>	-
-					

3.22 No. of students participated in NCC events:

University level	<table border="1"><tr><td>1</td></tr></table>	1	State level	<table border="1"><tr><td>-</td></tr></table>	-
1					
-					
National level	<table border="1"><tr><td>-</td></tr></table>	-	International level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					

3.23 No. of Awards won in NSS:

University level	<table border="1"><tr><td>-</td></tr></table>	-	State level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					
National level	<table border="1"><tr><td>-</td></tr></table>	-	International level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					

3.24 No. of Awards won in NCC:

University level	<table border="1"><tr><td>-</td></tr></table>	-	State level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					
National level	<table border="1"><tr><td>-</td></tr></table>	-	International level	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					

3.25 No. of Extension activities organized

University forum	<table border="1"><tr><td></td></tr></table>		College forum	<table border="1"><tr><td></td></tr></table>				
NCC	<table border="1"><tr><td>-</td></tr></table>	-	NSS	<table border="1"><tr><td>15</td></tr></table>	15	Any other	<table border="1"><tr><td>5</td></tr></table>	5
-								
15								
5								

Additional Information:

No. of students Participated in the activities of Department of Life long Learning & Education (DLLE):

<i>University level</i>	<table border="1"><tr><td>187</td></tr></table>	187	<i>State level</i>	<table border="1"><tr><td>-</td></tr></table>	-
187					
-					
<i>National level</i>	<table border="1"><tr><td>-</td></tr></table>	-	<i>International level</i>	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					

No. of Awards won in DLLE:

<i>University level</i>	<table border="1"><tr><td>2</td></tr></table>	2	<i>State level</i>	<table border="1"><tr><td>-</td></tr></table>	-
2					
-					
<i>National level</i>	<table border="1"><tr><td>-</td></tr></table>	-	<i>International level</i>	<table border="1"><tr><td>-</td></tr></table>	-
-					
-					

Responsibility

- a) Students have taught the Balwadi (pre-primary) classes in Bhagat Singh Nagar.
- b) Waste Paper Management (Recycling of waste papers and preparation of note books from recycled papers)
- c) Five NSS Volunteers visited Chennai under Chennai Relief Drive of Indian Development Foundation.
- d) NSS conducted Tree Plantation Programme
- e) Disaster Management Programmes of Basic Civil Defence course for NSS Volunteers
- f) Inter collegiate Peace Rally & Road Safety Rally
- g) Visit to old age home was organized.
- h) Thalassemia Screening for Third year students
- i) Health Check up, Eye check up, Anaemia Test was conducted for girls
- j) Voting Awareness Drive was made in Bhagat Singh Nagar
- k) Cleaning of College Campus under Swachchha Bharat Abhiyan
- l) Diwali and Christmas celebration in Balwadi in Bhagat Singh Nagar
- m) NSS unit participated in Ganapati Immersion & Post Immersion Cleaning Activities at Juhu Beach.
- n) NSS Unit organized the Blood Donation Drives twice in the year.
- o) NSS Unit conducted Drive for Registration for Stem Cell Donation for Cancer Patients.
- p) Helping Traffic control Department in managing traffic on Aarey Colony, Goregaon (East) and Goregaon West Police Station during Ganpati Visarjan.
- q) Collection food items, clothes, blankets etc. For Chennai Relief Drive
- r) Street play on HIV AIDS, Youth for Social Governance, Road Safety, Blind Faith, Cleanliness, Causes and Effects of Addiction, Child Marriage etc.
- s) Lectures on Eye Care, Ebola and Dengue Malaria Awareness, Youth and Society, Road Safety, HIV AIDS were conducted for students, society and the adopted locality of Bhagat Singh Nagar.
- t) NSS Volunteers organised 3 Exhibition cum sale of Rakhis during Rakshabandhan. and that of lamps (diyas) during Diwali and that of other articles like earrings, decorative items, small wallets etc. prepared by physically and mentally challenged children of Punarvas.
- u) Women Development Cell organized Bone Density Test Camp for the benefit of Parents & Teaching and Non Teaching staff of College
- v) Awareness Rallies were conducted by NSS Unit so as to bring enlightenment about India's freedom struggle, Seriousness & Avoidance of the 'AIDS' illness.
- w) DLLE Organised for the job training to 120 Students in Various Commercial Establishments. College has undertaken four projects Anna Poorna Yojana (APY), Career Project (CP), Industrial Orientation Project (IOP), Survey of Women Status (SWS)
- x) Career fair and poster making competition for Guidance on various Career Options
- y) Our DLLE students have also participated in UDAAN FESTIVAL organized by the Department of DLLE, University of Mumbai. They have participated in street play and poster making competition on 4th February 2016.
- z) Installed Compost Bin in the canteen area to create awareness about segregation of wet waste

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing Gross Block as at 1.4.15	Newly created	Source of Fund	Total as at 31.3.2016
Campus area	34,800 Sq. Ft	-	Vivek Education Society	34,800 Sq. ft
Class rooms	20	-	- Do-	20
Laboratories	3	-	- Do -	3
Seminar Halls	1	-	- Do -	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 90.90 lakhs	Rs. 1.71 lakhs	College Funds	Gross Block Before Depreciation - Rs.92.61 lakhs Net Block After Depreciation - Rs. 11.30 lakhs
Others : (Rs. in Lakhs)	Rs. 50.39 lakhs	Rs. 0.71 lakhs	College Funds	Gross Block (Before Depreciation) – Rs 51.10 lakhs Net Block (After Depreciation) - Rs. 13.71 lakhs

4.2 Computerization of administration and library

1. The administrative work is substantially computerised.
2. The accounting work is also fully computerised.
3. The entire database of Library is computerised.
4. The issues & receipts of books are computerised.
5. E-Journals are available.
6. Internet Facility is available to the students free of cost.
7. Printouts are permitted to the students at concessional rate.
8. Internet Facility is available to the teaching & non teaching staff free of cost.
9. Departmental records like attendance, mark sheets, lecture notes, etc., are computerised.
10. Software is used for maintaining data of students filled up in the admission form, are maintained by the non teaching staff.
11. Most of the details like roll number, timetable, notices, syllabus, etc are maintained in a soft copy.
12. Students personal and fees related data are maintained and managed by proprietary software.
13. Library is fully computerized and all activities of the library are maintained by software.

4.3 Library services:

Library services: 2015-16

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	4296	494411	1564	186857	5860	683268
Reference Books	16338	5858879	863	554685	17201	6413564
e-Books	-	-	-	-	-	-
Journals	-	-	102	158047**	102	158047
e-Journals	-	-	-	-	-	-
Digital Database *		*	-	15725	-	15725*
CD & Video	737	**	32	**	769	**
Others - Newspapers	-	-	18	31328	-	-

Note: * Database of British Council Library and N-List (Inflibnet of UGC is contributed for every year.

** CDs are received along with the Books. Hence no separate charge is paid for the same.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing in June 2015:	117							
Computers	32	78	0	4	4	16	15	0
Other Devices		4	0	0	5	10	13	0
Added:	4	1	0	0	0	0	3	0
Computers	23	0	0	5	5	10	3	0
Other Devices								
Total in May 2016:	121	79	0	4	4	16	18	0
Computers	55	4	0	5	10	20	16	0
Other Devices								

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance, etc.)

1. Orientation Programmes for Knowledge of Computer of Internet have been conducted in the past.
2. All the Teachers are well versed with computer & Internet usage and have been presently working through computers for academic & administrative activities.
3. Upgradation of Software is done as and when required.
4. Technical Assistance is available in the college premises full time for effective functioning of Computers, Internet Related Work
5. Lectures which require audio visual aids are arranged in the college auditorium.
6. Laptop and projector in classrooms are used for audio visual presentation in lectures.
1. Computer along with Internet facility is provided to the student for their projects (half hour slot at a time)
7. IT Labs are provided to students as per subject requirement.
8. Every department has their own computer.
9. When new staff joins the college library, they are trained to use the Library Software
10. A DSLR cameras are purchased for teaching photography to BMM students
11. Unlimited Internet access is provided to teachers with distinct organisational user id and password.

4.6 Amount spent on maintenance in lakhs:

i) ICT	12.16
ii) Campus Infrastructure and facilities	27.87
iii) Equipments	1.45
iv) Others	-
Total:	41.48

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Awareness of the availability of the Clinical Psychologist was made known to the students.
2. Availability of the facilities in respect of co-curricular & extra curricular activities was publicised through Prospectus, Admission Forms, Orientation Programmes and activities of various associations.

5.2 Efforts made by the institution for tracking the progression

1. Mentoring by class teachers is done.
2. Financial support is given by teachers to the needy students.
3. Book Bank facility is granted to the students.
4. Result analysis is done.
5. Remedial lectures are conducted.

5.3 (a) Total Number of students : 2367

UG	PG	Ph. D.	Others
1972	395	-	-

(b) No. of students outside the state -

(c) No. of international students -

Men	No	%
	969	40.94%

Women	No	%
	1398	59.06%

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2286	42	20	94	13	2455	2177	75	20	91	4	2367

Physically Challenged students are grouped separately as such irrespective of their caste.

Demand ratio: 65 % Dropout %: NIL

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. Seminars and Lectures are arranged for guidance for competitive examinations.
2. Guidance is provided to students.
3. Computer along with Internet facility is provided to the student with the help of Library.
4. Library has many required books for competitive examination and also subscribes to additional books, magazines if suggested/recommended by students Library has many required books for competitive examination and also subscribes to additional books, magazines if suggested/recommended by students
5. During lecture time motivate students and provide tips on different exam
6. Encouraging students to pursue professional courses and guiding them with the procedural aspects.
7. Students are encouraged to appear in competitive exams like CAT and probationary officers exams conducted by SBI, UPSC, MPSC, etc.
8. Career guidance lectures have been conducted, Books on competitive exams have been purchased in library

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input style="width: 40px; height: 20px;" type="text"/>	SET/SLET	<input style="width: 40px; height: 20px;" type="text"/>	GATE	<input style="width: 40px; height: 20px;" type="text"/>	CAT	<input style="width: 40px; height: 20px;" type="text"/>
IAS/IPS etc	<input style="width: 40px; height: 20px;" type="text"/>	State PSC	<input style="width: 40px; height: 20px;" type="text"/>	UPSC	<input style="width: 40px; height: 20px;" type="text"/>	Others	<input style="width: 40px; height: 20px;" type="text"/>

Note: UG students are not eligible to write above examinations.

5.6 Details of student counselling and career guidance

1. Workshops were conducted for Career Guidance, Entrepreneurship
2. Aptitude Test is conducted.
3. Clinical Counsellor is appointed for student counselling.
4. Class Teachers provide guidance to students.
5. Guidance on exam preparation, goal setting, advice on future emerging profession/jobs etc
6. Work shop was conducted on entrepreneurship and various job oriented courses that can be pursued by the students. As well as exposure was given on courses that can help the students to take up self employment.
7. Students are provided information on the professional course , their opportunities , etc so as to make them employable.
8. Extra lectures are being conducted for students : 1. who are working and have missed some of their lectures. 2. Having doubts on any aspect of their subject.
9. As and when the students have approached for guidance or it has been observed that the student needs counselling, help, emotional and academic guidance has been provided to them.
10. Supported students for law entrance exam and guiding them the procedure of admission for LLB
11. 117 Books on Competitive examination are available in the library.
12. MAAC, Malad organized a seminar on the various animation courses on 24th, 26th and 27th November, 2015 for first, second and third year students respectively.
13. A career seminar was organized for the third year students by Thomas Cook on 3rd February, 2016.
14. Flyhigh Aviation Institution organized a seminar for the students on the career opportunities in aviation industry on 27th November, 2015.
15. A seminar on new animation media courses were organized by ICA 7th December, 2015 for the students.
16. A seminar by Framebox institution on the topic government approved computer courses for the students was held on 18th January, 2016.
17. A seminar by Academy of Digital Arts was organized on 28th August, 2015 for first and second year students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	89	14	16(Infosys, Capgemini & TCS)

5.8 Details of gender sensitization programmes

- 1) A workshop was held on 11th January, 2016 on the topic ‘Gender Infidelity’ for the mass media students.
- 2) Guest Lectures were conducted for awareness among students who have taken project of SWS Survey Of Women Status, undertake survey through the questionnaire provided by the DLLE of Mumbai University, which makes them aware of the issues, development and awareness of the women status in society.
- 3) Students who have taken project of SWS Survey Of Women Status, undertake survey through the questionnaire provided by the DLLE of Mumbai University, which makes them aware of the issues, development and awareness of the women status in society.
- 4) In many of the past years, the elected General Secretary of the Students’ Council has been a girl student. Thus the existence of gender equality is noticed by all the students and parents.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

Intercollegiate Level –

No. of students participated in cultural events

State/ University level National level International level

Intercollegiate Level –

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Cultural Activities:

State/ University level National level International level

(Won Prizes in Indian Classical Singing, Indian Instrumental & Western Instrumental Music in Youth Festival of University of Mumbai)

Intercollegiate Level -

5.9.2 No. of medals /awards won by students in cultural events

Sports: State/ University level National level International level

Intercollegiate Level -

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution :		
Book Bank Facility -	146	3,31,425/-
Financial support from government:		
For F.Y. 2014-15	42	Rs.2,12,355/-
For F.Y. 2015-16	78	Rs. 3,98,810/-
Financial support from other sources:	-	-
Prizes by the College for Academic & Extra Curricular Activities	755	Rs. 1,76,200/-
Prizes from Outsiders	6	Rs. 4,000/-
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition: State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

Notes: College Level activities are:

- (1) Book Exhibition for 3 days was conducted for the benefit of school, college students, parents, teachers & community at large.
- (2) Intercollegiate Cultural Festival “Innovators”
- (3) Conduct of Intercollegiate Festival for students “Festomedia “
- (4) Library Quiz
- (5) College has undertaken four projects Anna Poorna Yojana
- (6) Career Project
- (7) Industrial Orientation Project
- (8) Survey of Women Status

5.12 No. of social initiatives undertaken by the students

(As per paragraph 3.26)

5.13 Major grievances of students (if any) redressed: minor grievances were reported and also disposed of satisfactorily. No major grievances are received

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: As education is supreme amongst all riches and virtues of life, it shall be our endeavour to impart quality education, enriching the students for making significant contribution to the Nation

Mission: Value Based Education to all
 Integrity towards Society
 Virtuous Life Building
 Endeavour for Excellence
 Kindle the spirit of Universal Brotherhood.

6.2 Does the Institution has a management Information System

Yes. MIS is built up through:

1. All books accounts are computerised.
2. Employee's biometric attendance report is available.
3. Class wise, Students' Admission Report, with roll numbers is computerised.
4. Report of personal details of students including details of Pending fees of students
5. Leaving certificates, Bonafide certificate, NOC for students are computerised.
6. Library management system manages all library related data and reports generated
7. Department wise result analysis, Reports of different associations, college magazine, college websites, circulars and notices etc.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

1. Syllabus is Prescribed by the University
2. Effective conduct of syllabus is ensured
3. Teachers are encouraged to attend the Workshop /Seminar on review & revision of the syllabus

6.3.2 Teaching and Learning

1. The Reference books & Textbooks are purchased in Library for Students use.
2. Usage of English to Marathi, Hindi, and Marathi to English Dictionaries is encouraged.
3. Guest Speakers are invited for lectures in different Subject
4. Remedial lectures are conducted
5. Field visit & Industrial visits are conducted
6. Book Review Competition is held
7. Teaching & Learning through PPT was carried out.
8. Guidance lectures from experts are held.
9. Continuous evaluation and assessment done, as per university guidelines.
10. Teachers are encouraged to participate in Faculty Development Programme,
11. Prepared Academic calendar at the beginning of the Semester and Lecture Record at the end the Semester.
12. Remedial Class for Weaker students were conducted.

6.3.3 Examination and Evaluation

1. Coding of answer books is continued for F.Y,S.Y examination of all programmes since 1997-98
2. Orientation of Students & Parents was done for SBGS exam pattern
3. CAP for FY/SY was conducted as per university guidelines along with moderation

6.3.4 Research and Development

1. Research Guidance Cell is Functional.
2. Teachers and Students are encouraged to participate in and to present paper/Research Project in Seminar/Workshop.
3. Resource Persons are invited for Teachers guidance for research Activities.
4. Students are trained & sent up for research work presentation competition.
5. Duty Leave & Registration expenses are granted to faculty members.
6. Faculty attended UGC level works shops on Research Methodology
7. Faculties present research papers in International and national conferences.
8. Faculty have published research papers in University/National/ International journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. All Library operations are computerized.
2. Computers Labs are upgraded time to time.
3. Internet Access is available to the students & Staff free of cost.
4. Printouts are allowed at concessional Rates.
5. College Web Portal is Functional For dissemination of information separated.
6. Computer facilities were extended to departments.

6.3.6 Human Resource Management

1. Awards are given to the faculty members for M.Phil/ NET/SET & Ph.D. Qualification.
2. Get together is held for Staff & Management on 15th August every year followed by Lunch.
3. Faculty attended UGC sponsored short term course on Role of teachers in Enhancing students potential , organised by HRD centre, University of Mumbai

6.3.7 Faculty and Staff recruitment

Recruitment of faculty staff is done as per University of Mumbai/ Govt. Guidelines and after publishing the necessary advertisement in the newspapers.

6.3.8 Industry Interaction / Collaboration

1. Persons from Industry and Business Organisation are invited for Interaction with Students.
2. The Students are given training in commercial establishment under DLLE scheme.
3. Visit to Stock Exchange and SEBI, guidance lectures from special agencies in different fields.
4. The college has an excellent placement cell headed by a senior faculty and regular campus placement interviews takes place to accommodate the students in industry immediately after their graduation.

6.3.9 Admission of Students

1. Admission Process was followed strictly as per University Norms which is inclusive in nature.
2. Admission Committee is functional for monitoring the admissions to ensure all propriety norms

6.4 Welfare schemes for schemes for

Teaching	<ol style="list-style-type: none"> 1) Free Medical check-up 2) Provident Fund Scheme 3) Services of Psychological Consultant are available in college campus free of Cost 4) Reimburse the TA and Registration Fees for attending Conference and Seminar incurred by staff. 5) Teachers are felicitated after completion of Ph.D. with award of Rs. 25,000/- ; M.Phil./ NET/SET with Rs. 10,000/-
Non teaching	<ol style="list-style-type: none"> 1) Free Medical check-up 2) Provident Fund Scheme 3) Services of Psychological Consultant are available in college campus free of Cost
Students	<ol style="list-style-type: none"> 1. Book Bank facility 2. Govt Free ships & Scholarships 3. Thalasamia Testing for 275 Students 4. Prizes amounting to Rs. 1,76,200/- were distributed to students for achievements in academic & extra curricular activities 5. Two doctors on panel are available for medical services. 6. First Aid Boxes are available at 4 locations in the college. Scholarship for students 7. Providing flexibility for payment of fees 8. Railway Concession passes are provided to the needy students.

6.5 Total corpus fund generated Rs. Nil

6.6 Whether annual financial audit has been done

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	Yes	M.M Parikh & Co C.A.	Yes	Mr. C. S. Ananthan & Mr. A.P. Kannan

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N.A
For PG Programmes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N.A

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

1. Alumni provide support for College Activities for academic, cultural as well as sports activities.
2. Alumni help in the placement of the present students
3. Alumni help the College in placements by informing about the vacancies in their organizations and encourage/refer students to apply
4. Some of the alumni members have joined as visiting lecturers. A few have already joined as Faculty/Librarian/Clerical Staff
5. Alumni guide students for higher studies and conduct workshops in specially for Financial Markets . teaching them online trading.
6. Vivek Alumni Association got its registration as charitable organization – Income Tax Exemption u/80(G) together with Income Tax Exemption u/s 12 (A)
7. Website of the Alumni Association with the website address www.vivekalumniassociation.com has been launched to facilitate the dissemination of information
8. In association with Indian Development Foundation, our Alumni Association helped to collect and send food materials, cloth etc to flood hit Chennai
9. In alumni actively participate & guide the present young students in functions of Tamil Malayalam Literary Association.

6.12 Activities and support from the Parent – Teacher Association

1. Meetings of PTA were held on 1ST August 2015
2. As and when the parents approach for any inquiry or information related to fees, lectures, attendance, exams etc. they have been given necessary information by PTA.
3. An orientation programme for the first year students parents is organised at the beginning of the academic year, in which the parents are apprised with the course structure, various activities of the college, college's expectation from students as well as parents is explained to them.

6.13 Development programmes for support staff

1. Special study leave is granted to support staff for preparation & appearance for higher qualification exams.
2. Organised Health Camps for Staff of Vivek Education Society
3. Free uniform, flexible working hours during college events/compensatory holidays etc.
4. Art of living workshops , self defence workshops under Women Development Cell, etc
5. Computer training programmes are conducted for non teaching staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Tree plantation was done in College campus.
2. The greenery is maintained in the college.
3. All students were made aware of the need to switch off lights & fans when not in use.
4. Housekeeping arrangements were outsourced for effective cleanliness.
5. Recycling of waste papers and distribution of note books made of waste papers to Adivasi Ashram School, Sakhare, Vangaon.
6. Juhu Beach Cleaning post Ganpati Visarjan
7. Distribution of paper bags in bhagat singh nagar.
8. Close the tap whenever not in use.
9. E- Waste project and Waste to compost Dustbins

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Activities of DLLE were continued with more emphasis considering the importance of practical training received by the students.
2. Lady security persons were recruited in addition to security men.
3. Housekeeping Arrangements were outsourced for effective cleanliness.
4. T Y B Com passed out students along with their parents were invited to PTA meeting and felicitated.
5. Workshop on Women Entrepreneurship was conducted
6. Workshop on Personal Finance was conducted
7. Screening of International Advertising

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

As per paragraph 2.15 of Part 'A' of this Report

7.3 Give two Best Practices of the institution

1. Book Bank Facility by Library
2. Waste Paper Management by NSS

See Annexure “G” for the details of above Best Practices

7.4 Contribution to environmental awareness / protection

1. Tree plantation was done in college campus
2. Workshop on making paper bags from waste papers was conducted.
3. Rally was organised for creating awareness that plastic bags should be avoided.
4. Awareness programme for electricity conservation was conducted for students.
5. Elocution & Debate Competitions were organised on the topic of importance of environment protection.
6. Students did post Ganapati Visarjan Cleaning at Juhu Beach
7. Preparation and distribution of paper bags in Bhagat Singh Nagar was done. Installed Compost Bin in the canteen area to create awareness about segregation of wet waste among the students.
8. Students had observed International Ozone Layer protection Day
9. Students had presented their innovative ideas on how to conserve energy on International Ozone layer Protection Day.
10. Student were sensitised about love and affection of animal through Movie.
11. Conducted Swachh Bharath Abhiyan in the college as NSS programme
12. Instead of having multiple hard copies of documents work is mostly saved in the form of soft copies so that unnecessary wastage of papers doesn't take place. Also both side of papers are used for printing.
13. Encourage students to become members of Natures club (association in college) to make them environment responsible.
14. Instead of burning waste papers, they are shredded.
15. Old computers and other electronic instruments which are of no use are disposed off responsibly through e-waste management.
16. Water Tap Leakages in washrooms are repaired as soon as possible to avoid wastage of water.
17. Students are encouraged to become environmental savers and switch off computers, lights and fans after their lectures are over for the day.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

1. Strength: (1) Well qualified, dedicated & enthusiastic teaching staff and students
(2) Good Library & Good learning resources
2. Weaknesses: (1) Space Constraint
(2) Limitation of Resources
3. Opportunities: (1) Add on Courses and Employment oriented Courses
(2) Bridge-up programmes for weak students
4. Threats: (1) Other Colleges emerging in the nearby area
(2) Tightening of academic schedules results in pressure on quality time education.

8. Plans of institution for next year

As per Annexure "H"

Sd/-

Prof. Shrikant Marathe

Co-ordinator, IQAC

Sd/-

Dr. Vijetha Shetty

Principal

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE "A"

Details of Participation in Workshops & Seminars and Paper Presentations by Teachers during 2015-16

	Name Of Prof. With Department	Date	Organizer/ Sponsor/ Publisher	Local/State/ National/ International	Attended/Participated/ Presented/Published (ISBN/ISSN)
	Title of the Paper/Project/Book/ Thesis/ Seminar/Workshop/ Conference				
A	Prof. Manisha Naik Head, Commerce Dept				
1	"Online Advertising – A Youth perspective	27 th and 28 th NOV 2015	L. S. Raheja college	National conference	Attended and presented paper ISBN 978-93-82159-82-7
2	Effectiveness of Sex appeal in Advertising	16 th March 2016	R. A. D.A. V college	National conference	Attended and presented paper International Journal ISSN 2319-2429
3	Short term course on Research methodology in Social Sciences	14 th March to 19 th March 2016	UGC, HRDC, organised by Poddar College	National	Participated
4	Workshop on Research methodology and Data analysis	29 th and 30 th March 2016	S.M. Shetty college	University	Participated
5	Work shop on Joy of Research	17 th April 2016	Nirmala college	National	Participated
6	Workshop on Research Methodology: Statistical Analysis	23 rd April 2016	Ambedkar college of Commerce and Economics	University	Participated
7	Training Program for Extension Teachers & Students Managers	8 th Dec,2015	Organized by University of Mumbai, DLLE Centre		Training at University
B	Prof. P. Thangadurai Commerce Dept				
1	National Conference on "Recent Trends In Research Methodology In Commerce, Management & Social Sciences"	18 th &19 th Dec,2015	University of Mumbai & Sant Gadge Maharaj College of Commerce & Economics in Mumbai	National	Presented Paper Issn0976-8564
2	Policyholders Perception towards Online Insurance– (pilot study in Mumbai)	Oct-2015	International Journal of Applied Research	International	Published paper ISSN(ONLINE): 2394-7500 ISSN PRINT- 2394-7500
3	A Comparative study of HDFC Standard and ICICI Prudential life insurance company in India	Dec-2015	Global Journal for Research Analysis	International	ISSN 2277-8160 listed and indexed with ISSN directory Paris.
4	UGC Sponsored Short Term Course on "Role of a Teacher in Enhancing Student Potential"	From October 5 to October 10, 2015	HRD Centre, University of Mumbai in Mumbai	National	Participated
5	National Level Workshop on "Delving into the Depth of Research"	On 11 th &12 th December,2015	Organized by M. L. Dahanukar College of Commerce, Vile Parle, Mumbai	National	Participated

C	Prof. Shefali Naranje Business Communication Dept				
1.	“Intellectual Property Rights”	31 st March, 2016	Vivek College of Commerce	University	Participated
2.	“E-Commerce and Legal Issues”	13 th Feb,2016	Vivek College of Commerce	National	Participated
D	Dr. Tanusree Chaudhuri Head, Environmental Studies Dept.				
1	Paper Published on “Agri tourism as means of Sustainable Development”	December, 2015	International Interdisciplinary Research	International	Publication of Paper
2	Paper Published on “Biomedical Waste Management for Environmental Sustainability”	March,2016	Online International Interdisciplinary Research Journal	International	Publication of Paper
3	Paper Published on “Usage of Plastic Carry Bag and Impact on Environment, in Mumbai”	March,2016	Abhinav International Monthly Referred Journal of Research in Management and Technology	International	Publication of Paper
4	Paper Published on Women and Conservation of Environment for Sustainability”	17 th October, 2015	Conference Proceedings, Hinduja College,	National Seminar	Presented Paper
5	Participated Workshop on “CAS Awareness”	8 th August, 2015	IQAC Birla College Kalyan and University of Mumbai	University	Participated
6	Participated Workshop on “API for College Teachers”	29 th August, 2015	IQAC Rizvi college, Jointly with DTSS College , J. M. Patel College & N.M. College	University	Participated
7	Participated in Workshop on “Simplifying CBSGC Examination Rules”	10 th October, 2015	J. M. Patel College & Rizvi College	University	Participated
8	Participated in Short Term Course on “Contemporary Strategies for Teaching and Evaluation”	26 th October to 31 st October, 2015	UGC, HRDC, University of Mumbai	National level	Participated
9	Participated in Workshop on “Delving into Depth of Research”	11 th & 12 th December 2015	M.L. Dahanukar College of Commerce.	National Level	Participated
10	Participated in FDP on “Intellectual Property Rights”	31 st March, 2016	Vivek College	University	Participated
E	Prof. Maya Hande: Commerce Department :				
1.	Changing Trends of Taxi Service Business in India	5 th and 6 th February, 2016	KES’s B.K. Shroff College of Arts and M.H. Shroff College of Commerce	International	Presented
2	Research Methodology in Social Sciences	14 th to 19 th March, 2016	UGC HRDC University Of Mumbai	National	Participated
3.	Faculty Development Programme	4 th February, 2016	Dr. Babasaheb Ambedkar School of Thoughts, Mumba Univ.	University	Participated
4.	Joy of Research	17 th April, 2016	Nirmala Memorial college of Commerce & Science	National	Participated

F	Prof. Nisha Pillai Accountancy Department :				
1	Participated in a National Conference on “ E-Commerce and Legal Issues”	13 th February,2016	Vivek College of Commerce	National	Participated
2.	Participated in a Faculty Development Programme on “Intellectual Property Rights “ Vivek College of Commerce	31 st March,2016	Vivek College of Commerce	University	Participated
3.	Participated in a one day workshop at Nirmal college on “joy of research”	Apr-16	Nirmal College	University	Participated
4.	Completed Refresher Course Conducted by UGC –HRDC University of Mumbai on Make in INDIA – Impact on Indian Business	Dec 7 th – Dec 26 th , 2015	UGC	UGC	Refresher Course
G	Prof. Amshumali Abhyuday Law Department				
1.	E-Commerce and Legal Issues”	13 th February 2016.	Vivek College of Commerce	National Conference	Convener of the Conference.
2.	Empowerment of Women and Indian Constitution	7 th August 2015	B.L Amlani College of commerce	ICSSR sponsored National	Presented. Accepted for the publication with ISBN No..978-93-5212-846-4
H	Prof. Prabhakar Musam Business Economics Department :				
1.	NSS planning session	07 th July 2015	NSS cell University of Mumbai	University	Attended
2.	Add-on Course in the Mathematical Economics	01 st July 2015 to 30 th July 2015	Patkar College, Goregaon west	University	Attended Training
3.	Delving into Depth of Research	11 th and 12 th Dec. 2015	M.L Dahanukar College of Commerce	National	Attended
4.	Recent Trends in Research Methodology In Commerce, Management & Social Science	18 th and 19 th Dec. 2015	Sant Gadge Maharaj College of Commerce & Economics	National	Presented Research Paper on Financial Literacy Initiatives by Financial Sector Regulators
5.	Faculty Development Programme	04 th Feb. 2016	University of Mumbai- Dr. Babasaheb Ambedkar School of Thought	University	Attended
6.	NSS Scrutiny session	18 th March 2016	NSS cell University of Mumbai	University	Attended
7.	Work shop on Research Methodology in Social Sciences	29 th March to 30 th March 2016	S.M Shetty College of Commerce and Management	State	Attended

I	Prof. Neelu Khosla Head, Foundation Course				
1.	Environmental Education and Sustainable Development in Higher Education: Perspective and Hurdles	9 th & 10 th May 2015	Dr B A M University with Dept of Education and Jayprakash Narayan College of Education, Aurangabad	3 rd International Conference on Current Issues in Education & Social Sciences	Presented & Published in the Int'l Online Multidisciplinary Journal REVIEW OF RESEARCH ISSN 2249-894X
2.	“Caspian Littoral States: Reaching for a New Legal Regime and Policy Options for India.”	6 th to 9 th July 2015	ICAS Secretariat, Adelaide, Australia	The 9 th International Convention of Asia Scholars	Presented & Submitted for Peer Review
3.	Impact of Urban Development on Neighbourhood Relationship in Cities	21 st Sep 2015	Reena Mehta College of Commerce & Management Studies	One day National Conference on Urban & Rural Development: Challenges & Opportunities	Presented & included in the Conference Proceedings
4.	APJ Abdul Kalam & Tagore on Education: A Practice of Human Development & Freedom	3 rd Oct 2015	Dr Babasaheb Ambedkar Marathwada University, Aurangabad in Association with P E S Mumbai	One day National Conference on Recent Trends in Teaching & Research: Opportunities, Nature & Features	Presented & Published in Conference Proceedings: ISBN 978-93-83587-33-9
5.	India-Kazakhstan Relations: A Perspective of Integrating Near Abroad	2 nd & 3 rd Nov 2015	JAIR & St. Joseph's College, Darjeeling	Conference on India in the Emerging International Order: Issues & Opportunities	Presented & Published in JAIR's International Journal On-line in Vol 4 Issue 1 2017
6.	Legacy of Resistance: Violence & Women in the North East Region	21 st Nov 2015	K B College of Arts & Commerce for Women, Thane	National Seminar on Exploring the Journey from Chains to Wings: Through the Chariot of History	Presented & Published in Conference Proceedings (Book 1) ISBN – 978-93-83342-29-7 First Published 2016 by Universal Publishing House, Thane
7.	SAARC NEIGHBORS: India-Nepal: Contours of Dynamic Trajectory of their Relationship	24 th Dec 2015	DTSS College, Kurar Village, Malad East Mumbai	International Conference on Global Uncertainty: A Great Opportune Moment for Indian Economy	Presented & included in the Conference Proceedings: ISBN 978-93-83587-26-1

8.	Reflections on the works of Al –Biruni: A Scientific Indologist	27 th – 29 th Dec 2015	Indian History Congress	76 th Session of Indian History Congress at Malda, Kolkata	Presented & Published in Social Research Foundation – Research Process ISSN-2321-211X VOL 4 NUMBER 1 (JAN-JUN 2016)
9.	The Neighborhood Relations: Russia’s Policy in the Baltic States	29 th & 30 th Jan 2016	Centre for Central Eurasian Studies, University of Mumbai and Shailendra Education Society’s Arts, Commerce and Science College	Two-day Multi-Disciplinary International Conference on The Rise of New Russia	Presented & Submitted for Publication in Conference Proceedings
10.	Climate Change and its Impact on South Asia	Feb-16	Deptt. Of Civics & Politics, University of Mumbai	National Seminar on Imagining South Asia in Perspectives: Prospects & Challenges	Presented & Submitted for Publication in Conference Proceedings
11.	Reshaping Security in South Asia: Changing from Regional to Sub-Regional Framework	10 th & 11 th Mar 2016	Dept. Of Strategic & Defense Studies, Jalgaon	International Seminar	Presented & Submitted for Publication in Conference Proceedings
12.	Inclusive Higher Education: Opportunities for Students with Disabilities	25 th & 26 th Mar 2016	L J N J College, Ville Parle East, Mumbai	26 th Session of Marathi Sociological Council – National Seminar	Presented & submitted for Publication
13.	Understanding Concept of Disability, Rehabilitation & accepting it everyday	15 th – 17 th Apr 2016	The Centre for Disability Studies & Action, School of Social Work, TISS	Int’l Conference on Disability Rights, Accessibility & Inclusion in India	Presented & submitted for Publication
J	Prof. Kavita Vaidya Maths / Stats and Computers Department :				
1.	“Intellectual Property Rights”	31 st March,2016	Vivek College of Commerce	University	Participated
2.	“E-Commerce and Legal Issues”	13 th Feb,2016	Vivek College of Commerce	National	Participated

K	Prof. Ranjeet Kaur Patel Co-ordinator, B.M.S.				
1	. Workshop for the Syllabus Re-structuring of SYBMS.	09.06.15	Nirmala College	University Level	Participation in Syllabus Revision
2	Open Forum meeting with Dean Dr. Madhu Nair.	10.08.15	Nirmala College	University	Participated
3	Faculty Development Program on the topic of “Intellectual Property Rights” by Advocate Nayan Rawal	31.03.16	Vivek College of Commerce	University	Participated
L	Prof. Mehul Barai				
1.	Intellectual Property Rights workshop	31/3/2016	Vivek College Of Commerce	University	Participated
2	One day seminar on NAAC- An Edge in Higher Education organized by	12thJanuary, 2016.	Kohinoor Education Trust.	University	Participated
3	One day seminar on introduction of a new subject Financial Management in TY A&F sem 6	9 th Dec 2015	University	University	Participation for Syllabus Revision
4	One day workshop on revised syllabus of TY A&F sem 5 & sem 6	15 th June 2015	University	University	Participation for Syllabus Revision
M	Suvarna Raikar				
1.	Title of the Paper- ‘Importance of Soft Skills on Employability and Career Development’.	14 th December, 2015	Vivek College of Commerce, Mumbai	University	Participated
2.	Faculty Development Programme on ‘Intellectual Property Rights’	31 st March, 2015.	Vivek College of Commerce, Mumbai	University	Participated
N	Vandana Ladha Co-ordinator, BAF				
1.	Intellectual Property Rights workshop at Vivek College Of Commerce	31/3/2016	Vivek College of Commerce, Mumbai	University	Participated
2	One day seminar on NAAC- An Edge in Higher Education	12thJanuary, 2016.	Kohinoor Education Trust	University	Participated
O	Debjeni Chakrabarti				
1	B.Com(FM)Syllabus Revision Workshop	Jan 2015	Saraf college in association with Board of Studies, University of Mumbai	University	Attended for Syllabus Revision
P	Dr. Shefali Rai				
1	1 “Importance of Soft-Skills in Employability and career Development.	14.12.15	Vivek College of Commerce	University	Attended
2	Faculty Development Program on the topic of “Intellectual Property Rights” by Advocate Nayan Rawal	31.03.16	Vivek College of Commerce	University	Attended

Q	Bushra Ansari				
1	1. “Hard Requirements of Soft Skills”	14.12. 15	Vivek College of Commerce	University	Attended
2	Workshop on Revised Curriculum of SYBMS	09.06.15	Nirmala College	University	Attended for Syllabus Revision
3	Faculty Development Program on the topic of “Intellectual Property Rights” by Advocate Nayan Rawal	31.03.16	Vivek College of Commerce	Faculty Development Programme	Attended

ANNEXURE “B”**ACADEMIC CALENDAR FOR ACADEMIC AND EXTRA CURRICULAR ACTIVITIES****FOR THE YEAR 2015-16**

Month	Activities
June 2015	Admissions for FY
July 2015	Extra Curricular Activities by various associations
August 2015	Extra Curricular Activities by various associations , Participation in Youth Festival of University of Mumbai Internal Test
September 2015	Extra Curricular Activities by various associations
October 2015	Term end Tests
November 2015	Diwali Vacation
December 2015	Extra Curricular Activities by various associations
January 2016	Internal Test, Intercollegiate Festival- “Innovators”, Book Exhibition
February 2016	Extra Curricular Activities by various associations
March 2016	Term end Tests
April 2016	Admissions for SY & TY
May 2016	Admissions for SY & TY

ANNEXURE “C”

ACTIVITIES DURING THE YEAR 2015-16

June 2015

1	Admissions work was carried out for First year students with the assistance by NSS student volunteers of Second and Third Years
2	Orientation Programme of NSS

July 2015

1	Orientation Programme for Students of first year of aided course as well as of first year of unaided courses was conducted. Students were informed about the Scheme of Examination, Rules and regulations of the college, academic and extra curricular activities of the college and also about the discipline rules.
2	Swami Vivekananda Punyatithi And Foundation Day was celebrated.
3	Keeping up the tradition of theme based Annual event the literary and musical programme was celebrated.
4	A Talent search competition was organized by TMLA.
5	Library orientation was held for first year students.
6	Book bank facility was extended to students.
7	Musical, Literary & Drama events within the College

August 2015

1	Friendship day was celebrated.
2	Inauguration function of students' council was organized.
3	On 15th August our college held Independence day rally in Siddharth Nagar. The Purpose of the rally was that we should not misuse the Independence.
4	Volunteers stood as Security I the campus for the onam day celebrations.
5	Sports Events Like Cricket, Football, Table Tennis, Carrom, Chess.
6	Students celebrated “Onam” the festival of Kerala.
7	The first meeting of P.T.A. was held for the parents of first year students.
8	Musical, Literary & Drama events in the Youth Festival
9	Provided Coaching In Football , Kabaddi And Soft Ball

1	Teachers' day was organized for all the teaching staff of our college to celebrate their selfless service to the society.
2	Blood donation and thalasaemia detection camp was held at our college bedrock hall.
3	The NSS team volunteered at Bangur Nagar Goregaon (West). And controlled the Ganapati visarjan crowd, aiding to the local police on the day of the event.
4	Ganapati visarjan on the last day of the event was volunteered By The NSS Team At Marve, Malavani.
5	Personality Development seminar was conducted on 22 nd of September by IDF at Juhu, Tanishk Auditorium.
6	Sale of Old Books and Magazines was held by the Library Committee.
7	Awareness drive for clean environment at Juhu Chowpati

October 2015

1	On 2 nd October A seminar on Gandhian thoughts were organized at Churchgate.
2	Saraswati Pooja was held
3	Orientation seminar conducted by Adventure Consultancy for the students for IOP (DLLE) in relation to selection for placement under HUL LTD. For 150 Hrs of work Experience.

November 2015

1	The NSS volunteers went in our adopted area and spread the message of peace against terror attacks.
2	Children's day was celebrated in our college as well as in our adopted area.

December 2015

1	Annual Day
2	College Competitions: Soap Carving, Fruit Carving, Best Out Of Waste, Nail Art, Salad Making, Poster Making, Greeting Card Making, Mahanadi, Cartooning, Rangoli Competition And Exhibition, Bridal Make Up.
3	Annual Sports Day was conducted.

January 2016

1	Birth Anniversary of Swami Vivekananda Was Celebrated On 12 th January.
2	NSS Team Volunteered for a Republic Day function held at Vivek School. Various competitions such as essays and poster making were held.
3	NSS Team Volunteered at the Pongal Day celebration
4	NSS Team Volunteered at the prize distribution
5	Preliminary written Quiz was held on
6	Final Quiz was held by Library Committee
7	Book review Competition was held
8	Book Exhibition
9	Visit to High Court, Mumbai.
10	A short film competition for the students with open theme was held on 11 th January, 2016. Projectors were installed in three classrooms and open terrace also.
11	A workshop cum seminar was held on 11 th January, 2016 on the topic 'Gender Infidelity' for the students.

February 2016

1	Annual prize distribution Function was organized in the college to give away prizes to meritorious students in academics as well as in the Extra-Curricular activities.
2	Farewell function was organized for the outgoing Students of the final year - graduation and post graduation courses in the school premises.
3	Tamil & Malayalam Literary Association celebrated Pongal
4	Keeping up the tradition of theme based Annual event of literary and musical programme, the programme "Mana Udhan Varyache" was presented by Marathi Wangmay&Natya Mandal.

March 2016

1	Examinations were conducted
---	-----------------------------

April 2016

1	Paper Evaluations & Result work was carried out
---	---

ANNEXURE “D”

DETAILS OF WORKSHOP, SEMINARS AND CONFERENCES ORGANIZED BY THE COLLEGE

DURING THE YEAR 2015-16

Date	Title of the Workshop /Seminar/ Conference	No. Of Participants	No. Of Resource Persons/No. Of papers presented	Organizing Department
14 th Sept,2015	National Conference on “ Hard Requirements of Soft Skills”	31	02 Resource person/13 papers presented	Business Communication
13 th February,2016	National Conference on “ E-Commerce and Legal Issues”	19	19	Law Department
31 st March,2016	Faculty Development Programme on “Intellectual Property Rights “	25	02	Staff Academy

ANNEXURE “E”

DETAILS OF TEACHERS’ STATUS IN RESEARCH DEGREES

Sr. No.	Teacher’s Name	Department	Status
1.	Dr. Nandita Roy	Principal, Business Communication Department	Completed Ph.D. in 2005
2.	Dr. Tanusree Chaudhuri	Environmental Studies Department	Completed Ph.D. in 2002
3.	Dr. Malathi	Economics Department	Completed Ph.D.in 2011
4.	Prof. Neelu Khosla	Foundation Course Department	Completed M.Phil. Registered for Ph.D.
5	Prof. Anjali Pathak	Mathematics & Statistics Department	Completed M.Phil. Registered for Ph.D.
6	Prof. M.G. Mohanan	Mathematics & Statistics Department	Completed M.Phil. Registered for Ph.D.
7	Prof. Manisha Naik	Commerce Department	Completed M.Phil. Registered for Ph.D.
8	Prof. Shefali Naranje	Business Communication Department	Registered for Ph.D.
9	Prof. P. Thangadurai	Commerce Department	Completed M.Phil. Registered for Ph.D.
10	Prof. Nisha Pillai	Accountancy Department	Registered for Ph.D.
11	Prof. Prabhakar Musam	Economics Department	Registered for Ph.D.
12	Prof. Maya Hande	Commerce Department	Registered for Ph.D.
13	Prof. Amshumali Abhyuday	Law Department	Registered for Ph.D.
14	Prof. Shrikant Marathe	Accountancy Department	Pursuing M.Phil.
15	Prof. Aparna Padte	B.SC. IT Department	Completed M.Phil.
16	Prof. Vandana Ladha	B.Com. (B & I) Department	Completed M.Phil.
17	Prof. Anupama Bali	B.SC. IT Department	Completed M.Phil.
18	Mrs. Bindu Varma	M.Lib	Pursuing M.Phil.

ANNEXURE “F”

DETAILS OF FEEDBACK

A) Feedback from students is obtained in the Questionnaire Format covering following aspects for evaluation of Teachers’ performance.

- 1 Communication Skills
- 2 Interest Generated in the Subject
- 3 Accessibility for guidance
- 4 Clarity for Explanations
- 5 Use of Teaching Aids
- 6 Knowledge Base
- 7 Sincerity & Commitment
- 8 Punctuality & Completion of Syllabus
- 9 Discipline & Class Control
- 10 Overall Impact of the Teacher

Marks are allotted by students out of 10 marks for each criterion to each teacher who teaches them.

The feedback sheets are shown to the respective Teachers.

- B) Feed from students is obtained also on the infrastructure. Specific responses are sought on Classrooms, Gymkhana, Library, Canteen, Washrooms, Organization of Extra Curricular Activities, etc.
- C) Feedback from parents includes questions asked in Hindi, Marathi and Tamil languages also, apart from English language.
- D) Feedback from Alumni and employers is obtained during interactions with them.

BEST PRACTICES OF THE COLLEGE DURING THE YEAR 2015-16

1. Book Bank Facility by Library

- a. Title: Book Bank facility
- b. Goal:. Provide set of books to economically weak students
- c. The Context: Many students of the college are of economically weak background. For more than 20 years, the Book Bank facility has been functional in the college. Minimum of 100 students are granted this facility every year. However, as the increased need was realised and hence it was decided to increase the assistance to be given to students by way of provision of text book sets to maximum no. Of students.
- d. The Practice: The applications were invited from the students for availing books under the scheme. Students having annual family income below one lakh were considered for distribution of books. The no of beneficiary students of 146 have been the highest so far. Similarly the amount of Rs. 3,31,425/- spent on purchase of the books sets for distribution was highest so far.
- e. Evidence of Success: All records are available at the Library.
- f. Problems Encountered: No problems as such were encountered. But as number of students are more has to make provision for more finance

2. Waste Paper Management by NSS

- a. **Title of the practice : Waste Paper Management**
- b. **Goal :**
 1. Environmental Protection
 2. Optimum use of waste papers generated in college campus and residential areas of students.
 3. Helping poor students
- g. **Context**: the project was started with the idea to bring some innovations in NSS activities. As a college lots of waste papers are generated and thrown out. NSS unit thought of making use of these waste papers for some concrete purpose and thereby we wanted to help needy students. Waste paper recycling started with the intention to contribute to environmental protection.
- h. **Practice :**

NSS Unit has kept boxes made up of cartons in college staff room, principal’s cabin, college office and NSS room. College teaching and non-teaching staff, students and Principal is informed about the putting the waste papers in respective boxes. Every Saturday NSS volunteers empty the waste papers in the plastic bags kept in NSS room. We have also organized maximum waste paper collection competition class wise to encourage the students to collect waste papers. NSS Volunteers are also encouraged to collect waste papers from their homes and residential areas. The collected waste paper is handed over to Parisar Vikas unit of Stree Mukti Sanghatana. The collected waste papers are recycled and note books of the amount of 60% of the value of waste papers are given to NSS Unit. This note books are made of totally recycled papers. These note books are distributed to Adivasi School in Vangaon.
- e. **Evidence of Success**: Total 352 kgs of waste papers are collected and sent for recycling. (Total 50 books of A4 size of 25 pages each will be received from the Parisar Vikas Unit of Stree Mukti Sanghatana.
- i. **Problems encountered and Resources required :** No problems were encountered. Resources requirement in the form of cartons, Big Gunny bags and print outs is not costly :.

ANNEXURE “H’

PLAN FOR THE NEXT YEAR 2016-17

June 2016

1	Admissions for First Year students
2	Orientations to First Year Students

July 2016

1	Cultural Events by Arts Circle
2	Sports Events
3	DLLE Events
4	NSS Events

August 2016

1	Cultural Events by Arts Circle
2	Sports Events
3	DLLE Events
4	NSS Events

September 2016

1	Cultural Events
2	Sports Events
3	DLLE Events
4	NSS Events
5	University Convocation Function

October 2016

1	Cultural Events
2	Sports Events
3	DLLE Events
4	NSS Events

November 2016

1	Cultural Events
2	Sports Events
3	DLLE Events
4	NSS Events

December 2016

1	Annual Day
2	Annual Sports Day
3	Cultural Events
4	Sports Events
5	DLLE Events
6	NSS Events
	Workshop/Seminars

January 2017

1	Cultural Events
2	Sports Events
3	Book Exhibition cum Sale
3	DLLE Events
4	NSS Events
5	Workshop/Seminars
6	Intercollegiate Festival - Innovators

February 2017

1	Cultural Events
2	NSS Events
3	University Convocation Function
3	Annual Prize Distribution
4	Career Guidance
5	Placement Cell Activities
6	Intercollegiate Festival - Festomedia
7	Farewell to Outgoing UG and PG students

March 2017

1	Examinations
2	Paper Assessments

April 2017

1	Examinations
2	Paper Assessments